



Town of Aurora Information Report

No. FIN20-014

Subject: Q1 2020 Sole / Single Source Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: May 19, 2020

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 Q1 of 2020

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 2020

Within Q1 2020, there were eleven (11) awards made for a total award amount of \$1,273,315.52 (excluding HST). There were five (5) sole source awards for a total amount of \$880,351.82 (excluding HST), with two (2) for Operational Services (Water and Fleet Divisions); two (2) for Community Services (Recreation Division) and one (1) for Finance (Financial Reporting and Revenue). Additionally, there were six (6) single source awards for a total amount of \$392,963.70 (excluding HST), with two (2) for Corporate Services (Human Resources and By-law Divisions); two (2) for Operational Services (Parks Division); one (1) for Community Services (Recreation Division) and one (1) for Planning and Development Services (Engineering Division).

Table 1
Q1 2020 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	Operational Services: Water	WAMCO MUNICIPAL PRODUCTS INC.	Supply of water meters for outfitting of homes. Builder reimbursed. Sensus meter is the Town's preferred water meter and Wamco is the certified distributor for the region.	\$750,000.00
	Community Services: Recreation	LIFESAVING SOCIETY	The Lifesaving Society is the only organization within the Province of Ontario that offers the Aquatic leadership programs that meet the Town's needs. Exam fees and course material for various aquatic leadership programs for a three year period of 2020 to 2022.	\$79,883.27

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			<p>The Lifesaving Society delivers the courses to become a Lifeguard (as opposed to swim instructor) and deliver our first aid courses. Exam fees are paid to the Lifesaving Society to certify the lifeguards and first aiders along with material for these courses (manuals, handbooks, manikens for first aid). Additionally, there are supplies and fees related to lifeguard competitions.</p>	
	<p>Finance: Financial Reporting and Revenue</p>	<p>ILOOKABOUT INC</p>	<p>Provider of a proprietary assessment software. They are the only licensee with a software solution approved for use with the MPAC Municipal Connect platform.</p>	<p>\$20,000.00</p>
	<p>Operational Services: Fleet</p>	<p>VIKING CIVES LTD.</p>	<p>To provide OEM parts, services and warranty work on winter equipment vehicles. Viking Cives has only one Canadian manufacturing location in Mount Forest and has no other authorized dealers within our service area to provide parts, service and warranty.</p>	<p>\$20,000.00</p>
	<p>Community Services: Recreation</p>	<p>CANADIAN RED CROSS</p>	<p>Supply and delivery of materials such as stickers, badges, and course materials (manuals etc.). The Canadian Red Cross is the sole provider of the materials that correspond to their programs, which applies to our “Learn to Swim” program, for children, the water safety instructor program and our baby sitting courses.</p>	<p>\$10,468.55</p>

Table 2
Q1 2020 Single Source Contracts Awarded

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Single: (i) for reasons of standardization, warranty, function or service, such as technical qualifications	Planning Development Services: Engineering	LAKE SIMCOE REGION CONSERVATION AUTHORITY	Performance Management of Town LID Contracts. To develop and implement a performance management program for the Town's LID storm water projects for a three year period (2020 – 2022).	\$227,223.00
	Operational Services: Parks	EQUINOX ENVIRONMENTAL	Self-Watering hanging planters and baskets for Aurora Promenade Streetscape design. Parks has been moving to self-watering planters/baskets due to the water conservation. Equinox holds the patent for their particular design of desert planters.	\$66,505.70
Single Source: (iii) where a Good is Purchased for testing or trial use, or for resale	Corporate Services: Human Resources	STERLING BACKCHECK CANADA CORP	Pre-employment screening for a 12 month period. Outsourcing reference checking services will be more efficient for Town HR staff. This will provide consistency and standardization. This is to be used on a trial basis to evaluate the efficiencies of outsourcing. This will also be integrated with the new HRIS system.	\$15,000.00
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	Corporate Services: By-law	FUNDY TACTICAL	Provision of Bylaw uniforms and tactical equipment. Interim period award is to cover short term needs only for new hires or urgent requirements. RFT currently in development, anticipated	\$13,300.00

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
immediate recurring business requirements, during which period a Procurement process is initiated for the longer term supply of such Good or Service			to be publicly posted mid-May 2020.	
	Operational Services: Parks	W M WELLER TREE SERVICE LTD.	Arboricultural services on an as-needed basis. Award for the interim period as the contract ended on December 31, 2019. Competitive procurement process completed in April 2020 with the award to WM Weller Tree Service Ltd.	\$12,500.00
Single Source: (viii) in the absence of any Bids in response to a Solicitation for Bids made in accordance with this by-law	Community Services: Recreation	MONTEITH & BROWN PLANNING CONSULTANTS LTD.	Consulting Services to Develop a Pricing Policy and Ability to Pay Program. The Town conducted RFP # 2019-90-CMS-R and no bids were received. As per the by-law, in the absence of any bids, the Town has the ability to negotiate with a potential vendor.	\$58,435.00

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 \$1,273,315.52.

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 30, 2020

Departmental Approval

Approved for Agenda



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