



## **Administrative Report**

**To:** Warden MacDonald and Members of Essex County Council  
**From:** Sandy Pillon, Manager, Procurement and Compliance  
**Date:** Wednesday, April 16, 2025  
**Subject:** Quarterly Procurement Report  
**Report #:** 2025-0416-FIN-R11-SP

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### **Purpose**

The purpose of this Administrative Report (the "**Report**") is to provide County Council with a report on the first quarter ("**Q1**") procurement activities for 2025 (as required by Section 4.9(b) of the County's Procurement Policy).

### **Background**

The Procurement Services Division ensures the procurement of goods and services are open, fair, transparent and compliant with the County's Procurement Policy.

In accordance with Section 4.9(b) of the County's Procurement Policy, this report provides Council with a summary of contract awards greater than \$500,000 that were within budget and free of irregularities. While the policy assigns this reporting responsibility to Department Heads, it is reasonable given the day to day responsibilities of the Procurement Group that they prepare this report to ensure consistency and efficiency in reporting.

Usually, any procurement matters outside of the parameters of this Report will be addressed in regular reporting from either the Department Head or the County Treasurer. However, to the date of this Report, there have been no procurement matters completed that have exceeded the amount budgeted and approved by council in the 2025 Budget.

Furthermore, to date all procurement reporting requirements under the policy, that was approved in February of 2024, have been met. The Treasurer reported in September 2024 on procurements that exceeded budget by less than 10%, detailing how the excess amounts were covered.

The annual procurement report, required by procurement policy section 4.9(a), summarizing all procurement activities was presented to Council in November 2024.

This report fulfills the County's procurement reporting obligations and supports transparency in the County's procurement activities.

## Discussion

### Procurement Matters above \$500,000 and Completed between January 1 – March 31, 2025

Type	Description	Dept	Supplier	Term	Value
<b>Purchase Order</b>	Tandem Dump Trucks (2)	Roads	Viking Cives	n/a	\$884,922
<b>Contract</b>	Inspection Services Construction CR42 & 43 Phases 3 & 4	IPS-Road Expansion	ConceptDash	3 yrs	NTE \$2,000,000
<b>Purchase Order</b>	Fleet Purchase & Conversion Services	EMS	Rowland Emergency & Specialty Vehicles	n/a	\$598,034
<b>Purchase Order</b>	KOMATSU Wheel Loader (2)	Roads	Equipment Sales & Service Ltd.	n/a	\$707,000
<b>Contract</b>	CR42 Reconstruction & CR43 Diversion Phases 3 & 4	IPS-Road Expansion	Green Infrastructure Partners (GIP)	3 yrs	\$23,044,000
<b>Contract</b>	Renovation Administrative Building Phase 3	Facilities	R C White	6-8 months	\$2,253,268

### Financial Implications

There are no financial implications to this Report, as all procurement matters completed in Q1 of 2025 were within the amount budgeted and approved by Council in the 2025 Budget.

### Consultations

Consultations were held with the Director of Finance/Treasurer during the drafting of this Report.

### Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<ul style="list-style-type: none"><li><input type="checkbox"/> Scaling Sustainable Services through Innovation</li><li><input 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 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 2025-0416-FIN-R03-SP, Quarterly Procurement 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

Concurred With,

*Sandra Zwiers*

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

Appendix	Title
N/A	N/A