



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 12, 2023

Subject: SRFIN.23.18 Vendor of Record for Operating Costs

Report from: Tracey Neifer, Treasurer

Appendices: Vendor of Record List for 2023

Recommendation

Be It Resolved that Council hereby,

1. Acknowledges the identified companies as a Vendor of Record for 2023 for the provision of goods and services required to maintain operations of the Municipality;
2. That Staff works with the Vendors to ensure appropriate agreements or terms of service are in place for 2023; and
3. That in accordance with Article 4 of the Procurement Policy, Council waives the requirement to obtain three (3) written competitive quotes for the ongoing supply of goods and services used in operations.

Report Summary

The report highlights vendors that are regularly engaged with the Municipality for the provision of goods and services on an annual basis, without a written agreement or purchase order. Identification as a Vendor of Record for 2023 will ensure compliance with procurement practices.

Background

Municipal staff are currently working on an updated Procurement Policy as the current policy was adopted by By-Law 59-09 on November 9th, 2009. The current policy does not define the purchase amount that is referred to in Article 4, Expenditure Controls, and therefore can be interpreted as the individual purchase amount. Procurement should refer to the total value of the contract over the expected term of service.

Using this understanding, staff have reviewed the annual spend by vendor in 2022, to identify vendors that are engaged regularly for the provision of goods and services to maintain ongoing operating costs across the municipal departments.

Analysis

A vendor summary was prepared to identify the total spending by Vendor based on 2022 transactions. The list was reviewed to identify vendors that supported:

- Capital projects
- Contracted services
- Consulting services
- Payroll benefits and remittances
- Tax levy
- General materials and supplies

The vendors that were identified as supplying general materials and supplies on a regular basis throughout the year have been identified in the Appendix, Vendor of Record List for 2023. The annual spend for each of these vendors in 2022 exceeded \$20,000, except for a few that were less, but have been included as they are used on a regular basis for the supply of materials or services.

Staff will continue to engage with these vendors in 2023. Moving forward with a new Procurement Policy planned to be brought forward this year will define appropriate steps in establishing a Vendor of Record for 2024 and future years. In the interim, Staff are asking to secure a Vendor of Record List for 2023.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

The acknowledgement of a Vendor of Record List for 2023 does not circumvent the requirements of the Procurement Policy for the identified expenditure controls for individual purchases. Staff will continue to be financially responsible to obtain the best value for the Municipality and work within the approved departmental operating budgets.

Approved by: Sylvia Kirkwood, Chief Administrative Officer