

Staff Report

Report To: Corporate Services Committee
Report From: Lauren Stewart, Purchasing and Claims Coordinator
Meeting Date: February 12, 2026
Report Code: CR-26-007
Subject: Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from July 1, 2025 to December 31, 2025

Recommendations:

THAT in consideration of Staff Report CR-26-007 respecting the Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from July 1, 2025 to December 31, 2025, the Corporate Services Committee recommends that City Council receive the report for information purposes.

Highlights:

- 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.

Vision 2050 - Strategic Plan Alignment:

[Strategic Plan](#) Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

N/A

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 and Options:

The attached bi-annual summary report (Attachment 1) provides the details of the award requests for tenders and proposals between \$50,000 and \$249,999 from July 1, 2025, to December 31, 2025, 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.

Resource Alignment:

Financial Resources

As detailed in Attachment 1.

Human Resources

All purchases exceeding \$10,000 require approval from the Manager of Corporate Services or delegate.

The Purchasing and Claims Coordinator is responsible for preparing, developing, coordinating, awarding, and executing all phases of bid

opportunities, including Requests for Tenders, Quotations, Proposals, and Non-Standard Procurement. Additionally, the Purchasing and Claims Coordinator is responsible for issuing Purchase Orders when necessary. Relevant department heads or their delegates are responsible for preparing scopes of work, specifications, and managing internal communication related to procurement requirements.

Time and Scheduling

N/A

Technology and Infrastructure

N/A

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

N/A

Report Developed in Consultation With:

N/A

Attachments:

Bi-Annual Summary of Awarded Tenders and Proposals between \$50,000 and \$249,999 from July 1, 2025 to December 31, 2025.

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 Lauren Stewart, Purchasing and Claims Coordinator at lstewart@owensound.ca or 519-376-4440 ext. 1242.