



Report of the General Manager

Quarterly Contract Awards – October 1, 2021 to December 31, 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 of all contracts over \$100,000 awarded by the General Manager or President from October 1, 2021 to December 31, 2021, as required by [Purchasing Bylaw No.1-18](#).

For the period October 1, 2021 to December 31, 2021:

- Four contracts were awarded by the General Manager.
- No contracts were awarded by the President.

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 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 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

Analysis

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

Table 1 provides the contracts awarded by the General Manager from October 1, 2021 to December 31, 2021. The vendors identified in the contract award in Table 1 submitted the lowest compliant bid or proposal.

Table 1
General Manager Contract Awards
October 1, 2021 to December 31, 2021

Contract Description		
P-21-73 – Consulting Services for Packaged Terminal Air Conditioner (PTAC), Window and Door Replacements at Heritage East in the Town of Newmarket and Keswick Gardens in the Town of Georgina Supply all labour, materials, equipment and transportation to complete the consulting services for PTAC, window and door replacements at Heritage East and Keswick Gardens. The PTACs are original to the buildings, Heritage East in 1992 and Keswick Gardens in 1991, and have reached their anticipated service life of 30 years Term: 320 working days from Notice to Commence Work at Heritage East 200 working days from Notice to Commence at Keswick Gardens	Number of Bids	4
	Vendor	TELSTORM Corp.
	Project Budget Estimate	\$320,000.00
	Bid Amount	\$237,200.00
T-20-176 – Janitorial Services for HYI – Southern locations	Number of Bids	16
	Vendor	Dean Clean Services Inc.

Contract Description		
Supply all labour, materials, equipment and transportation for janitorial services at ten HYI locations in the southern part of the Region	Project Budget Estimate	\$140,000.00
Term: October 1, 2021 to November 30, 2022	Bid Amount	\$149,056.88
P-21-35 – Resident Satisfaction Surveys – Design, Delivery and Analysis	Number of Bids	2
Supply all labour, materials, equipment and transportation to develop, manage, implement and analyze one large and an estimated number of small-scale resident satisfaction surveys for York Region's Housing Services Branch and HYI	Vendor	CCI Research Inc.
Term: Three years with a one-year option to extend the term	Project Budget Estimate	\$453,500.00
	Bid Amount	\$347,110.00
T-21-37 – Floor Mat Rental	Number of Bids	4
Supply all labour, materials, equipment and transportation to supply commercial grade floor mat services including floor mat rental and exchange at 17 properties across the HYI portfolio	Vendor	Executive Mat Service Ltd.
Term: December 1, 2021 to October 31, 2024, with option to renew for two additional one-year terms	Project Budget Estimate	\$220,000.00
	Bid Amount	\$162,599.49*
		*includes renewal options

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

There were no contracts awarded by the President from October 1, 2021 to December 31, 2021.

Financial Considerations

The contracts awarded are within the approved program budget. There are no other financial implications.


Local Impact

The contracted work ensures HYI properties are well maintained.

Conclusion

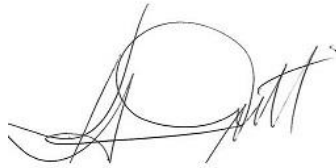
The General Manager has delegated authority to award tender and proposal contracts up to \$500,000 under [Purchasing Bylaw No.1-18](#). The contract awards identified in Table 1 are in compliance with the Purchasing Bylaw and the authority delegated by the Board. The contracts awarded by the General Manager from October 1, 2021 to December 31, 2021 have a total value of \$895,966.37. The President has delegated authority to award contracts up to \$1,000,000. There were no contracts awarded by the President from October 1, 2021 to December 31, 2021.

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



Recommended by:

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Approved for Submission:

Katherine Chislett
President, Housing York Inc.

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