

The Regional Municipality of York

Housing York Inc.
November 2, 2017

Report of the
General Manager
and
Chief Financial Officer

Quarterly Contract Awards
July 1, 2017 to September 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 July 1, 2017 to September 30, 2017, as required by the Purchasing Bylaw.

3. Background

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

The Purchasing Bylaw requires contract awards be reported quarterly to the Board.

The Bylaw also requires goods and services exceeding \$100,000, be purchased through a request for proposal or tender. The Bylaw'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 July 1, 2017 to September 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
- Total cost does not exceed \$500,000

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 July 1, 2017 to September 30, 2017.

Table 1
2017 Third Quarter Contract Awards
July 1, 2017 to September 30, 2017

Contract Description		
T-17-25 Parking Lot Replacements at Tom Taylor Place & Founders Place in the Town of Newmarket Supply all labour, materials and equipment and transportation to complete the Parking Lot Replacements at Tom Taylor Place and Founders Place. Term: 60 working days from Notice to Commence Work	Number of Bids	10
	Vendor	Onsite Contracting Inc.
	Amount	Tom Taylor Place– \$154,439.00 Founders Place -\$161,897.50 \$316,336.50
T-17-32 Exterior Site Improvements including Replacement of Asphalt and Concrete Pavement and Curbs, Exterior Lighting and Wooden Fence at Springbrook Gardens in the Town of Richmond Hill Supply all labour, materials and equipment and transportation to complete the replacement of the existing asphalt roadways, visitor parking areas, including perimeter concrete sidewalk, curbs, driveway entrances and perimeter wood fencing. Term: 60 working days from Notice to Commence Work	Number of Bids	4
	Vendor	Associated Building Restoration Ltd.
	Amount	\$480,913.00

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

The contracts awarded in the third quarter of 2017 have a total value of \$797,249.50.

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

October 18, 2017

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Accessible formats or communication supports are available upon request