

**Date:** 2021-05-27

**Subject:** **Purchasing Activity Quarterly Report – 1st Quarter 2021**

**Contact:** **Gina Rebancos, Director, Purchasing, Corporate Support Services (905) 874-3435**

**Report Number:** Corporate Support Services-2021-576

**Recommendations:**

1. That the report titled: **Purchasing Activity Quarterly Report – 1<sup>st</sup> Quarter 2021**, (2021-576) to the Committee of Council Meeting of June 9, 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 \$23,645,818 during the 1<sup>st</sup> quarter of 2021. Specific procurement details are provided in Appendix 2.**
- **As per Council direction, Appendix 2 has been updated to include a brief description as Supplementary Information for each procurement activity.**

**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 December 9, 2020, Council directed Staff to report back on the potential for future contract extensions and renewals, of a value greater than \$200,000 or if the extension of a contract is of equal or greater value than the original contract, to be brought forward to Council for information prior to contract extension/renewal execution.

In response to the motion and other Council inquiries related to procurement, staff conducted a workshop for Council on February 22, 2021 – Procurement Practices-An Overview, to inform Council of procurement practices at the City, roles and responsibilities, processes, and the impacts of this proposal. A separate report has been prepared to specifically address the motion, to be received at the June 9, 2021 Committee of Council meeting.

Subsequent to the workshop, at its meeting of March 3, 2021, Council approved the following Governance and Council Operations Committee recommendation:

*Staff provide the quarterly Purchasing Activity Report so that it includes supplementary information in the form of a brief executive summary for each item so as to allow Members of the Public and Council to have a brief description of each item listed within the report.*

#### **Current Situation:**

In response to Council's request for additional information, Appendix 2 is updated to include a brief description for each procurement activity.

The following table provides a synopsis of the purchasing activities during the 1<sup>st</sup> quarter ending March 31, 2021.

	<b>1<sup>st</sup> Quarter 2021</b>
New Contracts	\$ 5,454,369
Limited Tendering	\$ 1,650,066
Emergency Purchases	\$ 187,100
Exceptions	\$ 60,853
Consulting Services	\$ 1,320,213
Contract Extensions	\$ 6,361,644
Contract Renewals	\$ 8,611,574
<b>Total Purchasing Activity</b>	<b>\$ 23,645,818</b>
Proceeds from the disposal of assets	\$ 179,977

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 1<sup>st</sup> quarter, January 1 to March 31, 2021 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