

The Regional Municipality of York

Committee of the Whole
Finance and Administration
September 9, 2021

Report of the Commissioner of Finance

Contract Awards, including Renewals, Approvals, and Emergency Purchases April 1, 2021, to June 30, 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 April 1, 2021, to June 30, 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
- 64 contracts in the value of \$98.9 million were awarded by the Chief Administrative Officer and 23 contracts in the value of \$6.8 million were awarded by Commissioners
- Included in the 87 contracts are:
 - 44 new contract awards worth \$72.7 million
 - 15 emergency awards worth \$14 million
 - 7 fast tracks worth \$5.7 million
 - 21 renewals worth \$13.3 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, in 2022, the new Bylaw will lower 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 \$105.7 million

As shown in Figure 1, during Q2 2021, 87 contract awards worth \$105.7 million 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 Q2 by Type (\$ Millions)

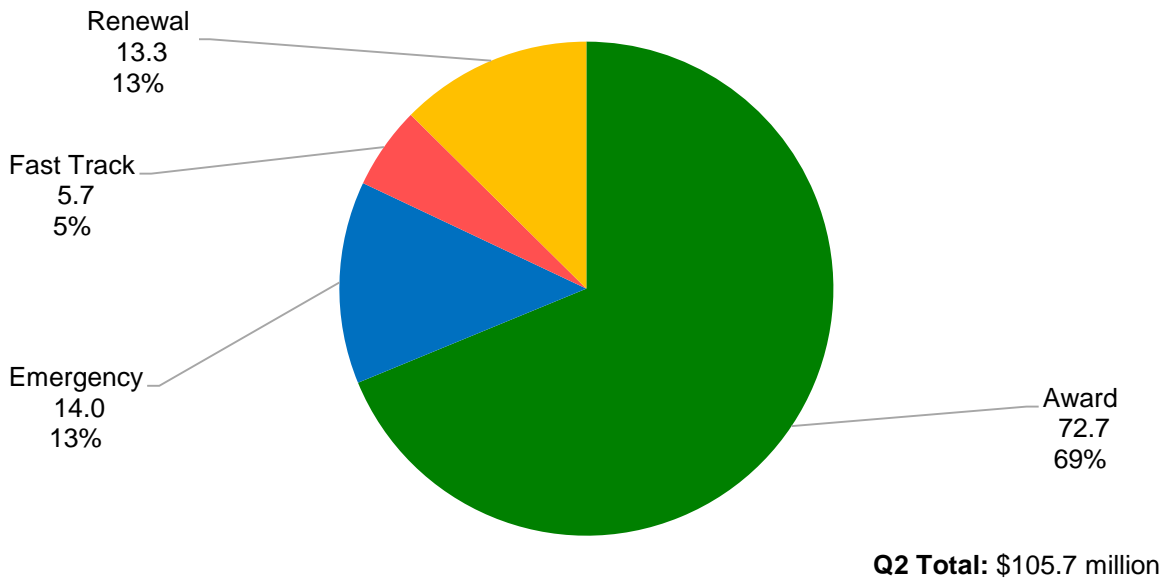
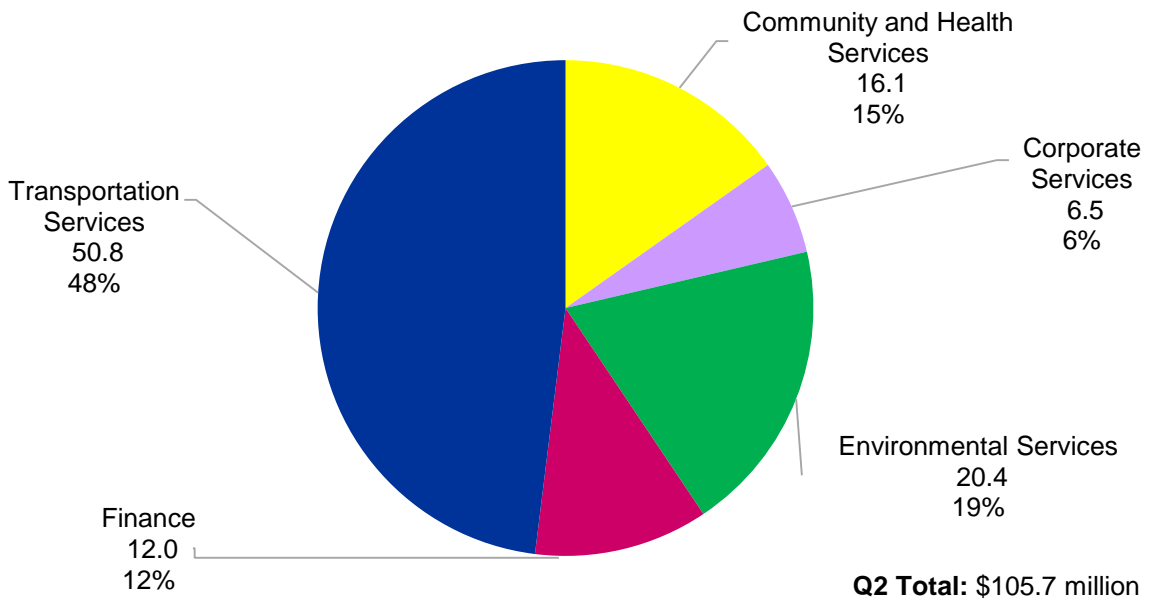


Figure 2
Value of Contracts Awarded in Q2 by Department (\$ Millions)



Attachment 1 and Private Attachment 1 provide a list of contract awards, including renewals, from April 1, 2021, to June 30, 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.

Table 1 illustrates the average contract values awarded by the different departments.

Table 1
Average Contract Value in Q2 2021

Department	Average Contract Value (\$)
Community and Health Services	1,050,659
Corporate Services	542,195
Environmental Services	1,566,176
Finance	800,647
Transportation Services	1,586,747
Overall	1,214,834

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.

In Q2, Council awarded three contracts, all in the month of May. These contracts have been identified below:

- Consulting engineering services for the Bayview Avenue Highway 7 to 16th Avenue project in the City of Richmond Hill in the value of \$2,372,652.20.
- Consulting engineering services for the Rutherford Road Highway 400 to Westburne Drive project in the City of Vaughan in the value of \$3,873,231.73.
- Consultant services for the McCowan Road - 14th Avenue to Highway 7 project in the City of Markham in the value of \$2,780,111.80.

There were 15 COVID-19 related procurement activities identified in this report in Q2

Of the 87 contracts awarded during Q2, there were 15 emergency awards related to the COVID-19 pandemic, with the total awarded value of \$15,219,757.

Of these 15 COVID-19 related activities, there were:

- 13 emergency awards worth \$13,911,219
- 1 fast track worth \$1,218,037
- 1 renewal worth \$90,500

The table below provides an overview of the total number and cost of the COVID-19 related awards in 2021. More specially, the COVID-19 related items for Q2 summarized below were associated with: clinical and non-clinical roles at COVID-19 vaccination clinics, COVID-19 vaccination clinic supplies, long distance telephone services, pandemic modelling software licenses and support, personal protective equipment, transitional shelter operations, and a vaccination booking system.

Table 2
Overview of COVID-19 Related Emergency Awards Q1 to Q2 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
Q2	15	87	17	15,219,757	105,690,592	14

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 87 contract awards, including emergency awards, fast tracks, and renewals, in Q2 was \$105,690,592.

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, Director, Procurement Office at 1-877-464-9675 ext. 71650. Accessible formats or communication supports are available upon request.

Jason Li

Recommended by:

Jason Li, CPA, CA

Acting Commissioner of Finance and Regional Treasurer



Approved for Submission:

Bruce Macgregor

Chief Administrative Officer

August 24, 2021

Attachments (1)

Private Attachments (1)

eDocs #13116335