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Town of Aurora  
**Information Report**  
No. FIN25-008

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**Subject:** 2024 Q4 Procurement Report

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

**Department:** Finance

**Date:** February 11, 2025

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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 Q4 of 2024 as per the Town's Procurement Bylaw reporting requirements including:

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

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

From October to December of 2024, there were three awards made over \$250,000, for total award amount of \$2,452,391.30.

**Table 1**  
**Q4 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-0048<br>Water and Wastewater Master Plan                                 | Planning and Development Services - Engineering | T.Y. Lin International Canada Inc.           | \$ 407,552.60             |
| 24-PROC-0060<br>Overhead Door Inspections, Maintenance and Repair Services       | Community Services - Facilities                 | McKee-Horrigan Inc. o/a Grizzly Door Systems | \$ 350,000.00             |
| 24-REQ-0310<br>Supplier and Delivery of Gasoline and Diesel Fuels (Type A and E) | Operational Services - Fleet                    | 2124688 Ontario Limited dba Brown's Fuels    | \$ 1,694,838.70           |

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

There were five non-standard procurements awarded for a total award amount of \$559,534.41. There is one for each of the following departments, Corporate Services – Bylaw Services, Finance – Information Technology and Community Services – Facilities. There are two for Operational Services – Roads.

**Table 2**  
**Q4 2024 Non-Standard Procurement Contracts Awarded**

| Awarded Contracts  | Amount<br>(Excl. HST) |
|--|-----------------------|
| <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-REQ-0278<br/>Supplier: Hewlett Packard Enterprise Canada Co. (HPE)<br/>Description: HPE provides support and maintenance for server equipment. The support must be obtained from HPE for technical reasons as they are the only supplier able to provide this service. Maintaining this support is critical to the business operations of the Town.</p>                     | \$ 69,788.00          |
| <p>Corporate Services – Bylaw Services – 24-REQ-0175<br/>Supplier: DocuPet Inc.<br/>Description: DocuPet Inc. provides animal licensing services for the Town. It has been providing services for the last 5 years. They currently hold all licensing information for pet owners and pets.</p>   | \$ 77,981.40          |
| <p><b>Bylaw 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>Operational Services - Roads – 24-REQ-0290<br/>Supplier: 614128 Ontario Ltd. o/a Trisan Construction<br/>Description: Watermain emergency works due to multiple breaks from October 11 to October 18 which required an immediate response.</p>  | \$ 77,624.00          |
| <p>Operational Services – Roads – 24-REQ-0270<br/>Supplier: Aquatech Canadian Water Services Inc.<br/>Description: Replacement of the programmable logic controller (PLC) at the Desjardins Lift Station due to a critical failure of the PLC which was no longer supported by the manufacturer. The PLC was not generating alarms which could lead to significant public health concerns by surcharging sewage.</p> | \$ 89,605.01          |

| Awarded Contracts   | Amount<br>(Excl. HST) |
|---|-----------------------|
| <b>Bylaw Reference:</b> Interim Requirements - Due to a Contract termination/expiry/or other reason, a G&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&S. |                       |
| Community Services – Facilities – 24-REQ-0295<br>Supplier: Royal Building Cleaning Inc.<br>Description: To provide janitorial services on an interim basis from December 1, 2024 until February 28, 2025, until a competitive open competition can be completed.                      | \$ 244,536.00         |

### 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 \$2,452,391.30. Additionally, the above list of awarded non-standard procurements represents a financial obligation to the Town of \$559,534.41.

### 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 Q4 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 January 23, 2025

## **Approvals**

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

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