



Report
Staff Report
The Corporation of the City of Brampton
1/15/2025

Date: 2024-12-10

Subject: **Purchasing Activity Quarterly Report – 3rd Quarter 2024**

Contact: Sean Morgan, Director, Purchasing

Report number: CAO's Office-2025-030

RECOMMENDATIONS:

1. That the report from Claudia Santeramo, Manager, Procurement Performance, Purchasing to the Committee of Council Meeting of January 15, 2025, re: **Purchasing Activity Quarterly Report – 3rd 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 \$128,183,424 during the 3rd quarter of 2024, July 1, 2024 to September 30, 2024. Specific procurement details are provided in Appendix 2.
- Appendix 3 of this report provides a summary of upcoming Contract Renewals from July 1, 2025, to September 30, 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 3rd quarter ending September 30, 2024.

Purchasing Activity	3rd Quarter 2024
Competitive Procurements	\$ 86,905,350
Limited Tendering	\$ 19,840,938
Emergency Purchases	\$ 74,250
Exceptions	\$ -
Consulting Services (Competitive and Limited Tendering)	\$ 929,653
Sub-total	\$ 107,750,190
Contract Extensions	\$ 11,390,868
Contract Renewals	\$ 9,042,366
Total Purchasing Activity	\$ 128,183,424
Proceeds from the disposal of assets	\$ 51,526

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

In addition, this report includes Contract Renewal options for the period July 1, 2025, to September 30, 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's in the City's best interest to renew the Contract or conduct a competitive 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 3rd quarter, July 1, 2024 to September 30, 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 July 1, 2025 to September 30, 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:

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