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Town of Aurora
Information Report
No. FIN21-011

Subject: Q4 2020 Procurement Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: March 23, 2021

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

This report presents procurement information for Q4 of 2020 as per the town's procurement by-law reporting requirements including:

- Awarded contracts which exceed \$250,000
- Sole and Single Source contracts awarded with values between \$10,000 to \$100,000

Background

An award to suppliers can occur when there is sufficient budget as approved by Council during the budget process. Approval of award is provided by town staff according to approval authority as delegated by the applicable department head. There is a purchase order (PO) and legal contract when the award is over \$50,000 and executed by the appropriate department head. Contracts over \$1,000,000 require the approval of the Chief Administrative Officer (CAO) and there is a PO and contract which is executed by the CAO. Pursuant to provision 27.1 of the by-law, the Procurement Manager shall prepare a quarterly summary information report to Council outlining all awarded contracts over \$250,000.

A sole source purchase may be used 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.

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).

All procurement thresholds and those listed in this report exclude the harmonized sales tax (HST).

Analysis

Contracts which exceeded \$250,000 awarded and executed in Q4 of 2020

Within Q4 2020, there was one (1) award made over \$250,000, for a total award amount of \$41,009,865.00.

Table 1
Q4 2020 Contracts Awarded Over \$250,000

PROCUREMENT NUMBER & DESCRIPTION	DEPARTMENT	SUPPLIER NAME	TERM	AMOUNT (EXCL. HST)
2020-55-CMS Construction of the Library Square Project	Community Services	CHANDOS CONSTRUCTION	Project awarded in two stages: i. Contract signed 09/22/20 ii. PO issued 11/05/20 Project to be completed by September 2022	\$41,009,865.00

Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q4 of 2020

Within Q4 2020, there were five awards made for a total award amount of \$127,249.62. There was one sole source award for a total amount of \$15,000.00. Additionally, there were four single source awards for a total amount of \$112,249.62, with three for Operational Services, including two for the Parks division and one for the Fleet division, and an additional one for Community Services, Facilities division.

Table 2
Q4 2020 Sole Source Contracts Awarded

PROCUREMENT BYLAW REFERENCE	DEPART- MENT & DIVISON	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Sole Source: Only one source able to meet the requirements which is due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property	Operations Parks	KROWN CORPORATION	Rustproofing for Town vehicles. Krown has a proprietary product with superior protections against rust. Krown is self-healing and is constantly creeping, remaining active to continuously repel moisture and keep it away from the metal surface. Unlike coating-type products, Krown penetrates into even the tightest seams and spot welds delivering a much more effective and comprehensive protection. In addition, Krown provides lubricating moving parts on a vehicle and other coating products cannot do this.	\$15,000.00

Table 3
Q4 2020 Single Source Contracts Awarded

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Single: (i) for reasons of standardization, warranty, function or service, such as technical qualifications	Operations: Parks	DESERT PLANTERS DIVISION of EQUINOX ENVIRONMENTAL	Self watering plant holders that are standardized with the Town's current planter design, including shape and colour.	\$14,031.00
Single Source: (iii) where a Good is Purchased for testing or trial use, or for resale	Operations: Parks	EZ ICE RINKS	Quick install ice rink reusable kits and assorted replacement parts. Four rinks of 60x100ft were purchased for staff to test the products for future consideration.	\$40,830.41
Single (viii) in the absence of any Bids in response to a Solicitation for Bids made in accordance with this by-law	Operations: Fleet	TOROMONT CAT	Supply of OEM Caterpillar parts and service to Fleet. Procurement 2020-101-OPS-F was issued with no bids received. Toromont is an authorized distributor of OEM Caterpillar parts.	\$25,000.00
Single (ix) in an Emergency Purchase situation pursuant to section 13.4 of the by-law	Community Services: Facilities	BRITESPAN	Replacement panel section for salt dome. Roof was damaged during a windstorm and needed to be replaced to prevent damage to the contents of the salt dome. Britespan is the original supplier of the salt dome roof. Insurance claim in progress.	\$32,388.21

Advisory Committee Review

None

Legal Considerations

Pursuant to provisions 27.1, 13.5 and 13.6 of the bylaw, the Procurement Manager shall prepare a quarterly report of awarded procurements exceeding \$250,000 and 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

The value of awarded procurements which exceed \$250,000 represent a financial obligation to the Town of \$41,009,865. Additionally, the above lists of awarded sole and single source procurements represent a financial obligation to the Town of \$127,249.62.

Communications Considerations

None

Link to Strategic Plan

Regular reporting to Council on the Town's awarded 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 procurement report for awards over \$250,000 and 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 March 4, 2021

Approvals

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance/Treasurer

Approved by Doug Nadorozny, Chief Administrative Officer