

The Regional Municipality of York

Housing York Inc.
September 7, 2017

Report of the
General Manager
and
Chief Financial Officer

Quarterly Contract Awards
April 1, 2017 to June 30, 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 April 1, 2017 to June 30, 2017, as required by the Purchasing By-law.

3. Background

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

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

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 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

Quarterly Contract Awards
April 1, 2017 to June 30, 2017

- 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
- The total cost does not exceed \$500,000

In bid invitations where only one bid is received, staff determines 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 April 1, 2017 to June 30, 2017.

Table 1
2017 Second Quarter Contract Awards
April 1, 2017 to June 30, 2017

Contract Description		
T-17-33 Window and Door Replacement at Maplewood Place Supply all labour, materials and equipment to complete the replacement of windows and doors at Maplewood Place in the Town of Richmond Hill Term: 100 working days from Notice to Commence Work	Number of Bids	5
	Vendor	Norstar Windows and Doors
	Amount	\$374,805.00
<hr/>		
T-17-06 Roof Replacement at Elmwood Gardens Supply labour, material, equipment, and transportation to complete the roof replacement at Elmwood Gardens in the Town of Whitchurch-Stouffville Term: 50 working days from Notice to Commence Work	Number of Bids	7
	Vendor	Applewood Roofing & Sheet Metal
	Amount	\$269,406.45
<hr/>		
T-17-27 Elevator Modernization and Maintenance at Keswick Gardens & Northview Court Supply labour, material, equipment, and transportation to complete the Elevator Modernization and Maintenance at Keswick Gardens and Northview Court in the Town of Georgina Term: 180 working days from Notice to Commence Work	Number of Bids	2
	Vendor	Elevator One Inc.
	Amount	Keswick Gardens \$258,218.00 Northview Court \$120,958.00 \$379,176.00

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 second quarter of 2017 have a total value of \$1,023,387.45, excluding HST.

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

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

August 9, 2017

#7708662

Accessible formats or communication supports are available upon request