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## Report of the Commissioner of Finance

### **Contract Awards and Amendments Requiring Council Approval**

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#### **1. Recommendations**

1. Council approve the new non-standard procurements, extensions, and increases described in Appendix A and Private Attachment 1.
2. Council authorize the Signing Authorities in Table 6 of this report to execute the related contracts and instruments for the purchases in Appendix A and Private Attachment 1.

#### **2. Purpose**

Pursuant to Section 18 of [Procurement Bylaw 2021-103](#) (Bylaw), this consolidated corporate-wide report seeks Council approval to authorize new non-standard procurements, extensions, and increases planned for execution over 2024 and 2025.

#### **Key Points:**

- This report consolidates 16 new non-standard purchases, extensions, and increases requested across four Regional departments, with a total value of \$16,470,909
- Procurement Office has validated all requests within this report to ensure they meet the criteria to be procured as non-standard procurements, extensions, renewals, and increases
- All requests have been validated by Commissioners/Department Heads to ensure alignment with departmental business and budget objectives
- Legal Services has confirmed the specific circumstances outlined in this report where non-standard procurements are permissible under the applicable procurement trade treaties
- Private Attachment 1 will be considered in private session as the items relate to the security of Regional property, pursuant to Section 239(2)(a) of the *Municipal Act, 2001*

### 3. Background

#### **The Bylaw specifies that non-standard procurement activities require Council approval**

A non-standard procurement is the procurement of deliverables using a method other than the one normally required for the type and value of the deliverables.

Pursuant to Section 18 of the Bylaw, the following circumstances require Council approval prior to authorization:

- Where the term of a proposed term contract is for a period greater than five years, or where extension or renewal of a contract would result in an aggregate term of greater than five years (Section 18.1(c))
- Where a term contract does not provide for a renewal option, or all renewal options have been exercised (Section 18.1(d))
- Where the total cost of a non-standard procurement exceeds \$500,000 (Section 18.1(e))

#### **This report provides a consolidated approach to approval of non-standard procurements by Council**

The Contract Awards and Amendments Requiring Council Approval report was first submitted to Council in November 2020 and has been submitted three times a year since 2021 to reduce the number of ad hoc reports to Council.

This report format facilitates a consistent, coordinated, and compliance-focused approach to approving non-standard procurements. It ensures regular reporting, greater transparency and visibility, compliance and oversight with the Bylaw and related policies, and improved departmental procurement planning.

As part of annual departmental procurement needs planning, departments are encouraged to review their need for non-standard procurements and are required to submit requests to this report in advance of contract expiry. In 2024, this report was submitted to Council in March, June, and October. In 2025, it will be submitted to Council in March, June, and October.

When an urgent non-standard request requiring Council approval arises between reports, departments have several options to address urgent business needs. These options include:

1. Seeking approval through a stand-alone report to Council (any time of the year)
2. Working with the Procurement Office to determine if a discretionary short-term extension (up to six months) can be granted to tide the contract over to the next submission of this report (any time of the year)
3. Seeking approval by CAO and Treasurer under delegated authority through Council Recess Bylaw 2023-32 (during Council Recess only)

## 4. Analysis

### **Requests within this report align with domestic and international trade treaty requirements for non-standard procurements**

In specific circumstances, domestic and international trade treaties permit using non-standard procurement methods, including purchasing directly without competition.

Requests within this report align with permissible reasonings for non-standard procurements, as prescribed by applicable trade treaties, including but not limited to the following circumstances:

- Where deliverables can only be supplied by a particular supplier, as no reasonable alternative or substitute exists due to compatibility with existing deliverables
- Where existing deliverables must be maintained by the manufacturer or their representative(s) for warranty purposes
- Where a change of supplier cannot be made for economic or technical reasons, as changing the supplier would cause significant inconvenience or substantial duplication of costs, including scenarios where changing the supplier would result in new requirements for interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement

### **Value-for-money analyses ensure best value for the Region**

Where non-standard procurements are used, staff conduct value-for-money exercises to ensure these methods represent best value for the Region. Staff are encouraged to test and research the market before the completion of a contract term to ensure up-to-date awareness and understanding of prices for the required deliverables. Staff can also conduct Requests for Information or Expressions of Interest to gather additional information from potential suppliers for the required deliverables.

Where contract extensions are negotiated, the cost is validated to align with departmental budgets, market prices, and inflation values.

## 5. Financial Considerations

### **Departmental budgets include funding for these requests and factor in annual cost adjustments and forecasted changes in user, business, and operational requirements**

This report identifies potential financial implications beyond the current budget year, including resources that may be requested through subsequent reports or future budget processes. As part of the intake process for this report, departments attest that sufficient funds exist within their current year budgets, can be accommodated in their endorsed budget outlook, or will be requested to Council through future budgets. Where Provincial or Federal funding is available to offset the

requests in this report, departments are responsible for validating that these recoverables have been captured in the annual budget process.

Table 1 outlines the estimated cost to award or extend and increase the deliverables requested in this report.

**Table 1**  
**Overall Summary of Requests**

Department and Type	Number of Requests	Value of Requests (\$)
<b>Overall</b>	<b>16</b>	<b>16,470,909</b>
Stream 1 - New direct purchases over \$500,000	1	4,200,000
Stream 2 - Extensions and increases resulting in a total contract term over five (5) years	8	3,027,254
Stream 3 - Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	3	800,000
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	4	8,443,655
<b>Community and Health Services</b>	<b>5</b>	<b>6,349,516</b>
Stream 1 - New direct purchases over \$500,000	1	4,200,000
Stream 2 - Extensions and increases resulting in a total contract term over five (5) years	3	344,780
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	1	1,804,736
<b>Corporate Services</b>	<b>4</b>	<b>1,050,000</b>
Stream 3 - Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	3	800,000
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	1	250,000
<b>Legal and Court Services</b>	<b>1</b>	<b>687,744</b>
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	1	687,744

Department and Type	Number of Requests	Value of Requests (\$)
<b>Public Works</b>	<b>6</b>	<b>8,383,649</b>
Stream 2 - Extensions and increases resulting in a total contract term over five (5) years	5	2,682,474
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	1	5,701,175

Note: The “Value of Requests” values may not sum to total due to rounding.

### **Fluctuations in departmental business needs drive variances in number of requests presented to Council across reports**

This October 2024 report has 16 requests with a cumulative value of \$16,470,909 compared to the 54 requests in November 2023, which had a cumulative value of \$36,825,900.

As the procurement planning and forecasting process continues to be leveraged, it is anticipated that there may be fluctuations related to changing business needs over the standard Bylaw-prescribed five-year contract term.

### **Below are departmental requests at the branch level, along with a summary of required contract deliverables**

Tables 2 through 5 present departmental requests at the branch level and summarize requested contracts required to enable delivery of Regional business objectives.

Full request details can be found in Appendix A and Private Attachment 1, where applicable.

**Table 2  
Community and Health Services**

Branch	Number of Requests	Value of Requests (\$)
Paramedic and Seniors Services	5	6,349,516
<b>TOTAL</b>	<b>5</b>	<b>6,349,516</b>

Requests from Community and Health Services relate to repair and maintenance services (including parts) for ambulance vehicles, software licensing and associated maintenance services, and specialized training services.

**Table 3**  
**Corporate Services**

Branch	Number of Requests	Value of Requests (\$)
Corporate Communications	1	250,000
Information Technology Services	3	800,000
<b>TOTAL</b>	<b>4</b>	<b>1,050,000</b>

Requests from Corporate Services relate to IT hosting and maintenance services, permanent Internet Protocol (IP) addresses, and software licensing and associated maintenance services.

**Table 4**  
**Legal and Court Services**

Branch	Number of Requests	Value of Requests (\$)
Court and Tribunal Services	1	687,744
<b>TOTAL</b>	<b>1</b>	<b>687,744</b>

The request from Legal and Court Services relates to video conferencing equipment, maintenance, and support.

**Table 5**  
**Public Works**

Branch	Number of Requests	Value of Requests (\$)
Digital and Process Transformation	1	250,000
Sustainability, Communications and Innovation	1	20,000
Water and Wastewater Operations	4	8,113,649
<b>TOTAL</b>	<b>6</b>	<b>8,383,649</b>

Requests from Public Works relate to liquid polyaluminum chloride, meter billing processing services, software licensing and associated maintenance services, and specialized training services.

## 6. Local Impact

Approval of the new non-standard procurements, extensions, and increases requested in this report allows the Region to continue to deliver services to residents.

## 7. Conclusion and Next Steps

Council authorization is requested to award new non-standard procurements, extensions, and increases, as per Appendix A and Private Attachment 1, where applicable.

Requests within the report are critical to ensure business continuity and a consistent and stable business environment, enabling delivery of Regional business objectives.

Further to this report's second recommendation, the Table 6 outlines the Signing Authority levels required to execute the non-standard procurements, extensions, and increases within this report once approved by Council.

**Table 6**  
**Signing Authority Required to Execute Reported Procurement Requests Once Approved by Council**

<b>Total Contract Value*</b>	<b>Approval for Contract Execution</b>
\$0 to \$15,000	Supervisor
Over \$15,000 to \$25,000	Manager
No limit	Commissioner/Department Head, or General Manager, or Director

\*Total Contract Value refers to the sum of the "Previously Approved Contract Value" and "Requested Contract Value" of Appendix A and Private Attachment 1.

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:

**Laura Mirabella**  
Commissioner of Finance and Regional Treasurer



Approved for Submission:

**Erin Mahoney**  
Chief Administrative Officer

September 24, 2024  
16335532

Appendix A - Contract Awards and Amendments for Council Approval  
Private Attachment 1 - Contract Awards and Amendments for Council Approval (16335536)



## CONTRACT AWARDS AND AMENDMENTS REQUIRING COUNCIL APPROVAL

October 2024

Submissions in this attachment are presented in descending order based on the requested contract value, by stream and department.

**Table 1 - Community and Health Services**

### STREAM 1 - NEW DIRECT PURCHASES OVER \$500,000

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Term	Requested Contract Value	
<b>Branch</b>	Paramedic and Seniors Services	Not applicable as this is a new direct purchase.		<b>Five years</b>	<b>\$ 4,200,000.00</b>	\$ 4,200,000.00
<b>Supplier</b>	Stryker Canada ULC					
<b>Description</b>	<p>Supply of powerloads, replacement parts, and repair/maintenance services for Demers Ambulances or Crestline Coach.</p> <p>All 74 ambulances in the York Region Paramedics Services are equipped with a Stryker Power-LOAD Powered Cot Fastener, which is the only powered cot-loading system compatible with the Region's current stretcher model. On May 2, 2024, Stryker Canada ULC announced that, as part of its new procurement policy, all new orders for Stryker equipment that were previously placed with Demers Ambulances or Crestline Coach must now be processed directly through Stryker Canada ULC.</p> <p>Approval of this request is required for the Region to replace, repair, and maintain ambulance parts to ensure emergency response vehicles are equipped and in working order.</p> <p>These deliverables can only be procured directly from the identified supplier as no reasonable alternative or substitute exists due to compatibility with existing deliverables.</p>					

### STREAM 2 - EXTENSIONS AND INCREASES RESULTING IN A TOTAL CONTRACT TERM OVER FIVE (5) YEARS

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Extension Term	Requested Contract Value	
<b>Branch</b>	Paramedic and Seniors Services	This contract has been active as of 2019.	\$ 68,000.00	<b>Three-years with one optional two-year extension term</b>	<b>\$ 250,000.00</b>	\$ 318,000.00
<b>Supplier</b>	RT Workplace Training Inc.					
<b>Description</b>	<p>Provision of specialized training services to deliver workplace investigation techniques and an introductory refresher course to complete workplace investigations related to employee conduct, patient care, systemic problems, and isolated incidents. This training ensures that the Paramedic Services operational leadership team are equipped to complete workplace investigations.</p> <p>Approval of this request is required for the Region to comply with legislative requirements under the <i>Ambulance Act</i>.</p> <p>These deliverables can only be procured from the identified supplier, as only one entity can reasonably provide the required due to exclusive rights regarding the deliverables or as no reasonable alternative exists.</p> <p>The current contract term ends January 14, 2025.</p>					
<b>Branch</b>	Paramedic and Seniors Services	This contract has been active as of 2009.	\$ 85,666.83	<b>Two-years with three optional one-year extension terms</b>	<b>\$ 90,000.00</b>	\$ 175,666.83
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					
<b>Branch</b>	Paramedic and Seniors Services	This contract has been active as of 2017.	\$ 7,808.00	<b>Two-years with one optional one-year extension term</b>	<b>\$ 4,780.00</b>	\$ 12,588.00
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					

### STREAM 4 - EXTENSIONS AND INCREASES FOR EXISTING NON-STANDARD PROCUREMENTS OVER \$100,000

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Extension Term	Requested Contract Value	
<b>Branch</b>	Paramedic and Seniors Services	This contract has been active as of 2020.	\$ 1,498,241.50	<b>One-year with four optional one-year extension terms</b>	<b>\$ 1,804,735.80</b>	\$ 3,302,977.30
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					

**Table 2 - Corporate Services**

**STREAM 3 - EXTENSIONS AND INCREASES FOR CONTRACTS THAT DO NOT PROVIDE RENEWAL OPTIONS, OR WHERE ALL RENEWAL OPTIONS HAVE BEEN EXERCISED**

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Term	Requested Contract Value	
<b>Branch</b>	Information Technology Services	This contract has been active as of 2010.	\$ 4,173,665.52	Five-years	\$ 750,000.00	\$ 4,923,665.52
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					
<b>Branch</b>	Information Technology Services	This contract has been active as of 2016.	\$ 304,732.20	Two-years	\$ 45,000.00	\$ 349,732.20
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					
<b>Branch</b>	Information Technology Services	This contract has been active as of 2012.	\$ 6,831.00	Five-years	\$ 5,000.00	\$ 11,831.00
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					

**STREAM 4 - EXTENSIONS AND INCREASES FOR EXISTING NON-STANDARD PROCUREMENTS OVER \$100,000**

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Extension Term	Requested Contract Value	
<b>Branch</b>	Corporate Communications	This contract has been active as of 2022.	\$ 130,000.00	One-year with three optional one-year extension terms	\$ 250,000.00	\$ 380,000.00
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					

**Table 3 - Legal and Court Services**

**STREAM 4 - EXTENSIONS AND INCREASES FOR EXISTING NON-STANDARD PROCUREMENTS OVER \$100,000**

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Extension Term	Requested Contract Value	
<b>Branch</b>	Court and Tribunal Services	This contract has been active as of 2018.	\$ 721,416.55	Six-years with two optional extension term of two-years and one-year	\$ 687,744.00	\$ 1,409,160.55
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					

**Table 4 - Public Works**

**STREAM 2 - EXTENSIONS AND INCREASES RESULTING IN A TOTAL CONTRACT TERM OVER FIVE (5) YEARS**

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Extension Term	Requested Contract Value	
<b>Branch</b>	Water and Wastewater Operations	This contract has been active as of 2020.	\$ 768,752.15	Five-years	\$ 1,147,758.80	\$ 1,916,510.95
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					
<b>Branch</b>	Water and Wastewater Operations	This contract has been active as of 2019.	\$ 144,322.20	Five-years	\$ 903,000.00	\$ 1,047,322.20
<b>Supplier</b>	Kemira Water Solutions Canada Inc					
<b>Description</b>	<p>Supply and delivery of liquid poly aluminum chloride (PACl) to the Keswick water treatment plant. This chemical is used as a coagulant to remove solids and other impurities in drinking water and achieve a low level of aluminum residual in treated water.</p> <p>Approval of this request is required for the Region to minimize service disruption and maintain regulatory compliance for water and wastewater operations under the <i>Safe Drinking Water Act</i>.</p> <p>These deliverables can only be procured from the identified supplier, as only one entity can reasonably provide the required as no reasonable alternative exists.</p> <p>The current contract term ends March 30, 2025.</p>					

Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Extension Term	Requested Contract Value	
<b>Branch</b>	Water and Wastewater Operations	This contract has been active as of 2017.	\$ 865,233.16	Three-years	\$ 361,715.15	\$ 1,226,948.31
<b>Supplier</b>	Team-1 Academy Inc.					
<b>Description</b>	<p>Provision of specialized training service to deliver eleven health and safety training courses tailored to meet the unique high-risk needs of water and wastewater staff. These courses include Confined Space Entry and Rescue, Working from Heights, Self-Contained Breathing Apparatus, and Water Tower Ladder Climb Safety.</p> <p>Approval of this request is required for the Region to comply with provincially mandated health and safety training under the <i>Occupational Health and Safety Act</i>.</p> <p>These deliverables can only be procured directly from the identified supplier as no reasonable alternative or substitute exists due to compatibility with existing deliverables.</p> <p>The current contract term ends December 31, 2024.</p>					
<b>Branch</b>	Digital and Process Transformation	This contract has been active as of 2015.	\$ 168,532.99	Five-years	\$ 250,000.00	\$ 418,532.99
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					
<b>Branch</b>	Sustainability, Communications and Innovation	This contract has been active as of 2019.	\$ 34,721.33	Two-years	\$ 20,000.00	\$ 54,721.33
<b>Supplier</b>	See note in "Description" field					
<b>Description</b>	Details on this item can be found in Private Attachment 1 of this report as it relates to the security of Regional property.					
<b>STREAM 4 - EXTENSIONS AND INCREASES FOR EXISTING NON-STANDARD PROCUREMENTS OVER \$100,000</b>						
Request Overview		Previously Approved Contract Duration	Previously Approved Contract Value	Council Approval Required		Total Contract Value
				Requested Contract Extension Term	Requested Contract Value	
<b>Branch</b>	Water and Wastewater Operations	This contract has been active as of 2018.	\$ 2,788,035.70	Five-years	\$ 5,701,174.93	\$ 8,489,210.63
<b>Supplier</b>	Hach Sales and Service Canada LP					
<b>Description</b>	<p>Supply and delivery of laboratory supplies, equipment, and parts, including the repair and replacement of critical laboratory and instrumentation equipment and annual portable equipment calibrations required for system operations and to maintain water and wastewater regulatory compliance.</p> <p>Approval of this request is required for the Region to maintain regulatory compliance for water and wastewater operations under the <i>Safe Drinking Water Act</i>, <i>Environmental Protection Act</i>, and the <i>Ontario Water Resources Act</i>.</p> <p>These deliverables can only be procured directly from the identified supplier as no reasonable alternative or substitute exists due to compatibility with existing deliverables.</p> <p>The current contract term ends April 30, 2025.</p>					

**Table 5 - Summary**

<b>COMMUNITY AND HEALTH SERVICES</b>			
<b>Stream</b>		<b>Number of Requests</b>	<b>New Funds Requested</b>
Stream 1	New direct purchases over \$500,000	1	\$ 4,200,000.00
Stream 2	Extensions and increases resulting in a total contract term over five (5) years	3	\$ 344,780.00
Stream 4	Extensions and increases for existing non-standard procurements over \$100,000	1	1,804,736
<b>TOTAL</b>		<b>5</b>	<b>\$ 6,349,515.80</b>
<b>CORPORATE SERVICES</b>			
<b>Stream</b>		<b>Number of Requests</b>	<b>New Funds Requested</b>
Stream 3	Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	3	\$ 800,000.00
Stream 4	Extensions and increases for existing non-standard procurements over \$100,000	1	250,000
<b>TOTAL</b>		<b>4</b>	<b>\$ 1,050,000.00</b>
<b>LEGAL AND COURT SERVICES</b>			
<b>Stream</b>		<b>Number of Requests</b>	<b>New Funds Requested</b>
Stream 4	Extensions and increases for existing non-standard procurements over \$100,000	1	687,744
<b>TOTAL</b>		<b>1</b>	<b>\$ 687,744.00</b>
<b>PUBLIC WORKS</b>			
<b>Stream</b>		<b>Number of Requests</b>	<b>New Funds Requested</b>
Stream 2	Extensions and increases resulting in a total contract term over five (5) years	5	2,682,474
Stream 4	Extensions and increases for existing non-standard procurements over \$100,000	1	5,701,175
<b>TOTAL</b>		<b>6</b>	<b>\$ 8,383,648.88</b>
<b>ALL DEPARTMENTS TOTAL</b>			
<b>Stream</b>		<b>Number of Requests</b>	<b>New Funds Requested</b>
Stream 1	New direct purchases over \$500,000	1	4,200,000
Stream 2	Extensions and increases resulting in a total contract term over five (5) years	8	3,027,254
Stream 3	Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	3	800,000
Stream 4	Extensions and increases for existing non-standard procurements over \$100,000	4	8,443,655
<b>TOTAL</b>		<b>16</b>	<b>\$ 16,470,908.68</b>
<b>NOTE:</b>			
The "Previously Approved Contract Value" column indicates the total contract value of the request <b>at the time of the request's submission into this report.</b>			
Total Contract Value = original contract value <b>PLUS</b> optional renewal terms <b>PLUS</b> permissible Scope (20%) and Contingency (15%) <b>PLUS</b> any additional Council and CAO/Chair approved increases <b>PLUS</b> Emergency purchases <b>PLUS</b> any Other approved increases.			
Even if funding remains on the Purchase Order, it effectively expires with the term of the original contract. Unspent budget will be used to pay for the partial cost of the request, once Council approval is obtained.			
The requested values within this report factor in annual cost adjustments and forecasted changes in user, business, and operational requirements.			
The required funding for these requests is included in the requesting department's 2024 budget and will be included in future budgets.			