

The Regional Municipality of York

Committee of the Whole
Finance and Administration
May 13, 2021

Report of the Commissioner of Finance

Contract Awards, including Renewals, Approvals, and Emergency Purchases January 1, 2021, to March 31, 2021

1. Recommendation

Council receive this report for information.

2. Summary

This report advises Council of all contracts, including emergency awards, fast tracks, and renewals, awarded by the Chief Administrative Officer or Commissioners, with a total cost exceeding \$150,000, all emergency awards authorized by the Chief Administrative Officer or Commissioners, and various increases authorized by Commissioners, from January 1, 2021, to March 31, 2021.

Pursuant to Sections 7.8, 7.14, 9.5 and 12.6 of the Purchasing Bylaw (No. 2017-30), and Clause 10 of Report No. 5 of Committee of the Whole, adopted by Regional Council on March 24, 2016, a report shall be submitted to Council, on a quarterly basis (or, in the case of emergency awards, as soon as reasonably possible upon completion of the emergency) to advise of these awards and approvals.

Key Points:

- All purchases were completed in compliance with the Purchasing Bylaw
- 85 contract awards including, emergency awards, fast tracks and renewals worth \$85.2 million, at an average value of \$1,000,000 were authorized
- 57 contracts in the value of \$79.6 million were awarded by the Chief Administrative Officer and 28 contracts in the value of \$5.6 million were awarded by Commissioners
- Included in the 85 contracts are:
 - 27 new contract awards worth \$47.6 million
 - 24 emergency awards worth \$31.5 million
 - 6 fast tracks worth \$0.7 million
 - 28 renewals worth \$5.4 million
- Private Attachment 1 to this report will be considered in private session as the items within it are related to the security of Regional property

3. Background

The Region's procurement process, including award limits, are detailed in the 2017 year-end Contract Awards report adopted by Council on March 22, 2018.

The Region's Purchasing Bylaw delegates authority to staff to award contracts meeting specific criteria. Sections 7.3 to 7.13 of the Purchasing Bylaw require purchases of goods and services exceeding \$150,000 be procured through a request for proposal or request for tender.

The proposed new Procurement Bylaw, which was planned to come into effect in the first quarter of 2020, was deferred as a result of the Region's response to COVID-19. Once in place, the new Bylaw will decrease the threshold for triggering a competitive procurement process from \$150,000 to \$100,000, bringing the Bylaw in alignment with requirements of domestic and international trade treaties. Following the final approval of the new Bylaw, this report will be expanded to include all contracts, including renewals, awarded by the Chief Administrative Officer, or Commissioners, with a total cost exceeding \$100,000.

Commissioners may award competitively procured contracts up to and including \$500,000

Commissioners are authorized to approve contracts, provided the total cost does not exceed the Commissioner's delegated authority of \$500,000 and the cumulative term of the contract does not exceed five years.

The Chief Administrative Officer may award competitively procured contracts at higher values

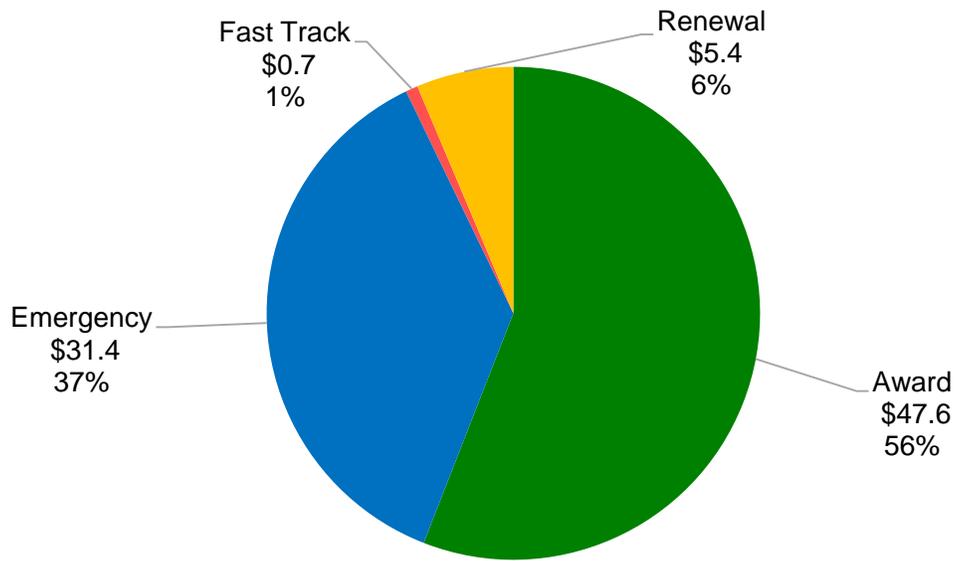
The Chief Administrative Officer is authorized to approve contracts resulting from requests for tenders or requests for proposals, with a value in excess of \$500,000 (with a maximum of \$2 million for requests for proposals), provided the cumulative term of the contract does not exceed five years.

4. Analysis

Contract awards, including emergency awards, fast tracks, and renewals have a total value of \$85.2 million

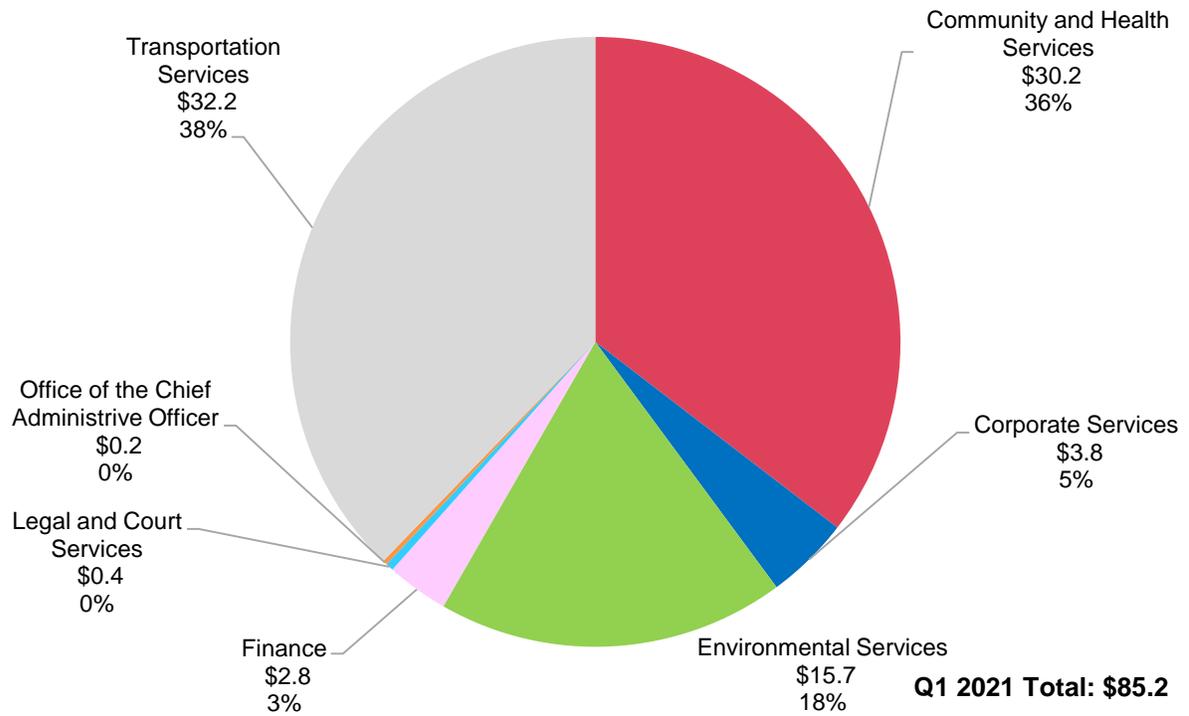
As shown in Figure 1, during Q1 2021, 85 contract awards worth \$85,183,361 including emergency awards, fast tracks and renewals were authorized by the Commissioners, Chief Administrative Officer, and the Regional Chair, as applicable.

Figure 1
Value of Contracts Awarded in Q1 by Type (\$ Millions)



Q1 2021 Total: \$85.2

Figure 2
Value of Contracts Awarded in Q1 by Department (\$ Millions)



Q1 2021 Total: \$85.2

Attachment 1 and Private Attachment 1 provide a list of contract awards, including renewals, from January 1, 2021, to March 31, 2021, with a brief description of each type of procurement activity.

A private attachment was required, pursuant to Section 239 (2a) of the *Municipal Act, 2001*, as the subject matter involves the security of Regional property. The average value across the 85 contracts awarded in Q1 2021 was \$1,000,000. Table 1 illustrates the average contract values awarded by the different departments.

Table 1
Average Contract Value in Q4 2020

Department	Average Contract Value
Office of the Chief Administrative Officer	210,000
Community and Health Services	1,310,000
Corporate Services	420,000
Environmental Services	870,000
Finance	350,000
Legal and Court Services	350,000
Transportation Services	1,290,000
Overall	1,000,000

This report does not capture awards over \$2 million reported to Council directly

As per Section 7.13 of the Purchasing Bylaw, this report does not capture Requests for Proposals (RFP) where the total cost exceeds \$2 million, as those procurements are awarded by Council through individual departmental reports. Below are the awards reported to Council directly for Q1 2021:

- In January, Council approved the award of consulting engineering services for Kennedy Road from 14th Avenue to Highway 7 project in the City of Markham in the value of \$4,137,717.
- In February, Council approved the award of consultant services for the Keele Street from Steeles Avenue to highway 407 project in the City of Vaughan in the value of \$3,071,800 and the award of consulting engineering services for Stouffville Road from Bayview Avenue to Highway 404 in the City of Richmond Hill in the value of \$2,357,229.

There were 25 COVID-19 related procurement activities in Q1

Of the 85 contracts awarded during Q1, there were 25 awards related to the COVID-19 pandemic, with the total awarded value of \$31,863,810. Of these 25 COVID-19 related activities, there were:

- 23 emergency awards worth \$31,400,000
- 1 fast track worth \$370,000
- 1 renewal worth \$61,000

The table below provides an overview of the total number and cost of the COVID-19 related awards in Q1 2021. More specially, the COVID-19 related summarized below were associated with the provision of: clinical, non-clinical and security roles at the Region's mass immunizations clinics, the establishment and operation of a provincially-mandated isolation centre in the Region, telephone interpretation services, personal protective equipment and various software licenses to support the Region's COVID-19 response.

Table 2
Overview of COVID-19 Related Emergency Awards Q1 to Q4 2021

Quarter	# of COVID-19 Related Awards	# of Total Awards	% of Awards	Total Award Value of COVID-19 Related Emergency Awards (\$)	Total Awards Value (\$)	% of Total Value
Q1	25	85	30	31,863,810	85,183,361	37

5. Financial

All contract awards, including emergency awards, fast tracks, and renewals, were within approved budgets.

6. Local Impact

There is no local municipal impact associated with this report.

7. Conclusion

The total value of the 85 contract awards, including emergency awards, fast tracks, and renewals, in Q1 was \$85.2 million.

All purchases identified in this report were completed in compliance with Purchasing Bylaw and in accordance with all applicable Regional policies and procedures.

For more information on this report, please contact, Fadi Samara, Acting Director, Procurement Office at 1-877-464-9675 ext. 71650. Accessible formats or communication supports are available upon request.

Laura Mirabella

Recommended by:

Laura Mirabella, FCPA, FCA
Commissioner of Finance and Regional Treasurer



Approved for Submission:

Bruce Macgregor
Chief Administrative Officer

April 29, 2020

Attachments (1)

Private Attachments (1)

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