



Committee Report

To:	Warden McQueen and Members of Grey County Council
Committee Date:	January 23, 2020
Subject / Report No:	FR-CW-06-20 Quarterly Purchasing Report
Title:	Quarterly Purchasing Report – Quarter 4 2019
Prepared by:	Mike Alguire, Purchasing Manager Sharon Melville, Buyer
Reviewed by:	Kim Wingrove
Lower Tier(s) Affected:	None
Status:	

Recommendation

1. That Report FR-CW-06-20 regarding the quarterly purchasing report for Quarter 4 of 2019 be received for information.

Executive Summary

Grey County's purchasing policy A-FIN-001, as endorsed by County Council on March 4, 2014, gives Directors the authority to award items and services up to \$250,000 that have prior budget approval. This policy requires Directors to provide a summary of all purchases between \$25,000 and \$250,000 on a quarterly basis.

County Council endorsed the County's new purchasing Policy, By-law 4074-20, which became effective January 9, 2020 and changed the dollar figure at which a quarterly purchasing report is required. Beginning with the Quarter 1 2020 reporting period, quarterly reports will be provided for contracts awarded between \$75,000 and \$500,000.

Background and Discussion

The attached chart summarizes all purchases made between \$25,000 and \$250,000 by Departments between October 1, 2019 and December 31, 2019.

Department - Housing

Contract	Description	# of Bids	Awarded Bid	Approved Amount	Awarded Amount (excl. HST)
RFT-HOU-17-19	Flooring at Kiwanis Apartments in OS	5	CarpetPlus	\$50,000	\$68,451*

Department - Planning

Contract	Description	# of Bids	Awarded Bid	Reserve Amount	Awarded Amount (excl. HST)
RFT-PCD-07-19	Harvest of Lily Oak	2	Moggie Valley	\$30,000	\$85,000 **

Legal and Legislated Requirements

None

Financial and Resource Implications

*The shortfall from RFT-HOU-17-19 will be funded from the money saved from RFT-HOU-16-19 Air Make Up replacement at Kiwanis Apartments. There was a \$19,853 surplus in that project.

** This amount is revenue from the harvest of one of the County's forest tracts.

Relevant Consultation

Internal

External

Appendices and Attachments

None