



# Committee Report

<b>To:</b>	Warden Halliday and Members of Grey County Council
<b>Committee Date:</b>	January 25, 2018
<b>Subject / Report No:</b>	FR-CW-07-18 Quarterly Purchasing Report
<b>Title:</b>	Quarterly Purchasing Report – Quarter 4 2017
<b>Prepared by:</b>	Sharon Melville, Buyer
<b>Reviewed by:</b>	Kim Wingrove, Kevin Wepler, Heather Morrison
<b>Lower Tier(s) Affected:</b>	None
<b>Status:</b>	Recommendation adopted by Committee as presented per Resolution CW40-18; Endorsed by County Council February 8, 2018 per Resolution CC24-18;

## Recommendation

1. That Report FR-CW-07-18 regarding the quarterly purchasing report for Quarter 4 of 2017 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. This policy requires Directors to provide a summary of all purchases between \$25,000 and \$250,000 on a quarterly basis.

## Background and Discussion

The attached chart summarizes all purchases made between \$25,000 and \$250,000 by Departments between October 1, 2017 and December 31, 2017.

Grey Roots Contract	Description	# of Bids	Awarded Bid	Approved Amount	Awarded Amount (excl. HST)
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Single Source – <i>see Financial and Resource Implications Below</i>	Museum Gallery Refresh - The original request for proposal for this service was not awarded	-	Blue Rhino	\$40,000.00	\$40,000.00
<b>Grey Roots Contract</b>	<b>Description</b>	<b># of Bids</b>	<b>Awarded Bid</b>	<b>Approved Amount</b>	<b>Awarded Amount (excl. HST)</b>
RFP-CC-03-17	Specialized storage at Grey Roots	3	Out of the box Associates Inc.	\$81,000.00	\$58,970.00

<b>Paramedic Services Contract</b>	<b>Description</b>	<b># of Bids</b>	<b>Awarded Bid</b>	<b>Approved Amount</b>	<b>Awarded Amount (excl. HST)</b>
RFT-PS-09-17	Panasonic ToughBooks	1	Interdev	\$139,125.00	\$136,560.00

<b>Housing Contract</b>	<b>Description</b>	<b># of Bids</b>	<b>Awarded Bid</b>	<b>Approved Amount</b>	<b>Awarded Amount (excl. HST)</b>
RFT-HOU-20-17	Replacement of Siding at Hanover Family Units	4	Danval Construction	\$30,000.00	\$38,400.00

## Legal and Legislated Requirements

None

## Financial and Resource Implications

Grey Roots Museum Gallery Single Source - A request for proposal was released in 2016 for the Grey Roots Museum Gallery Refresh with a budget of \$40,000.00. Two proposals were received, one proposal was deemed to be unqualified and the second proposal withdrew during the negotiation process before an award could be made. The Clerk's office sourced Blue Rhino as a company with potential to complete the project. This direction is in accordance with 4.3 Single Source g) of the Purchasing Procedures which states all bids failed to meet the specifications.

RFT-HOU-2017 – The additional funds required will be taken from the Housing reserve fund.

## Relevant Consultation

Internal

External

## Appendices and Attachments

None