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Town of Aurora  
**Information Report**  
No. FIN20-028

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**Subject:** Q3 2020 Sole and Single Source Report

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

**Department:** Finance

**Date:** November 17, 2020

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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 a list of sole and single source contracts as required under the Town's Procurement Bylaw including:

- Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q3 of 2020

## **Background**

A Sole Source Purchase may be utilized for the Procurement of Goods, Services, or Construction 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.

A Single Source Purchase is a method of procurement used after soliciting and negotiation with only one contractor when there is more than one potential source available for such procurement. Provision 13.6 (a) provides for circumstances in which such a procurement is permissible, such as in situations where a certain vendor needs to be retained for reasons of standardization or compatibility with existing products, where a purchase is made pursuant to a co-operative bid put out by another government agency or where a contract is required due to a contract termination or expiry, for a short interim period to meet immediate recurring business requirements.

All sole / single source contract awards over \$50,000 require approval and execution by the CAO. Awards of sole / single source contracts over \$100,000 require Council approval and execution by the Mayor and Town Clerk. Pursuant to provisions 13.5 and 13.6 of the by-law, the Procurement Manager shall prepare a quarterly report of all sole source and single source purchases not requiring Council approval, excluding Low Value Procurements (i.e. less than \$10,000).

## Analysis

### Sole and Single Source contracts valued at \$10,000 to \$100,000 awarded and executed in Q3 of 2020

Within Q3 2020, there were eight (8) awards made for a total award amount of \$214,229.50 (excluding HST). There was one (1) sole source awards for a total amount of \$37,668.00 (excluding HST). Additionally, there were seven (7) single source awards for a total amount of \$176,561.50 (excluding HST), with three (3) for Operational Services, two (2) for Parks Division and one (1) for Roads Division; two (2) for Corporate Services including one (1) for IT Division and one (1) each for Community Services and Finance (Financial Reporting and Revenue Division).

**Table 1**  
**Q3 2020 Sole and Single Source Contracts Awarded**

PROCUREMENT BYLAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Sole Source: Only one source able to meet the requirements which is due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property	Operations Roads	CLASSIC DISPLAYS	Winter snowflake design decorations for light poles on Yonge Street. Vendor is the only vendor to be able to provide this specific snowflake design in their displays.	\$37,668.00

**Table 2**  
**Q3 2020 Single Source Contracts Awarded**

PROCUREMENT BY-LAW REFERENCE	DEPARTMENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
Single: (i) for reasons of standardization, warranty, function or service, such as technical qualifications	<b>Corporate Services:</b> IT	PERRY GROUP CONSULTING LTD.	Services related to the implementation of the initiatives and projects identified in the IT Strategic Plan. The Perry Group was the consulting firm awarded 2018-30-CS-IT to develop the IT Strategic Plan. They are familiar with our environment and will aid in the establishment of IT Governance, defining IT Corporate Standards, the revision of IT policy and the development of an IT risk register.	\$43,890.00
	<b>Corporate Services</b>	AT FOCUS INC.	Provide consulting services for the development of the Town's customer experience plan. The firm was instrumental to the successful implementation of the previous Customer Experience Strategy. This engagement included working directly with key staff and managers, developing policy and procedures and gaining insights into the unique culture and nuances regarding the Town of Aurora's service delivery.	\$43,362.00
	<b>Community Services</b>	TOTAL TRANSPORTATION SOLUTIONS	Storage of large artifacts for the Museum. Total Transportation Solutions was selected as the preferred vendor as part of the move facilitated by Colliers as part of the LSP. To avoid incurring	\$33,952.50

PROCUREMENT BY-LAW REFERENCE	DEPART- MENT & DIVISION	SUPPLIER NAME	DESCRIPTION	AMOUNT (EXCL. HST)
			additional costs to move the collection to a different storage provider, it was requested to continue storage with Total Transportation Solutions.	
	<b>Operations:</b> Roads	BEARCOM CANADA CORP.	Supply and installation of portable radios and system upgrades. Bearcom was retained to maintain standardization and consistency for portable radios for the fleet vehicles.	\$14,912.00
Single Source: (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration	<b>Operations:</b> Parks	MAGLIN SITE FURNITURE INC.	For supply and delivery of garbage receptacles with dome lid attachments along the new 2C pathway to Stewart Burnett Park. Operations needs to maintain the design aesthetic for reasons of compatibility with the existing furniture, and it is integral to utilize Maglin for supply this specific product.	\$15,445.00
Single Source: (iii) where a Good is Purchased for testing or trial use, or for resale	<b>Finance:</b> Financial Reporting and Revenue	BRINKS CANADA LTD.	Armored car Services (cheque and cash transfer services), during the interim period until the YPC Co-operative award is issued.	\$15,000.00
	<b>Operations:</b> Parks	ALLAN FYFE EQUIPMENT LTD.	Provision of forestry rental equipment on an as-needed basis until there is a competitive procurement conducted.	\$10,000.00

## **Advisory Committee Review**

None

## **Legal Considerations**

Pursuant to provisions 13.5 and 13.6 of the bylaw, the Procurement Manager shall prepare a quarterly report of all sole source and single source purchases not requiring Council approval, excluding Low Value Procurements (i.e. less than \$10,000). This report satisfies these provisions.

## **Financial Implications**

The above list of awarded sole and single source contracts represent a financial obligation to the Town of \$214,229.50.

## **Communications Considerations**

None

## **Link to Strategic Plan**

Regular reporting to Council on the Town's awarded sole and single source 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 bylaw requirements to provide a quarterly report for all Sole and Single Source procurements, not requiring Council approval, has been fulfilled.

## **Attachments**

None

## **Previous Reports**

None

## **Pre-submission Review**

Agenda Management Team review on October 29, 2020

## **Approvals**

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

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