



Report of the General Manager

Quarterly Contract Awards and Purchase of Additional Deliverables- January 1, 2021 to March 31, 2021

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, 2021 to March 31, 2021, as required by [Purchasing Bylaw No.1-18](#).

For the period January 1, 2021 to March 31, 2021:

- One contract was awarded by the General Manager
- There were no contracts awarded by the President
- One extension to a contract was authorized jointly by the Chair and the President

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; and/or
- Consistency with prices obtained by other municipalities for similar goods and services.

The Purchasing Bylaw requires reporting of the purchase of additional deliverables jointly awarded by the Chair and President.

Analysis

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

Table 1 provides details for the contract awarded by the General Manager during the period of January 1, 2021 to March 31, 2021. The vendor identified in the contract award in Table 1 submitted the lowest compliant bid.

**Table 1
General Manager Contract Awards
January 1, 2021 to March 31, 2021**

Contract Description		
T-20-20 - Balcony Repairs and Railing Replacements at Maplewood Place, 71 Dunlop Street in the City of Richmond Hill Supply all labour, materials and equipment and transportation to complete the balcony repairs and railing replacements at Maplewood Place Term: 120 working days from Notice to Commence Work	Number of bids	33
	Vendor	SAB Building Restoration Ltd.
	Budget estimate	\$350,000.00
	Bid amount	\$272,573.28

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

There were no contracts awarded by the President from January 1, 2021 to March 31, 2021.

The President and Board Chair awarded additional janitorial services at Woodbridge Lane, in the City of Vaughan

Under Section 12.5(a) of the Purchasing Bylaw, the President and the Chair may jointly authorize the purchase of additional deliverables. The existing janitorial contract that began in May 2020 was approaching the contract end in January 2021, and required a minor increase for the provision of uninterrupted services to the end of January 2021. A new competitively bid

contract is in place for these services as of February 1, 2021. Purchases made under the noted provision of the Purchasing Bylaw require a report to the Board. Table 2 provides vendor and contract details.

Table 2
2021 Second Quarter Purchase of Additional Deliverables
January 1, 2021 to March 31, 2021

Contract Description		
Janitorial Services for Woodbridge Lane, in the City of Vaughan Term: Extended to January 31, 2021	Purchase of additional deliverables	Purchase of additional deliverables to prevent an interruption in janitorial service delivery
	Vendor	SQM Janitorial Services Inc.
	Original approval	\$23,733.00
	Additional award amount	\$1,000*

*Only \$263.33 of the authorized additional amount was required.

Financial Considerations

The contract awarded is within the approved capital and operating budgets. 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 all tender and proposal contracts up to \$500,000 under [Purchasing Bylaw No.1-18](#). The contract award identified in Table 1 is in compliance with the Purchasing Bylaw and the authority delegated by the Board. The contract awarded by the General Manager from January 1, 2021 to March 31, 2021 has a total value of \$272,573.28. There were no contracts awarded by the President from January 1, 2021 to March 31, 2021. An extension to the janitorial services for Woodbridge Lane was authorized jointly by the Board Chair and President.

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.



Recommended by:

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Approved for Submission:

Katherine Chislett
President, Housing York Inc.

March 16, 2021

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