

Date: 2023-06-02

Subject: **Purchasing Activity Quarterly Report – 1st Quarter 2023**

Contact: Rick Conard, Director, Strategic Services and Initiatives

Report Number: CAO's Office-2023-512

Recommendations:

1. That the report from Claudia Santeramo, Manager, Procurement Performance, Purchasing to the Committee of Council Meeting of June 21, 2023 re: **Purchasing Activity Quarterly Report – 1st Quarter 2023**, 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 \$126,177,797 during the 1st quarter of 2023. Specific procurement details are provided in Appendix 2.**
- **Appendix 3 of this report provides a summary of upcoming Contract Renewals from January 1, 2024 to March 31, 2024. 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:

The following table provides a synopsis of the purchasing activities during the 1st quarter ending March 31, 2023.

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

In addition, this report includes Contract Renewal options for the period January 1, 2024 to March 31, 2024 (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.

Corporate Implications:

Financial 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 1st quarter, January 1, 2023 to March 31, 2023 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 January 1, 2024 to March 31, 2024 for review and consideration by the City.

Authored by:

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Purchasing

Approved by:

Marlon Kallideen

Chief Administrative Officer

Attachments:

Appendix 1: Definition of terms referenced in this report

Appendix 2: Specific procurement details

Appendix 3: Upcoming Contract Renewals