



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

Town of Aurora  
**Information Report**  
No. FIN24-058

---

**Subject:** 2024 Q3 Procurement Report

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

**Department:** Finance

**Date:** December 2, 2024

---

**In accordance with the Procedure Bylaw, 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 Q3 of 2024 as per the Town's Procurement Bylaw reporting requirements including:

- Seven competitive bid contracts exceeded \$250,000 during this reporting period
- Nine non-standard procurement contracts were awarded
- There was 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 Bylaw, 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 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 Bylaw 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**

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

From July to September of 2024, there were seven awards made over \$250,000, for total award amount of \$6,519,305.38.

**Table 1**  
**Q3 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-0026 Design of Active Transportation Facilities – Yonge St. – Bloomington Rd. to Rail Bridge	Planning and Development Services - Engineering	Ainley & Associates Limited	\$ 323,490.00
24-PROC-0035 Summit Park Playground and Upgrades	Operational Services - Parks	Playpower Lt. Canada Inc.	\$ 391,661.67
24-PROC-0031 Playground Replacement at Town Park	Operational Services - Parks	Playpower Lt. Canada Inc.	\$ 465,248.39
24-PROC-0043 Structural Lining for Culvert Rehabilitation on Gurnett Street	Planning and Development Services - Engineering	2274084 Ontario Ltd. o/a GMP Contracting	\$ 634,016.32
24-PROC-0032 Traffic Signal Maintenance	Operational Services - Roads	Guild Electric Limited	\$ 790,000.00
24-PROC-0034 School Crossing Guard Services	Operational Services	Proactive Staffing Services Inc.	\$ 1,446,200.00
24-PROC-0046 Artificial Turf Rugby Field at Sheppard's Bush	Operational Services - Parks	Ritchfield Inc.	\$ 2,468,689.00

**Nine non-standard procurement contracts were awarded**

There were nine non-standard procurements awarded for a total award amount of \$987,076.22. Three for each of the following departments, Community Services - Facilities and Finance - Information Technology. One each for Operational Services - Fleet, Operational Services - Parks and Corporate Services - Bylaw Services.

**Table 2**  
**Q3 2024 Non-Standard Procurement Contracts Awarded**

Awarded Contracts	Amount (Excl. HST)
<p><b>Bylaw 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.</p>	
<p>Operational Services – Parks – 24-PUR-0086 Supplier: Sutera Canada Inc. Description: Additional supply and delivery of pet waste containers to the existing Sutera non-standard procurement contract.</p>	<p>\$ 60,900.00</p>
<p><b>Bylaw 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.</p>	
<p>Finance – Information Technology – 24-PUR-0069 Supplier: Glasshouse Systems Inc. Description: Cybersecurity Security Information and Event Management (SIEM) Services for one year term. SIEM Services are important cybersecurity controls for maintaining business that is critical to the business operations of the Town.</p>	<p>\$ 71,808.00</p>
<p>Finance – Information Technology 24-PUR-0092 Supplier: N. Harris Computer Systems Description: Implementation and migration of Cityview Workspace software. The project scope involves migrating our existing Cityview desktop software to a Cityview Workspace browser-based platform.</p>	<p>\$ 82,720.00</p>
<p>Finance – Information Technology 24-PUR-0081 Supplier: Compugen Inc. Description: Supply and delivery of Panasonic Toughbooks and accessories for bylaw and roads division. Panasonic products are our standard rugged end user devices and Compugen provides the hardware, licensing and support. This single supplier solution is crucial to providing support and maintenance to this critical Town service that staff rely on.</p>	<p>\$ 82,744.22</p>

Awarded Contracts	Amount (Excl. HST)
<p>Community Services – Facilities 24-PUR-0095  Supplier: CIMCO Refrigeration, A Division of Toromont Industries Ltd.  Description: Repairs to ice plant equipment for SARC, ACC and AFLC on an “as required” basis. All our ice plants use CIMCO Equipment to ensure that the standardization of service is maintained.</p>	\$ 95,000.00
<p>Corporate Services – Bylaw Services – 24-PUR-0072  Supplier: Shades of Hope Wildlife Refuge  Description: A charitable organization that accepts all rescue wildlife from Aurora, Georgina and East Gwillimbury. They have been providing services for the last 5 years along with free wildlife training to Animal Service Officers. It is the only wildlife rescue within the geographical area in which we service by providing training, rehabilitation and release programs to local wildlife.</p>	\$ 133,788.00
<p><b>Bylaw Reference:</b> Interim Requirements - Due to a Contract termination/expiry/or other reason, a G&amp;S is Purchased for a short interim period to meet immediate recurring business requirements while a Procurement process is initiated for the longer-term supply of such G&amp;S.</p>	
<p>Operational Services – 24-PUR-0093  Supplier: DiCAN Inc.  Description: This is for GPS and telematic services and assists the operations department to meet the mandated service levels. DiCAN Inc. has a proven background in managing these types of systems and has obtained the Public Sector Certification for Geotab, along with the Geotab General Partner Program.</p>	\$ 50,616.00
<p>Community Services – Facilities 24-PUR-0097  Supplier: Troy Life &amp; Fire Safety Ltd.  Description: Fire systems services, including maintenance, installation, inspections and emergency calls for a one-year period. This supplier already provides fire systems services for Aurora Town Square and the Aurora Public Library, and this contract will provide consistency to the fire services.</p>	\$ 140,000.00
<p>Community Services – Facilities 24-PUR-0094  Supplier: Royal Building Cleaning Inc.  Description: To provide janitorial services on an interim basis from September 1, 2024, until November 30, 2024, until we can go to market with a competitive open competition.</p>	\$ 269,500.00

## **Advisory Committee Review**

None

## **Legal Considerations**

Pursuant to section 9.3 of the Procurement Bylaw, 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 the awarded procurements, which exceed \$250,000, represents a financial obligation to the Town of \$6,519,305.38. Additionally, the above list of awarded Non-Standard Procurements represents a financial obligation to the Town of \$987,076.22.

## **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 was no open competition procurements identified within Q3 2024 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 Bylaw 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 November 14, 2024

**Approvals**

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

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