



Subject: Q2 2019 Sole / Single Source Report
Prepared by: Anna Ruberto, Procurement Manager
Department: Financial Services
Date: September 3, 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 will:

- Present a list of all sole and single source contracts valued at \$10,000 to \$100,000 that were awarded and executed in Q2 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 negotiating 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 Q2 of 2019

Within Q2 2019, there were six (6) awards made for a total award amount of \$153,377.23 (excluding HST). There were two (2) sole source awards for Community Services (Facilities Division) and one (1) sole source award for Operational Services (Parks Division); three (3) single source awards for CAO (Communications) and Corporate Services (IT and Bylaw Divisions).

TABLE 1: Q2 2019 SOLE / SINGLE SOURCE AWARDS

	SUPPLIER NAME	DEPARTMENT	DIVISION	SOLE OR SINGLE SOURCE	\$AMOUNT (excl. HST)	PROCUREMENT BY-LAW REFERENCE	DESCRIPTION
1	MIRCOM ENGINEERED SYSTEM INC.	Community Services	Facilities	Sole Source	\$21,800.00	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	Maintenance Service Contract for the building automation system at the JOC – proprietary equipment.

TABLE 1: Q2 2019 SOLE / SINGLE SOURCE AWARDS

	SUPPLIER NAME	DEPARTMENT	DIVISION	SOLE OR SINGLE SOURCE	\$AMOUNT (excl. HST)	PROCUREMENT BY-LAW REFERENCE	DESCRIPTION
2	MIRCOM ENGINEERED SYSTEM INC.	Community Services	Facilities	Sole Source	\$17,818.18	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	Supply and installation of building automation system for 3 rd floor JOC, to be consistent with 1 st and 2 nd floors of JOC – proprietary equipment.
3	FONTASY SIGN & DISPLAY INC.	Operational Services	Parks	Sole Source	\$20,519.00	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	Supply and installation of educational signage for the Arboretum with Sunglaze enamel – proprietary.
4	eSOLUTIONS GROUP LIMITED	CAO	Communications	Single Source	\$70,000.00	Single (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration.	Website re-development. eSolutions is the current supplier of the Town website.

5	RJ WINTERS	Corporate Services	IT	Single Source	\$11,028.85	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.	To provide IT cabling services and conduits for Town Hall and JOC. The procurement process is initiated for the longer term supply.
6	FUNDY TACTICAL & UNIFORMS LTD.	Corporate Services	By-law	Single Source	\$12,211.20	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	For the supply of By-law uniforms and tactical equipment. The procurement process is initiated for the longer term supply.

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 \$153,377.23.

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

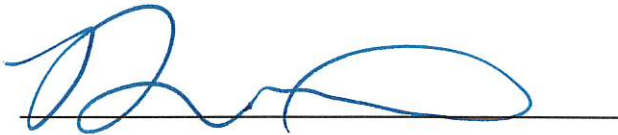
Previous Reports

None

Pre-submission Review

Agenda Management Team review on August 22, 2019

Departmental Approval



**Rachel Wainwright-van Kessel, CPA,
CMA
Director of Financial Services
- Treasurer**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**