



Staff Report to Council - for Information

Title: Summary of Purchasing Policy Exemptions - 2024 Q1

From: Lynn Hatten, Acting Director of Corporate Services

Date: May 2, 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. Appendix A provides descriptions of the policy exemptions that have been applied.

The following table summarizes the approved purchases between January 1 and March 31, 2024, by all Departments.

DATE	DEPT.	POLICY EXEMPTION	DESCRIPTION OF SERVICE	VENDOR	PRICE (excl. tax)
01/03/24	I.T.	7.3 b	Extension of Service Agreement for County owned printers.	4 Office	\$123,105
		7.1.1. e	Lease/Service Agreement for printers - Library & Ambulance		
01/17/24	Human Services	7.1.1 e	Additional Contract Administration services for unexpected extra work that came up for 920 Old Durham Road, Walkerton Parking Lot Replacement	GM BluePlan Engineering	\$26,000

02/12/24	T&ES	7.3 h	Used Excavator	Kurtis Smith Excavating	\$104,000
02/12/24	T&ES	7.3 h	Used Brushing Head (attachment for Gradall)	Amaco Equipment	\$50,000
02/22/24	LTC	7.1.1. e	E-Box that provides secure access to high- risk medication. (MOH Funding to be spent by 03/31/24)	MediSystem	\$97,634
04/02/24	T&ES	7.1.1. e	By-law Enforcement on County trails	James Special Services	\$31,000

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:

Lynn Hatten
Acting Director of Corporate Services

Approved for Submission:

Sean Morphy, Deputy Chief Administrative Officer

Appendix A

Policy Exemption No.	Description
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 b	An extension or renewal of the contract for similar goods and services.
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.