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Town of Aurora
Information Report
No. FIN20-020

Subject: Q2 2020 Sole/Single Source Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: September 8, 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 Q2 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 Q2 of 2020

Within Q2 2020, there were ten (10) awards made for a total award amount of \$299,534.50 (excluding HST). There were three (3) sole source awards for a total amount of \$67,203.00 (excluding HST), with two (2) for Operational Services (Roads and Fleet Divisions) and one (1) for Finance (Financial Management Division). Additionally, there were seven (7) single source awards for a total amount of \$232,331.50 (excluding HST), with three (3) for Operational Services, with two (2) for Roads Division; and one (1) each for CAO (Communications Division); Community Services (Facilities Division); Corporate Services (By-law Division) and Planning and Development Services (Planning Division).

Table 1
Q2 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	Finance: Financial Management	GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)	Consulting services to provide assessment of town enterprise resource planning requirements. GFOA is a not-for-profit organization and the sole provider of this type of consulting services exclusively to the public sector. They do not provide implementation of software thus will provide fair and unbiased consulting with expertise in the municipal sector's needs.	\$35,000.00

	Operational Services: Fleet	TURF CARE PRODUCTS CANADA LIMITED	Repairs, maintenance and warranty work for TORO wide area mowers. Turf Care is the exclusive dealer in Canada and Ontario for parts and service.	\$20,000.00
	Operational Services: Roads	DiCAN INC.	Laser guidance HD camera systems for snow plow vehicles. DiCan Inc. is the only Ontario distributor, installer and services of the guidance laser system, which is a component of the Snow Plow Safety Enhancement Pilot Project.	\$12,203.00

Table 2
Q2 2020 Single Source Contracts Awarded

PROCUREMENT BY-LAW REFERENCE	DEPART-MENT & 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	CITYVIEW - A DIVISION OF N. HARRIS COMPUTERS	Electronic Plans Review Software implementation and Licensing. Building division currently utilizes Cityview software. This additional module would allow for electronic plans review and e-permitting via Cityview and Blue Revu software and licenses. This purchase was also identified as an initiative in the IT Strategic Plan.	\$97,900.00
	Operational Services	GOW HASTINGS ARCHITECTS	Consulting services for patio enclosure and west access alterations for the Aurora Armoury. GOW Hastings is the existing architect for the Armoury project, thus has existing expertise to perform these services.	\$12,300.00

PROCUREMENT BY-LAW REFERENCE	DEPART-MENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Single Source: (iii) where a Good is Purchased for testing or trial use, or for resale	CAO: Communications	BANG THE TABLE CANADA LTD.	Community engagement software platform. Bang The Table is to provide a community engagement platform with support for a one-year trial period. After the one-year, the Town will go out to a competitive market to obtain a multi-year contract.	\$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 immediate recurring business requirements, during which period a Procurement process is initiated for the longer term supply of such Good or Service	Operational Services: Roads	LARUE'S HAULAGE	Supply and delivery of granular materials to June 30, 2020. The York Cooperative Purchasing contract had a delayed closing due to COVID. This ensured that services could continue on an interim period. New Contract has been finalized with Rice Aggregates.	\$35,000.00
		METRO ASPHALT SEALER & REPAIRS	Provision of crack sealing services to July 31, 2020. The piggyback contract with the Town Newmarket took them longer to extend. This ensured that services could continue on an interim period. The Town is in the final stages of contract extension.	\$14,834.00
	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. The RFT has closed and the Town is in the contract execution stage.	\$12,000.00
Single Source: (ix) in an Emergency Purchase situation pursuant to section 13.4 of this by-law	Community Services: Facilities	190810 ONTARIO CORP. O/A BESI	Design, supply, delivery and installation of Plexiglass shields for various town locations. Due to Covid-19 Emergency, this supplier was engaged to install required	\$42,297.50

PROCUREMENT BY-LAW REFERENCE	DEPART-MENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			plexiglass shields as quickly as possible to prepare for the reopening of the Town's facilities.	

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 \$299,534.50.

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 August 20, 2020

Approvals

Approved by Rachel Wainwright-van Kessel, Director, Finance/Treasurer

Approved by Doug Nadorozny, Chief Administrative Officer