

Date: 2021-11-24

Subject: **Purchasing Activity Quarterly Report – 3rd Quarter 2021**

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

Report Number: Corporate Support Services-2021-1259

Recommendations:

1. That the report titled: **Purchasing Activity Quarterly Report – 3rd Quarter 2021**, (2021-1259) to the Council Meeting of December 8, 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 \$84,815,827 during the 3rd 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 July 1, 2022 to September 30, 2022. 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.**

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 Sept 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:

This report includes Contract Renewal options for the period July 1, 2022 to September 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 3rd quarter ending September 30, 2021.

Purchasing Activity	3rd Quarter 2021
New Contracts	\$ 61,137,368
Limited Tendering	\$ 2,528,403
Emergency Purchases	\$ 31,800
Exceptions	\$ -
Consulting Services	\$ 268,638
Sub-total	\$ 63,966,209
Contract Extensions	\$ 5,340,691
Contract Renewals	\$ 15,508,927
Total Purchasing Activity	\$ 84,815,827
Proceeds from the disposal of assets	\$ 299,620

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 3rd quarter, July 1, 2021 to September 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 July 1, 2022 to September 30, 2022 for review and consideration by the City.

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Attachments:

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