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Town of Aurora

Information Report

No. FIN25-055

Subject:	**2025 Q3 Procurement Report**
Prepared by:	**Anna Ruberto, Manager, Procurement**
Department:	Finance
Date:	November 11, 2025

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 Q3 of 2025 as per the Town's Procurement Bylaw reporting requirements including:

- Four competitive bid contracts exceeded $250,000 during this reporting period
- Five non-standard procurement contracts were awarded
- There was no 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

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

From July to September 2025, there were four awards made over $250,000, for a total award amount of $2,680,000.

Table 1
Q3 2025 Competitive Bid Contracts Awarded Over $250,000

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
25-PROC-0039 – Construction for Culvert Rehabilitation at Temperance Street	Planning and Development Services – Engineering	Arnott Construction Limited	$ 867,200.00
25-PROC-0042 – Centre Street Reconstruction – Yonge St. to Spruce St.	Planning and Development Services – Engineering	Pacific Paving Limited	$ 848,680.00
25-PROC-0033 – Sidewalk Construction at Goulding Avenue and Eric T. Smith Way	Planning and Development Services – Engineering	Emmacon Corp.	$ 675,000.00
25-PROC-0009 – Design for Site Servicing of Proposed Residential Lots at 115 George Street	Planning and Development Services – Engineering	EXP Services Inc.	$ 289,120.00

Five non-standard procurement contracts were awarded

There were five non-standard procurements awarded for a total award amount of $620,429.74. There is one contract for each of the following department-divisions: Operational Services - Roads, Operational Services – Water, Community Services – Facilities, and two contracts for Finance – Information Technology.

Table 2
Q3 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 - Roads – 25-REQ-0234 / 25-PUR-0140 **Supplier:** GMR Landscaping Inc. **Description:** Urgent rehabilitation work to Stormwater Management Pond NC12.	$ 155,035.55
Operational Services - Waste – 25-REQ-0265 / 25-PUR-0147 **Supplier:** Aquatech Canadian Water Services Inc. **Description:** Two replacement pumps for the Desjardins Sanitary Pumping Station. Only one pump was working at the lift station and the other pump could fail imminently.	$ 54,713.44
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-0291/ 25-BPA-0009 **Supplier:** Royal Building Cleaning Ltd. **Description:** To provide janitorial services on an interim basis from September 1, 2025 to November 30, 2025, until a competitive open competition can be completed.	$ 249,999.00
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.	
Finance – Information Technology – 25-REQ-0260/ 25-PUR-0160 **Supplier:** Perry Group Consulting Ltd. **Description:** In 2019, the Supplier developed Part One of the Town’s Technology Strategic Plan, assessed the IT landscape, identified strategic priorities, and established the foundation for long-term digital transformation. Part Two is the continuation of the work building on the outcomes providing continuity in planning, roadmap development and performance measurement.	$ 81,375.00

Awarded Contracts	Amount (Excl. HST)
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-0136 / 25-PUR-0150 **Supplier:** Microsoft Canada Inc. **Description:** Obtain support for the deployment and configuration of Microsoft Defender for Endpoint. The service must be obtained from Microsoft Canada Inc. as they are the only Supplier able to provide support which is critical to the business operations of the Town.	$ 79,306.75

There was no awarded open competition contract identified as using Green Procurement

During the third quarter, there were no procurements which fell under the Green Procurement Policy.

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 $2,680,000. Additionally, the above list of awarded non-standard procurements represents a financial obligation to the Town of $620,429.74.

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 no open competition procurement identified within Q3 2025 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 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 October 23, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer