



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

Town of Aurora
Information Report
No. FIN24-023

Subject: 2024 Q1 Procurement Report

Prepared by: Anna Ruberto, Manager, Procurement

Department: Finance

Date: June 4, 2024

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 2024 as per the Town's Procurement By-law reporting requirements including:

- Five competitive bid contracts exceeded \$250,000 during this reporting period
- Five non-standard procurement contracts were awarded
- There were no awarded open competition contracts identified as using the Green Procurement

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 Procurement 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 By-law Section B – Exclusions provide 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 require approval of the CAO up to \$100,000 and the Procurement Governance Committee (PGC) between \$100,000 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. The contract issuance and execution requirements follow the same thresholds as standard open competition 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 items in this report exclude the harmonized sales tax.

Analysis

Five competitive bid contracts exceeded \$250,000 during this reporting period

From January to March of 2024, there were five awards made over \$250,000, for total award amount of \$4,758,294.60.

Table 1
Q1 2024 Competitive Bid Contracts Awarded Over \$250,000

Procurement Number & Description	Department & Division	Supplier Name	Amount (Excl. HST)
2023-44-OPS-R Guardrail Replacement and Retaining Wall Repairs	Operational Services - Roads	TRUGRP Inc.	\$ 275,500.00
23-REQ-000204 Replacement of Concrete Sidewalk and Concrete Curb and Gutter	Operational Services - Roads	Bond Paving & Construction Inc.	\$ 1,328,255.00
23-REQ-000208 Hot Mix Asphalt Repairs for Roads and Paths	Operational Services - Roads	Bond Paving & Construction Inc.	\$ 1,177,000.00
23-REQ-000197 Disposal of Winter Sand and Debris	Operational Services - Roads	Bond Paving & Construction Inc.	\$ 285,000.00
23-REQ-000287 Henderson Drive Wildlife Eco-Passage Tunnel and Culvert Construction	Planning and Development Services - Engineering	614128 Ontario Ltd O/A Trisan Construction	\$ 1,692,539.60

Five non-standard procurement contracts were awarded

There were five non-standard procurements awarded by for a total award amount of \$548,823.95. There were three for Community Services – two for Facilities and one for Recreation and two for Operational Services – Fleet.

Table 2
Q1 2024 Non-Standard Procurement Contracts Awarded

Awarded Contracts	Amount (Excl. HST)
<p>By-law Reference: Patents, Copyright- It can be demonstrated that the goods or services can be supplied only by a particular Supplier and no alternative or substitute exists for the following reason: Patents, copyrights, or other exclusive rights must be protected.</p>	
<p>Community Services - Recreation 23-REQ-000276 Supplier: The Royal Life Saving Society Canada – Ontario Branch Description: Aquatic Leadership Program The Lifesaving Society is the sole agency in Canada that offers Aquatic Leadership programs to develop certified lifeguards and swim instructors to sustain Aquatic service levels. It is a regulatory requirement to staff pools with certified individuals.</p>	\$ 133,703.40
<p>By-law Reference: Technical Reasons - It can be demonstrated that the goods or services can be supplied only by a particular supplier and no alternative or substitute exists for the following reason: There is an absence of competition for technical reasons.</p>	
<p>Community Services – Facilities 23-REQ-000245 Supplier: Historic Restoration Description: Hardwood Floor Repair and Refinish This supplier restored the common area’s hardwood flooring at 22 Church, as a subcontractor under the General Contractor. This formed part of the GC’s scope of work. Council approved project AM0307: Church Street School refinishing. This work was to restore the existing hardwood flooring not captured under the GC’s scope of work. It was within the Town's best interest to preserve the integrity of the flooring and finishes throughout the facility by using the same contractor/supplier.</p>	\$ 81, 000.00
<p>Community Services – Facilities 24-REQ-0017 Supplier: CIMCO Refrigeration Description: Preventative Repair and Maintenance of Ice Rink Compressors and Equipment All Town ice plants are CIMCO equipment, therefore they can only be maintained and serviced by factory trained CIMCO technicians.</p>	\$ 184,120.55

Awarded Contracts	Amount (Excl. HST)
Operational Services – Fleet 23-REQ-000283 Supplier: Viking-Cives Ltd. Description: Parts and Repair Services for Snowplows This supplier provides OEM parts and provides the warranty and service work on our plows. They are the only manufacturing location in Canada and there are no other authorized distributors within our service area.	\$ 60,00.00
Operational Services – Fleet 23-REQ-000284 Supplier: Turf Care Products Canada Limited Description: Parts, Repairs and Maintenance for Toro Wide Area Mowers This supplier is the exclusive distributor of Toro commercial equipment for the province of Ontario.	\$ 90,000.00

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. This report satisfies these provisions.

Financial Implications

The value of awarded procurements, which exceed \$250,000 represents a financial obligation to the Town of \$4,758,294.60. Additionally, the above list of awarded Non-Standard Procurements represent a financial obligation to the Town of \$548,823.95.

Communications Considerations

The Town will inform the public 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 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. There were no open competition procurements identified within Q1 2024 as using this policy.

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 Procurement 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 May 16, 2024

Approvals

Approved by Rachel Wainwright-van Kessel, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer