Staff Report

Report To: Corporate Services Committee

Report From: Lauren Stewart, Purchasing and Claims Coordinator

Meeting Date: September 10, 2026

Report Code: CR-26-081

Subject: Bi-Annual Summary of Awarded Purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026

Recommendations:

THAT in consideration of Staff Report CR-26-081 respecting the Bi-Annual Summary of Awarded Purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026, the Corporate Services Committee recommends that City Council receive the report for information purposes.

Highlights:

- Purchases between $50,000 and $249,999 are approved by the delegation of authority from Council to the Director of Corporate Services.
- Non-Standard purchases between $50,000 and $99,999 are approved by the delegation of authority from Council to the Director of Corporate Services.
- Delegation of authority for purchases within the above-mentioned threshold shortens the procurement award process and allows for reduced project timelines.

Vision 2050 - Strategic Plan Alignment:

Strategic Plan Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

N/A

Background:

By-law No. 2020-002 for the Procurement of Goods, Services, Construction, and Consulting Services delegates the authority for the approval of standard purchases from $50,000 to $249,999 from Council to the Director of Corporate Services. The authority for the approval of non-standard purchases from $50,000 to $99,999 is also delegated to the Director of Corporate Services. The delegation of authority allows for an efficient and timely award process and reduces overall project timelines.

Analysis and Options:

The attached bi-annual summary report provides the details of the awarded purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026, as well as the method of procurement that was used by staff.

The bid opportunities were awarded in compliance with the City's Purchasing By-law.

Resource Alignment:

Financial Resources

As detailed in the attached summary report.

Human Resources

The Purchasing and Claims Coordinator is responsible for preparing, developing, coordinating, awarding, and executing all phases of bid opportunities, including Requests for Tenders, Quotations, Proposals, and Non-Standard Procurement. Additionally, the Purchasing and Claims Coordinator is responsible for issuing Purchase Orders when necessary.

Relevant department heads or their delegates are responsible for preparing scopes of work, specifications, and managing internal communication related to procurement requirements.

Time and Scheduling

N/A

Technology and Infrastructure

N/A

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

Tenders and Proposals are posted on the City's Bids and Tenders webpage, in compliance with the City's Purchasing By-law.

Report Developed in Consultation With:

N/A

Attachments:

1. Attachment 1 - Bi-Annual Summary of Awarded Purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026

Reviewed by:
Jason Hoffman, Manager of Corporate Services
Kate Allan, Director of Corporate Services

Submission approved by:
Tim Simmonds, City Manager

For more information on this report, please contact Lauren Stewart, Purchasing and Claims Coordinator at lstewart@owensound.ca or 519-376-4440 ext. 1242.