

Date: 2021-09-13

Subject: **Purchasing Activity Quarterly Report – 2nd Quarter 2021**

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

Report Number: Corporate Support Services-2021-988

Recommendations:

1. That the report titled: **Purchasing Activity Quarterly Report – 2nd Quarter 2021**, (2021-988) to the Committee of Council Meeting of September 22, 2021, be received.
2. 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.

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 \$78,883,428 during the 2nd 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.**
- **Appendix 3 of this report provides a summary of upcoming Contract Renewals from April 1, 2022 to June 30, 2022. Although Contract Renewal options are available, these options will need to 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.**

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 June 16, 2021 Council received the Report on Council Intimation of Purchasing Contract Extensions and Renewals (\$200,000 or greater, or if equal or greater value than the original contract) (RM 74/2020). Although staff recommended the current reporting requirements remain unchanged, the report did include the following recommendation that could have been adopted by Council, which reads:

That staff provide the quarterly Purchasing Activity Report so that it includes a summary of contracts with a value of \$100,000 and greater with upcoming renewal options, prior to contract renewal execution.

Current Situation:

This report includes Contract Renewal options for the period April 1, 2022 to June 30, 2022 (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 procurement process.

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 2nd quarter ending June 30, 2021.

	2nd Quarter 2021
New Contracts	\$ 55,371,566
Limited Tendering	\$ 1,719,492
Emergency Purchases	\$ 386,575
Exceptions	\$ -
Consulting Services	\$ -
Contract Extensions	\$ 12,850,964
Contract Renewals	\$ 8,554,831
Total Purchasing Activity	\$ 78,883,428
Proceeds from the disposal of assets	\$ 59,894

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.

Term of Council Priorities:

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 2nd quarter, April 1 to June 30, 2021 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 April 1, 2022 to June 30, 2022 for review and consideration by the City. The staff is also requesting Council approval to continue to add to the Purchasing Activity Quarterly Report the summary of contracts with a value of \$100,000 and greater with upcoming renewal options, prior to contract renewal execution.

Authored by:

Reviewed by:

Claudia Santeramo
Manager, Procurement Performance
Purchasing

Gina Rebancos
Director, Purchasing

Approved by:

Submitted by:

Michael Davidson
Commissioner, Corporate Support
Services

David Barrick
Chief Administrative Officer

Attachments:

Appendix 1: Definition of Terms Referenced in this Report
Appendix 2: Specific Procurement Details
Appendix 3: Potential Contract Renewals