



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora  
**Information Report**  
No. FIN22-025

---

**Subject:** Q2 2022 Procurement Report (March to June 2022)

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

**Department:** Finance

**Date:** September 13, 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 Q2 report also includes March as the new Procurement By-law no. 6404-22 was approved by Council on February 22, 2022. On June 28, 2022 Council approved amendment no. 6430-22 which provides authority to the Procurement Governance Committee (PGC) to procure software licenses, maintenance and related fees for contracts of up to five years and over \$250,000. This report presents procurement information as per the Town's procurement by-law reporting requirements including:

- Awarded Open Competition contracts which exceed \$250,000
- Non-standard Procurement contracts awarded with values to \$250,000
- Awarded Open Competition contracts identified as using the Green Procurement Policy

## **Background**

An award to Suppliers can occur when there is sufficient budget as approved by Council during the budget process. The authorization to initiate the Procurement is by the Department Head and the delegated authority to award is the Division Manager and the Procurement Manager. There is a purchase order (PO) and legal contract when the award is over \$50,000. Contracts less than \$1,000,000 are executed by the Department Head and contracts over \$1,000,000 require the approval of the Chief Administrative Officer (CAO). Pursuant to section 9.3 of the by-law, the Procurement Manager shall

prepare a quarterly summary information report to Council outlining all awarded Open Competition contracts.

A Non-Standard Procurement may be used for the procurement of goods, services, or construction under specific circumstances. The methods include acquiring Deliverables directly from a particular Supplier without conducting a Competitive Process when an Invitational Competition or an Open Competition would normally be required and soliciting Bids from a limited number of Suppliers without conducting an Open Pre-qualification Process when an Open Competition would normally be required.

The Procurement Bylaw Section B – Exclusions provides the circumstances in which Non-Standard Procurements are permissible. A Non-Standard Procurement may be used 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. Additional approved criteria include when there is more than one Supplier available however, a certain Supplier needs to be retained for reasons of standardization or compatibility with existing products or where a contract is required due to a contract termination or expiry, for a short interim period to meet immediate recurring business requirements.

Non-Standard Procurements authorization to procure require approval of the CAO up to \$100,000 and the PGC between \$100K to \$250,000. Over \$250,000 there is a requirement for Council approval to authorize the procurement. For the procurement of software licenses, maintenance and pay related fees (excluding implementation costs), for contracts of up to five years and over \$250,000, the PGC is authorized to procure, and the Department Head can delegate the authority to procure. The contract issuance and execution requirements follow the same thresholds as standard Open Procurements.

Sections 9.3 of the procurement by-law requires the Procurement Manager to prepare a quarterly summary information report to Council outlining all awarded Non-Standard Procurements not requiring Council approval. This report excludes emergency procurements which have separate reporting requirements and low and mid value procurements under \$50,000.

All procurement thresholds and item in this report exclude the harmonized sales tax.

## Analysis

### Nine contracts were awarded exceeding \$250,000 during this reporting period

From March to June of 2022, there was nine (9) awards made over \$250,000, for a total award amount of \$10,712,392.25.

**Table 1**  
**Q2 2022 Competitive Bid Contracts Awarded Over \$250,000**

Procurement Number & Description	Department	Supplier Name	Term	Amount (Excl. Hst)
2021-65-F-FM ERP System	Finance	Vigilant Consulting Services Inc.	PO issued 05/27/2022 5 Year Term	\$3,441,250.00
2022-6-OPS-P Sports Dome Artificial Turf Replacement	Operations	Team Rochon Inc. o/a GTR Turf	PO issued 06/02/2022 No Term	\$489,911.50
2022-15-OPS-F 6 Ton Dump/Plow Truck	Operations	Donald Currie Trucks Inc.	PO issued 6/27/2022 No Term	\$693,526.00
2022-17-OPS-P Landscape Maintenance	Operations	Municipal Maintenance Inc.	PO issued 04/26/2022 5 Year Term	\$790,000.00
2022-20-PDS-ENG Mill & Overlay of Roads at Old Yonge Street and More	Planning and Development Services	Sanscon Construction Ltd.	PO issued 12/05/2022 No Term	\$1,647,165.20

Procurement Number & Description	Department	Supplier Name	Term	Amount (Excl. Hst)
2022-21-PDS-ENG Mill & Overlay of Roads at Banbury Court and More	Planning and Development Services	Pacific Paving Limited	PO issued 04/20/2022 One Time	\$980,002.20
2022-24-PDS-ENG Mill & Overlay of Roads at Banbury Court and More	Planning and Development Services	Pacific Paving Limited	PO issued 04/20/2022 One Time	\$1,271,508.35
2022-38-PDS-ENG Yonge Street and Wellington Street Intersection Improvement	Planning and Development Services	Coco Paving Inc.	PO issued 06/05/2022 No Term	\$899,029.00
2022-42-OPS-R Sidewalk Inspection and Hazard Removal	Operations	Aqua Tech Solutions Inc.	PO issued 05/24/2022 5 Year Term	\$500,000.00

### Non-Standard Procurement contracts awarded with values to \$250,000

There were six (6) Non-Standard Procurements awarded for a total award amount of \$394,754.29. There were four (4) for Operational Services, Roads and Fleet divisions; one (1) for Community Services, Facilities division and one (1) for Finance.

**Table 2**  
**Q2 2022 Non-Standard Procurement Contracts Awarded**

Procurement By-Law Reference	Department & Division	Supplier Name	Procurement Number and Description	Amount (Excl. Hst)
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	Teknion Limited	2022-39-CMS-F Furniture for Town Square Project	\$71,450.65
	Finance	Novexco (Hamster)	2022-59-F Office Supplies	\$32,000.00
	Operations	Salix Systems Limited	2022-66-OPS Furniture for Firehall	\$144,022.64
absence of any Bids in response to a Solicitation for Bids made in accordance with this by-law	Operations, Roads	Aurora Overhead Doors Inc.	2022-50-OPS-R Salt Dome Rolling Door	\$33,200.00
	Operations, Fleet	Bayfield Ford	2022-60-OPS-F Cargo Van - Fleet	\$54,021.00
	Operations, Fleet	Bayfield Ford	2022-62-OPS-F	\$60,060.00

Procurement By-Law Reference	Department & Division	Supplier Name	Procurement Number and Description	Amount (Excl. Hst)
			2022 Ford 250 Pick up Truck	

### **Actions related to procurement modernization continue to rollout**

The Procurement Modernization continues to roll out to the Corporation. As we work with the Town's new by-law, we continue to gain a better understanding of how it impacts processes. We are reviewing the impact of the by-law and identifying opportunities for potential improvements to propose to Council for approval.

Procurement training has been a focus with 12 training sessions developed for 2022. All The first sessions began in March, with the first two sessions being mandatory sessions for Town staff to attend. There are also four webinars offered through The Procurement Office (TPO), this was part of the original Procurement Modernization scope of work that the Consultant was hired as part of the training modules.

The outstanding items of Procurement Modernization continue to roll out including the continuation of staff training and developing a focus on sustainable procurements (green, diverse, and social). The new financial system will also greatly improve the procurement process as most of the manual forms and processes can be automated.

### **Advisory Committee Review**

None

### **Legal Considerations**

Pursuant to section 9.3 of the Procurement By-law, as amended, the Procurement Manager shall prepare a quarterly report of awarded procurements exceeding \$250,000 and non-standard purchases not requiring Council approval, excluding Low and Mid Value Procurements (i.e., less than \$50,000). This report satisfies these provisions.

## **Financial Implications**

The value of awarded procurements which exceed \$250,000 represent a financial obligation to the Town of \$10,712,872.25. Additionally, the above list of awarded Non-Standard Procurements represent a financial obligation to the Town of \$394,754.29

## **Communications Considerations**

The Town will inform residents about the details contained in this report by making it available on the Town's website.

## **Climate Change Considerations**

The Green Procurement Policy (GPP) was approved by Council on February 22, 2022. Town staff are responsible for ensuring that their procurements address the Town's green procurement objectives in a manner consistent with the Green Procurement Policy. Procurements may be considered eligible for Green Procurement when the Town has identified environmental standards for the good or service and/ when the budget for the good or service being procured identifies it as a green initiative. Town staff may also consider Green Procurement for other purchases. The reporting requirements of the GPP are within Section 3.4 and requires the quarterly report to Council include a summary of the Town's Green procurement over \$50,000. The Open Competition Procurements identified as using this policy are outlined in Table 3.

**Table 3**  
**Q2 2022 Contracts Awarded with Green Procurement**

Procurement Number & Description	Department	Supplier Name	Green Procurement Good / Service	Amount (Excl. Hst)
2022-02 CMS-F Building Condition Assessment	Community Services	Cion Coulter Corp.	<p>This project concerns building condition assessments and as part of the project the Consultant will be considering the following:</p> <ol style="list-style-type: none"> <li>1. Examine the energy and environmental performance of each building element or piece of equipment reviewed.</li> <li>2. Review potential greenhouse gas emission savings.</li> <li>3. Provide low-carbon/no carbon alternatives.</li> </ol>	\$56,820.00

### **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 and Green Procurement Policy requirements to provide a quarterly procurement report summarizing awards over \$250,000; Non-Standard Procurements, not requiring Council approval and procurements over \$50,000 with green procurement initiatives, has been fulfilled.

## **Attachments**

None

## **Previous Reports**

None

## **Pre-submission Review**

Agenda Management Team review on August 25, 2022

## **Approvals**

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

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