



FOR INFORMATION

To: Directors of Housing York Inc. Board
Meeting Date: January 23, 2025
From: Karen Antonio-Hadcock
General Manager, Housing York Inc.
Re: Quarterly Contract Awards – July 1 to December 31, 2024, Including Awards
During the Period When the Board Did Not Meet

This memorandum highlights Housing York Inc. (HYI) activities for award of any contract under sections 7.6, 7.7, 7.12, 7.13, 9.1, 9.2, 9.3 and 9.4 of [Purchasing Bylaw No.1-18, as amended](#) (Purchasing Bylaw).

This memorandum advises the Housing York Inc. Board of Directors (Board) of all contracts over \$100,000 awarded by the General Manager or President from July 1 to December 31, 2024, as required by the Purchasing Bylaw. This memorandum covers Q3 and Q4 of 2024 as the Board did not meet in Q4 2024. This memorandum also advises the Board of emergency purchases.

For the period July 1 to December 31, 2024:

- Eight contracts were awarded by the General Manager
- Three contracts were awarded by the President
- One emergency purchase related to a roof repair was completed pursuant to the Purchasing Bylaw's emergency purchase provisions
- One contract renewal related to mandatory property insurance was awarded by the President pursuant to the Purchasing Bylaw's emergency purchase provisions

Purchasing Bylaw requires quarterly reporting to the Board on contract awards over \$100,000

The Purchasing Bylaw requires the purchase of goods and services exceeding \$100,000 through a request for proposal or request for tender.

The General Manager has authority to award contracts provided:

- Request for tender award is made to the lowest price-compliant bidder and the total cost does not exceed \$500,000
- Request for proposal award total cost does not exceed \$500,000

The President has the authority to award contracts provided the:

- Request for tender award is made to the lowest cost compliant bidder and the total cost does not exceed \$1,000,000
- Request for proposal award total cost does not exceed \$1,000,000

Purchasing Bylaw permits any purchases in the case of an emergency

The Purchasing Bylaw defines an emergency as an event or circumstance where the immediate purchase of deliverables is necessary to prevent or alleviate any of the following:

- A serious delay in service delivery
- A threat to the health, safety or welfare of any person
- The disruption of essential services
- Damage to HYI or public property and includes, but is not limited to, an emergency declared under the *Emergency Management and Civil Protection Act*

Sections 9.1, 9.2, 9.3, and 9.4 of the Purchasing Bylaw indicate, respectively:

- In the case of an emergency, the purchase of deliverables may be authorized without issuing a call for bids
- The Director, Procurement Office shall endeavor to obtain the best value for any deliverables purchased during an emergency, using as fair and transparent a process as is feasible having regard to the particular emergency
- The President may authorize any purchase in the case of an emergency
- As soon as practicable upon the conclusion of the emergency, the President shall submit a report to the Board describing any emergency purchase expenditures made under this bylaw

Budget variance is being handled at the program level

The budget for each project was prepared based on building condition assessments (BCAs). During the detailed design stage project scope of work may be further refined. Factors such as scope change (refinement from building condition assessments to detailed design), global supply chain issues, local labour shortages and general market competitiveness at the time of tender affect the actual tender results.

When project tender results become available, staff closely manage the budget variance at the program level throughout the year, such that favourable project tender results are used to offset other project tenders that closed over the estimate within the same program. Overall, the capital program is maintained within budget at year-end.

To improve the accuracy of future budgets, staff continue to collect historical costing data and apply latest industry information (e.g. building construction price index forecasts) and other market trends to inform future estimates and standardize common rehabilitation projects to keep costs consistent. For major projects, a multi-year budgeting approach will be used and the construction budget will be submitted after detailed design is completed, instead of relying solely on the building condition assessments.

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

There were eight contracts awarded by the General Manager during this period.

Table 1 provides the contracts awarded by the General Manager from July 1 to December 31, 2024. For details, refer to Appendix A.

**Table 1
General Manager Contract Awards
July 1, 2024 to December 31, 2024**

Contract Description	Total Value (\$)
RFTC-1763-24 Supply, Delivery and Installation of Kitchen Appliances at Orchard Heights Place in the Town of Aurora and Evergreen Terrace in the City of Richmond Hill	\$109,464
RFTC- 1634-24 Electrical Upgrades at Nobleview Pines in the Township of King	\$146,902
RFTC 1487 24 Hot Water Tanks and HVAC Pumps Replacement at Blue Willow Terrace in the City of Vaughan	\$289,917
RFT-1620-24 Fan Coil Maintenance at 11 HYI properties in York Region	\$334,732

Contract Description	Total Value (\$)
RFTC- 1521-24 Make Up Air (MUA) Units Replacement at Founders Place in the Town of Newmarket	\$401,469
RFTC- 1486-24 Parking Lot Repairs at Maplewood Place and Evergreen Terrace Apartment Buildings for Seniors in the City of Richmond Hill	\$405,289
RFTC- 1520-24 Fin Tube Hydronic Baseboard Heater and Thermostat Replacement at Fairy Lake Gardens in the Town of Newmarket	\$424,634
RFTC-1482-24 Window and Exterior Door Replacement at Northview Court II Apartment Complex for Seniors in the Town of Georgina	\$448,080
Total	2,560,487

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

The President awarded three contracts during this reporting period. Table 2 provides the contracts awarded by the President from July 1 to December 31, 2024. For details, refer to Appendix B.

**Table 2
President Contract Awards
July 1 to December 31, 2024**

Contract Description	Total Value (\$)
RFTC- 1483-24 Window, Exterior and Balcony Door Replacement at Oxford Village in the Town of East Gwillimbury	\$648,122
RFTC- 1481-24 Window, Exterior and Balcony Door Replacement at Evergreen Terrace in the City of Richmond Hill	\$704,745
RFTC-1531-24 Boiler Plant Replacement at Mackenzie Green in the Town of Richmond Hill	\$882,000
Total	\$2,234,867

The President awarded two emergency purchases during this reporting period

Roof replacement at Lakeside Residences in the Town of Georgina

Lakeside Residences is a six-storey residential building constructed in 2013 comprising of 97 residential units. The original roofing system, a single layer of thermoplastic polyolefin roofing membrane had an expected service life of 15 years. In 2018, the roof suffered significant damage during a windstorm, leading to an emergency repair where a new roofing membrane was adhered to the existing thermoplastic polyolefin roofing system.

In June 2024, following heavy rainfall, water leakage was reported in two units (604 and 605) on the sixth floor. A service contractor deemed the roof unrepairable and recommended immediate replacement. W. Allen Partners Inc. was retained as a consultant through direct purchase to address this emergency. An emergency evaluation by W. Allen Partners Inc. (consultant) confirmed the roof was continuing to deteriorate and recommended a full roof replacement. The roof replacement was deemed an emergency as it could have resulted in health and safety issues for residents, such as mold.

The scope of work includes removing the existing roof down to the structural deck, disposal, new vapour retarder over the deck, new roof insulation, new roof membrane and new sheet metal flashings. The bids received were above the budget estimate, the variance is attributed to the shortened emergency replacement timeline and time of year to undertake this work.

Table 3 provides a summary of the emergency purchase.

**Table 3
Emergency Purchase
July 1 to December 31, 2024**

Contract Description		
Q-24-047 Contracting Services for Emergency Roof Replacement at Lakeside Residences in the Town of Georgina	Number of Bids	9
	Vendor	Simple Gooder Roofing
	Budget Estimate	\$625,000
	Bid Amount	\$836,362
	Tender Released	August 14, 2024
	Tender Closed	September 4, 2024
	Contract Period	40 Working Days

Contract renewal for mandatory Housing Services Corporation property insurance

The Housing Services Corporation (HSC) is mandated by the *Housing Services Act, 2011 (HSA)* to establish and maintain a group insurance program for prescribed housing providers. HYI, as a local housing corporation, is required by the *HSA* to participate in the HSC insurance program unless suitable coverages and lower premiums can be obtained through the commercial insurance marketplace. The Region’s Risk Management group oversees soliciting quotes in the open market as part of the Region’s annual property insurance renewal process; however, there is generally low or no interest from potential insurers in community housing as it is perceived to be a higher-risk category to insure than other properties.

HYI has participated in the HSC’s property insurance program for over a decade. The 2024 to 2025 renewal invoice was received in September with payment deadline in October, prior to the next scheduled Board meeting. The renewal is included as part of this Memorandum as the premiums exceeded the President’s delegated authority due to the addition of Unionville Commons in the City of Markham’s building appraisals conducted in 2024, and general increases in premiums.

The renewal of the contract falls within the Purchasing Bylaw’s emergency purchase provisions, as not proceeding would have impacted insurance coverage for HYI properties resulting in a disruption of essential services. The cost of the insurance premiums is within HYI’s 2024 to 2025 approved budgets.

Table 4 provides details on the insurance renewal for HYI’s housing portfolio for the period from November 1, 2024 to October 31, 2025.

**Table 4
Emergency Purchase – Contract Renewal
July 1 to December 31, 2024**

Contract Description		
Annual property insurance renewal for Housing York Inc.’s housing portfolio for the period November 1, 2024 to October 31, 2025	Vendor	HSC Insurance
	Contract Amount	\$1,031,516

All contracts included in this report were awarded in accordance with the Purchasing Bylaw and will have sufficient capital and operating funding

Table 5 shows a summary of all awards reported in this memorandum.

**Table 5
Summary of Awards**

Awarded by	Number of Awards	Total Value (\$)
General Manager (Contracts under \$500,000)	8	\$2,560,487
President (Contracts under \$1,000,000)	3	\$2,234,867
President (Emergency Purchases)	2	\$1,867,878
Total	13	\$6,663,232

All procurement activities were within approved budgets and completed in compliance with the [Purchasing Bylaw](#) and applicable policies and procedures.

For more information on this memorandum, please contact Gabriel Wong, Director, Housing Development and Asset Strategy at 1-877-464-9675 ext. 71708. Accessible formats or communication supports are available upon request.



Karen Antonio-Hadcock
General Manager, Housing York Inc.



Lisa Gonsalves
President, Housing York Inc.

December 17, 2024
#16405296

Appendix A – Details of General Manager Awards
Appendix B – Details of President Awards

APPENDIX A

Details of General Manager Awards

Contract Description		
<p>RFTC-1763-24 Supply, Delivery and Installation of Kitchen Appliances at Orchard Heights Place in the Town of Aurora and Evergreen Terrace in the City of Richmond Hill</p> <p>The appliances for Evergreen Terrace were last replaced in 2013. The appliances for 55 Orchard Heights were last replaced in 2009 and for 57 Orchard Heights in 2003. They have a life expectancy of 15 years. The appliances were replaced earlier to align with the kitchen replacement project and Enbridge's Energy Affordability Program incentive.</p>	Number of Bids	5
	Vendor	Canadian Appliance Recycling Enterprise
	Budget Estimate	\$150,000
	Bid Amount	\$109,464
	Tender Released	July 30, 2024
	Tender Closed	September 4, 2024
	Contract Period	Until Nov 29, 2024
<p>RFTC- 1634-24 Electrical Upgrades at Nobleview Pines in the Township of King</p> <p>The distribution panels and switchgear are original and were installed in 1977. They have a life expectancy of 40 years. This is a typical end-of-life asset management project.</p>	Number of Bids	11
	Vendor	GTA Power Tech Inc.
	Budget Estimate	\$152,000
	Bid Amount	\$146,902
	Tender Released	July 25, 2024
	Tender Closed	August 27, 2024
	Contract Period	120 Working Days
<p>RFTC- 1487-24 Hot Water Tanks and HVAC Pumps Replacement at Blue Willow Terrace in the City of Vaughan</p> <p>The hot water tanks were last replaced in 2006 and have a life expectancy of 20 years. The HVAC pumps were last replaced in 2006 and have a life expectancy of 15 years. This is a typical end-of-life asset management project.</p>	Number of Bids	12
	Vendor	YYZ Contractors Inc.
	Budget Estimate	\$302,000
	Bid Amount	\$289,917
	Tender Released	May 29, 2024
	Tender Closed	July 3, 2024
	Contract Period	60 Working Days

Contract Description

<p>RFT-1620-24 Fan Coil Maintenance at 11 HYL properties</p> <p>Fan coil units require regular maintenance. Many of the fan coil units are located in areas that are difficult to access. This contract will provide preventive maintenance to increase reliability of the units.</p>	Number of Bids	3
	Vendor	1799541 Ontario Inc. o/a Climate Works
	Budget Estimate	\$300,000
	Bid Amount	\$334,732
	Tender Released	June 12, 2024
	Tender Closed	July 15, 2024
	Contract Period	2 years plus option to extend for another 2 years
<p>RFTC- 1521-24 Make Up Air Units Replacement at Founders Place in the Town of Newmarket</p> <p>The make up air units and related elements were last replaced in 2010. These elements have a life expectancy of 18 years. The units are being replaced slightly earlier to save increasingly high maintenance costs.</p>	Number of Bids	7
	Vendor	Superior Boiler Works & Welding Ltd.
	Budget Estimate	\$322,800
	Bid Amount	\$401,469
	Tender Released	May 27, 2024
	Tender Closed	June 28, 2024
	Contract Period	180 Working Days
<p>RFTC- 1486-24 Parking Lot Repairs at Maplewood Place and Evergreen Terrace Apartment Buildings for Seniors in the City of Richmond Hill</p> <p>The parking lot was last replaced in 2003 and has a life expectancy of 20 years. This is a typical end-of-life asset management project</p>	Number of Bids	14
	Vendor	Primo Paving & Construction Ltd.
	Budget Estimate	\$500,800
	Bid Amount	\$405,289
	Tender Released	May 22, 2024
	Tender Closed	July 25, 2024
	Contract Period	55 Working Days

Contract Description

<p>RFTC- 1520-24 Fin Tube Hydronic Baseboard Heater and Thermostat Replacement at Fairy Lake Gardens in the Town of Newmarket</p> <p>The Fin Tube Hydronic Baseboard Heater and Thermostat are original and were installed in 1971. These elements have a life expectancy of 45 years. This is a typical end-of-life asset management project.</p>	Number of Bids	4
	Vendor	Trinity Service Ltd.
	Budget Estimate	\$375,000
	Bid Amount	\$424,634
	Tender Released	May 31, 2024
	Tender Closed	June 24, 2024
	Contract Period	80 Working Days
<p>RFTC- 1482-24 Window and Exterior Door Replacement at Northview Court II Apartment Complex for Seniors in the Town of Georgina</p> <p>The windows were last replaced in 1983 and have a life expectancy of 30 years. The exterior doors were last replaced in 1992 and have a life expectancy of 25 years. This is a typical end-of-life asset management project.</p>	Number of Bids	5
	Vendor	Alpeza General Contracting Inc.
	Budget Estimate	\$400,000
	Bid Amount	\$448,080
	Tender Released	June 13, 2024
	Tender Closed	July 9, 2024
	Contract Period	115 Working Days

APPENDIX B

Details of President Awards

Contract Description		
<p>RFTC- 1483-24 Window, Exterior and Balcony Door Replacement at Oxford Village in the Town of East Gwillimbury</p> <p>The windows and balcony doors were last replaced in 1995. These elements have a life expectancy of 30 years. This is a typical end-of-life asset management project.</p>	Number of Bids	5
	Vendor	Brook Restoration Ltd.
	Budget Estimate	\$600,000
	Bid Amount	\$648,122
	Tender Released	June 3, 2024
	Tender Closed	June 27, 2024
	Contract Period	90 Working Days
<p>RFTC- 1481-24 Window, Exterior and Balcony Door Replacement at Evergreen Terrace in the City of Richmond Hill</p> <p>The windows and balcony doors were last replaced in 1998. These elements have a life expectancy of 30 years. The building condition assessment indicated that the windows deteriorated slightly faster than typical life expectancy, hence the earlier replacement.</p>	Number of Bids	5
	Vendor	SST Group of Construction Companies Limited
	Budget Estimate	\$600,000
	Bid Amount	\$704,745
	Tender Released	May 31, 2024
	Tender Closed	June 28, 2024
	Contract Period	125 Working Days
<p>RFTC-1531-24 Boiler Plant Replacement at Mackenzie Green in the City of Richmond Hill</p> <p>The existing boiler plant was original to the building and has been in operations since 2013. It was a combined system providing both winter heat and hot water to the residents. Parts are no longer</p>	Number of Bids	9
	Vendor	Bomben Plumbing & Heating Ltd.
	Budget Estimate	\$900,000
	Bid Amount	\$882,000
	Tender Released	October 8, 2024
	Tender Closed	October 30, 2024

Contract Description		
<p>available in the market to maintain such combined system.</p> <p>This project will replace the existing combined system to more conventional separate heating boilers and domestic hot water heaters. All associated piping, venting, pumps, and controls will be replaced.</p>	<p>Contract Period</p>	<p>Until June 2025</p>