



Report
Staff Report
The Corporation of the City of Brampton
6/19/2024

Date: 2024-05-31

Subject: **Purchasing Activity Quarterly Report – 1st Quarter 2024**

Contact: **Sean Morgan, Director, Purchasing**

Report number: CAO's Office-2024-510

RECOMMENDATIONS:

1. That the report from Claudia Santeramo, Manager, Procurement Performance, Purchasing, to the Committee of Council Meeting of June 19, 2024, re: **Purchasing Activity Quarterly Report – 1st Quarter 2024**, be received.

OVERVIEW:

- **The City's Purchasing By-law 19-2018 prescribes reporting requirements with respect to the City's Purchasing activities.**
- **This report provides a summary of the City's purchasing activities with a total value of \$90,572,471 during the 1st quarter of 2024. Specific procurement details are provided in Appendix 2.**
- **Appendix 3 of this report provides a summary of upcoming Contract Renewals from January 1, 2025, to March 31, 2025. Although Contract Renewal options are available, these options will be reviewed by the Lead Department and Purchasing to determine whether it is in the City's best interest to exercise the renewal of a Contract.**
- **There are no financial implications from this report.**

BACKGROUND:

In accordance with the Purchasing By-law, the Director of Purchasing is required to provide quarterly reports to Council summarizing the City's purchasing activity as follows:

- New Contracts with a value of \$100,000 and over;
- Contract Extensions and Renewals with a value of \$100,000 and over;
- Exceptions;
- Emergency Purchases; and
- Disposal of assets.

Definitions are noted in Appendix 1.

On September 22, 2021, Council considered the motion (CW431-2021) that the Purchasing Activity Quarterly Report includes a summary of contracts with a value of \$100,000 and greater with upcoming renewal options, prior to contract renewal execution.

CURRENT SITUATION:

The following table provides a synopsis of the purchasing activities during the 1st quarter, ending March 31, 2024.

Purchasing Activity	1st Quarter 2024
Competitive Procurements	\$ 39,301,251
Limited Tendering	\$ 1,493,597
Emergency Purchases	\$ 904,586
Exceptions	\$ -
Consulting Services (Competitive and Limited Tendering)	\$ 557,630
Sub-total	\$ 42,257,065
Contract Extensions	\$ 11,148,832
Contract Renewals	\$ 37,166,574
Total Purchasing Activity	\$ 90,572,471
Proceeds from the disposal of assets	\$ 184,336

A detailed listing for each category is provided in Appendix 2.

In addition, this report includes Contract Renewal options for the period January 1, 2025, to March 31, 2025 (refer to Appendix 3). Although Contract Renewals are available, these options will be reviewed by the responsible Lead Department, in consultation with Purchasing, to determine whether it is in the City's best interest to renew the contract or conduct a procurement process.

CORPORATE IMPLICATIONS:

Financial Implications:

There is no financial impact resulting from the adoption of the recommendations in this report.

Other Implications:

This report has been prepared in full consideration of the Term of Council Priority of "Brampton is a Well-Run City", demonstrating value for money of City Programs and services through open, fair and transparent procurement processes.

STRATEGIC FOCUS AREA:

Government & Leadership:

This report aligns, supports and/or furthers the strategic focus area "Government & Leadership", demonstrating value for money of City Programs and services through open, fair and transparent procurement processes.

CONCLUSION:

This report provides a summary of the City of Brampton's purchasing activities as required by the Purchasing By-law for the 1st quarter, January 1, 2024 to March 31, 2024, in accordance with the reporting requirements set out in the Purchasing By-law 19-2018. In addition to the reporting requirements, this report provides a summary of upcoming contract renewal options from January 1, 2025 to March 31, 2025 for review and consideration by the City.

Authored by:

Reviewed by:

Claudia Santeramo
Manager, Procurement Performance
Purchasing

Sean Morgan
Director, Purchasing

Approved by:

Marlon Kallideen
Chief Administrative Officer

Attachments:

Appendix 1: Definition of terms referenced in this report
Appendix 2: Specific procurement details
Appendix 3: Upcoming Contract Renewals