



Report
Staff Report
Committee of Council
The Corporation of the City of Brampton
2022-03-30

Date: 2022-03-09

Subject: **Purchasing Activity Quarterly Report – 4th Quarter 2021**

Contact:
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Report Number: Corporate Support Services-2022-295

Recommendations:

1. That the report titled: **Purchasing Activity Quarterly Report – 4th Quarter 2021**, (2022-295) to the Council Meeting of March 30, 2022, 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 \$40,127,788 during the 4th 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 October 1, 2022 to December 31, 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 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:

This report includes Contract Renewal options for the period October 1, 2022 to December 31, 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 4th quarter ending December 31, 2021.

Purchasing Activity	4th Quarter 2021
New Contracts	\$ 29,077,385
Limited Tendering	\$ 1,009,088
Emergency Purchases	\$ 399,406
Exceptions	\$ -
Consulting Services	\$ -
Sub-total	\$ 30,485,879
Contract Extensions	\$ 5,583,170
Contract Renewals	\$ 4,058,739
Total Purchasing Activity	\$ 40,127,788
Proceeds from the disposal of assets	\$ 34,764

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 4th quarter, October 1, 2021 to December 31, 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 October 1, 2022 to December 31, 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