



Subject: Q1 2019 Sole / Single Source Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Financial Services

Date: May 7, 2019

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 presents the list of all sole and single source contracts valued at \$10,000 to \$100,000 that were awarded and executed in Q1 of 2019.

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 Q1 of 2019

Within Q1 2019, there were five (5) awards made for a total award amount of \$142,500.00 (excluding HST). There were three (3) sole source awards for the Community Services department (Facilities and Recreation divisions) and for the Operational Services department; one (1) sole source award for the Fleet division and one (1) single source award for the Roads division. Table 1 contains additional information pertaining to each of the awards.

TABLE 1: Q1 2019 SOLE / SINGLE SOURCE AWARDS

	COMPANY NAME	DEPARTMENT	DIVISION	SOLE OR SINGLE SOURCE	\$ AMOUNT (excl. HST)	PROCUREMENT BY-LAW REFERENCE	DESCRIPTION
1	JET ICE LIMITED	Community Services	Facilities	Sole Source	\$22,500.00	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	Repair and maintenance work for the Pro-ice System that the Town uses.
2	CANADIAN RED CROSS	Community Services	Recreation	Sole Source	\$35,000.00	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	Provincial standard for aquatic instruction and babysitting courses.

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	COMPANY NAME	DEPARTMENT	DIVISION	SOLE OR SINGLE SOURCE	\$ AMOUNT (excl. HST)	PROCUREMENT BY-LAW REFERENCE	DESCRIPTION
3	LIFE SAVING SOCIETY	Community Services	Recreation	Sole Source	\$35,000.00	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	Provincial standard for aquatic leadership courses.
4	MEAD ELECTRIC INC.	Operational Services	Roads	Single Source	\$30,000.00	Single (iv) where due to a Contract termination, expiry, or other reason, a Good or Service is Purchased for a short interim period to meet immediate recurring business requirements, during which period a Procurement process is initiated for the longer term supply of such Good or Service	Previous street light maintenance and repair contractor terminated. This is interim solution until new tender is issued. Process underway now.
5	TURF CARE CANADA	Operational Services	Fleet	Sole Source	\$20,000.00	Sole: Only one source able to meet the requirements which is due to their unique ability or skill, possessions of proprietary technology, copyright, patent or other intellectual property	Exclusive dealer in Canada and Ontario for parts and service for TORO mowers used by Parks Division.

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

The above list of awarded sole and single source contracts represent a financial obligation to the Town of \$142,500.00. Sufficient funding has been approved relating to these contract awards.

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 April 18, 2019

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer