



Report of the General Manager

Consolidated Contract Extensions

Recommendations

1. The Board authorize extensions of the agreements between Housing York Inc. and each of the vendors listed in Private Attachment 1 for the terms described in the attachment.
2. The President be authorized to renew and execute options to extend the agreements for up to the maximum term described in Private Attachment 1, provided that the vendors have performed the services to the satisfaction of the President and the renewal amount is within the approved annual budget.

Summary

This consolidated report seeks Housing York Inc. (HYI) Board approval of contract extensions and renewals that would result in aggregate terms of greater than five years, and award direct purchase with a total cost that exceeds \$100,000.

Attachment 1 is being considered in private as it relates to financial information supplied in confidence to HYI, which, if disclosed, could reasonably be expected to interfere significantly with the contractual or other negotiations of the vendors.

Key points:

- Board approval of these contract extensions is required under the provisions of Section 18.1 and Section 10.2 of the HYI [Purchasing Bylaw 1-18](#), as applicable to each contract.
- Six contracts require extensions to continue providing property management activities including preventative maintenance, regulatory compliance and optimal building performance.

Background

Housing York Inc.'s Purchasing Bylaw 1-18 specifies procurement activities that require Board approval

Pursuant to Section 18.1 and Section 10.2 of [Purchasing Bylaw 1-18](#), a report shall be submitted to the Board seeking approval of contract extensions and renewals that would result

in aggregate terms of greater than five years, and of the award of a direct purchase with a total cost that exceeds \$100,000.

This report consolidates several property management service contracts requiring Board approval in an effort to reduce the number of ad hoc reports. As part of the Region's procurement modernization efforts, staff will continue to seek ways to consolidate and streamline procurement matters requiring Board approval.

Analysis

Contract extensions are required to support operational continuity

HYI purchases a number of goods and services from external vendors to fulfill its mandate to deliver the Region's community housing. The contracts support HYI in meeting safety regulatory requirements and assist in providing reliable building services for residents. A renewal to the existing agreements is required to support continued service delivery. Vendor and service contract information is provided in Private Attachment 1.

Financial Considerations

The estimated cost to extend six contracts is provided in Table 1 below.

Table 1		
Summary of Contract Extension Terms and Estimated Costs		
Vendor	Extension Term	Estimated Total Cost (\$)
1	Five years (2020-2025)	240,000
2	Five years (2020-2025)	220,000
3	Five years (2020-2025)	150,000
4	Five years (2020-2025)	180,000
5	Five years (2020-2025)	180,000
6	Five years (2020-2025)	65,000

Estimated cost calculations factor in annual cost adjustments and forecasted changes in user, business and operational requirements.

The required funding is included in HYI's 2020 budget and the approved 2021 to 2022 operating outlook, and will be included in future operating budgets.

Local Impact

There are no direct local municipal impacts as a result of this report.

Conclusion

Management is seeking Board authorization to extend six contracts for terms of up to five years, as specified. These contracts support the delivery of services used to meet business requirements, and contribute towards a consistent, compliant and stable delivery of building services for HYI residents.

For more information on this report, please contact Kerry Hobbs at 1-877-464-9675 ext. 72071. Accessible formats or communication supports are available upon request.

Recommended by: Kathy Milsom
General Manager, Housing York Inc.

Approved for Submission: Katherine Chislett
President, Housing York Inc.

August 20, 2020
Private Attachment (1)
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