

THE REGIONAL MUNICIPALITY OF YORK

Housing York Inc.
December 5, 2013
Report of the
Treasurer

QUARTERLY CONTRACT AWARDS REPORT JULY 1, 2013 TO SEPTEMBER 30, 2013

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 2013, July 1 to September 30, as required by the Purchasing Bylaw.

3. BACKGROUND

Purchasing Bylaw requires quarterly reporting of contract awards

Housing York Inc.'s Purchasing Bylaw No. 3-10 requires that goods and services exceeding \$100,000 be purchased through a request for proposal or tender. The Bylaw's terms and conditions 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.
- 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 specified 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 General Manager has the authority to award capital work projects provided that:

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

4. ANALYSIS AND OPTIONS

Table 1 provides a list of contracts awarded by the General Manager from July 1, 2013 to September 30, 2013.

Table 1
2013 Third Quarter Contract Award

Contract	Property	Location	Description	# of Bidders	Vendor	Amount (HST included)
T-13-24	Keswick Gardens	43 The Queensway North, Keswick	Supply, Installation and Commissioning of Natural Gas Supplementary Standby Generator System	5	Bird Mechanical Limited	\$212,290.84
T-13-27	Heritage East	345/351 Crowder Blvd., Newmarket	Roof Replacement	9	T. Hamilton & Son Roofing Inc.	\$499,912.00

5. FINANCIAL IMPLICATIONS

All items awarded are included in the 2013 budgets. There are no other financial implications.

6. LOCAL MUNICIPAL IMPACT

The contracted work ensures that Housing York properties are well maintained and an asset to the community. The Keswick Gardens' standby generator will allow tenants to remain longer within the building during an extended power outage, as well as provide an area of refuge for Housing York tenants from nearby properties.

7. CONCLUSION

The General Manager has delegated authority to award tender and proposal contracts up to \$500,000 under Purchasing By-law No. 3-10, 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 2013 have a total value of \$712,202.84.

For more information on this report, please contact Sylvia Patterson, Assistant General Manager, at Ext. 2091.

The Senior Management Group has reviewed this report.

Recommended by:

Approved for Submission:

Bill Hughes
Treasurer

Adelina Urbanski
General Manager

November 19, 2013

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