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Town of Aurora  
**Information Report**  
No. FIN21-020

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**Subject:** Q1 2021 Procurement Report

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

**Department:** Finance

**Date:** May 18, 2021

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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**

This report presents procurement information for Q1 of 2021 as per the Town's procurement by-law reporting requirements including:

- Awarded contracts which exceed \$250,000
- Sole and Single Source contracts awarded with values between \$10,000 to \$100,000

## **Background**

An award to suppliers can occur when there is sufficient budget as approved by Council during the budget process. Approval of award is provided by town staff according to approval authority as delegated by the applicable department head. There is a purchase order (PO) and legal contract when the award is over \$50,000 and executed by the appropriate department head. Contracts over \$1,000,000 require the approval of the Chief Administrative Officer (CAO) and there is a PO and contract which is executed by the CAO. Pursuant to provision 27.1 of the by-law, the Procurement Manager shall prepare a quarterly summary information report to Council outlining all awarded contracts over \$250,000.

A sole source purchase may be used 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.

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).

All procurement thresholds and those listed in this report exclude the harmonized sales tax (HST).

## Analysis

### Contracts which exceeded \$250,000 awarded and executed in Q1 of 2021

Within Q1 2021, there was one (1) award made over \$250,000, for a total award amount of \$3,197,674.55.

**Table 1**  
**Q1 2021 Contracts Awarded Over \$250,000**

PROCUREMENT NUMBER & DESCRIPTION	DEPARTMENT	SUPPLIER NAME	TERM	AMOUNT (EXCL. HST)
2020-100-OPS-P Construction of the Sports Fields at Hallmark Lands	Operations	MELFER CONSTRUCTION	Project awarded and PO issued 02/01/2021. Project to be completed by October 29, 2021.	\$3,197,674.55

### Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q1 of 2021

Within Q1 2021, there were thirteen awards made for a total award amount of \$577,929.50. There were five sole source awards for a total amount of \$298,000.00 with four for Operations and one for Finance. Additionally, there were eight single source awards for a total amount of \$279,929.50, with four for Community Services Facilities division; two for Planning and Development Services with one for Engineering and one for Development Planning division and an additional one for Operations, Fleet division.

**Table 2**  
**Q1 2021 Sole Source Contracts Awarded**

PROCUREMENT BYLAW REFERENCE	DEPART- MENT & 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>Operations:</b>  Roads	TURF CARE PRODUCTS	Repairs and maintenance for Toro wide area movers. Turf Care Products is the exclusive Toro dealer in Canada for landscape products. They are also the only distributor in Ontario for commercial parts and products. Servicing technicians at Turf Care are trained by Toro for service and warranty work.	\$90,000.00
	<b>Finance:</b>  Financial Management	THE PUBLIC SECTOR DIGEST	Development of a Town asset management plan to meet O.Reg 588/17, the Town's Asset Management Plan (AM Plan). The Town will use CityWide for asset management tracking and forecasting requirements. Which is a Public Sector Digest product. This engagement will enable the Town to meet the regulation and operationalize the plan through CityWide to generate future replacement requirements.	\$70,000.00
	<b>Operations:</b>  Roads	VIKING CIVES	Products and services for Viking-Cives snow plows, wings, salter/spreader units, dump boxes and related equipment. Viking-Cives is an OEM parts supplier and they complete warranty/	\$60,000.00

			service work for the Town. They are the only manufacturing location in Canada and there are no other authorized distributors within the Town's service area.	
	<b>Operations:</b> Parks	BALL SUPERIOR	Vegetative cuttings for greenhouse and horticultural programs. Ball Superior is the exclusive provider of the patented plant cuttings within Canada.	\$48,000.00
	<b>Operations:</b> Fleet	JOE JOHNSON EQUIPMENT	Vehicle parts and service for the specialized equipment required for street sweeping. The original equipment and machinery was ordered from Joe Johnson Equipment and this contract is for the replacement parts and repair services provided directly through the company.	\$30,000.00

**Table 3  
Q1 2021 Single Source Contracts Awarded**

<b>PROCUREMENT BY-LAW REFERENCE</b>	<b>DEPARTMENT &amp; DIVISION</b>	<b>SUPPLIER NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT (EXCL. HST)</b>
Single: (i) for reasons of standardization, warranty, function or service, such as technical qualifications	<b>Finance:</b> Financial Management	WATSON AND ASSOCIATES ECONOMISTS	Consulting services for an update to the town's development charge study and the feasibility analysis for a community benefit charge study. Watson and Associates assisted the Town in its completion of the 2019 approved comprehensive DC background study, consultation and bylaw. As such Watson's has significant background knowledge, expertise and familiarity with this work and be able to standardize.	\$23,600.00

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Single: (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration	<b>Planning and Development Services:</b> Development Planning	PERFORMANCE CONCEPTS CONSULTING	Provision of consulting services for a Development Approvals process review which was funded through the provincial modernization grant which has specific timing deadlines associated with it. The Phase 2 work is an extension of the work already completed by the consultant in Phase 1 which was awarded to Performance Concepts under competitive procurement number RFP 2020-56-PDS-P. To ensure consistency and cost savings, the same consultant should also undertake the Phase 2.	\$68,105.00
	<b>Community Services:</b> Facilities	TROY LIFE & FIRE SAFETY	Fire Alarm System Monitoring and Maintenance at the Aurora Library and the Aurora Cultural Centre. Troy Life & Fire Safety is the subcontractor working with Chandos Construction for the Library Square project. As part of the construction work being undertaken, there will be many fire and life safety items requiring replacement and/or repair and maintenance of the systems at 22 Church Street. Fire and life safety systems at the Aurora Public Library will also be affected. It is expected that the fire and life safety portion of the construction for Library Square affecting both properties should be managed by one contractor. It is felt that by having one contractor responsible for both systems, the co-ordination of both systems will be more problem	\$35,000.00

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			free and most likely to be more cost-efficient as the on-site subcontractor will be better able to respond to the needs of Chandos Construction.	
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	<b>Community Services:</b> Facilities	TEKNION	The supply, delivery and installation of office furniture. The VOR contract has expired and this contract will bridge the gap until a new agreement is provided in June 2021.	\$50,000.00
	<b>Community Services:</b> Facilities	DUNLIS MECHANICAL	HVAC preventative maintenance and repair services for the following Town properties: - AFLC, SARC, JOC, 89 Mosley, 215 Industrial Parkway North, Vic Hall. The contract has expired. The Single Source is required to ensure continuation of service until a new contract is in place by June 30, 2021.	\$48,000.00
	<b>Community Services:</b> Facilities	CARMICHAEL ENGINEERING	HVAC preventative maintenance and repair services for the following Town properties: - ACC, 22 Church Street, Town Hall, Aurora Public Library, Aurora Seniors Centre. The contract has expired. The Single Source is required to ensure continuation of service until a new contract is in place by June 30, 2021.	\$30,000.00
	<b>Planning and Development Services:</b> Engineering	SOIL ENGINEERS	Provision of geotechnical engineering consulting services. RFP #2020-129-PDS-ENG was issued and closed on December 11 for this service, it is expected to be evaluated and awarded by February 28, 2021. This single course is	\$15,224.50

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			required to ensure continuation of service until the new contract is awarded and in place.	
	Operations: Fleet	TOROMONT CAT	Supply and Delivery of Caterpillar Parts and Service. The contract expired and this single source ensures the continuation of service until a new contract is in place.	\$10,000.00

### Advisory Committee Review

None

### Legal Considerations

Pursuant to provisions 27.1, 13.5 and 13.6 of the bylaw, the Procurement Manager shall prepare a quarterly report of awarded procurements exceeding \$250,000 and 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 value of awarded procurements which exceed \$250,000 represent a financial obligation to the Town of \$3,197,674.55. Additionally, the above lists of awarded sole and single source procurements represent a financial obligation to the Town of \$577,929.50.

### Communications Considerations

None

**Link to Strategic Plan**

Regular reporting to Council on the Town's awarded 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 procurement report for awards over \$250,000 and 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 29, 2021

**Approvals**

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

**Approved by Doug Nadorozny, Chief Administrative Officer**