

The Regional Municipality of York

Committee of the Whole
Finance and Administration
June 10, 2021

Report of the Commissioner of Finance

Contract Awards and Amendments Requiring Council Approval

1. Recommendations

1. Council authorize the award of the direct purchases, contract extensions and increases of contracts between the Region and each of the vendors listed in Attachment 1 and Private Attachment 1 for the terms described in the attachments.
2. Council authorize Commissioners and Department Heads, or their designates, to execute the contracts approved in this report, including all applicable renewals.

2. Summary

This report seeks Council approval of 53 direct purchases, contract extensions and increases in the value of \$22,892,470 that meet one or more of the following circumstances:

- New direct purchase over \$150,000
- Extension/increase over a five-year term for any existing contract, previously directly or competitively procured
- Extension/increase for an existing contract, previously competitively procured, which does not have any, or has exhausted all, renewal options
- Extension/increase for existing direct purchase contract over \$150,000
- 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

Pursuant to Sections 10.2, 12.3 and 18.1 of the Purchasing Bylaw (No. 2017-30), a report shall be submitted to Council prior to authorizing procurements under the circumstances listed above.

This report consolidates 53 requests across five Regional departments, in the value of \$22,892,470 to minimize the number of ad hoc reports for Council approval.

All requests within this report have been validated by the Procurement Office, Legal Services and Commissioners/Department Heads to ensure that they meet the required criteria to be procured as direct purchases.

A private attachment was required, pursuant to Section 239(2) (a) of the *Municipal Act, 2001*, as the subject matter involves the security of the property of the Region.

Key Points:

- 2 new direct purchases, in the value of \$673,500 require approval to support business continuity and operational requirements
- 37 contracts, in the value of \$13,054,408 require extensions/increases over the five-year term to support business continuity and operational requirements
- 12 contracts, in the value of \$8,831,312 require extensions/increases for an existing contract, previously competitively procured, which do not have any, or have exhausted all renewal options
- 2 contracts, in the value of \$333,250 require extensions/ increases for existing direct purchase contracts over \$150,000.
- Council approval of these contract awards and extensions is required under the provisions of Sections 10.2, 12.3 and 18.1 of the Purchasing Bylaw, as applicable to each contract

3. Background

The consolidated report format streamlines the approval process and provides additional transparency to Council

As part of the Region's continued procurement modernization efforts, staff continue to seek ways to streamline and improve the way in which procurement matters receive Council approval.

Similar reports were considered by Council in June and November 2020 and most recently in February 2021 and [April 2021](#). This June report and the future November report are being presented to Council as per the regular bi-annual schedule.

The Purchasing Bylaw specifies procurement activities requiring Council approval to proceed

Pursuant to Sections 10.2, 12.3 and 18.1 of the Purchasing Bylaw, a report shall be submitted to Council seeking approval of contract awards, extensions and renewals that would result in:

- Direct purchase contracts with a total cost, exceeding \$150,000
- Extension and/or increase of direct purchase contracts with a total cost that exceeds, or will exceed \$150,000
- Extension of contracts with an aggregate term greater than five (5) years, regardless of dollar value

Additionally, to provide Council with better transparency, this report also includes:

- Extension and/or increase of direct purchase contracts with an original contract value under \$150,000 where the extension term will result in the total contract value exceeding \$150,000
- Extension of contracts with no renewal options, or where all renewal options have been exhausted
- Direct purchase contracts for the purpose of product or technology standardization

4. Analysis

53 direct purchases, contract extensions and increases are required to enable business continuity and operational requirements of Regional programs

To provide better transparency on the volume of procurement transactions requiring Council consideration, this report consolidates these types of requests from across the organization and will serve to reduce the number of ad hoc reports to Council. Table 1 summarizes, by category, the requests within this report.

Table 1
Summary of Contract Awards and Amendments Requiring Council Approval

Category	# of Requests	Estimated* Cost** (\$)	Percentage of Total Cost (%)
New direct purchase over \$150,000	2	673,500	3
Extension/increase over a five-year term for any existing contract, previously directly or competitively procured	37	13,054,408	57
Extension/increase for an existing contract, previously competitively procured, which does not have any, or has exhausted all, renewal options	12	8,831,312	39
Extension/increase for existing direct purchase contract over \$150,000	2	333,250	1
TOTAL	53	22,892,470	100

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

**The required funding is included in the responsible department's 2021 budget and the approved 2021-2022 operating outlook and will be included in future budgets.

5. Financial

The estimated cost to award or extend/increase the contracts requested in this report is outlined in Table 2. The required funding for these requests are included in the responsible department's 2021 budget, in the endorsed 2021-2022 operating outlook and will be included in future budgets.

Table 2
Summary of Contract Awards and Amendments Requiring Council Approval

Department		New Direct Purchases	Extension/increase over a five-year term for any existing contract, previously directly or competitively procured	Extension/increase for an existing contract, previously competitively procured, which does not have any, or has exhausted all, renewal options	Extension/increase for existing direct purchase contract over \$150,000
Community and Health Services	Total #	-	23	5	2
	Estimated* Cost** (\$)	-	5,080,820	305,865	333,250
Corporate Services	Total #	1	4	2	-
	Estimated* Cost** (\$)	180,000	313,386	3,078,165	-
Environmental Services	Total #	-	2	3	-
	Estimated* Cost** (\$)	-	3,831,663	4,932,282	-
Finance	Total #	-	5	1	-
	Estimated* Cost** (\$)	-	342,000	510,000	-
Transportation Services	Total #	1	3	1	-
	Estimated* Cost** (\$)	493,500	3,486,539	5,000	-

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

**The required funding is included in the responsible department's 2021 budget and the endorsed 2021-2022 operating outlook and will be included in future budgets.

Department specific summaries can be found in Attachment 1 and Private Attachment 1.

Corporate Summary of Contract Awards and Amendments Requiring Council Approval

This report consolidates 53 direct purchase, contract extension and increase requests from five departments. At 53 requests, the total number of contract extensions within this report is significantly higher than the volume of requests, 24, put before Council in the April report. This increase is due to the fact that this report was a regularly scheduled report in which departments had been preparing requests to include. Additionally, over a third of the requests (20 of 53) included in this report are related to the delays in the hiring of procurement resources due to COVID-19, as presented to Council in February and April.

As outlined in Table 2, Community and Health Services put forward the highest number of requests (30), followed by Corporate Services (7) and Finance (6), Environmental Services (5) and Transportation Services (5).

Detailed Analysis of the Departmental Requests

Tables 3 through 7 present a more detailed analysis of the departmental requests by branch level.

**Table 3
Community and Health Services
Branch Summary of Direct Purchase, Contract Extension and Increase Requests**

Description	Total (#)	Total (\$)	Total (%)
Paramedic and Seniors Services	10	2,071,264	36
Public Health	18	1,533,671	27
Social Services	2	2,115,000	37
TOTAL	30	5,719,935	100

The requests brought forward from Community and Health Services require Council approval and are related to animal traps and removal, communication devices, data collection services, electronic access to academic journals, food services at long-term care homes, fuel card services, health care supplies, health testing services, hosting services, medical/nursing professional services, sexual health clinic supplies and products, supply and delivery of paramedic gear, supply and maintenance of vaccine refrigeration, systems enhancements, transportation services, medications/vaccinations, vehicle accessories, and warranty services.

Further details can be found in Attachment 1 and Private Attachment 1.

**Table 4
Corporate Services
Branch Summary of Direct Purchase, Contract Extension and Increase Requests**

Description	Total (#)	Total (\$)	Total (%)
Human Resources	2	215,000	6
Planning and Economic Development	1	180,000	5
Property Services	4	3,176,551	89
TOTAL	7	3,571,551	100

The requests brought forward from Corporate Services require Council approval and are related to catch basin pumping services, coaching services, elevator maintenance, grounds maintenance, marketing data, occupational health services, and security guard services

Further details can be found in Attachment 1.

Table 5
Environmental Services
Branch Summary of Direct Purchase, Contract Extension and Increase Requests

Description	Total (#)	Total (\$)	Total (%)
Environmental Promotion and Protection	1	3,431,663	39
Infrastructure Asset Management	1	4,886,749	56
Operations, Maintenance and Monitoring	3	445,533	5
TOTAL	5	8,763,945	100

The requests brought forward from Environmental Services require Council approval and are related to consultant services, emergency vacuum truck services, inspection and maintenance services, university research partnership, and waste transportation services.

Further details can be found in Attachment 1.

Table 6
Finance
Branch Summary of Direct Purchase, Contract Extension and Increase Requests

Description	Total (#)	Total (\$)	Total (%)
Information Technology Services	5	840,000	98
Treasury Office	1	12,000	2
TOTAL	6	852,000	100

The request brought forward from Finance requires Council approval and are related to data analysis services, internet services, off-site storage, software licenses, and telephone long-distance services.

Further details can be found in Attachment 1 and Private Attachment 1.

Table 7
Transportation Services
Branch Summary of Direct Purchase, Contract Extension and Increase Requests

Description	Total (#)	Total (\$)	Total (%)
Capital Planning and Delivery	1	493,500	15
Roads and Traffic Operations	2	3,178,689	77
Transit	2	312,850	8
TOTAL	5	3,985,039	100

The request brought forward from Transportation Services requires Council approval and are related to contract administration services, engineering services, telephone interpretation services, and winter road maintenance services.

Further details can be found in Attachment 1.

6. Local Impact

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

7. Conclusion

Staff are seeking Council authorization to award direct purchase, contract extension, and increase requests, for terms as specified within Attachment 1 and Private Attachment 1. These requests support the business continuity requirements of Regional programs and/or reliability of technology systems used to meet business requirements, ensuring a consistent and stable business environment for the Region.

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

May 27, 2021
Attachment (1)
Private Attachment (1)
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