

The Regional Municipality of York

Housing York Inc.
May 3, 2018

Report of the
General Manager
and
Chief Financial Officer

Quarterly Contract Awards
January 1, 2018 to March 31, 2018

1. Recommendation

It is recommended that the Board receive this report for information.

2. Purpose

This report advises the Board of Directors of all contracts over \$100,000, awarded by the President, from January 1, 2018 to March 31, 2018 and reports emergency purchases as required by the Purchasing Bylaw No. 6-14.

3. Background

The Purchasing Bylaw requires quarterly reporting to the Board of contract awards over \$100,000

The Purchasing Bylaw requires contracts over \$100,000 be reported quarterly to the Board. It also requires that emergency purchases be reported as soon as practical upon the conclusion of the emergency.

The Bylaw also requires that goods and services exceeding \$100,000, purchased through a request for proposal or tender. The Bylaw's terms and conditions approved by the Board are:

- Housing York Inc. (Housing York) will use the Region's procurement services as its agent to facilitate the issuance of requests for tenders, proposals, Expressions of Interest and pre-qualification. The General Manager will report to the Board and make the award.

Quarterly Contract Awards January 1, 2018 to March 31, 2018

- The call for tenders and proposals documentation shall be circulated and advertised in as wide and extensive a manner as will ensure the most competitive responses.
- Every tender and proposal received will be opened in public, at a specific date and time, and a written record of all bids received will be made.
- The evaluation of all bids received shall be fair and complete.
- Any irregularities, except those specifically identified in the Tender/Proposal Procedures portion of the bid documentation, shall be referred to the Bid Review Committee.

The President has the authority to award contracts provided that:

- The award is made to the lowest successful bidder; and the
- Total cost does not exceed \$500,000

4. Analysis and Implications

There was one contract awarded by the President between January 1, 2018 to March 31, 2018, as set out in Table 1.

Table 1
2018 First Quarter Contract Award
January 1, 2018 to March 31, 2018

Contract Description		
T-18-07 Roof Replacement at Hadley Grange in the Town of Aurora Supply all labour, materials and equipment and transportation to complete the Roof Replacements at Hadley Grange. Term: 90 working days from Notice to Commence Work	Number of Bids	5
	Vendor	T. Hamilton & Son Roofing Inc.*
	Amount	\$221,362.00

*Winning bid was the lowest

There were three contracts awarded by the President because of an emergency purchase. At the start of the 2017-2018 winter season, a winter grounds contractor, who was the successful compliant bidder for 14 Housing York properties, failed to meet the contract obligations. The contractor was terminated and Housing York proceeded with an emergency purchase of winter grounds services to ensure that properties were appropriately maintained. Housing York was able to procure services through three separate contractors providing winter grounds services at other Housing York sites. The contract details are set out in Table 2.

**Table 2
Emergency Purchases**

Contract Description	Contract Awards	Amount
Emergency Winter Grounds Maintenance for 14 Housing York Properties Term: November 24, 2017 to April 30, 2018	Lawn Rangers	\$11,500
	Trillium Outdoor Services Inc.	\$82,775
	TNT Services Plus Inc.	\$89,500
Emergency awards contract total		\$183,775

5. Financial Considerations

The contracts awarded were within approved budget. There are no other financial implications.

6. Local Municipal Impact

The awarded work ensures Housing York properties are well maintained optimizing the life expectancy and operational efficiency of facilities and related equipment.

7. Conclusion

The President has delegated authority to award tender and proposal contracts up to \$500,000 under Purchasing Bylaw No. 6-14. provided certain conditions are met. This award is in compliance with the Purchasing Bylaw and the authority delegated by the Board.

This award was made under the existing purchasing by-law. The new purchasing by-law is anticipated to come into effect after the shareholder meeting in June.

The contract awarded in the first quarter of 2018 has a total value of \$221,362.

The Purchasing Bylaw also requires that emergency purchases be reported to the Board as soon as practical upon conclusion of the emergency. The President awarded three contracts totaling \$183,775 to secure replacement winter grounds maintenance services when a contractor failed to meet contract obligations.

For more information on this report, please contact Rick Farrell, General Manager at 1-877-464-9675 ext. 72091.

The Senior Management Group has reviewed this report.

Recommended by:

Rick Farrell
General Manager

Michelle Willson
Chief Financial Officer

Approved for Submission:

Katherine Chislett
President

April 19, 2018

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Accessible formats or communication supports are available upon request