



## **Administrative Report**

**To:** Warden MacDonald and Members of Essex County Council  
**From:** Sandy Pillon, Manager, Procurement and Compliance  
**Date:** Wednesday, November 6, 2024  
**Subject:** 2024 Procurement Activity Report  
**Report #:** 2024-1106-FIN-R22-SP

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### **Purpose**

The purpose of this report is to update County Council on recent procurement activities, as required by Section 4.9(a) of the County's Procurement Policy, and to provide an overview of the Procurement Services Division's key projects and strategies in this first annual report.

### **Background**

In line with the County's revised Procurement Policy, approved in February 2024, this report is prepared annually to summarize all procurement activities for the year. This first report covers procurement activity from January 1 to October 31, 2024. Annual reports in the future will cover the twelve-month period from Nov 1 to Oct 31.

The procurement office is responsible for managing the purchasing of goods and services in a way that aligns with the County's strategic goals, ensures compliance with regulations, and maximizes value for money.

The County's procurement objectives are centered on ensuring open, fair, and transparent processes, in line with the Procurement Policy. The Procurement Services Division continuously strives to improve practices by demonstrating value for money, minimizing wasteful spending, meeting customer expectations, reducing risk, and seeking cost savings through responsible and competitive purchasing. Additionally, the County actively participates in collaborative purchasing opportunities to enhance efficiency and generate savings.

**Discussion**

**2024 Projects & Procurement Strategies**

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During 2024, as in past years, the Procurement Services Division has collaborated closely with each Project Lead to determine the best procurement strategy and procurement method, based on the scope of work and the budget of the project in question.

Prior to providing a summary of the all projects handled by the Procurement Services Division this year, it may be helpful to highlight the parameters required to determine the strategy to be used. Projects with a budget of \$100,000 or more require an open competitive process and are required to be posted on Bids and Tenders, the County’s electronic tendering platform. Conversely, smaller budget projects may be handled through alternative methods. For example, a project of \$10,000 will likely result in an Informal Request for Quote (RFQ-I) being utilized as the appropriate method.

Type of Procurement	Dollar Value
Informal Request for Quotations (RFQ-I)	>\$10,000 up to \$50,000
Formal Request for Quotations (RFQ-F)	>\$50,000 up to \$100,000
Public Tendering, Open Competitive (RFQ, RFP, RFT)	>\$100,000

**Procurement Summary of Activities by Department**

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**Administration**

Strategy	Projects
Open Competitive	Service Delivery Review
Direct Purchase	Primary Safety Answering Program

## Information Technology

Strategy	Projects
Informal Request for Quote	Dell Storage, VM Hardware & VM Software, Replacing Camera Server (SPH, EWSWA)
Open Competitive	MS Office & Exchange Licenses, Managed Security Services, Voip Wireless Phone Replacement (SPH)
Group Procurement Organizations	Adobe Licenses, Network Assessment, Cloud Readiness Consultant

## Financial Services/Human Resources

Strategy	Projects
Open Competitive	Employee Assistance Program

## Sun Parlor Home

Strategy	Projects
Informal Request for Quote	Cement Work, Ice Machines
Group Procurement Organizations	Patient Lifts, Hygiene
Group Procurement Organizations	Condition Assessment Services, Mattresses

## Library

Strategy	Projects
Open Competitive	Vehicle High Rise Cargo Van
Group Procurement Organizations	Computer Equipment

## Emergency Medical Services

Strategy	Projects
Informal Request for Quote	Electric Gate System (Mercer)
Open Competitive	Uniforms, Vehicle Maintenance Program, Electronic Patient Record Software
Group Procurement Organizations	Automated CPR Devices
Direct Purchase	Master Plan Consultant, Power PRO XT Stretchers, Defibrillators, Ambulances, Fleet Vehicles
Open Competitive	Physiotherapy Services, Feasibility Study Consulting Services

## Infrastructure & Planning

Strategy	Projects
Informal Request for Quote	Cooling Tower Platform, Parking Spaces, Security FOB Card Readers, Radio Communications, Roadside Spray Services Noxious Weeds, Roof Repair

Formal Request for Quote	Civic Centre Construction, Waste Management Services, Sign Stock
Open Competitive	Construction Inspection Services, Development Charges Study, Trucking Excess Soil & Heavy Equipment Services, Engineering Design Services, Feasibility Study, Construction for Road Rehabilitation, Bridges & Culverts, Traffic Paint & Beads, Geotechnical Services
Group Procurement Organizations	Fleet Program (Enterprise), Winter Control Equipment, Roads Heavy Equipment
Direct Purchase	Ontario Structure Inspection Software (OSIM), Contract Administrative Services, City Wide Maintenance Manager Software, Signal Equipment

## **Purchase Orders**

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The Procurement Division issues purchase orders for various goods and services, see Schedule "B" for a summary of 2024 purchase orders.

## **Financial Implications**

The procurement activities detailed in this report were conducted in alignment with the County's objectives of maximizing value and maintaining transparency.

Any projects over budget but under \$500,000 were noted in the Treasurer's report as well as any projects that were over \$500,000 in total value and under 10% of the approved budget. Those projects exceeding \$500,000 and over 10% of the budgeted cost were presented to Council for approval throughout the year in individual reports.

## **Consultations**

Financial Analysts

**Strategic Plan Alignment**

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Scaling Sustainable Services through Innovation</li> <li><input checked="" type="checkbox"/> Focusing "Team Essex County" for Results</li> <li><input type="checkbox"/> Advocating for Essex County's Fair Share</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Being an Employer with Impact</li> <li><input checked="" type="checkbox"/> A Government Working for the People</li> <li><input checked="" type="checkbox"/> Promoting Transparency and Awareness</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing Reliable Infrastructure for Partners</li> <li><input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County</li> <li><input type="checkbox"/> Harmonizing Action for Growth</li> <li><input type="checkbox"/> Advancing Truth and Reconciliation</li> </ul>

**Recommendation**

That Essex County Council receive report number 2024-1106-FIN-R22-SP, 2024 Procurement Activity Report as information.

**Approvals**

Respectfully Submitted,

*Sandy Pillon*

Sandy Pillon, Manager, Procurement and Compliance

Concurred With,

*Melissa Ryan*

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Respectfully Submitted,

*Sandy Pillon*

Sandy Pillon, Manager, Procurement and Compliance

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

<b>Appendix</b>	<b>Title</b>
Appendix A	Project Tracker Summary
Appendix B	Purchase Order Summary