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Town of Aurora
Information Report
No. FIN23-015

Subject: Q1 2023 Procurement Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: May 16, 2023

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 Q1 of 2023 as per the Town's procurement by-law reporting requirements including:

- six competitive bid contracts exceeded \$250,000 during this reporting period
- five non-standard procurement contracts were awarded with a value up to \$250,000

Background

An award to Suppliers can occur when there is sufficient budget as approved by Council during the budget process. The authorization to initiate the procurement is by the Department Head and the delegated authority to award is the Division Manager and the Procurement Manager. There is a purchase order (PO) and legal contract when the award is over \$50,000. Contracts less than \$1,000,000 are executed by the Department Head and contracts over \$1,000,000 require the approval of the Chief Administrative Officer (CAO). Pursuant to section 9.3 of the by-law, the Procurement Manager shall prepare a quarterly summary information report to Council outlining all awarded open competition contracts.

A Non-Standard Procurement may be used for the procurement of goods, services, or construction under specific circumstances. The methods include acquiring deliverables directly from a particular supplier without conducting a competitive process when an

invitational competition or an open competition would normally be required and soliciting bids from a limited number of suppliers without conducting an open pre-qualification process when an open competition would normally be required.

The Procurement Bylaw Section B – Exclusions provides the circumstances in which non-standard procurements are permissible. A non-standard procurement may be used 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. Additional approved criteria include when there is more than one supplier available however, a certain supplier needs to be retained for reasons of standardization or compatibility with existing products or where a contract is required due to a contract termination or expiry, for a short interim period to meet immediate recurring business requirements.

Non-standard procurements authorization to procure require approval of the CAO up to \$100,000 and the Procurement Governance Committee (PGC) between \$100K to \$250,000. Over \$250,000 there is a requirement for Council approval to authorize the procurement. For the procurement of software licenses, maintenance and pay related fees (excluding implementation costs), for contracts of up to five years and over \$250,000, the PGC is authorized to procure. The contract issuance and execution requirements follow the same thresholds as standard open competition procurements.

Sections 9.3 of the procurement by-law requires the Procurement Manager to prepare a quarterly summary information report to Council outlining all awarded non-standard Procurements not requiring Council approval. This report excludes emergency procurements which have separate reporting requirements and low and mid value procurements under \$50,000.

All procurement thresholds and item in this report exclude the harmonized sales tax.

Analysis

Six competitive bid contracts exceeded \$250,000 during this reporting period

From January to March of 2023, there were six awards made over \$250,000, for a total award amount of \$15,145,608.59.

Table 1
Q1 2023 Competitive Bid Contracts Awarded Over \$250,000

Procurement Number & Description	Department & Division	Supplier Name	Term	Amount (Excl. HST)
2022-40-CS-HR (CRFP# 2021-02) Group Benefits Provider	Corporate Services - Human Resources	Part A: Industrial Alliance Insurance and Financial Services Inc. Part B: Sun Life Assurance Company of Canada	5 Year Term 01/01/2023 to 12/31/2027	\$8,322,965.00 (Part A: \$31,920.00 Part B: \$8,291,045.00)
2022-55-OPS-P Consulting and Contract Administration - Mattamy Trail	Operational Services - Parks	Schollen & Company Inc.	No Term	\$262,195.00
2023-05-PDS-ENG Roadway Rehabilitation on Industrial Parkway North and Other Streets	Planning & Development Services – Engineering Services	Forest Contractors Ltd.	No Term	\$2,272,592.09

Procurement Number & Description	Department & Division	Supplier Name	Term	Amount (Excl. HST)
2023-06-PDS-ENG Roadway Rehabilitation on Kennedy Street West and Other Streets	Planning & Development Services – Engineering Services	Forest Contractors Ltd.	No Term	\$1,748,006.50
2023-11-OPS-R Manhole Maintenance and Repairs	Operational Services - Roads / Traffic	Bond Paving & Construction Inc.	5 Year Term 06/01/2023 to 05/31/2028	\$379,000.00
2023-20-OPS-W CCTV Inspections and Cleaning of Sanitary Sewer and Storm Sewer Mains and Laterals	Operational Services – Water / Wastewater	Clean Water Works Inc.	5 Year Term 03/01/2023 to 03/01/2028	\$2,160,850.00

Five non-standard procurement contracts were awarded with values to \$250,000

There were five non-standard procurements awarded for a total award amount of \$582,375.50. There were two for Corporate Services, Bylaw Services division, one for Finance, IT division, one for Operational Services, Fleet division, and one for Planning & Development Services, Engineering Services division.

**Table 2
Q1 2023 Non-Standard Procurement Contracts Awarded**

Procurement By-Law Reference	Department & Division	Supplier Name	Procurement Number and Description	Amount (Excl. HST)
<p>“The Procurement is for additional deliveries by the original Supplier of goods or services that were not included in the initial Procurement if a change of Supplier for such additional goods or services:</p> <p>1. cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software licenses and maintenance, services, or installations procured under the initial procurement; and</p> <p>2. would cause significant inconvenience or substantial duplication of costs for the Town.”</p>	<p align="center">Corporate Services – Bylaw Services</p>	<p align="center">Gtechna, a division of ACCEO Solutions Inc.</p>	<p align="center">2022-93-CS-B</p> <p>Implementation of Administrative Monetary Processing System (AMPS) Processing and Card Connect Online Payment Processing for Parking Penalties.</p> <p>This AMPS software will provide a more efficient, faster and flexible process for the payment, appeal and collection of parking penalties and online bylaws. The software being purchased is an extension of the existing Gtechna Parking Management System and is technically compatible with the current system.</p> <p>Term: 02/01/23 to 12/31/26</p>	<p align="center">\$80,466.83</p>

Procurement By-Law Reference	Department & Division	Supplier Name	Procurement Number and Description	Amount (Excl. HST)
<p>“The Procurement is for additional deliveries by the original Supplier of goods or services that were not included in the initial Procurement if a change of Supplier for such additional goods or services:</p> <p>1. cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software licenses and maintenance, services, or installations procured under the initial procurement; and</p> <p>2. would cause significant inconvenience or substantial duplication of costs for the Town.”</p>	Finance - IT	Central Square Canada Software Inc. / Central Square Technologies, LLC	<p>2022-103-F-IT</p> <p>Support and Maintenance for the Current Financial System - iCity</p> <p>The support must be obtained from Central Square Technologies for technical reasons. They are the only Supplier able to provide the software license and maintenance for the system.</p> <p>Term: 01/01/2023 to 12/31/2023</p>	\$41,056.67
	Planning & Development Services – Engineering Services	Ainley & Associates Limited	<p>2023-29-PDS-ENG</p> <p>Consulting Services for the Design of the Storm Sewer System on Poplar Crescent</p> <p>This work is a continuation of the Supplier’s initial work and technical knowledge gained while working on the first phase of the project which included the remediation of the storm sewer on 1 Henderson Drive.</p>	\$199,852.00

Procurement By-Law Reference	Department & Division	Supplier Name	Procurement Number and Description	Amount (Excl. HST)
<p>"It can be demonstrated that the goods or services can be supplied only by a particular Supplier and no alternative or substitute exists for the following reason(s): There is an absence of competition for technical reasons."</p>	<p>Operational Services - Fleet</p>	<p>Toromont CAT, a division of Toromont Industries Ltd.</p>	<p>2023-19-OPS-F OEM Caterpillar Parts and Service There are no other Suppliers who sell aftermarket parts for Caterpillar Equipment. The parts are proprietary to Caterpillar and only an authorized Caterpillar seller can supply parts. The warranty work and non warranty specialized repairs of Caterpillar Equipment can only be performed by an authorized Caterpillar repair facility including field service. Term: 04/01/2023 to 03/31/2028</p>	<p>\$225,000.00</p>

Procurement By-Law Reference	Department & Division	Supplier Name	Procurement Number and Description	Amount (Excl. HST)
<p>"It can be demonstrated that the goods or services can be supplied only by a particular Supplier and no alternative or substitute exists for the following reason(s): There is an absence of competition for technical reasons."</p>	<p>Corporate Services – Bylaw Services</p>	<p>Shades of Hope Wildlife Refuge</p>	<p>2023-21-CS-B Wildlife Rehabilitation Services Shades of Hope is the only Supplier who provides wildlife rehabilitation service within York Region. It is also the only Supplier that meets the Town's requirements to be able to accept all animals for rehabilitation. Term: 01/01/2023 to 06/30/2024</p>	<p>\$36,000.00</p>

Advisory Committee Review

None

Legal Considerations

Pursuant to section 9.3 of the Procurement By-law, as amended, the Procurement Manager shall prepare a quarterly report of awarded procurements exceeding \$250,000 and non-standard purchases not requiring Council approval, excluding low and mid value procurements (i.e., less than \$50,000). This report satisfies these provisions.

Financial Implications

The value of awarded procurements which exceed \$250,000 represent a financial obligation to the Town of \$15,145,608.59. Additionally, the above list of awarded Non-Standard Procurements represent a financial obligation to the Town of \$582,375.50.

Communications Considerations

The Town will inform the public about the details contained in this report by making it available on the Town's website.

Climate Change Considerations

The Green Procurement Policy (GPP) was approved by Council on February 22, 2022. Town staff are responsible for ensuring that their procurements address the green procurement objectives in a manner consistent with the Green Procurement Policy. Procurements may be considered eligible for green procurement when the Town has identified environmental standards for the good or service and/ when the budget for the good or service being procured identifies it as a green initiative. Town staff may also consider green procurement for other purchases. The reporting requirements of the GPP are within Section 3.4 and requires the quarterly report to Council include a summary of the Town's green procurement over \$50,000. There were no open competition procurements identified within Q1 2023 as using this policy.

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 Bylaw and Green Procurement Policy requirements to provide a quarterly procurement report summarizing awards over \$250,000; non-standard procurements, not requiring Council approval and procurements over \$50,000 with green procurement initiatives, has been fulfilled.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on April 27, 2023

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer