



Subject: Q3 2019 Sole / Single Source Report
Prepared by: Anna Ruberto, Procurement Manager
Department: Finance
Date: November 5, 2019

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.

Executive Summary

Sole / single source awards are non-competitive Procurement processes that are approved as per the requirements listed within the Town of Aurora Procurement By-law Number 6076-18. As per this By-law all sole / single source contract awards over \$50,000 require approval and execution by the CAO. Awards of sole / single source contracts over \$100,000 require Council approval and execution by the Mayor and Town Clerk. Pursuant to provisions 13.5 and 13.6 of the by-law, the Procurement Manager shall prepare a quarterly report of all sole source and single source purchases not requiring Council approval, excluding Low Value Procurements (i.e. less than \$10,000). This report will:

- Present a list of all sole and single source contracts valued at \$10,000 to \$100,000 that were awarded and executed in Q3 of 2019

Background

A Sole Source Purchase may be utilized for the Procurement of Goods, Services, or Construction when there is only one source that is able to meet the requirements of the Procurement, which may be due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property.

A Single Source Purchase is a method of procurement used after soliciting and negotiation with only one contractor when there is more than one potential source available for such procurement. Provision 13.6 (a) provides for circumstances in which such a procurement is permissible, such as in situations where a certain vendor needs

to be retained for reasons of standardization or compatibility with existing products, where a purchase is made pursuant to a co-operative bid put out by another government agency or where a contract is required due to a contract termination or expiry, for a short interim period to meet immediate recurring business requirements.

Analysis

Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q2 of 2019

Within Q3 2019, there were five (5) awards made for a total award amount of \$147,238.42 (excluding HST). There was one (1) sole source award for Operational Services (Parks Division); four (4) single source awards for Community Services (Facilities Divisions) and Operational Services (Parks, Water and Roads Divisions).

TABLE 1: Q3 2019 SOLE / SINGLE SOURCE AWARDS

	SUPPLIER NAME	DEPARTMENT	DIVISION	SOLE OR SINGLE SOURCE	\$ AMOUNT (excl. HST)	PROCUREMENT BY-LAW REFERENCE	DESCRIPTION
1	ORIN CORP.	Operational Services	Parks	Sole Source	\$ 34,125.00	Sole: Only one source able to meet the requirements	Provision and planting of trees for the TACC Park development in 2C subdivision.
2	ELEVATOR ONE INC.	Community Services	Facilities	Single Source	\$ 40,000.00	Single: (i) for reasons of standardization	Elevator services for three (3) sites: ACC, AFLC and Library.
3	ALLAN FYFE EQUIPMENT	Operational Services	Parks	Single Source	\$ 25,440.00	Single: (vii) in the absence of any Bids in response to a Solicitation for Bids made in accordance with the by-law	Provision of Forestry rental equipment.

4	FLOWPOINT ENVIRONMENTAL SYSTEMS	Operational Services	Water	Single Source	\$ 24,973.42	Single (ii) where compatibility with an existing product, equipment is a paramount consideration	Vandalism of bulk water station necessitated the replacement of the access terminal, solar controller and batteries in order for the bulk water station to be operable.
5	MEAD ELECTRIC INC.	Operational Services	Roads	Single Source	\$ 22,700.00	Single (iv) where due to a Contract, expiry a Service is Purchased for a short interim period to meet immediate recurring business requirements, during which period a Procurement process is initiated for the longer term supply of such Good or Service	Interim contractor for street light maintenance and repair as prior contractor was terminated. New contractor (Black & MacDonald) commenced September 4, 2019.

Advisory Committee Review

None

Legal Considerations

Pursuant to provisions 13.5 and 13.6 of the by-law, the Procurement Manager shall prepare a quarterly report of all sole source and single source purchases not requiring Council approval, excluding Low Value Procurements (i.e. less than \$10,000). This report satisfies these provisions.

Financial Implications

Expenses as per the above list of awarded sole and single source contracts which represent a financial obligation to the Town of \$147,238.42.

Communications Considerations

This report will be posted to the Town's website.

Link to Strategic Plan

Regular reporting to Council on the Town's awarded sole and single source contracts contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

None

Conclusions

The by-law requirements to provide a quarterly report for all Sole and Single Source procurements, not requiring Council approval, has been fulfilled.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 16, 2019

Departmental Approval



**Rachel Wainwright-van Kessel, CPA,
CMA
Director, Finance
-Treasurer**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**