



Information Memo

To: Council-In-Committee Meeting
Date: October 15, 2025
Division: Corporate Services
Department: Finance
Subject: Delegated Authority to Award Purchasing Activity January 1, 2025 to June 30, 2025

Recommendation(s):

That the Information Memo regarding the Delegated Authority to Award Purchasing Activity be received as information.

Background

The purpose of this memo is to inform Council of the Delegated Authority to Award Purchasing Activity during the period of January 1, 2025 to June 30, 2025.

Discussion:

In accordance with the Purchasing Policy, Council delegated its authority to General Managers to award all Requests for Tenders and Requests for Proposals with purchase amounts between \$50,000 and \$250,000 when all of the following conditions apply.

1. It is the lowest Tender meeting specifications, or the Proposal meeting the Price per Point methodology, and
2. The scope of the project has not changed from what was approved by Council, and
3. The amount of the Bid, plus all related costs, is within the approved allocations, and
4. Any contract not anticipated to be financed by debentures.

As part of this delegation, Section 25 of the Purchasing Policy states that a semi-annual information report shall be submitted to Council. The report shall contain the details relevant to the authorization for all formal bid opportunities awarded that are equal to or greater than \$50,000 up to \$250,000 in value. The report will also include all Blanket Order renewals exceeding \$50,000 including taxes, over the term of the contract.

A detailed summary of the purchasing activity has been provided as Attachment A to this memo. All purchasing activity outlined in the attachment have met the conditions for delegated authority as reported by staff in the required Bid Award Summary form.

Finance Comments noted for each bid in Attachment A were made at the time of bid award. It should be noted that some projects may have had changes approved subsequent to award, such as a change of funding source through a Capital Status Report, which would not be reflected in the comments within the attachment.

Attachment(s):

- Attachment A – Delegated Authority Purchasing Activity January 1, 2025 to June 30, 2025.

Conclusion:

All staff that have been delegated purchasing authority for The Corporation of Norfolk County must strictly follow the guidelines outlined in the Purchasing Policy and Purchasing Procedures.

The use of delegated authority enables all divisions and departments to proceed with projects without delay.

Approval:

Approved By:
Al Meneses, CAO

Reviewed By:
Heidy Van Dyk, General Manager, Corporate Services
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