

Annual Procurement Report for Fiscal Year (FY) 2024 includes the following:

1. Report Highlights
2. Key Terms & Assumptions
3. Fiscal Year analysis of awarded purchase orders executed in FY 2024
4. Fiscal Year analysis of invoices processed for payment in FY 2024
5. Detailed Appendices

Pursuant to the Great Lakes Water Authority (GLWA) By-Laws Article XII, Section 4, GLWA Procurement provides an annual report summarizing all spend awarded (purchase orders) by GLWA in the previous fiscal year. In addition, this report provides statistics and analysis based on actual invoice spend for FY 2024.

The GLWA Procurement Team is a strategic cross-functional partner whose goal within the Financial Services Area (FSA) is to provide and manage effective procurement processes and procedures for the acquisition of quality goods and services in support of the Great Lakes Water Authority's mission and goals. GLWA Procurement utilizes the Bonfire public procurement application to manage the process of soliciting, reviewing, awarding, and monitoring contracts and services with suppliers. This system is used in tandem with BS&A (the primary source for these reports) financial system to assign requisitions, purchase orders, and to ultimately process supplier payments. The GLWA Procurement team works very closely with other FSA teams throughout the process of the procure to pay cycle.

The information contained in this report is a comprehensive compilation of data from these systems organized in a manner that not only satisfies the base requirement of the GLWA By-Laws but also highlights key insights and trends apparent to the GLWA FSA team upon review. Following review by the GLWA Audit Committee, this information will be available on the GLWA website Vendors page at www.glwater.org where you can also find an entire section dedicated to vendors and communication

Report Highlights

GLWA Procurement Team Objectives (relevant to report)

- ✓ Ensure all purchases (requisitions, purchase orders and contracts) go through the approved procurement processes and meet or exceed the requirements of GLWA's internal customers and goals.
- ✓ Optimize the percentage of awards attributed to a contract.
- ✓ Identify, procure, manage, and maintain strategic suppliers and key contracts.

Purchase Order (Awarded by Procurement) Totals

- ✓ Procurements awarded for FY 2024 totaled \$453.1 million.
- ✓ Procurement processed a total of 4,713 requisitions including execution of 3,835 new purchase orders and amending 706 existing purchase orders.
- ✓ Procurement executed 220 purchase orders tied to a formal contract.
- ✓ 90 percent of all awarded purchases were attached to a formal contract.

Invoice (Accounts Payable) Totals

- ✓ Total combined spend by invoice for FY 2024 totaled \$596.1 million.
- ✓ Accounts Payable processed 25,126 invoices including payments relating to 4,623 purchase orders.
- ✓ Invoice payments directly attributable to a purchase order totaled \$506.6 million.

Key Terms & Assumptions

Following are key terms that will assist the reader in interpreting the data presented in this report.

- **BS&A:** GLWA's financial software specializing in municipal accounting and finance.
- **Capital Improvement Plan (CIP):** Spend related to capital projects and equipment purchases.
- **Capital Outlay:** Spend related to either purchasing a fixed asset or to extend its useful life.
- **Contract:** A written binding agreement between GLWA and outside vendors predominantly based on GLWA's Terms and Conditions. All contracts are associated with an approved purchase order.
- **Fiscal Year (FY):** GLWA's one year period used for financial reporting extending from July 1 to June 30 the following year.
- **Invoice:** Issued by the seller/vendor to acquire payment and includes an itemized list of goods shipped specifying the price, products, and quantities. Invoices are reported by payment (check or EFT) paid date.
- **Operation and Maintenance (O&M):** Cost associated with continuing daily operations, repairs, and part replacements to extend life of assets.
- **Purchase Order (PO):** A document generated by GLWA that authorizes a purchase transaction. When accepted by the seller/vendor, it becomes a contract binding on both parties. Purchase orders are reported by post-date. Not all purchase orders are tied to a formal contract.
- **Requisitions:** A formal request for obtaining a good and/or service including supplies, raw materials, construction projects, and services. It is also used in requesting additional amendments and change orders for current purchase orders and contracts.

In addition to these key terms, certain assumptions were utilized in the presentation of this information. Key assumptions include the

- For report purposes, amended purchase orders include change orders, construction change directives, and task orders.
- Sum totals can be based on actual, rounded, or in millions based on the individual report considerations.

Fiscal Year Award Analysis

The following tables and charts highlight GLWA Procurement activity and purchase orders awarded and executed in FY 2024.

Table 1 – GLWA FY 2024 Total Combined Contract/Purchase Order Awards. This chart identifies the total contracts/purchase orders administered through Procurement. Procurement processed 3,835 purchase orders totaling \$453.1 million in FY 2024.

Table 1 – GLWA FY 2024 Total Combined Contract/Purchase Order Awards

Type	Requisition Count	Purchase Order Count	Contract Count	Awarded (Millions)
Contract	145	145	145	\$ 403.7
Purchase Order	3,615	3,615	-	47.3
Contract Related	73	73	73	2.0
	3,833	3,833	218	\$ 453.1

Chart 1 – Total Awarded Contracts/Purchase Orders as a percent of Total s Issued.</

Table 3 - FY 2024 Top Ten Largest Contracts awarded by Dollar Value. These top ten contracts represent \$364.5 million or 80% of the total awarded contracts/purchase orders for FY 2024. A complete listing of contracts awarded over a million dollars for FY 2024 can be found in Appendix A.

Table 3 - FY 2024 Top Ten Largest Contracts awarded by Dollar Value

Contract	Contract Title	Vendor	Awarded
2102926	WRRF Aeration Deck Improvements	Kokosing Industrial Inc.	\$ 209.9
2300600	96-inch Water Trans Main - Phase II	Ric Man/Clark Joint Venture	56.4
2201316	Reservoir Rehab Construction Phase II	Lakeshore Global Corporation	35.6
2201848	Wholesale Water Meter Pit Rehab & Replace	Lakeshore Global Corporation	15.7
2103225	HS Facility IMPROV - Engineering	Wade Trim Associates Inc	11.4
2204611	CSO Outfall Rehab - Phase V	Lakeshore Global Corporation	10.3
2302652	Emergency Sewer Eval Repair and Rehab		

Fiscal Year Spend Analysis

The following tables and charts highlight GLWA Accounts Payable activity and paid invoice totals for FY 2024.

Table 5 - GLWA's total spend by Invoice for FY 2024. Total spend by invoice is divided by purchase type. Contracts and purchase orders are awarded by Procurement prior to any leaf invoicing by the vendor. In FY 2024, invoices directly related to a purchase order totaled \$506.6 million (\$456.0 million contract total plus \$50.6 million purchase order total in Table 5) representing 85% of total spend. Invoices paid without a purchase order are typically for utilities, telecom, employee benefits, state, federal and local governments, and agencies. Invoices without a purchase order totaled \$89.5 million and represent 15% of total annual spend.

Table 5 - GLWA's total spend by Invoice for FY 2024

Invoice Type	Invoice Count	Purchase Order Count	Contract Count	Amount Paid (Millions)	Percentage of Total
Contract	9,183	606	511	\$ 456	76%
No Purchase Order	7,686	-	-	90	15%
Purchase Order</					

Top Ten Contracts – Key contracts comprising a majority of actual spend for FY 2024.

Table 6 – Top 10 Contracts paid FY 2024 provides a list of the largest contracts that captured FY 2024 spend. These ten contracts account for \$160.8 million or 27% of FY 2024 total spend. A complete listing of contracts with over a million dollars in spend for FY 2024 can be found in Appendix C.

Table 6 – Top 10 Contracts paid FY 2024

Contract	Contract Title	Vendor	Amount (Millions)
2004456	14 Mile Trans Main Loop	Ric-Man/Clark Joint Venture	\$ 31.7
2300600	96-inch Water Trans Main relocation- Phase II	Ric-Man/Clark Joint Venture	17.8
GLWA-PC-792	Bio-Solids Dryer Facility	New England Fertilizer Company	16.7
2102859	Conveyance System Infrastructure IMPROV	Jay Dee Contractors Inc.	16.7
2004825	(CMAR) for 96-Inch Water Trans Main Relocation	Kiewit Infrastructure Co	15.3
GLWA-DB-150	Repair of		

Detailed Appendices

Appendix A – FY 2024 Combined Contracts Awarded by Procurement.

This report identifies all contracts awarded by Procurement during the fiscal year. It includes the contract number, the vendor, and the total amount of the contract. It is generated using data downloaded from the BS&A accounts payable and procurement modules and includes award activity data generated as part of these processes. Items outside the scope of this report include such things as GLWA employee payroll, debt, and pension obligation payments. Invoice activity is based on the date range July 1, 2023, through June 30, 2024.

Appendix B – FY 2024 Combined Vendors Awarded by Procurement.

This report identifies all vendors awarded during the fiscal year. It includes the contract number, the vendor, and the total amount of the contract. It is generated using data downloaded from the BS&A accounts payable and procurement modules and includes award activity data generated as part of these processes. Items outside the scope of this report include such things as GLWA employee payroll, debt, and pension obligation payments. Invoiced activity is based on the date range July 1, 2023, through June 30, 2024.

Appendix C – FY 2024 Combined Contracts Invoiced.

This report identifies all contracts invoiced during the fiscal year. It includes the contract number, the vendor, and the total amount of the contract. It is generated using data downloaded from the BS&A accounts payable and procurement modules and includes award activity data generated as part

Vendor	Purchase Order Count	Contract Count	Amount (Awarded)
HireRight, LLC	1	-	79
Indian Springs Mfg. Co Inc	1	-	44
R&M Recycling of Monroe, LLC	1	-	-
Grand Total	3835	145	\$ 453,057,539

Appendix C – FY 2024 Combined Contracts Invoiced.

Contract	Contract Title	Vendor	Amount
2103086	Removal & Abatement of Hazard Materials	Norkan Inc	779
2301732	Affordability & NPDES Permit Negotiation Services	Raftelis	680
GLWA-LS-2200276	2021 & 2022 14 Mile Rd. Watermain break claims	Rosati, Schultz, Joppich &	650
2103134	Emergency Geotechnical Svcs.	FK Engineering Associates	602
GLWA-LS-2100757	Negotiation of the I-94 Storm Water Discharge Agreement	Butzel Long PC	300
2000876	ShredCorp Svcs.	ShredCorp.	290
1803422	Iron Mountain Storage for FR&A & Treasury	Iron Mountain	260
2003057	Water & Sewer Svcs. to the City of Dearborn	Fausone & Gysko, PLC	78
1900230	Black Anvil Construction Supplies	Black Anvil Construction Supplies	(53)
Grand Total			\$ 455,989,719

Appendix D – FY 2024
Combined Vendors paid by Invoice

Vendor	Invoice Count	PO Count	Contract Count	Amount
Columbia Pipe & Supply Co.	1	1	-	59
Core & Main LP	1	1	-	46
Consolidated Rail Corporation	1	-	-	25
KenWave Solutions Inc.	10	4	4	-
Hughes Supply	2	1	-	-
TempoTech Controls Inc	2	2	-	-
Ise Metal Incorporated	2	2	-	-
Computational Hydraulics Inc	4	3	-	-
Unemployment Insurance Agency	4	-	-	-
Sysmex America, Inc.	3	2	-	(1,590)
Mokveld Valves BV	2	-	-	(9,750)
Grand Total	25,126	4,706	617	\$ 596,108,815

Note-Totals include returns/refunds and other adjustments