

The Regional Municipality of York

Housing York Inc.
March 2, 2017

Report of the
General Manager
and
Chief Financial Officer

Quarterly Contract Awards October 1, 2016 to December 31, 2016

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, 2016 to December 31, 2016, 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 that were awarded by the President.

Table 1
2016 Fourth Quarter Tender Awards

Contract Description		
<p>T-15-53 Shelter Security Modifications Supply of all labour, materials and equipment necessary to carry out upgrades and additions to CCTV and door entry systems at the Sutton Youth Shelter, Blue Door family and men's shelters in East Gwillimbury and the Blue Door Youth Shelter in Newmarket.</p> <p>Term: 90 working days from notice to commence work</p> <p>* The work was competitively tendered to three prequalified vendors. Two bids were received and one was disqualified. The Design Consultant reviewed the single submission and indicated that it is fair and reasonable.</p>	Number of Bids	2*
	Vendor	Paladin Security Systems Ltd.
	Amount (\$)	\$170,290.88
<p>16006 Bathroom Upgrades – Phase 2 Supply of all labour, materials and equipment necessary to carry out the replacement of 20 bathrooms at Brayfield Manor.</p> <p>Term: 90 working days from notice to commence work</p>	Number of Bids	4
	Vendor	Quad Pro Contracting
	Amount (\$)	\$135,496.00
<p>T-16-34 Heritage East Underground Garage Ramp Replacement Supply of all labour, materials and equipment necessary to carry out the replacement of the underground garage ramp and retaining wall at Heritage East in Newmarket. Additional funds were required to address unforeseen underground conditions during construction of the new ramp. The additional labour cost was in accordance with the contract documents and additional cost for equipment was negotiated to meet acceptable industry rates.</p> <p>The project cost exceeded both contingency and scope allowances. Approvals were required to prevent service</p>	Number of Bids	Fast Track Section 11.5 (b) Housing York Purchasing By-law
	Vendor	GMP Contracting Ltd.
	Previously Approved	\$364,332.63
	Amount (\$)	\$108,143.11

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Contract Description		
interruption in accordance with section 11.5(b) of the Purchasing By-law. Term: Initial term for 140 working days from notice to commence work. Revised term was for 160 working days.		
T-16-27 Preventative Elevator Maintenance at Residential Buildings and Long-Term Care Facilities for York Region, Housing York Inc. and Participating Housing Providers Supply of all labour necessary to carry out monthly, annual, and five-year preventative maintenance for all non-proprietary elevators in various Housing York Inc. buildings. Term: Four years fixed, from December 1 2016 to November 30, 2020 ** Five bids were received, one bid was disqualified	Number of Bids	5**
	Vendor	Kone Inc.
	Amount (\$)	Year 1: 80,700.00 Year 2: 82,454.74 Year 3: 84,247.64 <u>Year 4: 86,079.52</u> Total \$333,481.90

There were no tender awards exceeding \$100,000 in the third quarter of 2016.

5. Financial Considerations

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

6. Local Municipal Impact

The tendered work ensures that Housing York properties are well maintained and optimize the life expectancy and operational efficiency of the 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 that 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 fourth quarter of 2016 have a total of \$639,268.78. There was also a contract increase of \$108,143.11, approved by the Chair and the President, in accordance with section 11.5(b) of the Purchasing By-law.

For more information on this report, please contact Rick Farrell, General Manager at ext. 72091.

The Senior Management Group has reviewed this report.

Recommended by:

Rick Farrell
General Manager

Michelle Willson
Chief Financial Officer

Approved for Submission:

Adelina Urbanski
President

February 16, 2017

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Accessible formats or communication supports are available upon request