

# The Regional Municipality of York

Committee of the Whole  
Finance and Administration  
January 13, 2022

Report of the Commissioner of Finance

## **Contract Awards, including Renewals, Approvals, and Emergency Purchases July 1, 2021, to September 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 July 1, 2021, to September 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 94 purchases in the value of \$218.9 million were completed in compliance with the Purchasing Bylaw
- 66 contracts in the value of \$210.6 million were awarded by the Chief Administrative Officer and 28 contracts in the value of \$8.3 million were awarded by Commissioners
- Included in the 94 contracts are:
  - 52 new contract awards worth \$206 million
  - 12 emergency awards worth \$4.2 million
  - 3 fast tracks worth \$0.7 million
  - 27 renewals worth \$8 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 new [Procurement Bylaw](#) (2021-103), which came into effect in January 1, 2022, lowers the threshold for triggering a competitive procurement process from \$150,000 to \$100,000. This brings the Bylaw in alignment with requirements of domestic and international trade treaties. The 2022 submissions of 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.

The new Bylaw also transfers the award of renewal terms from the Chief Administrative Officer to Commissioners, regardless of value. As such, all renewals reported in 2022 and beyond will be identified at the Commissioner approval level.

However, as this report is for Q3 2021, this report uses thresholds based on Purchasing Bylaw (2017-30), where sections 7.3 to 7.13 require purchases of goods and services exceeding \$150,000 to be procured through a request for proposal or request for tender.

#### **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**

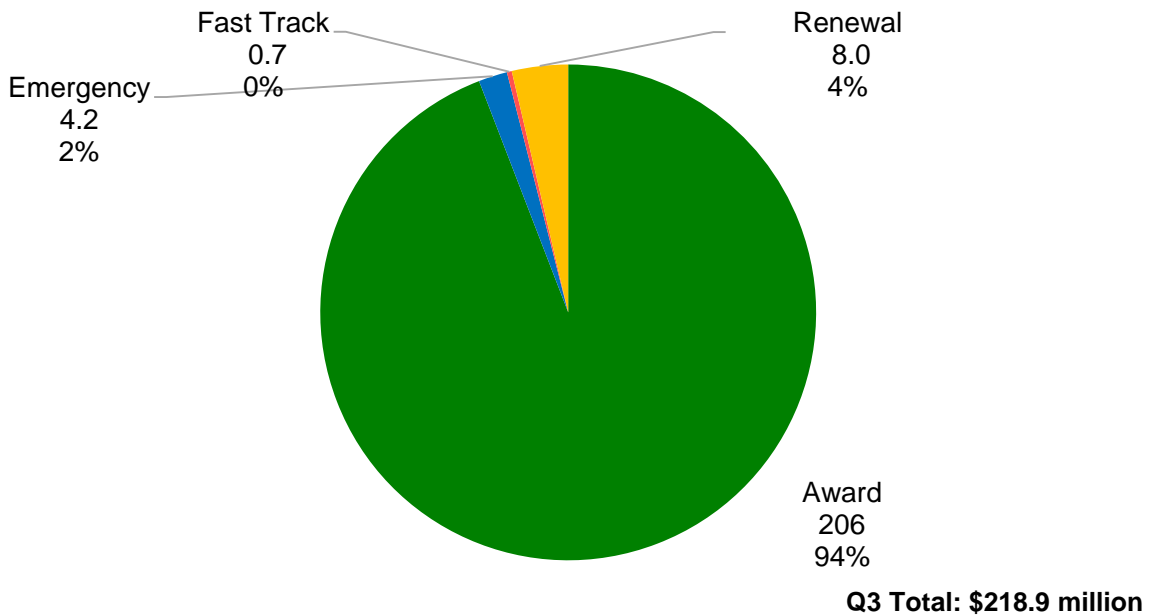
The Chief Administrative Officer is authorized to approve contracts resulting from requests for tenders or requests for proposals, with a value in excess of \$500,000 (with a maximum of \$2 million for requests for proposals), provided the cumulative term of the contract does not exceed five years.

### 4. Analysis

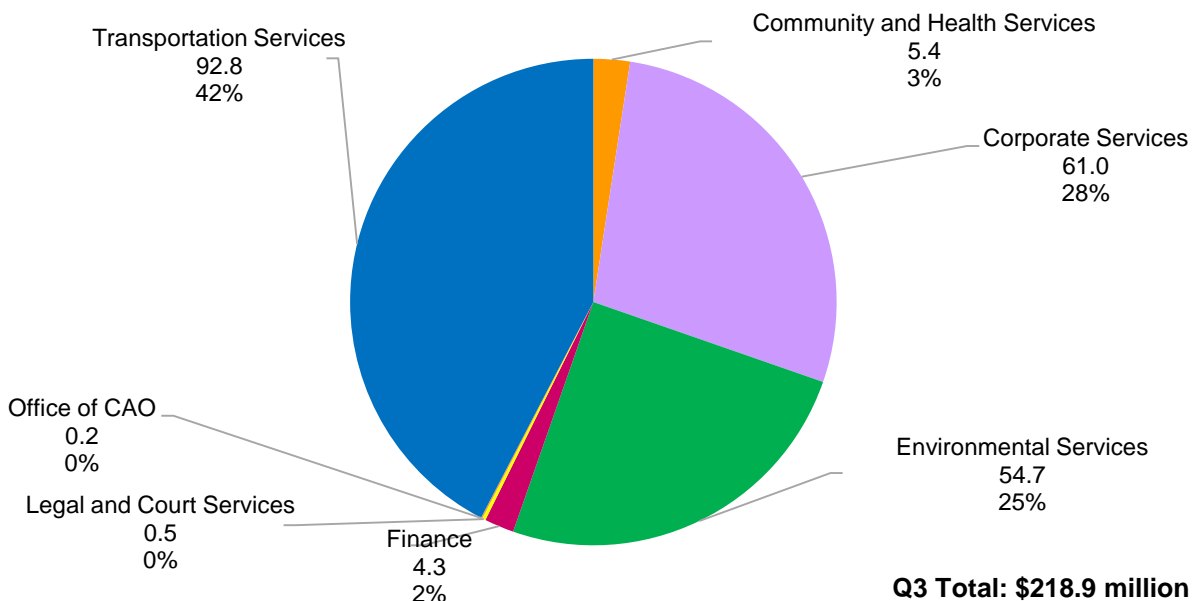
#### **Contract awards, including emergency awards, fast tracks, and renewals have a total value of \$218.9 million**

As shown in Figure 1, during Q3 2021, 94 contract awards worth \$218.9 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 Q3 by Type (\$ Millions)**



**Figure 2**  
**Value of Contracts Awarded in Q3 by Department (\$ Millions)**



Attachment 1 and Private Attachment 1 provide a list of contract awards, including renewals, from July 1, 2021, to September 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 Q3 2021**

Department	Average Contract Value (\$)
Community and Health Services	415,277
Corporate Services	4,064,551
Environmental Services	4,208,507
Finance	430,859
Legal and Court Services	166,631
Office of the CAO	216,488
Transportation Services	2,379,508
<b>Overall</b>	<b>2,328,758</b>

**This report does not capture Requests for Proposal awards over \$2 million as they are 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 Q3, Council did not award any contracts.

**There were seven COVID-19 related procurement activities identified in this report**

Of the seven COVID-19 related contracts awarded during Q3, there were six emergency awards and one contract award, with the total awarded value of \$2,848,865.

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

- Six emergency awards worth \$2,698,865
- One award worth \$150,000

The table below provides an overview of the total number and cost of the COVID-19 related awards in 2021. More specifically, the COVID-19 related items for Q3 summarized below were associated with upgrades to courtrooms to allow for remote hearing capabilities, consulting services, and the provision of healthcare services.

**Table 2  
Overview of COVID-19 Related Emergency Awards Q1 to Q3 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
Q3	7	94	7	2,848,865	218,903,236	1

## 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 94 contract awards, including emergency awards, fast tracks, and renewals, in Q3 was \$218.9 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, Director, Procurement Office at 1-877-464-9675 ext. 71650. Accessible formats or communication supports are available upon request.



Recommended by:

**Kelly Strueby**

Acting Commissioner of Finance and Regional Treasurer



Approved for Submission:

**Bruce Macgregor**

Chief Administrative Officer

December 17, 2021  
Attachments (1)  
Private Attachments (1)  
eDocs # 13354152