




INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	March 23, 2023
SUBJECT/REPORT NO:	COVID-19 Policy 10 Emergency Procurements Report (FCS23024) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972 Maryanne Morris (905) 546-2424 Ext. 4346
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SIGNATURE:	

INFORMATION

In accordance with the City of Hamilton (“City”) Procurement Policy, Policy #10 – Emergency Procurements, the purpose of this report is to provide an information update on purchase orders issued for emergency procurements of goods and services that were processed by the Procurement Section on behalf of City divisions as well as the Central Supply Depot in response to the COVID-19 Pandemic emergency. This report only summarizes purchase orders processed by Procurement and is not an exhaustive list of City wide COVID-19 related purchases.

The Procurement Policy defines an Emergency as:

“a situation, or the threat of an impending situation, which may affect the environment, life, safety, health and/or welfare of the general public, or the property of the residents of the City, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.”

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

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Procurement Policy #10 also states where, in the opinion of the General Manager of a City Department, an emergency exists or where the Emergency Operations Centre (EOC) has been activated or an emergency situation has been declared, staff has the authority to procure goods and services by the most expedient and economical means possible to deal with the emergency.

In March 2020, the EOC was activated in response to the COVID-19 Pandemic and Policy #10 – Emergency Procurements was invoked to allow the Procurement Section to process emergency purchase orders as quickly as possible in response to intense global competition and supply chain constraints particularly affecting personal protective equipment (PPE) and cleaning supplies. As directed by the EOC, City staff also established a centralized supply depot to maintain products deemed essential/critical (disinfectant/cleaning supplies and PPE) to ensure timely access and continuity of internal supply lines to all City departments. Throughout the Emergency, Procurement staff was tasked with procuring goods and services for both the Central Supply Depot as well as for specific City divisions and first responders, including but not limited to Hamilton Fire, Hamilton Police Service, Hamilton Emergency Services, and the City's Long Term Care Homes.

Since March 2020 to December 31, 2022, the Procurement Section has processed a total of 229 purchase orders relating to the COVID-19 Pandemic totalling \$16,803,840.91 and \$35,637.20 (USD) as follows:

Category	# of Purchases	Total Value of Purchases
Cleaning Services	16	\$882,514.24
Cleaning Supplies and Sanitizer	36	\$708,432.32
Gloves	30	\$702,193.50
Gowns	15	\$1,005,850.90
Laundry Services	5	\$169,000.00
Masks and Shields	72	\$3,951,248.20 \$35,000.00 (USD)
Medical Equipment	14	\$516,035.23 \$637.20 (USD)
Other Goods and Services	24	\$1,296,052.32
Shelters and Associated Costs	17	\$7,572,514.20

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All purchases have been summarized in Appendix “A” to Report FCS23024.

Committee and Council are advised that, although staff may continue to procure goods and services in response to COVID-19, staff has transitioned back to securing these goods and services via the appropriate approval authorities provided for under the Procurement Policy. Therefore, should any goods or services related to COVID-19 be procured under Policy #10 – Emergency Procurements, these purchase orders shall be reported via the Emergency and Non-competitive Procurements Reports submitted quarterly to the Audit, Finance and Administration Committee and Council.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS23024 – COVID-19 Policy 10 Emergency Procurements Report