



A community that grows together

Report To: Warden Post and Members of County Council

Meeting Date: April 23, 2026

Subject: First Quarter Procurement Report

**From: Chris (C.J.) Hasson, Procurement Manager
Aimee Raves, Manager of Corporate Finance, Treasurer**

Recommendation

THAT the report from the Manager of Corporate Finance, Treasurer and the Procurement Manager, Report No. CS-2026-009, First Quarter Procurement Report, dated April 23, 2026, be received.

Executive Summary

- In accordance with By-Law 2024-52, Procurement of Goods and Services, a quarterly report to County Council for all Request for Tenders and Request for Proposals (RFP) over \$75,000 is required.
- Procurement processes completed in the first quarter of 2026 include:
 - Third Party Short-Term Disability Management Services
 - Landscaping Services
 - Municipal Class Environmental Assessment (MCEA) for the widening of Dufferin County Road 109, Riddell Road, and South Arterial Road (SAR)
 - OSIM Inspections – issued
 - Supply and Delivery of One Snowplow - issued

Background & Discussion

This report covers the period from January 1, 2026, through March 31, 2026.

The table below provides the details of the Requests for Tender and the Requests for Proposal (where amounts were greater than \$75,000 as per By-Law 2024-52) for the reporting period outlined. All procurement of goods and services, by every department

in the County, is governed by guidelines of the Procurement Policy By-Law 2024-52. There are multiple approval stages, creating a system of checks and balances, to purchases, as outlined in the Policy. Department Heads, or their Authorized Delegate(s) initiate purchases for values up to \$15,000.

As outlined in the policy, further steps are taken in the case of purchases of greater than \$15,000 to obtain competitive quotes. For purchases greater than \$75,000, there are additional steps for formal Tenders and/or Requests for Proposals, including detailed evaluation of bids received. Further, these purchases are reported to Council on a quarterly basis, in reports such as this one. Still further steps are required, as outlined in the Policy, for situations where vendor price bids are above the approved annual budget.

Tender/RFP Number	Description	Status	Vendor	Budget Value	Contract Value (No Tax)
RFP2025 PW-25-20	Municipal Class Environmental Assessment (MCEA) for the widening of Dufferin County Road 109, Riddell Road, and the South Arterial Road (SAR)	Awarded	RJ Burnside & Associates	\$600,000 ¹	\$874,831.54
NRFP2025 HR-25-02	Third Party Short-Term Disability Management Services	Awarded	Trillium Health Partners	\$40,000	\$42,000
NRFP2026 WS-25-02	Source Separated Organics Processing	Awarded	Walker Environmental	\$418,930	\$291,200
NRFP2026 FA-26-01	Landscaping Services	Closed: March 26, 2026	-	\$32,130 ²	-
RFP2026 PW-26-03	Ontario Structure Inspection Manual (OSIM) Inspections and Long-Term Capital Planning	Closes: April 16, 2026	-	\$65,000	-
T2026 DO-26-02	Fire Alarm Panel Upgrades at Dufferin Oaks Campus	Closes: April 16, 2026	-	\$180,000	-
T2026 PW-26-02	Supply and Delivery of One (1) Snowplow	Closes: April 16, 2026	-	\$500,000	-

Notes:

1. Award includes work to be funded by lower tier municipality, award approved through March 26, 2026 Council report.
2. This amount does not include Dufferin Oaks campus locations as budget is not broken down by service type. Total grounds maintenance for Dufferin Oaks campus is \$49,000 which also includes lawn care, tree trimming, etc.

Financial, Staffing, Legal, or IT Considerations

None

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery/
improve the County's internal and external communication

Respectfully Submitted By:

Aimee Raves, CPA, CMA
Manager of Corporate Finance, Treasurer

Chris (C.J.) Hasson, NISCL-CSCL, MCIPS (CS), CSCMP, CPSM
Procurement Manager

Reviewed by: Sonya Pritchard, Chief Administrative Officer