



Subject: 2021 Purchasing Summary
To: Council
From: Corporate Services Department

Report Number: 2022-130

Meeting Date: July 12, 2022

Recommendation:

That Corporate Services Department Report-Financial Services 2022-130 be received for information.

Purpose:

The purpose of this report is to provide council with a summary of the City's 2021 purchasing activities.

Background:

The current Purchasing Policy was approved through report 2021-323 on December 13, 2021. This policy was developed to support the City in obtaining competitive pricing for purchased goods and services in an efficient, timely, and cost-effective manner in accordance with current laws and regulations.

The City's Purchasing Policy includes a requirement to submit an annual summary of the City's procurement activities to Council.

Looking forward, City staff plan to expand this report to include goods and services scheduled for a future public procurement process as well as statistics on collaborative purchasing arrangements and vendor geography.

Discussion:

This 2021 Purchasing Summary highlights purchasing activities at a summarized level.

During 2021, City purchases, excluding payroll, property taxes and utilities, were \$15,583,148. These purchases were made from 2,345 different vendors, with individual purchases ranging from \$7 to \$908,681.

The top 10 vendors by total purchases are as follows:

Vendor	Amount (\$)
MCAVOY BELAN & CAMPBELL	908,681
RANKIN CONSTRUCTION INC.	787,609
TOROMONT CAT	630,726
16506661 ONTARIO INC	581,691
DIAMOND EARTHWORKS CORPORATION	395,847
SULLIVAN MAHONEY LLP	338,737
SIGNATURE CONTRACTORS	312,041
CIRCLE P PAVING INC	298,979
ULTRAMAR ENERGY-PARKLAND FUEL CORP	286,830
YMCA OF NIAGARA	280,340
Other	10,761,670
Total	15,583,148

A summary of 2021 and year-to-date 2022 procurement activities can be found in Appendix A.

Helping facilitate these procurement methods was the implementation of the electronic procurement platform Bids and Tenders in April of 2022. The use of an electronic bidding platform will streamline processes, reduce internal administrative labour in the distribution and collection of bids, and encourage more competition on bidding processes.

The City is currently investigating a new purchasing card program that will leverage technology to automate the reconciliation process including electronic workflow approvals.

Internal Consultations:

The rollout of the new purchasing policy has been a coordinated effort across the City lead by the City's Purchasing Specialist and Public Works

Financial Implications:

There are no financial implications associated with this report.

Public Engagement:

Through the application of the Purchasing Policy, City staff engage in public procurement to obtain competitive pricing for goods and services in an efficient, timely, and cost-effective manner.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Value: Financial Management to Achieve Financial Sustainability
 - Governance: Communications, Engagement, and Decision-Making
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Conclusion:

That Corporate Services Department Report 2022-130 be received for information.

Appendices:

- a. Summary of 2021 and Year-to-Date 2022 Procurement Activities

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.