

The Regional Municipality of York

Committee of the Whole
Finance and Administration
June 13, 2019

Report of the Commissioner of Finance

Contract Awards, including Renewals, Approvals, and Emergency Purchases January 1, 2019 – March 31, 2019

1. Recommendation

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 January 1, 2019 to March 31, 2019.

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.

Key Points:

- All purchases were in compliance with [Purchasing Bylaw](#) 2017-30
- 36 contract awards, including renewals, 'Fast Track' approvals, and emergency purchases worth \$78.3 million, with an average value of just under \$2.2 million, were authorized during the first quarter of 2019.

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 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.

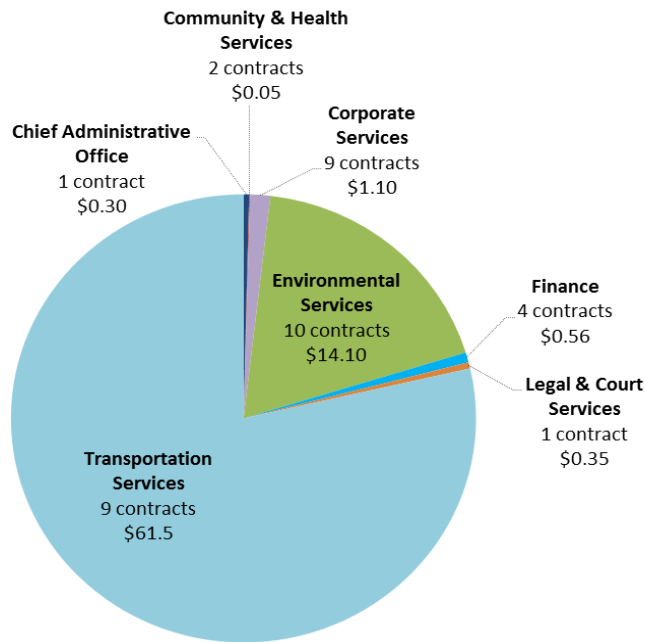
4. Analysis

Awards, including renewals, 'Fast Track' approvals, and emergency purchases in the first quarter had a total value of \$78.3 million

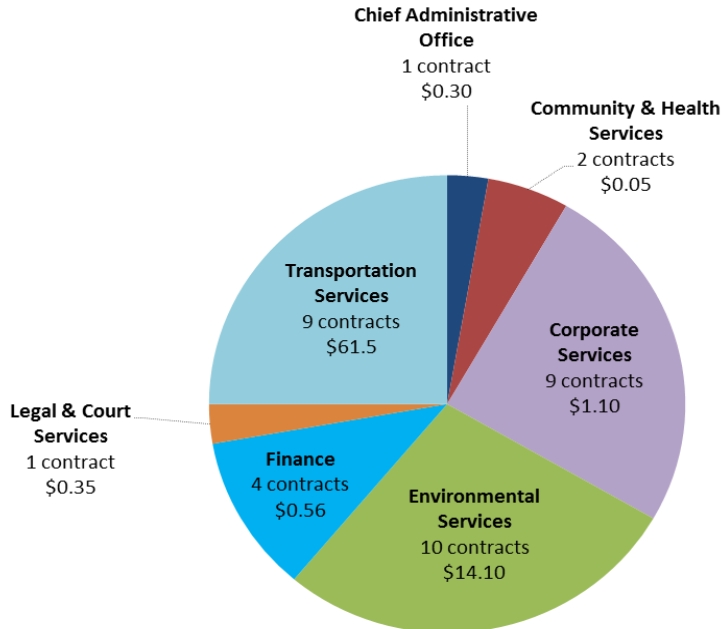
As shown in Figure 1, 36 contract awards, including renewals, 'Fast Track' approvals, and emergency purchases worth \$78.3 million were authorized by the Chief Administrative Officer and the Regional Chair, where applicable, or were authorized by Commissioners during the first quarter of 2019. Figure 1 also provides a breakdown of the value of contract awards, renewals, 'Fast Track' approvals and emergency purchases by Department.

Figure 1

Value of Contracts Awarded in 1st Quarter (\$ Millions)



Number of Contracts Awarded in 1st Quarter (\$ Millions)



The average contract value from January 1, 2019 to March 31, 2019 was \$2.17 million. Transportation Services averaged \$6.2 million per contract, Environmental Services averaged \$1.4 million per contract and Corporate Services averaged \$122,222.00 per contract.

Attachment 1 provides a list of contract awards, including renewals, 'Fast Track' approvals, and emergency purchases, from January 1, 2019 to March 31, 2019, and also includes a brief description of each type of procurement activity.

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 36 contract awards, including renewals, 'Fast Track' approvals, and emergency purchases, in the first quarter was \$78.3 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.

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

April 8, 2019
Attachments (1)
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