



Report of the General Manager

Quarterly Contract Awards - July 1, 2020 to September 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 (the Board) of all contracts over \$100,000 awarded by the General Manager or President from July 1, 2020 to September 30, 2020, as required by [Purchasing Bylaw No.1-18](#). One contract was awarded by the General Manager from July 1, 2020 to September 30, 2020. One contract was awarded by the President from July 1, 2020 to September 30, 2020.

Background

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

Purchasing Bylaw No.1-18 requires contract awards to 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

In procurements where only one bid is received, management must confirm 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 contract awarded by the General Manager from July 1, 2020 to September 30, 2020. The vendor identified in the contract award in Table 1 submitted the lowest compliant bid.

**Table 1
General Manager Contract Awards
July 1, 2020 to September 30, 2020**

Contract Description		
T-20-43 – Installation of Natural Gas Generator at Oxford Village, 84 Oakridge Court, Holland Landing in the Town of East Gwillimbury Supply all labour, materials and equipment and transportation to complete installation of a natural gas generator at Oxford Village. Term: 100 working days from Notice to Commence Work	Number of Bids	10
	Vendor	Duplex Electrical Ltd.
	Budget Estimate	\$275,000.00
	Bid Amount	\$217,750.00

The President has authority to award contracts up to \$1,000,000

Table 2 provides the contract awarded by the President from July 1, 2020 to September 30, 2020. The vendor identified in the contract award in Table 2 submitted the lowest compliant bid.

Table 2
President Contract Awards
July 1, 2020 to September 30, 2020

Contract Description		
T-19-340 - Front Entrance and Patio Landscape Upgrades at Springbrook Gardens, 50 Silver Linden Drive, City of Richmond Hill Supply all labour, materials, equipment and transportation to complete the front entrance and patio landscape upgrades at Springbrook Gardens. Term: 130 working days from Notice to Commence Work	Number of Bids	10
	Vendor	Forest Ridge Landscaping Inc.
	Budget Estimate	\$878,490.00
	Bid Amount	\$719,600.00

Financial Considerations

The contracts awarded are within the approved budget. There are no other financial implications.

Local Impact

The contracted work ensures HYI properties are well maintained.

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 July 1, 2020 to September 30, 2020, have a total value of \$217,750. The President has delegated authority to award contracts up to \$1,000,000. The contracts awarded by the President from July 1, 2020 to September 30, 2020, have a total value of \$719,600.

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.

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

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