

COUNCIL – FEBRUARY 25, 2025

STAFF COMMUNICATIONS

February 21, 2025

Subject

SC1. Memorandum from the Deputy City Manager
Corporate Services, City Treasurer & CFO and
the Director of Procurement Services, dated
February 25, 2025. Procurement Activity – 2024 Bi-Annual
Report

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Please note there may be further Communications.

DATE: February 25, 2025

TO: Mayor and Members of Council

FROM: Michael Coroneos, Deputy City Manager Corporate Services, City Treasurer & CFO
 Pooja Nagra, Director of Procurement Services

**RE: STAFF COMMUNICATION
 Procurement Activity – 2024 Bi-Annual Report**

1. Purpose

In accordance with the City’s Corporate Procurement Policy, the Director of Procurement Services shall prepare a bi-annual summary information report on all procurement awards to Council. This report provides a summary of the Corporation’s Procurement Activities from July 1, 2024, to Dec 31, 2024.

2. Analysis

Procurement Contract Awards

The table below illustrates the total number of procurements and their dollar value per category for the fiscal year 2024. The procurement team worked closely with the various City departments on competitive bid awards to establish contracts with reputable, qualified, and competitively sourced suppliers. Attachments 1 and 2 provide detailed information on the procurement activity from July 1, 2024, to Dec 31, 2024.

Category	Procurement by Category			
	July-Dec 2024		Fiscal 2024	
	No. of Awards	Award Amount (\$)	No. of Awards	Award Amount (\$)
Construction	77	51,199,403	165	141,353,024
Goods & Services	154	54,185,574	277	71,986,609
IT	43	4,723,390	79	9,498,657
Consulting Services	20	2,788,102	40	4,852,671
Grand Total	294	112,896,469	561	227,690,962

- From July 1, 2024, to December 31, 2024, Procurement Services successfully awarded 294 bids, with a cumulative value of approximately \$112.9 million.
- During the same period, out of the 294 bids awarded, Procurement Services efficiently processed 210 competitive bids, amounting to ~\$80 million, and 84 non-competitive bids, totaling ~\$32.9 million.

Collaboration

Collaborative partnerships within the public sector foster synergy and efficiency. Procurement Services continuously engages in collaborative procurement practices by streamlining buying options to maximize value for money by leveraging volume purchases and reduce procurement cycle times in accordance with the City's Collaborative Procurement Policy.

- Twenty-two (22) contracts, amounting to ~\$5.9 million, were awarded in partnership with Collaborative Procurement Organizations such as York Procurement Cooperative, Canoe Procurement Group of Canada / Sourcewell, and OECM, in the second half of 2024.
- The number of Collaborative Procurement contracts for the second half of 2024 has increased by approximately 47% compared to that in the first half.

Low Dollar Purchase Orders (LDPO)

Low Dollar Purchase Orders, (purchases up to \$5,000 through a non-competitive process) continue to accommodate urgent departmental operational requirements.

A new Low Dollar Purchase Policy was introduced in May 2023 which includes a governance framework to review low dollar spend and establish competitive contracts, where feasible.

- From July 1, 2024, to December 31, 2024, a total of 1,715 LDPOs were issued, amounting to \$2.1 million.

Purchasing Card Program (PCard)

The PCard Program provides an efficient and cost-effective method of purchasing low value goods and services. The benefits of the Program include:

- Reduction of overall transaction time
- Providing City employees with the flexibility to conduct day-to-day business for which there are not any existing corporate contracts available today.

- Revenue sharing opportunity where the City is eligible for a rebate.

Between July 1, 2024, and December 31, 2024, departments processed 7,218 transactions worth ~\$3.3 million, primarily for low-value operating supplies, advertising, professional memberships, training, seminars, and corporate contracts where the PCard can be utilized for payment.

Procurement Award – Reports

Details of all contract awards for procurement activities undertaken in 2024 are available on the Procurement Services page on the [City of Vaughan external website](#).

The [City of Vaughan Bidding Portal](#) offers public access to all bid documents, including bid results and contract awards.



Michael Coroneos,
Deputy City Manager,
Corporate Services, City Treasurer & CFO



Pooja Nagra,
Director,
Procurement Services

Attachments

Attachment 1: Procurements by Portfolio/Office, and by Procurement Type, Awarded for the period July 1, 2024, to Dec 31, 2024

Attachment 2: Summary of Competitive and Non-Competitive Procurement Activity for the period July 1, 2024, to Dec 31, 2024, and Fiscal 2024

Attachment 1: Procurements by Portfolio/Office, and by Procurement Type, Awarded for the period July 1, 2024, to Dec 31, 2024

Portfolio/Office		Request for Tender	Request for Proposal	Request for Quote	Quick Quote	Request for Pre-Qualification	Request for Information	Collaborative Procurement	Single Source	Sole Source	Emergency Purchases	Total
City Manager	\$	586,093	855,218	98,010	58,805	-		30,000	19,440,669	4,557,000	80,577	25,706,373
	#	2	4	3	6	1		2	9	11	1	39
Community Services	\$	237,706		37,750	74,765			1,256,706	642,318			2,249,245
	#	1		1	8			3	1			14
Corporate Services, City Treasurer & CFO	\$	413,934	23,098	129,297	42,103	-		700,232	3,642,011	25,315		4,975,989
	#	2	2	3	4	1		8	25	1		46
Council	\$											0
	#											0
Infrastructure Development	\$	41,907,113	8,359,917	247,947	162,545	450,000	-		2,371,783	16,854	53,084	53,569,243
	#	24	18	5	11	7	1		13	1	3	83
Integrity Commissioner/Lobbyist Registrar	\$											0
	#											0
Internal Audit	\$							103,500				103,500
	#							1				1
Legal and Administrative Services	\$							1,200,000	122,279			1,322,279
	#							1	4			5
Planning & Growth Management	\$		20,000		7,675				123,585			157,760
	#		1		1				2			5
Public Works	\$	13,798,249	3,870,514	376,837	1,842,730		-	2,679,953	1,522,640	123,132		24,214,056
	#	15	5	8	39		2	7	7	4		87
Vaughan Public Libraries	\$	105,997		218,362	95,698					177,967		598,023
	#	1		5	6					2		14
Grand Total	\$	57,049,092	13,128,747	1,108,203	2,290,821	450,000	0	5,970,391	27,865,285	4,900,268	133,661	112,896,469
	#	45	30	25	76	9	3	22	61	19	4	294

Attachment 2: Summary of Competitive and Non-Competitive Procurement Activity for the period July 1, 2024, to Dec 31, 2024, and Fiscal 2024

Bid Type	July-Dec 2024		Fiscal 2024	
	No of Procurements	Value (\$)	No of Procurements	Value (\$)
Competitive				
Request for Tender	45	57,049,092	84	117,984,375
Request for Proposal	30	13,128,747	55	49,389,501
Request for Quote	25	1,108,203	49	2,356,620
Request for Pre-Qualification	9	450,000	16	450,000
Quick Quote	76	2,290,821	162	7,092,634
Request for Information	3	-	7	-
Request for Express of Information			1	-
Collaborative	22	5,970,391	37	9,270,408
Sub-Total Competitive	210	79,997,254	411	186,543,538
Non-Competitive				
Sole Source	19	4,900,268	37	8,276,085
Single Source	61	27,865,285	106	32,510,229
Emergency Purchase	4	133,661	7	361,111
Sub-Total Non-Competitive	84	32,899,215	150	41,147,424
Grand Total	294	112,896,469	561	227,690,962