



**Report**  
**Staff Report**  
**Committee of Council**  
**The Corporation of the City of Brampton**  
**2021-02-24**

**Date:** 2021-02-03

**Subject:** **Purchasing Activity Quarterly Report – 4th Quarter 2020**

**Contact:** **Gina Rebancos, Director of Purchasing**  
**(905) 874-3435**

**Report Number:** Corporate Support Services-2021-194

**Recommendations:**

1. That the report titled: **Purchasing Activity Quarterly Report – 4<sup>th</sup> Quarter 2020**, (2021-194) to the Committee of Council Meeting of February 24, 2021, 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 \$25,529,591 during the 4<sup>th</sup> quarter of 2020. Specific procurement details are provided in Appendix 2.**

**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.

**Current Situation:**

The following table provides a synopsis of the purchasing activities during the 4<sup>th</sup> quarter ending December 31, 2020.

	<b>4th Quarter 2020</b>
New Contracts	\$ 11,955,679
Limited Tendering	\$ 2,508,785
Emergency Purchases	\$ 32,766
Exceptions	\$ -
Consulting Services	\$ 895,830
Contract Extensions	\$ 5,394,505
Contract Renewals	\$ 4,742,026
<b>Total Purchasing Activity</b>	<b>\$ 25,529,591</b>
Proceeds from the disposal of assets	\$ 166,399

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

**Corporate Implications:**

Funds required for procurement are verified through the City's Corporate Financial System to confirm budget availability. Purchase orders are issued after confirmation of budgeted funds in order to commit and allocate the funds to the specific procurements.

**Terms of Council Priority:**

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.

**Conclusion:**

This report provides a summary of the City of Brampton's purchasing activities as required by the Purchasing By-law for the 4<sup>th</sup> quarter, October 1 to December 31, 2020 in accordance with the reporting requirements set out in the Purchasing By-law 19-2018.

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**Attachments:**

Appendix 1: Definition of terms referenced in this report.

Appendix 2: Specific procurement details.