



Report of the General Manager

Quarterly Contract Awards, Including Emergency Purchases - October 1, 2020 to December 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, and all the emergency purchases authorized by the President from October 1, 2020 to December 31, 2020, as required by HYI's [Purchasing Bylaw No.1-18](#).

For the period October 1, 2020 to December 31, 2020:

- There were no contracts over \$100,000 awarded by the General Manager or the President
- One purchase related to elevator service and maintenance was completed pursuant to the Purchasing Bylaw's emergency purchase provisions

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

The Purchasing Bylaw requires reporting of emergency purchases

Under Section 9 of the Purchasing Bylaw, the President may authorize the purchase of emergency goods or services without issuing a call for bids. Purchases made under the emergency purchase 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 fourth quarter of 2020.

The President awarded an emergency purchase for elevator service, repair and maintenance

A bulk tender for elevator service and maintenance was issued in 2016 for 18 HYI buildings as part of a bulk tender with the Region's two long-term care homes and eight non-profit housing providers. Kone was awarded the four-year tender with a term ending November 30, 2020. Due to COVID-19 related resource constraints, procurement options that consider best value criteria beyond low bid could not be completed to align with the existing contract's expiry in November 2020. The emergency purchase costs align with current market rates for elevator services.

Table 1
2020 Final Quarter - Emergency Purchases
October 1, 2020 to December 30, 2020

Contract Description		
Elevator Service and Maintenance – 29 elevators across 18 properties Term: December 1, 2020 to November 30, 2021	Emergency	Emergency purchase of elevator service, repairs, and preventative maintenance to ensure compliance with regulations and that elevators in buildings continue to serve residents
	Vendor	Kone Inc.
	Amount	\$154,872.00

As part of the development of the next contract, to begin in December 2021, staff will explore improvements to service delivery to better address resident survey feedback that ranked elevator services lowest among all contracted services. HYI's 2021 Business Plan also supports the initiative for a more responsive elevator contract to address resident feedback from the survey.

Financial Considerations

Elevator service, repairs and maintenance are typical yearly expenses budgeted and funded through the approved 2021 HYI operating budget. There are sufficient funds in the operating budget to support the elevator service and maintenance contract for a one year term.

Local Impact

There is no local municipal impact associated with this report.

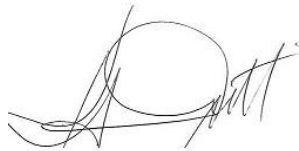
Conclusion

[Purchasing By-law No. 1-18](#) outlines when purchasing activities require reporting to the Board. Over the October 1, 2020 to December 31, 2020 period, there were no contracts over \$100,000 meeting this threshold requirement. The President awarded one emergency procurement to secure elevator service, repair, and preventative maintenance for a one-year term.

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.



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President, Housing York Inc.

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