

# The Regional Municipality of York

Committee of the Whole  
Finance and Administration  
March 7, 2019

Report of the Commissioner of Finance

## **Contract Awards, including Renewals, Approvals, and Emergency Purchases October 1, 2018 – December 31, 2018**

### **1. Recommendation**

1. Council receive this report for information.

### **2. Summary**

This report advises Council of all contracts, including renewals, awarded by the Chief Administrative Officer, or Commissioners, with a total cost exceeding \$150,000, all 'Fast Track' approvals authorized by the Regional Chair and Chief Administrative Officer, all emergency purchases authorized by the Chief Administrative Officer or Commissioners, and certain consulting fee increases authorized by the Commissioners, from October 1, 2018 to December 31, 2018.

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 purchases, as soon as reasonably possible upon completion of the emergency) to advise of these awards and approvals.

In addition, this report advises Council of certain York Region procurement activity undertaken by the Procurement Office in 2018 and in prior years.

Key Points:

- All purchases were in compliance with [Purchasing Bylaw](#) 2017-30
- 52 contract awards, including renewals, 'Fast Track' approvals, and emergency purchases worth \$19.3 million were authorized during the fourth quarter of 2018

### 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 that purchases of goods and services exceeding \$150,000 be procured through a request for proposals or request for tenders.

#### **Commissioners may award competitively procured contracts up to and including \$500,000**

Commissioners are authorized to approve contracts, provided that the total cost does not exceed the Commissioner's delegated authority of \$500,000.00 and the cumulative term of the contract does not exceed five years.

#### **The Chief Administrative Officer may award competitively procured contracts at higher values**

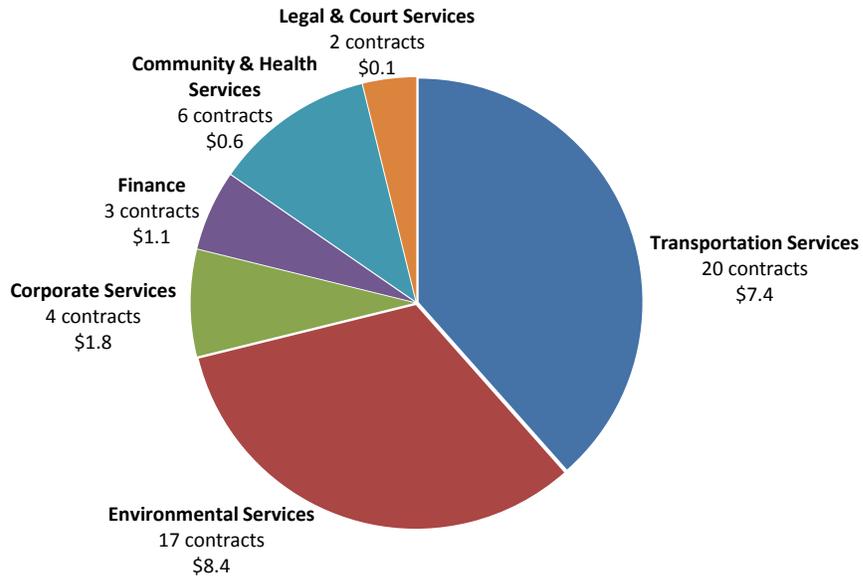
The Chief Administrative Officer is authorized to approve contracts resulting from requests for tenders or requests for proposals with a value in excess of \$500,000 (with a maximum of \$2,000,000.00 for requests for proposals), provided that the cumulative term of the contract does not exceed five years.

### 4. Analysis

#### **Awards, including renewals, 'Fast Track' approvals, and emergency purchases in the fourth quarter had a total value of \$19.3 million**

As shown in Figure 1, 52 contract awards, including renewals, 'Fast Track' approvals, and emergency purchases worth \$19.3 million were authorized by the Chief Administrative Officer and the Regional Chair, where applicable, or were authorized by Commissioners during the fourth quarter of 2018.

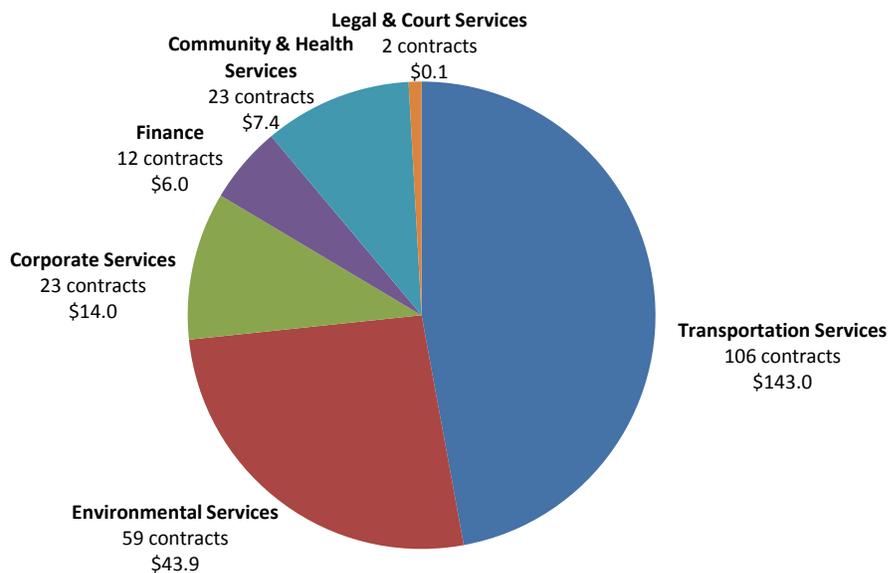
Figure 1  
**Number of Contracts Awarded in 4th Quarter**  
 (\$ Millions)



**In 2018, awards, including renewals, ‘Fast Track’ approvals, and emergency purchases had a total value of \$214.3 million**

As shown in Figure 2, 225 contract awards, including renewals, ‘Fast Track’ approvals, and emergency purchases worth \$214.3 million were authorized by the Chief Administrative Officer and the Regional Chair, where applicable, or were authorized by Commissioners during 2018.

Figure 2  
**Number of Contracts Awarded in 2018**  
 (\$ Millions)



NOTE: Differs from Table 2 due to variances in timing between contracts awarded and purchase orders issued

## eProcurements increased substantially in 2018

As shown in Table 1 below, in 2018 there were 124 eProcurements (procurements where bids were received electronically), which represents a 50% increase from the 83 eProcurements in 2017.

Out of all procurement opportunities posted in 2018, 57% were eProcurements in 2018, compared to 35% in 2017.

Table 1

| eProcurements   | Number of Electronic Postings | Number of Total Postings |
|-----------------|-------------------------------|--------------------------|
| 2018 Electronic | 124                           | 219                      |
| 2017 Electronic | 83                            | 236                      |

## There were 273 procurement activities in 2018 and the average number of bids has remained consistent over the past two years

As shown in Table 2 below, there were 273 procurement activities in 2018. 80% of procurement activities consisted of Requests for Tender and Requests for Proposal. Table 2 also shows that the average number of bids received in 2018 remained consistent with 2017.

Table 2

| Procurement Activities                    | 2017  | 2018  |
|---|-------|-------|
| <b>Request for Proposal</b>               |       |       |
| Number of Postings <sup>1</sup>           | 84    | 80    |
| Number of Plan Takers <sup>2</sup>        | 891   | 721   |
| Number of Bids Received                   | 431   | 299   |
| Average Bids Received per Posting         | 5     | 4     |
| <b>Request for Tender</b>                 |       |       |
| Number of Postings <sup>1</sup>           | 152   | 139   |
| Number of Plan Takers <sup>2</sup>        | 1,216 | 1,317 |
| Number of Bids Received                   | 650   | 643   |
| Average of Bids Received per Posting      | 4     | 5     |
| <b>Request for Quotation</b>              |       |       |
| Number of Postings <sup>1</sup>           | 12    | 6     |
| Number of Plan Takers <sup>2</sup>        | 81    | 53    |
| Number of Responses Received              | 54    | 32    |
| Average of Responses Received per Posting | 5     | 5     |

| <b>Procurement Activities</b>                         | <b>2017</b> | <b>2018</b> |
|---|-------------|-------------|
| <b>Request for Pre-Qualification</b>                  |             |             |
| Number of Postings <sup>1</sup>                       | 34          | 36          |
| Number of Plan Takers <sup>2</sup>                    | 630         | 581         |
| Number of Responses Received                          | 269         | 262         |
| Average of Responses Received per Posting             | 8           | 7           |
| <b>Request for Information/Expression of Interest</b> |             |             |
| Number of Postings <sup>1</sup>                       | 8           | 12          |
| Number of Plan Takers <sup>2</sup>                    | 71          | 161         |
| Number of Responses Received                          | 34          | 74          |
| Average of Responses Received per Posting             | 4           | 6           |

NOTES:

<sup>1</sup> Number of Postings = Number of procurement solicitations posted in the bidding system

The number of centrally administered postings is declining due to the decrease in the Bylaw prescribed dollar threshold for open procurements (change from \$100K to \$150K)

<sup>2</sup> Number of Plan Takers = Number of vendors registered for a specific document in the bidding system

The number of plan takers is declining due to a new functionality available in the online bidding system, allowing vendors to view postings without becoming a plan taker

Attachment 1 provides a list of contract awards, including renewals, 'Fast Track' approvals, and emergency purchases, from October 1, 2018 to December 31, 2018, and also includes a brief description of each type of procurement activity referred to in Table 2.

## 5. Financial

All contract awards, including renewals, 'Fast Track' approvals, and emergency purchases, were within the approved budgets.

## 6. Local Impact

There is no local municipal impact associated with this report.

## 7. Conclusion

The total value of the 52 contract awards, including renewals, 'Fast Track' approvals, and emergency purchases, in the fourth quarter was \$19.3 million. In 2018, the total value of the contract awards, including renewals, 'Fast Track' approvals, and emergency purchases, was \$214.3 million.

All purchases identified in this report were in compliance with [Purchasing Bylaw](#) 2017-30 and in accordance with all applicable Regional policies and procedures.

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For more information on this report, please contact Jerry Paglia, Director, Procurement Office, at 1-877-464-9675 ext. 71650. Accessible formats or communication supports are available upon request.

Recommended by: **Laura Mirabella**, FCPA, FCA  
Commissioner of Finance and Regional Treasurer

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

February 21, 2019  
Attachment (1)  
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