

The Regional Municipality of York

Housing York Inc.
April 5, 2018

Report of the
General Manager
and
Chief Financial Officer

Quarterly Contract Awards
October 1, 2017 to December 31, 2017

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 October 1, 2017 to December 31, 2017, 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 contract awards over \$100,000 be reported quarterly to the Board.

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.

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- 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 compliant bidder; and the
- Total cost does not exceed \$500,000

4. Analysis and Implications

There was one contract awarded by the President between October 1, 2017 to December 31, 2017 as set out in Table 1.

Table 1
2017 Fourth Quarter Contract Awards
October 1, 2017 to December 31, 2017

Contract Description		
T-18-03 Make-up Air Unit Replacements at Armitage Gardens in the Town of Newmarket Supply all labour, materials and equipment and transportation to complete the replacement of three Make-up Air Units at Armitage Gardens. Term: 130 working days from Notice to Commence Work	Number of Bids	8
	Vendor	Nutemp Mechanical Systems Ltd.*
	Amount	\$203,036.00

*Winning bid was the lowest

5. Financial Considerations

The contract awarded is 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.

The contract awarded in the fourth quarter of 2017 has a total value of \$203,036, excluding HST.

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

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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

March 22, 2018

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Accessible formats or communication supports are available upon request