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Town of Aurora
Information Report
No. FIN25-028

Subject: 2025 Q1 Procurement Report

Prepared by: Anna Ruberto, Manager, Procurement

Department: Finance

Date: May 13, 2025

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 2025 as per the Town's Procurement Bylaw reporting requirements including:

- One competitive bid contract exceeded \$250,000 during this reporting period
- Three non-standard procurement contracts were awarded
- There was one awarded open competition contract identified as using Green Procurement

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) when the award is over \$25,000 and a 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 Bylaw, 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 provide 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 Department Head 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 Bylaw 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 \$100,000.

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

Analysis

One competitive bid contract exceeded \$250,000 during this reporting period

From January to March of 2025, there was one award made over \$250,000, for total award amount of \$418,171.00.

Table 1
Q1 2025 Competitive Bid Contract Awarded Over \$250,000

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
25-PROC-0014 6 Ton Diesel Dump with Sander	Operation Services - Fleet	Donald Currie Trucks Inc.	\$ 418,171.00

Three non-standard procurement contracts were awarded

There were three non-standard procurements awarded for a total award amount of \$477,330. There is one contract for Chief Administrative Office – Communications and two contracts for Community Services – Facilities.

Table 2
Q1 2025 Non-Standard Procurement Contract Awarded

Awarded Contracts	Amount (Excl. HST)
Bylaw Reference: Additional Deliveries - A - Change of supplier cannot be made for economic or technical reasons, software licenses/maintenance/services or installations procured under the initial procurement.	
Chief Administrative Office – Communications – 25-REQ-0099 Supplier: GHD Digital Canada Limited Description: The Town's current website provider, GHD, recently introduced Govstack as an enhanced Content Management System (CMS) option to the current Supplier that will be sunsetting their product in 2027. Transitioning to Govstack will allow Town staff to better manage the site and make large updates.	\$ 88,346.00
Bylaw Reference: Technical Reasons – 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.	
Community Services - Facilities – 24-REQ-0315 / 25-BPA-0001 Supplier: Johnson Controls Canada L.P. Description: A proprietary system for the building automation systems for preventative maintenance and repairs that can only be performed by Johnson Controls Canada L.P.	\$ 142,088.00

Awarded Contracts	Amount (Excl. HST)
Bylaw Reference: Interim Requirements - Due to a Contract termination/expiry/or other reason, a G&S is purchased for a short interim period to meet immediate recurring business requirements while a Procurement process is initiated for the longer-term supply of such G&S.	
Community Services - Facilities – 25-REQ-0079 / 25-BPA-0005 Supplier: Royal Building Cleaning Inc. Description: To provide janitorial services on an interim basis from March 1, 2025 until May 31, 2025, until a competitive open competition can be completed.	\$ 246,896.00

Advisory Committee Review

None

Legal Considerations

Pursuant to section 9.3 of the Procurement Bylaw, 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 the awarded procurements, which exceed \$250,000, represents a financial obligation to the Town of \$418,171. Additionally, the above list of awarded non-standard procurements represents a financial obligation to the Town of \$447,330.

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

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 \$100,000. There was one open competition procurement identified within Q1 2025 using this policy.

Table 3
Q1 2025 Contract Awarded with Green Procurement

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
24-REQ-0264 (24-PROC-0067) Delivery of Recycling Containers	Operation Services – Solid Waste	Orbis	\$ 147,000.00

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 Procurement 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 \$100,000 with green procurement initiatives, has been fulfilled.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on April 24, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer