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Town of Aurora
Information Report
No. FIN22-009

Subject: Q4 2021 Procurement Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: March 22, 2022

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 Q4 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 Q4 of 2021

Within Q4 2021, there were three (3) awards made over \$250,000, for a total award amount of \$4,282,610.00. These awards resulted from open competitions in accordance with the procurement by-law and are summarized in Table 1.

Table 1
Q4 2021 Contracts Awarded Over \$250,000

PROCUREMENT NUMBER & DESCRIPTION	DEPARTMENT	SUPPLIER NAME	TERM	AMOUNT (EXCL. HST)
2021-50-CMS-F Consultant: Gym and Multipurpose Program Space (SARC)	Community Services	CS&P Architects Inc.	PO issued 10/28/2021 No Term	\$554,400.00
2021-95-PDS-ENG Sewer and Watermain Service Connections	Planning and Development Services	Trisan Construction Ltd.	PO issued 24/11/2021 5-year term	\$3,460,715.00
2021-96-OPS-P McKenzie Marsh Boardwalk Replacement	Operations	Canada Construction Ltd.	PO issued 01/12/2021 No Term	\$267,495.00

Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q4 of 2021

Within Q4 2021, there were four awards made for a total award amount of \$298,255.03. There was one sole source award for a total amount of \$88,937.55 for Community Services, Facilities division.

Additionally, there were three single source awards made for a total amount of \$209,317.48, with two for Community Services, Facilities division and one for Operations, Parks division.

Table 2
Q4 2021 Sole Source Contracts Awarded

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Sole: 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	Community Services Facilities	JOHNSON CONTROLS CANADA L.P.	Building automation services for a three-year term for the Metasys System within buildings that have a Johnson Controls BAS. The Metasys BAS systems are proprietary to Johnson Controls and only Johnson Controls are permitted to maintain and/or repair these systems.	\$88,937.55

Table 3
Q4 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	Community Services Facilities	TEKNION LTD	Furniture for the 2nd Floor at the Library. Teknion has been the supplier of furniture for the office refresh program through a VOR. The VOR agreement is being finalized through the Ontario Government. Teknion have	\$67,739.96

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			committed to keeping the same pricing schedule as per the expired VOR agreement.	
Single (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration	Operations Parks	PLAYPOWER LT CANADA	Supply and install a Zoom Twist Diamond climbing apparatus at Hickson Park. Compatibility of existing equipment from same manufacturer of current playground equipment.	\$12,120.00
Single (ix) in an Emergency Purchase situation pursuant to section 13.4 of this by-law	Community Services Facilities	HOLLANDIA GARDENS LTD	SARC Hydrotherapy pool repair and liner replacement. Quotes were requested from five suppliers. Two suppliers partnered with Myrtha Pools for their submission. The pools at the SARC presently have Myrtha liners.	\$129,457.52

Advisory Committee Review

None

Legal Considerations

Pursuant to the requirements of the Procurement By-law that was in place at the time of these procurements, 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 \$4,282,610.00. Additionally, the above lists of awarded sole and single source procurements represent a financial obligation to the Town of \$298,255.03.

Communications Considerations

None

Climate Change Considerations

The Green Procurement Policy was approved by Council on February 22, 2022. Any future procurement that uses this policy will be outlined in this section.

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 March 3, 2022

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer