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**Subject:** Q4 2018 Sole / Single Source Report

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

**Department:** Financial Services

**Date:** February 12, 2019

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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**

Sole / single source awards are non-competitive Procurement processes that are approved as per the requirements listed within the Town of Aurora Procurement By-law Number 6076-18. As per this By-law all sole / single source contract awards over \$50,000 require approval and execution by the CAO. Awards of sole / single source contracts over \$100,000 require Council approval and execution by the Mayor and Town Clerk. Pursuant to provisions 13.5 and 13.6 of the by-law, the Procurement Manager shall prepare a quarterly report of all sole source and single source purchases not requiring Council approval, excluding Low Value Procurements (i.e. less than \$10,000). This report will:

- Present a list of all sole and single source contracts valued at \$10,000 to \$100,000 that were awarded and executed in Q4 of 2018

## **Background**

A Sole Source Purchase may be utilized for the Procurement of Goods, Services, or Construction 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.

A Single Source Purchase is a method of procurement used after soliciting and negotiation with only one contractor when there is more than one potential source available for such procurement. Provision 13.6 (a) provides for circumstances in which such a procurement is permissible, such as in situations where a certain vendor needs

to be retained for reasons of standardization or compatibility with existing products, where a purchase is made pursuant to a co-operative bid put out by another government agency or where a contract is required due to a contract termination or expiry, for a short interim period to meet immediate recurring business requirements.

## Analysis

### Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q4 of 2018

Within Q4 2018, there were five (5) awards made for a total award amount of \$153,017.01 (excluding HST). There were three (3) sole source awards for the Operational Services department (Fleet division) and two (2) single source awards for the Community Services department (Facilities and Culture divisions). Table 1 contains additional information pertaining to each of the awards.

TABLE 1: Q4 SOLE / SINGLE SOURCE AWARDS							
	COMPANY NAME	DEPARTMENT	DIVISION	SOLE OR SINGLE SOURCE	\$ AMOUNT (excl. HST)	PROCUREMENT BY-LAW REFERENCE	DESCRIPTION
1	ALMON EQUIPMENT	Community Services	Facilities	Single	\$19,665.00	Single: (i) for reasons of standardization, warranty, function or service, such as technical qualifications	Wayfinding signage for SARC and Community Code of Conduct Signs
2	INTERKOM INC.	Community Services	Culture	Single	\$55,700.00	Single: (i) for reasons of standardization, warranty, function or service, such as technical qualifications	Continued implementation of the Cultural Master Plan to continue the Cultural relationship and Delivery Model review, evaluation and recommendations.

3	JOE JOHNSON EQUIPMENT	Operational Services	Fleet	Sole	\$20,000.00	Sole: Only one source able to meet the requirements which is due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property	Proprietary: Parts, services and warranty for specialized equipment.
4	KROWN AURORA	Operational Services	Fleet	Sole	\$15,000.00	Sole: Only one source able to meet the requirements which is due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property	Proprietary: Rustproofing Town vehicles to maintain warranty.
5	VIKING CIVES	Operational Services	Fleet	Sole	\$42,652.00	Sole: Only one source able to meet the requirements which is due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property	Proprietary: Parts, services and warranty for Viking Cives equipment.

### Advisory Committee Review

None

## **Legal Considerations**

Pursuant to provisions 13.5 and 13.6 of the by-law, the Procurement Manager shall prepare a quarterly report of all sole source and single source purchases not requiring Council approval, excluding Low Value Procurements (i.e. less than \$10,000). This report satisfies these provisions.

## **Financial Implications**

None, the above list of awarded sole and single source contracts represent a financial obligation to the Town of \$153,017.00.

## **Communications Considerations**

None

## **Link to Strategic Plan**

Regular reporting to Council on the Town's awarded sole and single source 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 by-law requirements to provide a quarterly report for all Sole and Single Source procurements, not requiring Council approval, has been fulfilled.

## **Attachments**

None

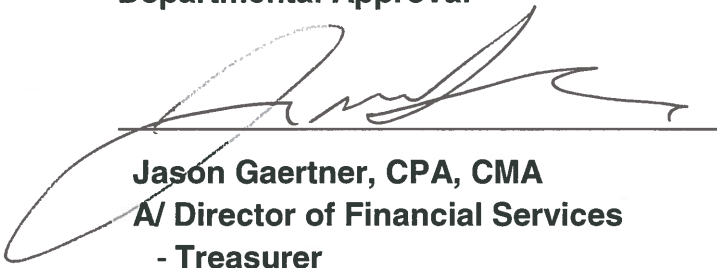
**Previous Reports**

None

**Pre-submission Review**

Agenda Management Team review on January 24, 2019

**Departmental Approval**



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**Jason Gaertner, CPA, CMA**  
**A/ Director of Financial Services**  
**- Treasurer**

**Approved for Agenda**



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**Doug Nadorozny**  
**Chief Administrative Officer**