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Town of Aurora

Information Report

No. FIN26-005

Subject: 2025 Q4 Procurement Report

Prepared by: Anna Ruberto, Manager, Procurement

Department: Finance

Date: February 10, 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 Q4 of 2025 as per the Town's Procurement Bylaw reporting requirements including:

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

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

From October to December 2025, there were six awards made over \$250,000, for a total award amount of \$5,563,117.49.

Table 1
Q4 2025 Competitive Bid Contracts Awarded Over \$250,000

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
25-PROC-0064 – Redevelopment of Fleury Park	Operational Services – Parks	Arenes Construction Ltd.	\$ 2,337,891.00
25-PROC-0049 – Janitorial Services for Various Town Facilities including Parks Washrooms	Community Services – Facilities	C.A. Sellers Cleaning Services Ltd.	\$ 1,928,565.12
25-PROC-0072 – Comprehensive Stormwater Management and Stream Management Master Plan Review and Update	Planning and Development Services – Engineering	Aquafor Beech Limited	\$ 393,068.00
25-PROC-0077 – Supply and Delivery of Waterworks and Sewer Parts and Materials	Operational Services – Water and Wastewater	EMCO Corporation	\$ 350,000.00
25-PROC-0076 – Fire System Services	Community Services – Facilities	Troy Life & Fire Safety Ltd.	\$ 279,500.00
25-PROC-0043 – Reconstruction of Tennis Court Complexes at Norm Weller and David English Parks	Operational Services – Parks	Blackstone Paving & Construction Limited	\$ 274,093.37

Five non-standard procurement contracts were awarded

There were five non-standard procurements awarded for a total award amount of \$1,238,172.47. There is one contract for each of the following department-divisions: Operational Services – Parks, Community Services – Recreation, Community Services - Facilities, and two contracts for Finance – Information Technology.

Table 2
Q4 2025 Non-Standard Procurement Contracts Awarded

Awarded Contracts	Amount (Excl. HST)
Bylaw Reference: Unforeseeable Events – 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.	
Operational Services - Parks – 25-REQ-0309 / 25-PUR-0162 Supplier: Cardan Demolition & Excavation Inc. Description: Due to the heightened public safety risk posed by vacant, fire-damaged structures at 14378 Yonge Street, which York Region has identified as highly susceptible to future encampment activity, the Town must act immediately to prevent habitation.	\$ 58,300.00
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.	
Finance – Information Technology – 25-REQ-0319 / 25-PUR-0178 Supplier: Hewlett Packard Enterprise Canada Co. Description: This procurement is to renew support services from Hewlett Packard Enterprise Canada Co. (HPE) for the Town's server equipment. The supported equipment list changes annually, requiring yearly renewal, and HPE may perform on-site repairs as needed. As the sole provider of these technical services, maintaining this support is essential to ensure uninterrupted business operations.	\$ 64,752.00

Awarded Contracts	Amount (Excl. HST)
<p>Community Services - Facilities – 25-REQ-0326 / 25-PUR-0181</p> <p>Supplier: Johnson Controls Canada L.P.</p> <p>Description: The Building Automation System (BAS) are proprietary to Johnson Controls Canada L.P., and only Johnson Controls Canada L.P. can maintain and repair the systems to ensure programming set points are functioning properly and providing an acceptable work environment for heat, ventilation, air conditioning, air flow, etc.</p>	\$ 83,113.00
<p>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.</p>	
<p>Finance – Information Technology – 25-REQ-0315/ 25-PUR-0170</p> <p>Supplier: Softchoice LP</p> <p>Description: The purpose of this procurement is to renew the Microsoft Enterprise Agreement for software support and licensing through Softchoice LP. This agreement must be obtained through Softchoice LP due to technical reasons. Transitioning to a different supplier would disrupt systems and require significant reconfiguration, resulting in operational costs and delays and would severely impact our ability to supply this service to the staff and residents. These licenses are critical to the Town's daily operations.</p>	\$ 956,676.47
<p>Bylaw Reference: Patents, Copyrights – 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: Patents, copyrights, or other exclusive rights must be protected.</p>	
<p>Community Services – Recreation – 25-REQ-0343 / 25-PUR-0193</p> <p>Supplier: The Royal Life Saving Society Canada – Ontario Branch</p> <p>Description: The Lifesaving Society is the sole agency in Canada that offers Aquatic Leadership programs to develop certified</p>	\$ 75,331.00

Awarded Contracts	Amount (Excl. HST)
lifeguards and swim instructors to sustain Aquatic service levels. It is a regulatory requirement to staff pools with certified individuals.	

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 \$5,563,117.49. Additionally, the above list of awarded non-standard procurements represents a financial obligation to the Town of \$1,238,172.47.

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 Q4 2025 using this policy.

Table 3
Q4 2025 Contract Awarded with Green Procurement

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
25-REQ-0268 (25-PROC-0070) Supply and Delivery of One (1) 2026 Ford Police Interceptor Utility AWD and One (1) 2025 F-150 Lightning Pro Crew Cab with SSV Pkg.	Operational Services - Fleet	East Court Ford Lincoln Sales Limited	\$ 152,822.00

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 January 22, 2026

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer