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Town of Aurora  
**Information Report**  
No. FIN23-042

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**Subject:** Q3 2023 Procurement Report

**Prepared by:** Anna Ruberto, Procurement Manager

**Department:** Finance

**Date:** November 21, 2023

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**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 2023 as per the Town's Procurement By-law reporting requirements including:

- Five competitive bid contracts exceeded \$250,000 during this reporting period
- Four non-standard procurement contracts were awarded
- Two awarded open competition contracts identified as using the Green Procurement Policy

## **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 Procurement 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 By-law 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 require approval of the CAO up to \$100,000 and the Procurement Governance Committee (PGC) between \$100,000 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 items in this report exclude the harmonized sales tax.

## Analysis

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

From July to September of 2023, there were five awards made over \$250,000, for a total award amount of \$15,044,642.40.

**Table 1**  
**Q3 2023 Competitive Bid Contracts Awarded Over \$250,000**

<b>Procurement Number &amp; Description</b>	<b>Department &amp; Division</b>	<b>Supplier Name</b>	<b>Amount (Excl. HST)</b>
2023-04-CMS-F Construction of the SARC Gymnasium Addition	Community Services – Facilities	Corebuild Construction Ltd.	\$10,759,000.00
2023-17-OPS-P Construction of a New Neighbourhood Park on Hartwell Way	Operational Services - Parks	Melfer Construction Inc	\$2,271,860. 00
2023-48-PDS-ENG Jones Court Stream Rehabilitation	Planning and Development Services - Engineering	560789 Ontario Limited o/a R&M Construction	\$1,311,612.90
2023-25-OPS-W Sewer Systems Condition Assessments and Project Management	Operational Services - Water	GM BluePlan Engineering Limited	\$410,079.50
2023-09-PDS-ENG Fibre Telecom Network Project Engineering and Project Management	Planning and Development Services - Engineering	AECOM Canada Ltd.	\$292,090.00

### Four non-standard procurement contracts were awarded

There were four non-standard procurements awarded by for a total award amount of \$312,738.00. There were two for Community Services – Facilities, one for Operational Services – Water and one for Operational Services – Fleet.

**Table 2**  
**Q3 2023 Non-Standard Procurement Contracts Awarded**

Procurement By-Law Reference	Department & Division Supplier Name  Procurement Number  Description	Amount (Excl. HST)
Unforeseeable Events *	Operational Services – Water Clean Water Works Inc.  23-REQ-000168  Installation of 66M of 375MM Diameter Cured in Place – Pipe on Yonge Street  This was for emergency work to fix a pipe along Yonge Street. The pipe had been leaking and created a sink hole which was a hazard to the public driving on the road.	\$69,164.00

Procurement By-Law Reference	Department & Division Supplier Name Procurement Number Description	Amount (Excl. HST)
Technical Reasons**	<p>Community Services – Facilities Cimco Refrigeration, A Division of Toromont Industries Ltd.</p> <p>23-REQ-000171</p> <p>Compressor and Oil Separator</p> <p>The ice plant rehabilitation capital project at the SARC was approved in 2023. The Town facilities use CIMCO equipment and there is a contract for maintenance of all 3 ice plants. Using CIMCO for this work ensures the required continuity of service and equipment warranty. It would be unwise to add non-CIMCO equipment parts on existing CIMCO equipment.</p>	\$ 121,730.00
	<p>Community Services – Facilities Ice Car International LLC</p> <p>23-REQ-000186</p> <p>Electric Ice Resurfacers for Town Square</p> <p>The Aurora Town Square project includes a small outdoor skating loop. The storage facility was specifically designed for this machine that can be used for the small size of this loop and this machine is only supplied through this Supplier.</p>	\$66,844.00
	<p>Operational Services – Fleet Joe Johnson Equipment</p> <p>23-REQ-000085</p> <p>Provide parts and service for specialized vehicles for a one-year period.</p> <p>Joe Johnson Equipment is the sole authorized distributor, in the province of Ontario, for the sale, distribution and service of Elgin Street sweepers.</p>	\$55,000.00

<b>Procurement By-Law Reference</b>	<b>Department &amp; Division Supplier Name Procurement Number Description</b>	<b>Amount (Excl. HST)</b>
<p>* Unforeseeable events have resulted in a situation where extreme urgency exists and the goods or services could not be obtained in time through an Open Competition.</p> <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: There is an absence of competition for technical reasons.</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. This report satisfies these provisions.

## **Financial Implications**

The value of awarded procurements which exceed \$250,000 represent a financial obligation to the Town of \$15,044,642.40. Additionally, the above list of awarded Non-Standard Procurements represent a financial obligation to the Town of \$312,738.00.

## **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. The open competition procurements identified as using this policy are outlined in Table 3.

**Table 3**  
**Q3 2023 Contract Awarded with Green Procurement**

<b>Procurement Number &amp; Description</b>	<b>Department &amp; Division</b>	<b>Supplier Name</b>	<b>Green Procurement Good / Service</b>	<b>Amount (Excl. HST)</b>
2023-38-OPS-F Ice Resurfacer	Operational Services - Fleet	Engo Equipment Sales Inc.	The procurement was for an electric powered ice resurfacer. This machine is emission-free, eco-friendly and cost-saving versus the propane option. It also has a low-maintenance battery. In addition, during the charging process, there is no emission of gases released into the air.	\$155,000.00



Procurement Number & Description	Department & Division	Supplier Name	Green Procurement Good / Service	Amount (Excl. HST)
2023-45-OPS-R  Salt Management Plan	Operational Services - Roads	WSP E&I Canada Limited	<p>The Code of Practice for the Environmental Management of Road Salts, published by Environment Canada, recommends that all organizations prepare a Salt Management Plan. The current Salt Management Plan, completed in 2005 requires a comprehensive review and update. The salt management plan considers an environmental management plan that includes items such as:</p> <ol style="list-style-type: none"> <li>1. Salt storage practices</li> <li>2. Salt mixing practices</li> <li>3. Road and sidewalk application rates</li> <li>4. Snow removal and disposal management</li> </ol>	\$149,485.00

### 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 November 2, 2023

## **Approvals**

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

**Approved by Doug Nadorozny, Chief Administrative Officer**