

The Regional Municipality of York

Housing York Inc.
May 4, 2017

Report of the
General Manager
and
Chief Financial Officer

Quarterly Contract Awards
January 1, 2017 to March 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 January 1, 2017 to March 31, 2017, as required by the Purchasing By-law.

3. Background

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

The Purchasing By-law requires contract awards be reported quarterly to the Board.

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

- Housing York Inc. (Housing York) will use the Region's Supplies and Services Branch 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 successful bidder
- Total cost does not exceed \$500,000

The Chair and President also have the authority to approve additional work for contracts in excess of \$100,000 to prevent the delay of work in-progress that could result in unnecessary costs. Approval for additional work is facilitated through a Fast Track approval process.

In bid invitations, where only one bid is received, staff determine whether to award the contract or not depending on whether there is evidence of good value.

Evidence of good value can be:

- Consistency with pre-tender scope of work and cost estimates
- Consistency with previous similar contracts
- Consistency with prices obtained by other municipalities for similar goods and services

4. Analysis and Implications

Table 1 provides a list of the contracts awarded by the President from January 1, 2017 to March 31, 2017.

Table 1
2017 First Quarter Contract Awards

Contract Description		
T-16-136 Chiller Replacement Supply all labour, materials and equipment to complete the installation of a new packaged air-cooled chiller at Kingview Court in King City. The rooftop mounted package cooling unit is equipped with two stages of cooling and variable frequency drives. Work also includes upgrades to the building automation system. Term: 40 working days from Notice to Commence Work. Unit will be operational in May 2017.	Number of Bids	4
	Vendor	Nekison Engineering & Contractors Ltd.
	Amount	\$275,760
P-17-08 Consulting Services for Kitchen & Bathroom Renovations at Brayfield Manors and Kitchen Renovations & Corridor Painting at Keswick Gardens Consulting services include detailed design, tender, contract administration, site inspection and warranty services for the replacement of kitchens and ground floor powder rooms in 82 units at Brayfield Manors and 121 units at Keswick Gardens. Work also includes the replacement of hallway flooring and painting of corridors. *Consulting services were competitively procured by RFP and five bidders picked up the documents, however, only one bid was received. Supplies and Services reviewed the single submission and determined it was compliant. Based on proposals received for previous consulting agreements of similar scope, the contract price represents fair and reasonable value for the Region.	Number of Bids	1*
	Vendor	P2I Strategies Ltd.
	Amount	Brayfield Manors - \$68,360 Keswick Gardens – \$61,820 \$130,180

5. Financial Considerations

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

6. Local Municipal Impact

The tendered 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 By-law No. 6-14, provided certain conditions are met. These awards were in compliance with the Purchasing By-law and the authority delegated by the Board.

The contracts awarded in the first quarter of 2017 have a total value of \$405,940.

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

April 21, 2017

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Accessible formats or communication supports are available upon request