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Town of Aurora
Information Report
No. FIN21-034

Subject: Q2 2021 Procurement Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: September 7, 2021

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 Q2 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.

Sole / single source contract awards over \$50,000 require approval and execution by the CAO and awards over \$100,000 require Council approval and execution by the Mayor and Town Clerk. Sections 13.5 and 13.6 of the procurement by-law requires the Procurement Manager to prepare a quarterly report of sole and single source purchases not requiring Council approval. This report excludes emergency procurements which have separate reporting requirements and low value procurements under \$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 Q2 of 2021

Within Q2 2021, there were eight (8) awards made over \$250,000, for a total award amount of \$7,090,036.42.

Table 1
Q2 2021 Contracts Awarded Over \$250,000

PROCUREMENT NUMBER & DESCRIPTION	DEPART-MENT	SUPPLIER NAME	TERM	AMOUNT (EXCL. HST)
2021-03-CMS-F HVAC Maintenance and Repairs	Community Services	DUNLIS MECHANICAL SYSTEMS	PO issued 06/17/2021 5 year term with a 2 year optional extension	\$1,465,000.00
2021-05-OPS-R Concrete Curb and Catchbasin Repair	Operations	LAYCON CONSTRUCTION SERVICES	PO issued 06/11/2021 4 year term with three, 1 year optional extensions	\$1,806,300.00

PROCUREMENT NUMBER & DESCRIPTION	DEPART-MENT	SUPPLIER NAME	TERM	AMOUNT (EXCL. HST)
2021-14-CS-IT Telephony System	Corporate Services	UNITY CONNECTED SOLUTIONS	PO issued 05/26/2021 5 year term with two, 1 year optional extensions	\$ 400,000.00
2021-22-OPS-P Fleury Park Washroom Building Upgrades	Operations	RD BUILD	PO issued 04/23/2021 No Term Work end date: 11/30/2021	\$ 395,865.00
2021-36-PDS-ENG Pave Snow Storage Facility Lambert Wilson Park	Planning and Development Services	BUILDSCAPES CONSTRUCTION	PO issued 06/29/2021 No Term	\$1,020,949.29
2021-39-OPS-F Multipurpose Road Maintenance Truck	Operations	DONALD CURRIE TRUCKS	PO issued 04/30/2021 No Term Work end date: 04/30/2022	\$ 457,566.00
2021-40-PDS-ENG Vandorf Sideroad Reconstruction	Planning and Development Services	GRAHAM BROTHERS CONSTRUCTION	PO issued 05/21/2021 No Term	\$1,261,076.13
2021-53-OPS-F Street Sweeper	Operations	FST CANADA o/a JOE JOHNSON EQUIPMENT	PO issued 05/20/2021 No Term Work end date: 11/18/2021	\$ 283,280.00

Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q2 of 2021

Within Q2 2021, there were no sole source awards and eight single source awards made for a total award amount of \$378,600.00. There were three for Operations, Fleet, Parks and Water divisions; two for Community Services Facilities division; two for Corporate Services with one each for IT and Human Resources divisions and an additional one for CAO, Communications division.

Table 2
Q2 2021 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	CAO: Communications	BANG THE TABLE CANADA LTD.	EngagementHQ Annual Licence software subscription and EngagementIQ Essential Support subscription. Bang The Table is the sole provider of the EngagementHQ software and EngagementIQ suite of services. The Town initially conducted a trial use of the platform in 2020 and is continuing its use in 2021.	\$49,500.00
Single: (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration	Corporate Services: IT	6362222 CANADA INC. (Createch)	Upgrade, implementation and licensing of existing Maximo software and add-on of EAM for Cities, which is a product exclusively owned by Createch. The Town has used Createch for the Maximo implementation and for all past upgrades and support services. We still have support hours banked with Createch for some of this work engagement.	\$73,200.00
	Community Services: Facilities	FIRE MONITORING CANADA	Supply and installation of intrusion system, inspection and repairs and CCTV cameras. All monitoring services at Town facilities are provided by Fire Monitoring Canada through a low value purchase procurement. The Soccer Dome location was added to maintain consistency at Town facilities.	\$40,000.00
	Corporate Services: Human Resources	MORNEAU SHEPELL LTD.	Consulting Services for diversity and inclusion strategy. Morneau Shepell is the vendor of the Town for EAP Services, they have the	\$32,500.00

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			expertise to provide this type of service over and above what they provide us. The Director of Corporate Services and CAO supported to engage this vendor.	
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	Community Services: Facilities	DUNLIS MECHANICAL	HVAC preventative maintenance and repair services for Town properties. The Single Source was necessary to ensure continuation of service until a RFT competitive process occurred. A RFT was conducted and the new Contract was awarded June 17, 2021.	\$48,000.00
	Operations: Parks	WM WELLER TREE SERVICE LTD.	Supply of labour and equipment to remove stumps and plant Town supplied trees. Previous contract with another supplier was terminated March 26/21 due to performance and supplier not committing to work in 2021. An MVP was released and closed April 2/21 but came in over the \$25,000 threshold. Due to tight timelines for spring 2021 tree planting and tree purchases committed, single source ensured planting occurred on time without risk to health of purchased trees. RFT was conducted and closed on July 29, 2021.	\$27,900.00
	Operations: Water	RAPID PLUMBING INC.	Emergency Sewer Lateral Services. The Contractor that was under Contract until December 2021 has retired and the business no longer exists. A RFT has been issued	\$17,500.00

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			and the closing date for bids is August 17, 2021.	
Single (viii) in the absence of any Bids in response to a Solicitation for Bids made in accordance with the by-law	Operations: Fleet	TOROMONT CAT	Supply of Caterpillar Parts and Service. The Town received no bid submissions in response to 2021-01-OPS-F.	\$90,000.00

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 \$7,090,036.42. Additionally, the above lists of awarded sole and single source procurements represent a financial obligation to the Town of \$378,600.00.

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 August 19, 2021

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer