

Staff Report

Report To: Corporate Services Committee
Report From: Bradey Carbert, Manager of Corporate Services
Meeting Date: September 14, 2023
Report Code: CR-23-073
Subject: Bi-Annual Summary of Delegated Authority Purchases from January 1, 2023, to June 30, 2023

Recommendations:

THAT in consideration of Staff Report CR-23-073 respecting Bi-Annual Summary of Delegated Authority Purchases between \$50,000 and \$249,999 from January 1, 2023 to June 30, 2023, the Corporate Services Committee recommends that City Council receive the report for information purposes.

Highlights:

- Standard purchases between \$50,000 and \$249,999 are approved by the delegation of authority from Council to the Director of Corporate Services.
- Non-Standard purchases between \$50,000 and \$99,999 are approved by the delegation of authority from Council to the Director of Corporate Services.
- Delegation of authority for purchases within the above-mentioned threshold shortens the procurement award process and allows for reduced project timelines.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Previous Report/Authority:

None.

Background:

By-law No. 2020-002 for the Procurement of Goods, Services, Construction, and Consulting Services delegates the authority for the approval of standard purchases from \$50,000 to \$249,999 from Council to the Director of Corporate Services. The authority for the approval of non-standard purchases from \$50,000 to \$99,999 is also delegated to the Director of Corporate Services. The delegation of authority allows for an efficient and timely award process and reduces overall project timelines.

Analysis:

The attached bi-annual summary report (Appendix 1) provides the details of the awarded purchases between \$50,000 and \$249,999 from January 1, 2023, to June 30, 2023, as well as the method of procurement that was used by staff.

The bid opportunities were awarded in compliance with the City's Purchasing By-law.

Financial Implications:

As detailed in Appendix 1.

Communication Strategy:

N/A

Consultation:

N/A

Attachments:

Appendix 1 – Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from January 1, 2023, to June 30, 2023.

Recommended by:

Bradey Carbert, Manager of Corporate Services

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Bradey Carbert, Manager of Corporate Services at bcarbert@owensound.ca or 519-376-4440 ext. 1240.