

Report to Council

Report Title: Purchasing and Procurement Update Report

Prepared By: Trish Serratore, Chief Financial Officer and Mark Coleman, Director of Community Service

Department: Finance

Date: May 25, 2021

Report Number: FIN2021-15 **File Number:** C11FIN

Attachments:

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number FIN2021-15 – Purchasing and Procurement Update Report, prepared by Trish Serratore, Chief Financial Officer and Mark Coleman, Director of Community Services for information purposes.

Report:

Background:

Staff have undergone two training sessions on Brockton's updated Purchasing and Procurement Policy as well as the Procedure guide and templates. In addition, Council participated in one training session tailored to their positions and role in municipal procurement.

As per the Municipality of Brockton's Purchasing and Procurement Policy requirement to report purchasing results over \$25,000.00 to Council for information purposes.

The Recreation department issued formal Request for Quotation (RFQ) #REC2021-01 – Centennial Park Pool Roof Resurfacing project.

A formal RFQ was issued and forwarded to qualified area vendors by invite only on Monday May 3, 2021 and closed on Friday May 14, 2021 2:00 p.m. Four (4) quote bids were received from local or regional commercial roofing companies that ranged from \$25,500.00 to \$66,500.00. All quotations met the requirements of the RFQ specifications. The recommended quote was reviewed and approved by the CFO. The lowest quotation of \$25,500.00 + HST inclusive of full installation was accepted from Wilken Roofing and Sheet Metal of Hanover.

Analysis:

The formal RFQ provided competitive results from reputable vendors. Installation is anticipated to be completed on or before June 25, 2021. Contractors schedules are considerably busy due to the impacts of the COVID-19 pandemic on the supply chain and ongoing building boom.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

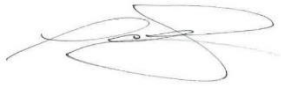
- Do the recommendations help move the Municipality closer to its Vision? Yes
- Do the recommendations contribute to achieving Cultural Vibrancy? Yes
- Do the recommendations contribute to achieving Economic Prosperity? Yes
- Do the recommendations contribute to Environmental Integrity? Yes
- Do the recommendations contribute to the Social Equity? N/A

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

This project is funded 100% by the COVID-19 Resilience Infrastructure stream of ICIP approved grant of \$100,000. The accepted quote of \$25,500.00 came in \$9,500.00 under budget.

Respectfully Submitted by:



Trish Serratore, Chief Financial Officer



Mark Coleman, Director of Community Services

Reviewed By:



Sonya Watson, Chief Administrative Officer