



Administrative Report

To: Warden MacDonald and Members of Essex County Council
From: Sandy Pillon, Manager, Procurement and Compliance
Date: Wednesday, November 5, 2025
Subject: Procurement Services Quarterly Report for Q3 - 2025
Report #: 2025-1105-FIN-R32-SP

Purpose

The purpose of this Administrative Report (the "**Report**") is to provide County Council with a report on the third quarter ("**Q3**") procurement activities for 2025.

Background

In accordance with Section 4.9(b) of the County's Procurement Policy, this report provides Council with a summary of contract awards over \$500,000 that were within budget and awarded without irregularities. While the policy assigns this reporting responsibility to Department Heads, it is reasonable, given the Procurement Group's day-to-day role, that they prepare this report to promote consistency and efficiency in reporting.

The Procurement Services Division ensures that all procurement activities are conducted in an open, fair, transparent, and policy-compliant manner.

This report satisfies the County's procurement reporting requirements and reinforces the County's commitment to transparency in its procurement practices.

Discussion

As per previous 2025 quarterly procurement reports, the chart below outlines those purchases that were greater than \$500,000 and within budget for Quarter 3 of 2025.

Procurement Matters above \$500,000 and Completed between July 1 – September 30, 2025

Type	Description	Dept	Supplier	Term	Value
Contract	Robb Dales Drain/Culvert C-08-479	IPS Bridges & Culverts	Rudak	N/A	\$887,900.00
Contract	McLean Bridge B-11-14B	IPS Bridges & Culverts	Intrepid General	N/A	\$1,028,568.58
Contract	Batten Side Rd RC-12-126	IPS-Bridges & Culverts	Sterling Ridge	N/A	\$578,495.00
Contract	Hauling Bulk Salt	IPS-Roads	JR Roadlines	3+2	\$643,500.00

Financial Implications

There are no financial implications to this Report, as all procurement matters completed in Q3 of 2025 were within the amount budgeted and approved by Council in the 2025 Budget.

Consultations

Consultations were held with the Director, Financial Services/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"> <input type="checkbox"/> Scaling Sustainable Services through Innovation <input type="checkbox"/> Focusing “Team Essex County” for Results <input type="checkbox"/> Advocating for Essex County’s Fair Share 	<ul style="list-style-type: none"> <input type="checkbox"/> Being an Employer with Impact <input type="checkbox"/> A Government Working for the People <input checked="" type="checkbox"/> Promoting Transparency and Awareness 	<ul style="list-style-type: none"> <input type="checkbox"/> Providing Reliable Infrastructure for Partners <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County <input type="checkbox"/> Harmonizing Action for Growth <input type="checkbox"/> Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-1105-FIN-R32-SP, Procurement Services Quarterly Report for Q3 – 2025 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