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Town of Aurora
Information Report
No. FIN21-045

Subject: Q3 2021 Procurement Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: November 16, 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 Q3 of 2021 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 that 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.

Sole / single source contract awards over \$50,000 require approval and execution by the CAO and awards over \$100,000 require Council approval and execution by the Mayor and Town Clerk. Sections 13.5 and 13.6 of the procurement by-law requires the Procurement Manager to prepare a quarterly report of sole and single source purchases not requiring Council approval. This report excludes emergency procurements that have separate reporting requirements and low value procurements under \$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 Q3 of 2021

Within Q3 2021, there were four (4) awards made over \$250,000, for a total award amount of \$7,605,215.03.

Table 1
Q3 2021 Contracts Awarded Over \$250,000

| PROCUREMENT NUMBER & DESCRIPTION | DEPARTMENT | SUPPLIER NAME | TERM | AMOUNT (EXCL. HST) |
|------------------------------------------------------------|-----------------------------------------|---------------------------------------------|--------------------------------------------|--------------------|
| 2021-20-OPS-P Joseph Hartman Trail Connection | Operations | GMR LANDSCAPING INC. | PO issued 10/31/21 No Term | \$ 278,167.37 |
| 2021-38-PDS-EN Road Reconstruction (Murray Drive) | Planning and Development Services | BRENNAN PAVING & CONSTRUCTION LTD. | PO issued 07/15/2021 No Term | \$1,985,255.06 |
| 2021-56-OPS- Road Snowplowing | Operations | ROA INC. | PO issued 08/19/2021 7 year term | \$1,944,026.60 |

| PROCUREMENT NUMBER & DESCRIPTION | DEPARTMENT | SUPPLIER NAME | TERM | AMOUNT (EXCL. HST) |
|------------------------------------------|------------|-----------------------------|--------------------------------------------|--------------------|
| 2021-22-OPS-R Sidewalk Snowplowing | Operations | Forest Ridge Landscaping | PO issued 08/20/2021 7 year term | \$3,397,766.00 |

Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q3 of 2021

Within Q3 2021, there were five awards made for a total award amount of \$563,034.00. There were two sole source awards for a total amount of \$143,000.00 for Operations Fleet division. Additionally there were three single source awards made for a total amount of \$420,034.00, with two for Planning and Development, Building and Economic divisions and one for Operations, fleet division.

Table 2
Q3 2021 Sole Source Contracts Awarded

| PROCUREMENT BYLAW REFERENCE | DEPARTMENT & DIVISION | 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: Fleet | KROWN INC. | Rust Proofing Services for Fleet Vehicles. The Krown product is a proprietary product and has proven to be superior for protection against rust. No other product in the rustproofing market provides the protection that Krown's proprietary product does. Continuing with the Krown program annually, complies with the warranty provided by Krown. | \$45,000.00 |
| | | FST CANADA INC. o/a Joe Johnson Equipment | Supply and delivery of vehicle parts and service for the specialized equipment required for street sweeping. The original equipment and machinery was ordered through Joe Johnson equipment. They are the only distributor/maintenance company in the province for these specialized pieces of equipment. | \$98,000.00 |

Table 3**Q3 2021 Single Source Contracts Awarded**

| PROCUREMENT BY-LAW REFERENCE | DEPARTMENT & DIVISION | SUPPLIER NAME | DESCRIPTION | AMOUNT (EXCL. HST) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Single: (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration | Planning and Development: Building | N. HARRIS COMPUTER SYSTEMS | Software is compatible with current CityView software for insurance and building permits. License fees, implementation and maintenance for Cityview Preferred and Cityview Cashiering software. | \$ 96,034.00 |
| Single (iv) where due to a Contract termination, expiry, or other reason, a Good or 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 | Operations: Roads | METRO ASPHALT SEALER & REPAIRS | Curb and catchbasin repairs on an as-needed basis from September 1, 2021 to October 31, 2021. Previously Metro Asphalt has performed this work for the Town. The contract is on an interim basis until the award of the RFT procurement number 2021-93-OPS-R is finalized. The competitive procurement is in the award process with a start date of November 1st for a four-year term and 3 one year extension options. | \$275,000.00 |
| Single (viii) in the absence of any Bids in response to a Solicitation for Bids made in accordance with the by-law | Planning and Development: Economic | THE PLANNING PARTNERSHIP | Consulting services for the provision of a Streetscape Needs Assessment. RFP#2021-83-PDS-ED was issued and no submissions were received. The Planning Partnership were engaged due to their original background work that was performed on this project. | \$ 49,000.00 |

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 \$7,605,215.03. Additionally, the above lists of awarded sole and single source procurements represent a financial obligation to the Town of \$563,034.00.

Communications Considerations

There are no communications considerations as a result of this report. The report will be on the Town's website for public consumption.

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 October 28, 2021

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer