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Town of Aurora
Information Report
No. FIN26-013

Subject: 2026 Q1 Procurement Report

Prepared by: Anna Ruberto, Manager, Procurement

Department: Finance

Date: May 12, 2026

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming Committee of the Whole or Council meeting agenda for discussion.

Executive Summary

This report presents procurement information for Q1 of 2026 as per the Town's Procurement Bylaw reporting requirements, including:

- Six competitive bid contracts exceeded \$250,000 during this reporting period
- One non-standard procurement contracts was awarded
- One awarded open competition contract was 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 held by 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 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 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.

Section 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

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

From January to March 2026, there were six awards made over \$250,000, for a total award amount of \$3,458,050.65.

Table 1
Q1 2026 Competitive Bid Contracts Awarded Over \$250,000

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
26-PROC-0004 – Road Surface Rehabilitation at Temperance Street, Wells Street, Goulding Avenue, Eric T. Smith Way, John West Way, and George Street	Planning and Development Services – Engineering	Forest Contractors Ltd.	\$1,070,943.88
25-PROC-0010 – Design and Implementation of Customer Relationship Management (CRM) – Customer Service Solution Including a Customer Service Portal and Microsoft Dynamics 365 Copilot	Corporate Services – Project Management Office and Business Transformation	Endeavour Solutions Inc.	\$797,605.00
26-PROC-0001 – Tree Planting and Stump Removal for a Six (6)-Year Term from April 1, 2026 to March 31, 2032	Operational Services – Parks	Salivan Landscape Inc.	\$482,800.00
25-PROC-0085 – Provision of Arboricultural Services and Emerald Ash Borer Tree Removal for a Three (3)-Year Term from March 1, 2026 to February 28, 2029, with the Option to Renew for Three (3) One (1)-Year Periods	Operational Services – Parks	W.M. Weller Tree Service Ltd.	\$414,000.00
26-PROC-0008 – Maintenance of Town Parking Lots	Operational Services – Roads	Forest Contractors Ltd.	\$372,006.77
26-PROC-0017 – Concrete Bridge Rehabilitation and Road Resurfacing at John West Way	Planning and Development Services – Engineering	Arnott Construction Limited	\$320,695.00

One non-standard procurement contracts was awarded

There was one non-standard procurement awarded, with a total award amount of \$55,000, for Planning and Development Services – Engineering.

Table 2
Q1 2026 Non-Standard Procurement Contracts Awarded

Awarded Contracts	Amount (Excl. HST)
<p>Bylaw Reference: Additional Deliveries - B – Change of Supplier cannot be made because this would cause significant inconvenience or substantial duplication of costs for the Town.</p>	
<p>Planning and Development Services – Engineering – 26-REQ-0034 / 26-PUR-0021</p> <p>Supplier: Multiview Locates Inc.</p> <p>Description: Subsurface utility engineering (SUE) Quality Level A investigation on Yonge Street from Bloomington Road to Industrial Parkway South, including hydrovacuuming holes to expose utilities for direct visual confirmation. Selecting a different supplier for these works would result in significant inconvenience and substantial duplication of cost for the Town, as a new supplier would need to review and assume responsibility for the subsurface utility engineering (SUE) Quality Levels D, C, and B before completing the final and highest Quality Level A. Since Multiview Locates Inc. has already completed Quality Levels D, C, and B, having them complete Quality Level A is the natural and final step in the utility investigation process.</p>	<p>\$55,000.00</p>

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 \$3,458,050.65. Additionally, the above list of awarded non-standard procurements represents a financial obligation to the Town of \$55,000.

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/or 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 require the quarterly report to Council to include a summary of the Town's green procurement over \$100,000. There was one open competition procurement identified within Q1 2026 using this policy.

Table 3
Q1 2026 Contract Awarded with Green Procurement

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
26-PROC-0001 – Tree Planting and Stump Removal for a Six (6)-Year Term from April 1, 2026 to March 31, 2032	Operational Services – Parks	Salivan Landscape Inc.	\$482,800.00

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 23, 2026

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer