



Report of the General Manager and Chief Financial Officer

Quarterly Contract Awards – October 1, 2019 to December 31, 2019

Recommendation

The Housing York Inc. Board of Directors receive this report for information.

Summary

This report advises the Housing York Inc. (HYI) Board of Directors of all contracts over \$100,000 awarded by the General Manager or President from October 1, 2019 to December 31, 2019, as required by the HYI [Purchasing Bylaw No.1-18](#). Four contracts were awarded by the General Manager from October 1, 2019 to December 31, 2019. There were no contracts awarded by the President during this period.

Background

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

The Purchasing Bylaw requires contract awards be reported quarterly to the Board. The Purchasing Bylaw also requires goods and services exceeding \$100,000 to be purchased through a request for proposal or request for tender.

The General Manager has the authority to award contracts provided that:

- The request for tender award is made to the lowest successful compliant bidder and the total cost does not exceed \$500,000
- The request for proposal award total cost does not exceed \$500,000

The President has the authority to award contracts provided that:

- The request for tender award is made to the lowest successful compliant bidder and the total cost does not exceed \$1,000,000
- The request for proposal award total cost does not exceed \$1,000,000

Where only one bid is received through a competitive procurement process, staff must confirm that the bid represents 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

All Housing York Inc. contract awards, regardless of funding source, will now follow the Purchasing Bylaw and be reported to the Board

HYI partners with the Region for the development of new housing and maintenance of existing housing, as well as maintenance of spaces used by Regional partners, such as emergency housing facilities and the Keswick Gardens adult day centre in the Town of Georgina. In the past, where the Region directly funded capital projects in recently completed buildings or a partner's space, the Region managed the procurement and the contract award was reported to Council. For greater transparency, procurement for any work being completed in an HYI property, regardless of the funding source, will follow HYI's Purchasing Bylaw and be reported to the Board.

Analysis

The General Manager has authority to award contracts up to \$500,000

Table 1 provides the contracts awarded by the General Manager from October 1, 2019 to December 31, 2019. The vendors identified in the contract awards in Table 1 submitted the lowest compliant bid.

Table 1
General Manager Contract Awards
October 1, 2019 to December 31, 2019

Contract Description		
T-19-142 - Adult day centre renovations at Keswick Gardens Supply all labour, materials, equipment and transportation to complete the adult day centre renovations at Keswick Gardens in the Town of Georgina Term: 90 working days from Notice to Commence Work	Number of Bids	9
	Vendor	Serene Group Inc.
	Budget Estimate	\$170,000
	Bid Amount	\$147,648
T-19-200 - Window replacements at Lakeside Residences Supply all labour, materials, equipment and transportation to complete the window replacements at Lakeside Residences in the Town of Georgina	Number of Bids	7
	Vendor	Regal Aluminum Windows & Doors Inc.

Contract Description		
Term: 160 working days from Notice to Commence Work	Budget Estimate	\$450,000
	Bid Amount	\$493,840*
T-19-201 - Parking lot membrane replacement at Lakeside Residences Supply all labour, materials, equipment and transportation to complete the parking lot membrane replacement at Lakeside Residences in the Town of Georgina Term: 80 working days from Notice to Commence Work	Number of Bids	6
	Vendor	TruGrp Inc.
	Budget Estimate	\$300,000
	Bid Amount	\$328,350*

*Two of the low bids were higher than the budget estimates; however, the competitive bids demonstrate market pricing and the contracts awarded were within the overall approved budget.

The Purchasing Bylaw allows for co-operative purchasing with other agencies or public authorities

Section 14 of the Purchasing Bylaw permits HYI to participate in co-operative purchasing agreements where another agency or public authority has completed a competitive procurement and offers to extend to HYI the same terms and pricing offered by the successful bidder. HYI may enter a contract with the successful bidder without issuing a further call for bids, whether or not HYI was named in the call for bids.

Any contract proposed to be entered into by HYI where the call for bids was issued by another entity is authorized in accordance with the limits set out in Section 7 of the HYI Purchasing Bylaw.

Appliance Canada has been servicing Ontario's non-profit housing sector for more than 30 years and is committed to offering the best prices and best selection of appliances. Appliance Canada publicly tenders a product list including refrigerators and ranges suitable for use in all non-profit housing facilities and offers the benefits of bulk tendering to all members of the Ontario Non-Profit Housing Association. As a member of the Ontario Non-Profit Housing Association, HYI benefits from the competitive pricing offered by Appliance Canada and additional services including free delivery, installation and removal of old appliances.

Table 2 provides a summary of the contract awarded to Appliance Canada by the General Manager, the only contract to be awarded under co-operative purchasing from October 1, 2019 to December 31, 2019.

Table 2
General Manager Contract Awards – Co-operative Purchasing
October 1, 2019 to December 31, 2019

Contract Description		
19041/17034 - Appliance replacements at Dunlop Pines and Heritage East	Vendor	Appliance Canada
Supply all labour, materials, equipment and transportation to replace appliances	Budget Estimate	\$130,000.00
Heritage East, Town of Newmarket: 55 range replacements and 55 refrigerator replacements	Bid Amount	\$121,400.00
Dunlop Pines, City of Richmond Hill: 67 range replacements		

Financial Considerations

The funding source for each project is as follows:

- Window and parking lot membrane replacements at Lakeside Residences in the Town of Georgina is funded by the Region as part of the development project budget
- The adult day centre renovations at Keswick Gardens in the Town of Georgina are being completed for York Region as a tenant, and is funded by the Region
- All other projects were funded from the approved HYI capital budget

There are no other financial implications.

Local Impact

The contracted work ensures HYI properties are well maintained, optimizing the life expectancy and operational efficiency of facilities and related equipment.

Conclusion

The General Manager has delegated authority to award tender and proposal contracts up to \$500,000 under [Purchasing Bylaw No.1-18](#). The contract awards identified in Table 1 and Table 2 are in compliance with the Purchasing Bylaw and the authority delegated by the Board. The contracts awarded by the General Manager from October 1, 2019 to December 31, 2019, have a total value of \$1,091,238. There were no contracts awarded by the President for this period.

For more information on this report, please contact Josh Scholten, Director, Housing Development & Asset Strategy at 1-877-464-9675 ext. 72004. Accessible formats or communication supports are available upon request.

Recommended by: Michelle Willson
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