

# The Regional Municipality of York

Housing York Inc.  
January 8, 2015

Report of the  
General Manager  
and  
Chief Financial Officer

## Quarterly Contract Awards Report July 1, 2014 to September 30, 2014

### 1. Recommendation

It is recommended that this report be received for information.

### 2. Purpose

This report provides the Board of Directors with information on contracts over \$100,000 awarded during the third quarter of 2014 – July 1, 2014 to September 30, 2014 – as required under the Purchasing Bylaw No. 6-14.

### 3. Background

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

Section 6.9 of the Purchasing Bylaw requires that contract awards over \$100,000 be reported to the Board on a quarterly basis. There were no awards over \$100,000 to report in the first two quarters of this year.

The Purchasing Bylaw also requires goods and services exceeding \$100,000 be purchased through a request for proposal or tender. The Purchasing Bylaw provides that:

- 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 President makes the award and a report advising the Board of the award shall be made each quarter.

## Quarterly Contract Awards Report

- The call for tenders and proposals documentation will 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 specified date and time, and a written record of all bids received will be made.
- The evaluation of all bids received will be fair and complete.
- Any irregularities, except those specifically identified in the Tender/Proposal Procedures portion of the bid documentation, will be referred to the Bid Review Committee.

The President has the authority to award capital work projects provided that:

- The award is made to the lowest bidder.
- The total cost does not exceed \$500,000.

### 4. Analysis and Options

Table 1 provides a list of the contracts that were awarded by the President between July 1, 2014 and September 30, 2014.

Variations in costs for the two roof projects are due to the roofs at 76 Dunlop and 468 Eagle being considerably smaller than the roof at Rose Town which also includes work to the parapets and cladding work to the roof top elevator machine room. The bathrooms at the Blue Door Shelter are communal bathrooms requiring more resilient fixtures and finishes compared with the individual bathrooms provided to cater for the needs of our senior population.

**Table 1**  
**2014 Third Quarter Contract Awards**

Contract	Property	Location	Description	# of Valid Submissions	Vendor	Amount
T-14-15	Dunlop Pines & Fairy Lake Gardens	76 Dunlop St., Richmond Hill & 468 Eagle St., Newmarket	Roof Replacement	6	Nortex Roofing	\$373,000
T-14-16	Northview Court	37 North St., Sutton	Bathroom Upgrades	2	Joe Pace & Sons	\$189,000
T-14-19	Rose Town	125 Pugsley Ave., Richmond Hill	Roof Replacement	6	Crawford Roofing	\$432,800
T-14-20	Blue Door Shelters	18838 Hwy. #11, East Gwillimbury	Bathroom Upgrades	7	United Contracting Inc.	\$134,500

5. Financial Implications

All items awarded are included in the 2014 budgets. There are no other financial implications.

6. Local Municipal Impact

The contracted work ensures that both Housing York's and the Region's long-term care facilities are well-maintained and an asset to the community.

7. Conclusion

The President has delegated authority to award tender and proposal contracts up to \$500,000 under Purchasing Bylaw No. 6-14, provided that certain conditions are met. A report is submitted quarterly to advise the Board of contract awards under this authority.

The contracts awarded in the third quarter of 2014 have a total value of \$1,129,300.

## Quarterly Contract Awards Report

For more information on this report, please contact Carlene Jackson, Chief Financial Officer, at ext. 76064.

The Senior Management Group has reviewed this report.

Recommended by:

Rick Farrell  
General Manager

Carlene Jackson  
Chief Financial Officer

Recommended for Submission:

Adelina Urbanski  
President

December 17, 2014

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Accessible formats or communication supports are available upon request