

The Regional Municipality of York

Housing York Inc.
February 4, 2016

Report of the
General Manager
and
Chief Financial Officer

Quarterly Contract Awards Report
October 1, 2015 to December 31, 2015

1. Recommendation

It is recommended that the Board receive this report for information.

2. Purpose

This report provides the Board of Directors with information on contracts over \$100,000 awarded during the fourth quarter of 2015, October 1, 2015 to December 31, 2015, as required by the Purchasing Bylaw.

3. Background

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

The Purchasing By-law requires contract awards be reported quarterly.

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 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 shows the detail of a tender that closed on September 15, 2015. Final approval was given October 15, 2015 at which time the tender was subsequently awarded by the President.

Table 1
2015 Fourth Quarter Tender Award

Contract	Description	Property	Number of Submissions	Vendor	Amount (\$) Excluding Taxes
T-15-66	Bathroom Upgrade	Brayfield Manor	10	Joe Pace & Sons Contracting Inc.	219,500.00

5. Financial Implications

All items awarded are included in the 2015 budget. There are no other financial implications.

6. Local Municipal Impact

The tendered work ensures that Housing York properties 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 By-law 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 tender awarded in the fourth quarter of 2015 has a total of \$219,500.00.

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

Carlene Jackson
Chief Financial Officer

Approved for Submission:

Adelina Urbanski
President

January 21, 2016

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Accessible formats or communication supports are available upon request