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Town of Aurora
Information Report
No. FIN22-014

Subject: January to February 2022 Procurement Report

Prepared by: Anna Ruberto, Procurement Manager

Department: Finance

Date: May 3, 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 includes the month of January and February reporting under the old procurement by-law which was replaced by the new Procurement By-law no. 6404-22 approved by Council on February 22, 2022. March will be reported in the next quarterly report. This report presents procurement information for January and February 2022 as per the Town's procurement by-law reporting requirements including:

- One contract was awarded exceeding \$250,000 during this reporting period
- No sole source and four 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 item in this report exclude the harmonized sales tax.

Analysis

One contract was awarded exceeding \$250,000 during this reporting period

In the first two months of 2022, there was one (1) award made over \$250,000, for a total award amount of \$1,322,532.00.

Table 1
Q1 2022 Contracts Awarded Over \$250,000

Procurement Number & Description	Department	Supplier Name	Term	Amount (Excl. Hst)
CRFT-2021-01 Bulk Sodium Chloride (Rock Salt)	Operational Services	Compass Minerals Canada Corp.	PO issued 02/10/2022 3-year term with a 2-year optional extension	\$1,322,532.00 (over 3 years)

No sole source and four single source contracts awarded with values between \$10,000 to \$100,000

There were no sole source awards and four (4) single source awards made for a total award amount of \$137,591.13. There were two (2) for Operational Services, Parks division; one (1) for Community Services, Facilities division; and one (1) for Planning and Development Services, Economic Development division.

Table 2
Q1 2022 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 and Development Services, Economic Development Division	Wood Environmental and Infrastructure Solutions	Environmental Site Assessment	\$30,000.00
	Operational Services, Parks Division	Sutera Canada Inc.	Dog Waste Containers	\$39,690.00
Single (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration	Operational Services, Parks Division	EZ Ice Rinks	Outdoor Ice Rinks	\$36,701.13
Single (ix) in an Emergency Purchase situation pursuant to section 13.4 of this by-law	Community Services, Facilities Division	Britespan Building Systems	Supply and Install New Panel Fabric on the Salt Dome at the JOC.	\$31,200.00

Advisory Committee Review

None

Legal Considerations

Pursuant to provisions 27.1, 13.5 and 13.6 of the previous Procurement By-law, 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 \$1,322,532.00. Additionally, the above lists of awarded sole and single source procurements represent a financial obligation to the Town of \$137,591.13.

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 April 14, 2022

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer