



Report of the General Manager

Quarterly Contract Awards, Including Emergency Purchases - April 1, 2021 to June 30, 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 (the Board) of all contracts over \$100,000 awarded by the General Manager or President, and all emergency purchases authorized by the President from April 1, 2021 to June 30, 2021, as required by [Purchasing Bylaw No.1-18](#).

The following contracts were awarded:

- One contract was awarded by the General Manager
- There were no contracts awarded by the President
- One purchase related to repair of a collapsed sewer line 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

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

The Purchasing Bylaw requires reporting of emergency purchases

Under Section 9 of the Purchasing Bylaw, the President may authorize the purchase of emergency goods and services without issuing a call for bids. Purchases made under the emergency purchase provisions of the Bylaw require reporting to the Board.

Analysis

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

Table 1 provides information regarding the contract awarded by the General Manager during the period of April 1, 2021 to June 30, 2021. The vendor identified in the contract award in Table 1 submitted the lowest compliant bid.

**Table 1
General Manager Contract Awards
April 1, 2021 to June 30, 2021**

Contract Description		
T-19-322 - Fire alarm system upgrades at Nobleview Pines, 48 Wilsen Road in the Township of King Supply all labour, materials and equipment and transportation to complete the fire alarm system upgrades at Nobleview Pines Term: 80 working days from Notice to Commence Work	Number of Bids	3
	Vendor	EEL Line Corporation
	Budget Estimate	\$190,000.00
	Bid Amount	\$135,992.00

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

There was no contract awarded by the President from April 1, 2021 to June 30, 2021.

The President awarded an emergency purchase for sewer line repairs

After receiving an emergency after-hours maintenance call from a resident at Thornhill Green, in the City of Markham, experiencing sewage back up in their basement HYI's plumbing contractor identified a collapsed sewer line affecting 12 townhouse units in total. The scope of repairs included extensive excavation, shoring, installation of new cleanouts and new sewer lines for a cost of \$90,362.88. Table 2 provides a summary of the emergency purchase.

Table 2
Emergency Purchases
April 1, 2021 to June 30, 2021

Contract Description		
Sewer line repairs – Thornhill Green, 85 & 95 Inverlochy Drive, City of Markham, affecting 12 units	Emergency	
	Vendor	Black Forest Plumbing
Term: Ongoing repairs from May 3 rd to May 10 th , 2020	Amount	\$90,362.88

Financial Considerations

The contracts awarded are within the approved budget. The emergency sewer line repairs were paid through the 2021 maintenance and repairs operating 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 contract awarded by the General Manager from April 1, 2021 to June 30, 2021 has a total value of \$135,992.00.

The President has delegated authority to award contracts up to \$1,000,000. There was no contract awarded by the President from April 1, 2021 to June 30, 2021. The President awarded one emergency procurement to repair collapsed sewer lines at Thornhill Green.

For more information on this report, please contact Josh Scholten, Director, Housing Development and Asset Strategy at 1-877-464-9675 ext. 72004. Accessible formats or communication supports are available upon request.



Recommended by:

Kathy Milsom
General Manager, Housing York Inc.



Approved for Submission:

Katherine Chislett
President, Housing York Inc.

August 10, 2021

#13161827