



Staff Report to Council - for Information

Title: Summary of Purchasing Policy Suspension Approvals - Q4 2023

From: Edward Henley, Director of Corporate Services

Date: January 11, 2024

Report Purpose:

This report is for information.

Report Summary:

Regular quarterly summary of Purchasing Policy Suspension Approvals

Background:

According to the requirements of the Bruce County Purchasing and Procurement Policy, the approved Purchasing Policy Suspensions will be communicated to Committee.

The following table summarizes the approved purchases between September 1 and December 31, 2023, by all Departments.

| DATE | DEPT. | POLICY EXEMPTION | DESCRIPTION OF SERVICE | VENDOR | PRICE (excl. tax) |
|----------|---------|------------------|--|----------------------------|-------------------|
| 11/9/23 | Library | 7.1.1 d | Customization of Ford Transit for Bookmobile | MKW | \$72,270 |
| 12/06/23 | Museum | 7.1.1 e | Completion of working drawings, specifications for bidding and contract administration services - Part 1 & 2 Proposals for 1878 Museum Tower Restoration | Allan Avis Architects Inc. | \$36,175 |
| 12/12/23 | T&ES | 7.3 h | Purchase a used Shoulder Spreading Machine | Brown Equipment | \$59,000 U.S. |

Financial/Staffing/Legal/IT Considerations:

There are no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

Specifications, funding, and Purchasing Policy requirements are reviewed by Purchasing Manager and/or Corporate Services Director and Chief Administrator Officer for approval prior to purchase.

Link to Strategic Goals and Objectives:

Growth and Innovation - Promote responsible growth

Link to Departmental Plan Goals and Objectives, if any:**Report Author:**

Jennifer Smith, Purchasing Manager

Departmental Approval:

Edward Henley, Director

Approved for Submission:

Christine MacDonald, Chief Administrative Officer

Appendix A

| Policy Exemption No. | Description |
|----------------------|---|
| 7.1.1 d | When the required good or service is in short supply due to market conditions. |
| 7.1.1. e | When a Consultant/Contractor has been used to provide a service, and additional work is required that builds upon or is dependent upon the previous work undertaken, and when it could not reasonably be determined at the time the original work was approved additional services would be required. |
| 7.3 h | When a department desires to purchase a piece of used equipment, a complete description such as model, year, and condition, must be forwarded to the Purchasing Department. With this information a justifiable bid can be determined for the item requested. Additionally, the Purchasing Department may purchase used equipment or other material by negotiated purchase rather than by competitive bidding, if it is determined by the Purchasing Department that the negotiated price is reasonable for the intended use. |