



Report of the General Manager and Chief Financial Officer

Quarterly Contract Awards - January 1, 2019 to March 31, 2019

Recommendation

The Board receive this report for information.

Summary

This report advises the Board of Directors of all contracts over \$100,000 awarded by the General Manager or the President from January 1, 2019 to March 31, 2019, as required by [Purchasing Bylaw No.1-18](#). One contract was awarded by the General Manager from January 1, 2019 to March 31, 2019. There were no contracts awarded by the President from January 1, 2019 to March 31, 2019

Background

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

Purchasing Bylaw No. 1-18 (Purchasing Bylaw) requires contract awards 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 successful 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 successful 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, staff must confirm that 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

Information about the purchasing process is provided in Attachment 1.

Analysis

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

Table 1 provides a list of the contracts awarded by the General Manager from January 1, 2019 to March 31, 2019. The vendors identified in each of the contracts awarded in Table 1 submitted the lowest compliant bid.

Table 1
General Manager Contract Awards
January 1, 2019 to March 31, 2019

Contract Description		
T-18-314 Make-Up Air Unit Replacement and Roof Screen Installation at Hadley Grange, 16105 Yonge Street, Town of Aurora Supply all labour, materials and equipment and transportation to complete the make-up air unit replacement and roof screen installation Term: 120 working days from Notice to Commence Work. A 15 week lead time is required to manufacture the equipment. On-site installations will begin in August and be complete end of September.	Number of Bids	6
	Vendor	Velco Plumbing Ltd.
	Amount	\$297,000.00

The President has authority to award contracts up to \$1,000,000. There were no contracts awarded by the President from January 1, 2019 to March 31, 2019.

Financial Considerations

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

Local Impact

The contracted work ensures HYI properties are well maintained optimizing the life expectancy and operational efficiency of facilities and related equipment.

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 award identified in Table 1 is in compliance with the Purchasing Bylaw and the authority delegated by the Board. The contract awarded by the General Manager from January 1, 2019 to March 31, 2019, has a total value of \$297,000. There were no contracts awarded by the President from January 1, 2019 to March 31, 2019.

For more information on this report, please contact Rick Farrell, General Manager at 1-877-464-9675 ext. 72091. Accessible formats or communication supports are available upon request.

Recommended by: Michelle Willson
Chief Financial Officer

Rick Farrell
General Manager, Housing York Inc.

Approved for Submission: Katherine Chislett
President, Housing York Inc.

April 17, 2019
Attachment
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