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Town of Aurora  
**Information Report**  
No. FIN24-036

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**Subject:** 2024 Q2 Procurement Report

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

**Department:** Finance

**Date:** September 3, 2024

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

- Eight 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**

### **Eight competitive bid contracts exceeded \$250,000 during this reporting period**

From April to June of 2024, there were eight awards made over \$250,000, for total award amount of \$16,696,257.34.

**Table 1**  
**Q2 2024 Competitive Bid Contracts Awarded Over \$250,000**

<b>Procurement Number &amp; Description</b>	<b>Department &amp; Division</b>	<b>Supplier Name</b>	<b>Amount (Excl. HST)</b>
24-PROC-0023 Supply And Delivery of Four (4), 3/4 Ton Pick-Up Trucks	Operational Services - Fleet	East Court Ford Lincoln	\$ 276,130.68
24-PROC-0017 Super Duty Garbage Truck	Operational Services - Fleet	Nexgen Municipal Inc.	\$ 260,088.23
24-PROC-0016 David Tomlinson Nature Reserve Phase 2	Operational Services - Parks	Lyncon Construction Inc.	\$ 1,310,725.61
24-PROC-0015 Town Parking Lot Maintenance	Operational Services - Roads	Forest Contractors Ltd.	\$ 1,283,987.54
23-PROC-000048 Stormwater Management Facilities Maintenance and Phragmites Removal	Operational Services - Solid Waste	GMR Landscaping Inc.	\$ 488,219.28
24-PROC-0007 Poplar Crescent Reconstruction	Planning and Development Services - Engineering	614128 Ontario Ltd O/A Trisan Construction	\$ 5,793,876.00
23-PROC-0005 Watermain Relining at Heathwood Heights Dr.	Planning and Development Services - Engineering	North Rock Group Ltd.	\$ 3,157,980.00
23-PROC-0008 Road Surface Rehabilitation at March Harbour	Planning and Development Services - Engineering	Forest Contractors Ltd.	\$ 4,125,250.00

### Five non-standard procurement contracts were awarded

There were five non-standard procurements awarded by for a total award amount of \$382,469.88. There was one for each of the following: Community Services – Facilities, Corporate Services – Project Management Office, Planning and Development Services – Engineering and two for Operational Services – one for Fleet and one for Parks.

**Table 2**  
**Q2 2024 Non-Standard Procurement Contracts Awarded**

Awarded Contracts	Amount (Excl. HST)
<b>By-law Reference:</b> Additional Deliveries – B - Change of Supplier cannot be made because this would cause significant inconvenience or substantial duplication of costs for the Town	
Operational Services – Parks 24-PROC-0030 Supplier: Mark Setter Associates Description: Contract administration services for construction of Phase 2 of the David Tomlinson Nature Reserve Mark Setter Associates have been involved in all aspects of the David Tomlinson Nature Reserve. For Phase 2, he will retain his sub-consultants for the contract administration role. Retaining another consultant to complete the construction administration would result in lost time to properly inform, prepare the terms of reference, and to acquaint the consultant with the required work.	\$ 57,500.00
<b>By-law Reference:</b> No valid Bids - An Open Competition was conducted for the required goods or services and did not result in the receipt of any valid Bids in accordance with Procurement By-law 6404-22	
Operational Services – Fleet 24-PROC-0028 Supplier: East Court Ford Lincoln Sales Ltd. Description: Supply and delivery of two (2) half (1/2) ton regular cab pick-up trucks No valid bids were received in response to RFT # 24-PROC-0013.	\$ 112,762.13
<b>By-law Reference:</b> 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.	

<b>Awarded Contracts</b>	<b>Amount (Excl. HST)</b>
<p>Corporate Services – Project Management Office 24-PROC-0011  Supplier: AccessNow  Description: Accessibility assessment project  AccessNow currently is the only platform that both conducts assessments of facilities and trails, and also verifies Town assets on their platform for the community to see. Currently, some of the Town assets are on AccessNow and verified.</p>	\$ 83,000.00
<p>Community Services – Facilities 24-PUR-0058  Supplier: Spec Furniture Inc.  Description: Supply and installation of furniture for Town Square  Spec tables are specialty tables designed for use within multi-purpose environments that require flexibility and durability. There are limited options on the market due to their quality, simple adjustment, and ability to be nested and stored in tight spaces. These tables have been specifically designed for the Town Square project for use within the visual arts studio.</p>	\$ 61,872.25
<p><b>By-law Reference:</b> Unforeseeable Events - Unforeseeable events have resulted in a situation where extreme urgency exists and the goods or services could not be obtained in time through an Open Competition.</p>	
<p>Planning and Development Services– Engineering 24-PUR-0052  Supplier: Forest Contractors Ltd  Description: Vandorf Sideroad emergency asphalt road repair  The unforeseen Vandorf Sideroad Emergency Asphalt Repair works between Bayview and Leslie approximately 700m west of Leslie was required because the road settled creating an uneven and cracked pavement surface. Engineering Division assessed and determined that it is a driving hazard. The repair involved the removal of the cracks and fixed the road cross-fall and eliminated the hazard.</p>	\$ 67,335.50

### 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 \$16,696,257.34. Additionally, the above list of awarded Non-Standard Procurements represent a financial obligation to the Town of \$382,469.88.

## **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 Q2 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 August 14, 2024

**Approvals**

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

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