

Region of Waterloo

Corporate Services

Treasury Services (Procurement)

To: Administration and Finance Committee

Meeting Date: August 15, 2023

Report Title: Quarterly Summary of Tenders/Quotations and Requests for Proposals Approved by the Chief Administrative Officer

1. Recommendation:

For Information.

2. Purpose / Issue:

To provide Council with the details of the tenders/quotations, proposals and consultant proposals awarded by the Chief Administrative Officer (CAO) under authority of the Purchasing By-law effective April 1, 2023 to June 30, 2023.

3. Strategic Plan:

Award of these contracts meets the 2019-2023 Corporate Strategic Plan objective to ensure regional programs and services are efficient, effective and provide value for money under Strategic Focus Area 5, Responsive and Engaging Government Services.

4. Report Highlights:

The criteria for CAO approval during this reporting period are set out below:

- Administrative awards of tenders between \$1,000,000 and \$10,000,000 can occur if the following criteria are met: the bid is compliant, award to the lowest bidder, and the bid amount is within budget.
- For proposals between \$1,000,000 and \$10,000,000, the criteria to enable an administrative award are that the proposal is compliant, that it best meets the criteria as established, and price is within budget.
- The Chief Administrative Officer By-law #20-027 (as amended and effective July 1, 2022) allows for the CAO to award tenders and RFPs when Council is not in session, providing that the terms of the Purchasing By-law have been followed.

5. Background:

The Region's Purchasing By-law authorizes the Region's CAO to award certain tenders and Request for Proposals (RFPs) based on specified criteria.

Administrative awards allow for an efficient and timely procurement process. A summary report is submitted on a quarterly basis to the Administration and Finance Committee outlining all tenders, RFPs and consultant proposals approved by the Chief Administrative Officer.

6. Communication and Engagement with Area Municipalities and the Public

Nil.

7. Financial Implications:

All awards are consistent with the procurement by-law, including sufficient funding in the approved operating and/or capital budgets, as applicable.

8. Conclusion / Next Steps:

Nil.

9. Attachments:

Appendix 1: CAO Tender and Quotation and Awards

Appendix 2: CAO Request for Proposal Awards

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Approved By: Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer