



Report of the General Manager

Quarterly Contract Awards – January 1, 2020 to March 31, 2020

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 January 1, 2020 to March 31, 2020, as required by the HYI [Purchasing Bylaw No.1-18](#). Four contracts were awarded by the General Manager from January 1, 2020 to March 31, 2020. 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

Analysis

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

Table 1 provides the contracts awarded by the General Manager from January 1, 2020 to March 31, 2020. The vendors identified in the contract awards in Table 1 submitted the lowest compliant bid.

Table 1
General Manager Contract Awards
January 1, 2020 to March 31, 2020

Contract Description		
T-19-196 – Make-Up Air Unit Replacement at Maplewood Place in the City of Richmond Hill Supply all labour, materials, equipment and transportation to complete the make-up air unit replacement at Maplewood Place in the City of Richmond Hill Term: 80 working days from Notice to Commence Work	Number of Bids	8
	Vendor	HVAC for Life Inc.
	Budget Estimate	\$330,000
	Bid Amount	\$206,395
T-19-197 – Roof Replacement at Maplewood Place in the City of Richmond Hill Supply all labour, materials, equipment and transportation to complete the Roof Replacement at Maplewood Place in the City of Richmond Hill Term: 100 working days from Notice to Commence Work	Number of Bids	18
	Vendor	Northeast Roofing Inc.
	Budget Estimate	\$300,000
	Bid Amount	\$297,299.30

Contract Description		
T-19-246 – Balcony Repairs and Railing Replacement at Rose Town in the City of Richmond Hill Supply all labour, materials, equipment and transportation to complete the balcony repairs and railing replacement at Rose Town in the City of Richmond Hill Term: 120 working days from Notice to Commence Work	Number of Bids	22
	Vendor	Sibwest Building Restoration Inc.
	Budget Estimate	\$713,600
	Bid Amount	\$495,533
T-19-323 – Parking Lot, Front Entrance and Walkway Replacement at Kingview Court in the Township of King Supply all labour, materials, equipment and transportation to complete the parking lot, front entrance and walkway replacement at Kingview Court in the Township of King Term: 120 working days from Notice to Commence Work	Number of Bids	16
	Vendor	IPAC Paving Ltd.
	Budget Estimate	\$400,000
	Bid Amount	\$378,555

There were no contracts awarded by the President for this period.

Financial Considerations

All projects identified in Table 1 are funded from the approved 2020 HYI Capital Budget. There are no 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 are in compliance with the Purchasing Bylaw and the authority delegated by the Board. The contracts awarded by the General Manager from January 1, 2020 to March 31, 2020, have a total value of \$1,377,782.30. There were no contracts awarded by the President for this period.

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

Recommended by:

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Approved for Submission: Katherine Chislett
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April 21, 2020

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