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**Subject:** Q4 2019 Sole / Single Source Report

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

**Department:** Finance

**Date:** February 18, 2020

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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 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 Q4 of 2019

Within Q4 2019, there were six (6) awards made for a total award amount of \$185,078.50 (excluding HST). There were four (4) sole source awards with three (3) for Operational Services (Parks and Fleet Divisions) and one (1) for Corporate Services (Access Aurora Division); two (2) single source awards for Operational Services (Fleet Division) and Corporate Services (IT Division).

**Table 1**  
**Q4 2019 Sole and Single Source Contracts Awarded**

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Sole Source: 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	<b>Community Services:</b> Facilities	Austin Carroll Construction Ltd.	Supply and Installation of one (1) Poolpod Accessibility Lift at the 25m lap pool at the SARC. They are the exclusive Canadian distributor and installer for the platform lifts manufactured by Poolpod Products. Poolpod lift systems are designed to be operable without assistance from the deck and the water and provide the user a more dignified and discrete way to enter the water without being lifted high above the pool.	\$63,481.50
	<b>Operational Services:</b> Fleet	Joe Johnson Equipment	Provision of replacement parts, repair services and maintenance of specialized fleet vehicles. They are the only distributor in the province for the Pelican Sweeper.	\$30,000.00

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
	Parks	POI Canada Ltd. - Pro Quip International	The only manufacturer and distributor of all variations of the PQI Maxisun-Solar LED lighting system. Standardizing to the existing proprietary product installed at Canine Commons.	\$16,597.00
	Fleet	Krown – 1463559 Ontario Inc.	Rustproofing services of Town fleet vehicles. In order for the Krown warranty to be valid, vehicle rustproofing must be performed by an authorized Krown rust proofer for additional annual applications. The Town of Aurora falls under 1463559 Krown Ontario's Territory.	\$15,000.00

**Table 2**  
**Q4 2019 Single Source Contracts Awarded**

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Single Source: (iii) where a Good is Purchased for testing or trial use, or for resale	<b>Corporate Services:</b> IT	Smartsheet Inc.	Project management and workflow software which can automate key processes with a strong user experience and enable collaboration with internal and external stakeholder. The software was purchased to be used for project management and managing the 28 day prompt payment requirements of the Construction Lien Act effective October 1 <sup>st</sup> , 2019. Initially the Town had completed an RFP which was awarded to another vendor. After the award the contract was terminated as the vendor could not meet the requirements included in the RFP. Due to the limited timing, the Town engaged Smartsheet in a demonstration where they were able	\$25,000.00

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			to show that the software could meet the requirements of the Town with a short implementation period. The purchase order was awarded for the initial launch costs of \$5,250 and one year of licensing at \$19,750 to pilot the software.	
Single Source: (viii) in the absence of any Bids in response to a Solicitation for Bids made in accordance with this by-law	<b>Operational Services:</b> Parks	Hutchinson Farm Supply	Provision of Service and Parts for John Deere Tractors. The Town conducted RFT # 2019-84-OPS-F and no bids were received.	\$35,000.00

### 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 \$185,078.50.

### 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**

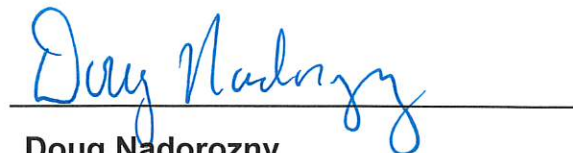
Agenda Management Team review on January 23, 2020

#### **Departmental Approval**



**Rachel Wainwright-van Kessel, CPA, CMA**  
**Director, Finance**  
**- Treasurer**

#### **Approved for Agenda**



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