



**FOR INFORMATION**

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To: Directors of Housing York Inc. Board  
Meeting Date: May 15, 2025  
From: Karen Antonio-Hadcock  
General Manager, Housing York Inc.  
Re: **Quarterly Contract Awards - January 1 to March 31, 2025**

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This memorandum highlights Housing York Inc. (HYI) activities for award of any contract under sections 7.6, 7.7, 7.12, and 7.13 of [Purchasing Bylaw No.1-18, as amended](#) (Purchasing Bylaw) for the period January 1 to March 31, 2025.

**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 the:

- 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 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

**Three contracts were awarded by the General Manager in accordance with the Purchasing Bylaw**

Table 1 provides the contracts awarded by the General Manager from January 1 to March 31, 2025. For details, refer to Appendix A.

**Table 1**  
**General Manager Contract Awards**  
**January 1, 2025 to March 31, 2025**

Contract Description	Total Value (\$)
RFTC-1761-24 – Make-up Air Units Replacement at 37 Northview Court in the Town of Georgina	\$201,279.64
RFTC-1762-24 – Make-up Air Units Replacement at Rose Town in the City of Richmond Hill	\$323,278.38
RFPC-2237-24-24002 – Consulting Services for Exterior Site Upgrades at Brayfield Manor in the Town of Newmarket	\$172,600.00
Total	\$697,158.02

**No contract was awarded by the President during this quarter**

There were no contracts awarded by the President during this reporting period.

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

Table 2 shows a summary of all awards reported in this memorandum.

**Table 2**  
**Summary of Awards**

Awarded by	Number of Awards	Total Value (\$)
General Manager (Contracts up to \$500,000)	3	\$697,158.02
President (Contract up to \$1,000,000)	0	\$0
Total	3	\$697,158.02

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For more information on this memo, please contact Karen Antonio-Hadcock, General Manager, Housing York Inc., at 1-877-464-9675 ext. 72088. Accessible formats or communication supports are available upon request.



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Karen Antonio-Hadcock  
General Manager, Housing York Inc.



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Lisa Gonsalves  
President, Housing York Inc.

May 2, 2025

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Appendix A -- Details of General Manager Awards

## APPENDIX A

### Details of General Manager Awards

#### Contract Description

<b>RFTC-1761-24 – Make-up Air Unit Replacement at 37 Northview Court in the Town of Georgina</b>  The unit was last replaced in 2003 and has a life expectancy of 18 years. This is a typical end-of-life asset management project	Number of Bids	6
	Vendor	Modern Niagara Building Services Inc.
	Budget Estimate	\$230,000.00
	Bid Amount	\$201,279.64
	Tender Released	December 5, 2024
	Tender Closed	January 17, 2025
	Contract Period	140 Working Days

#### Contract Description

<b>RFTC-1762-24 – Make-up Air Units Replacement at Rose Town in the City of Richmond Hill</b>  The units were last replaced in 2003 and has a life expectancy of 18 years. This is a typical end-of-life asset management project	Number of Bids	9
	Vendor	Modern Niagara Building Services Inc.
	Budget Estimate	\$360,000.00
	Bid Amount	\$323,278.38
	Tender Released	December 6, 2024
	Tender Closed	January 17, 2025
	Contract Period	140 Working Days

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**Contract Description**

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<b>RFPC-2237-24-24002 – Consulting Services for Exterior Site Upgrades at Brayfield Manor in the Town of Newmarket</b>  Scope of work includes front porches, concrete walkways, the railings, rear patios, rear patio privacy fences and general repaving of the roadway with localized repairs to curbs and sidewalks.  All landscaping components are original and installed in 1993. The elements are showing signs of deterioration.	Number of Bids	6
	Vendor	Alexander Budrevics and Associates Limited
	Budget Estimate	\$125,000.00
	Bid Amount	\$172,600.00*
	Tender Released	December 20, 2024
	Tender Closed	January 28, 2025
	Contract Period	265 Working Days

\*Higher bid amount can be accommodated by saving from other bids.

The lowest bid is good value for money. Original estimate did not include all technical reports required for this project. It was more efficient to expand the scope of work to include all required technical reports and sub-consultants.