



## Report of the General Manager

### **Quarterly Contract Awards, Including Emergency Purchases and Purchase of Additional Deliverables – April 1, 2020 to June 30, 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, all emergency purchases authorized by the President, and the purchase of additional deliverables authorized by the Chair and the President from April 1, 2020 to June 30, 2020, as required by HYI's [Purchasing Bylaw No.1-18](#).

For the period April 1, 2020 to June 30, 2020:

- There were no contracts over \$100,000 awarded by the General Manager or the President
- One COVID-19 related purchase was completed pursuant to the Bylaw's emergency procurement provisions
- Additional deliverables to a contract were authorized jointly by the Chair and the President

#### **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
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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

### **The Bylaw requires reporting of emergency purchases and the purchase of additional goods jointly awarded by the Chair and President**

Under section 9.3 of the Purchasing Bylaw, the President may authorize the purchase of an emergency good or service without issuing a call for bids. Section 12.5(a) permits the President and the Chair to jointly authorize the purchase of additional deliverables required to prevent interruption in service delivery. Purchases made under the noted provisions of the Bylaw require a report to the Board.

## **Analysis**

No contracts over \$100,000 were awarded by the General Manager or the President during the second quarter of the year.

### **The President awarded an emergency purchase to support York Region's response to COVID-19**

As part of York Region's proactive approach to prevent the transmission of COVID-19, a self-isolation shelter for individuals experiencing homelessness was opened in collaboration with local hospitals and community partners. HYI provides property management services for the Region's emergency and transitional housing program. The emergency purchase secured daily building operator services. The Purchasing Bylaw authorizes the President to award emergency purchases without issuing a formal call for bids. Table 1 provides an overview of the emergency purchase. Very few companies were willing to provide services for the COVID-19 isolation centre; therefore, the building operator services came at a premium. This cost has been reimbursed by the Region.

### **The President and Board Chair awarded additional security services at Woodbridge Lane**

The HYI Board Chair and the President are authorized to award purchases which exceed the permitted scope increases in the Purchasing Bylaw, to prevent the interruption of service delivery. The extension of security services were required to support an initial slower than anticipated rent-up process for the new building and to address building security needs. Table 1 provides vendor and contract details. Based on bids received by HYI through other security bid calls, the vendor's pricing for security services at Woodbridge Lane is competitive.

**Table 1**  
**2020 Second Quarter Emergency Purchases and Purchase of Additional Deliverables**  
**April 1, 2020 to June 30, 2020**

Contract Description		
<b>Daily Building Operator Service for COVID-19 Self-Isolation Centre</b>  Term: March 27 to August 31, 2020	Emergency	Emergency purchase of building operator services for self-isolating homeless individuals
	Vendor	Direct Construction Company Limited
	Amount	\$83,600.00
<b>Security Services for Woodbridge Lane Rent-up</b>  Term: November 8, 2019 extended to mid-March, 2020	Purchase of Additional Deliverables	Purchase of additional deliverables to prevent an interruption in security service delivery
	Vendor	Defender Security Group
	Original Approval	\$63,082.80
	Additional Award Amount	\$24,037.20

### Financial Considerations

In [March 2020](#), the Board endorsed the decision to follow HYI's Purchasing Bylaw reporting provisions, regardless of funding source, to ensure greater transparency.

The emergency purchase relating to the COVID-19 self-isolation centre was procured and originally paid for by HYI and later reimbursed by the Region. The additional security services are funded through the approved 2020 HYI operating budget. There are sufficient funds in the operating budget to support the unanticipated security costs.

### Local Impact

There is no local municipal impact associated with this report.

## Conclusion

[Purchasing By-law No. 1-18](#) outlines when purchasing activities require reporting to the Board. Over the April 1, 2020 to June 30, 2020 period, there were no contracts over \$100,000 meeting this threshold requirement. The President awarded one emergency procurement to support the Region's COVID-19 efforts. In addition, additional security services were authorized for Woodbridge Lane jointly by the Board Chair and President.

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

Recommended by: Kathy Milsom  
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Approved for Submission: Katherine Chislett  
President, Housing York Inc.

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