

GLOSSARY OF PURCHASING TERMS

A **Request for Tender (RFT)** is a method of procurement that is used when the owner has exact specifications for the deliverables, there are two or more sources of supply, and vendors are only required to submit pricing information. RFTs are awarded to the lowest compliant bidder.

A **Request for Proposal (RFP)** is a method of procurement that is used where the deliverables are not clearly specified and it is anticipated that proponents may propose a variety of alternatives to fulfill the Region's requirements. The evaluation of proposals includes both a technical (80%) and financial (20%) evaluation, and the award is made to the highest scoring proponent.

A **Request for Quotation (RFQ)** is similar to an RFT except that the procurement is issued to a limited audience of bidders who are invited to submit bids (referred to as quotes). RFQs are generally awarded to the lowest compliant bidder.

A **Request for Pre-Qualification (RFPQ)** is a procurement process that is used to select qualified vendors to respond to a future RFT or RFP. RFPQ submissions are evaluated based upon factors such as experience of similar work, references, verification of qualifications, licences and permits, and financial capability.

A **Request for Expressions of Interest (EOI)** is a method used to determine whether there are potential vendors who offer certain deliverables, or who may be interested in participating in a future procurement for certain deliverables.

A **Request for Information (RFI)** is a method used to solicit information or feedback regarding deliverables from potential vendors before issuing a formal procurement.

AWARD LIMITS UNDER THE PURCHASING BYLAW

TOTAL COST (including all renewal terms)	AWARD	RENEWAL
RFQ Under \$150,000	Commissioner	Commissioner
RFT & RFP \$100,000 to \$500,000	Commissioner	Commissioner
RFT \$500,000+	CAO	CAO
RFP \$500,000 to \$2,000,000	CAO	CAO
RFP \$2,000,000+	Council	Council

Table 1
Transportation Services
January 1, 2019 - March 31, 2019

CAO CONTRACT AWARDS											
Contract and Description											
T-15-10	Renewal	5th year of 5 year term									
Bridge and underpass washing at various Regional locations	Contractor	Centennial Construction Equipment Rentals									
The previously approved amount of \$531,462.47 includes the initial three year term of the contract, the renewal of the first optional year extension, plus any contingency and scope increases to date.	Previously Approved	\$531,462.47									
Term: One year ending December 31, 2019	Amount	\$135,773.40									
	Estimated Value of Contract	\$667,235.87									
T-15-92	Renewal	4th & 5th years of 5 year term									
Maintenance of traffic control signals and street lights	Contractor	Guild Electric Limited									
The previously approved amount of \$11,454,783.42 includes the initial three year term of the contract.	Previously Approved	\$11,454,783.42									
Term: Two years ending March 31, 2021	Amount	\$7,796,889.24									
	Estimated Value of Contract	\$19,251,672.66									
T-16-05	Renewal	4th year of 5 year term									
Supply and operation of Gradall type excavators at various locations within York Region	Contractor	WBE Gradall Rentals									
The previously approved amount of \$402,304.00 includes the initial three year term of the contract.	Previously Approved	\$402,304.00									
Term: One year ending June 30, 2020, with the option to renew for one additional one-year term	Amount	\$140,271.76									
	Estimated Value of Contract	\$687,055.67									
T-17-150	Renewal	2nd year of 3 year term									
Emergency road repairs, as needed, at various locations in York Region	Contractor	Forest Contractors Ltd.									
The previously approved amount of \$3,262,750.00 includes the initial one year term of the contract.	Previously Approved	\$3,262,750.00									
Term: One year ending December 31, 2020, with the option to renew for one additional one-year term	Amount	\$585,255.00									
	Estimated Value of Contract	\$4,444,965.10									
T-18-41	No. of Bids	2									
Supply and delivery of 56 conventional/rapid transit 18 metre buses	Contractor	Refer to Contract and Description									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">No. of Buses</th> <th style="text-align: left;">Contractor</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>Nova Bus, a division of Volvo Group</td> <td style="text-align: right;">\$26,368,430.00</td> </tr> <tr> <td>29</td> <td>New Flyer Industries Canada ULC</td> <td style="text-align: right;">\$25,976,757.01</td> </tr> </tbody> </table>	No. of Buses	Contractor	Amount	27	Nova Bus, a division of Volvo Group	\$26,368,430.00	29	New Flyer Industries Canada ULC	\$25,976,757.01	Amount	\$52,345,187.01
No. of Buses	Contractor	Amount									
27	Nova Bus, a division of Volvo Group	\$26,368,430.00									
29	New Flyer Industries Canada ULC	\$25,976,757.01									
Term: Three years ending December 31, 2021, with the option to purchase up to 42 additional 18 metre buses during two additional one-year terms	Estimated Value of Contract	\$93,055,389.93									

18-122 Requirement of a railway flagperson during the rehabilitation of the southbound Bathurst Street bridge, north of Bloomington Road, King/Aurora *The previously approved amount of \$63,000 supported the initial project for 40 days. After work began, Metrolinx required flagging for more activities than previously estimated. It is now anticipated that flagging is required for up to 70 days to complete the work at \$2,100 per day. Completion date: 62 working days from notification to commence work	Fast Track ¹	Contract increase to prevent interruption in service delivery
	Contractor	Metrolinx
	Previously Approved*	\$63,000.00
	Amount	\$119,000.00
	Estimated Value of Contract	\$182,000.00

COMMISSIONER CONTRACT AWARDS

Contract and Description		
T-15-136 VIVA station module maintenance, including the following: - manufacturing, removal and installation of module components, - printing of unique graphics *The previously approved amount of \$216,314.00 includes the initial three year term of the contract. Term: Two years ending January 31, 2021	Renewal	4th & 5th years of 5 year term
	Contractor	Tokmakjian Inc.
	Previously Approved*	\$216,314.00
	Amount	\$147,814.57
	Estimated Value of Contract	\$364,128.57
T-17-42 Painting services for York Region Transit facilities *The previously approved amount of \$79,100.00 includes the initial two year term of the contract. Term: Three years ending December 31, 2021	Renewal	3rd, 4th & 5th years of 5 year term
	Contractor	SQM Janitorial Services Inc.
	Previously Approved*	\$79,100.00
	Amount	\$121,023.00
	Estimated Value of Contract	\$200,123.00
T-18-116 Culvert and storm pipe cleaning at various Regional locations *The previously approved amount of \$123,855.00 includes the initial one year term of the contract. Term: One year ending July 31, 2020, with the option to renew one additional one-year term	Renewal	2nd year of 3 year term
	Contractor	Wessuc Inc.
	Previously Approved*	\$123,855.00
	Amount	\$126,951.38
	Estimated Value of Contract	\$380,931.54
6 CAO Awards - Transportation Services	TOTAL	\$61,122,376.41
3 Commissioner Awards - Transportation Services	TOTAL	\$395,788.95

**Table 2
Environmental Services
January 1, 2019 - March 31, 2019**

CAO CONTRACT AWARDS

Contract and Description		
P-18-209 Update to the Region's water and wastewater SCADA* Master Plan *The integrated operation of water and wastewater system is controlled and monitored through a complex Supervisory Control and Data Acquisition system (SCADA). Completion Date: May 31, 2020	No. of Bids	3
	Contractor	Eramosa Engineering Inc.
	Amount	\$522,004.85
	Estimated Value of Contract	\$522,004.85

T-17-132 Tree maintenance for trees primarily located along Regional road right of ways, including scheduled, unscheduled and emergency calls for mitigating immediate risks and responding to storm events *The previously approved amount of \$325,025.50 includes the initial one year term of the contract, plus any contingency and scope increases to date. Term: One year ending December 31, 2019, with the option to renew three additional one-year terms	Renewal	2nd year of 5 year term
	Contractor	W.M. Weller Tree Service Ltd.
	Amount	\$222,845.25
	Estimated Value of Contract	\$1,250,393.88
T-18-29 Rehabilitation of the Mount Albert Water Resource Recovery facility, located at 5866 Doane Road, East Gwillimbury Completion Date: 120 working days from notification to commence work	No. of Bids	2
	Contractor	Kingdom Construction Limited
	Amount	\$1,193,425.00
	Estimated Value of Contract	\$1,193,425.00
T-18-92 Dr. Kay Sewage Pumping Station upgrades, located at 115 Dr. Kay Drive, King Completion Date: 210 working days from notification to commence work	No. of Bids	2
	Contractor	Torbear Contracting Inc.
	Amount	\$1,233,059.00
	Estimated Value of Contract	\$1,233,059.00
T-18-163 Various landscape maintenance activities, including watering trees and planters within Regional road allowances at the following locations: - Dufferin Street from Beverley Glen Blvd. to Steeles Avenue, Vaughan - Highway 7 from North Rivermede Road to Commerce Street, Vaughan - York/Durham Line 30 and Concession 9, Whitchurch Stouffville *Two plan takers who did not submit bids advised that they were "unable to quote competitively" and "unable to complete bid prior to closing date & time". Price comparisons were found to be 6% lower than competitive pricing received in comparable contracts. The compliant bidder has successfully executed similar work for the Region in the past. Term: Two years ending April 14, 2021	No. of Bids	1*
	Contractor	Forest Ridge Landscaping Inc.
	Amount	\$611,594.25
	Estimated Value of Contract	\$611,594.25
T-17-135 Structural pruning and associated tree maintenance activities at various locations within York Region *The previously approved amount of \$326,040.65 includes the initial one year term of the contract. Term: One year ending December 31, 2019, with the option to renew for three additional one-year terms	Renewal	2nd year of 5 year term
	Contractor	Davey Tree Expert Co. of Canada, Limited
	Amount	\$299,995.69
	Estimated Value of Contract	\$1,890,355.13
T-18-240 Bayview Water Pumping Station electrical and SCADA systems upgrades, including providing an emergency power generation system, located at 8171 Bayview Avenue, Markham Completion Date: 390 working days from notification to commence work	No. of Bids	5
	Contractor	Baseline Constructors Inc.
	Amount	\$9,511,000.00
	Estimated Value of Contract	\$9,511,000.00

COMMISSIONER CONTRACT AWARDS

Contract and Description		
P-18-266 Study to explore future possibilities for the Region's water supply and review water supply options available to meet York Region's water demand into the future Completion Date: May 31, 2019	No. of Bids	3
	Contractor	Black & Veatch Canada Company
	Amount	\$218,215.00
	Estimated Value of Contract	\$218,215.00
T-18-56 Clean each wet well at the following five sewage pumping stations: - Aurora Sewage Pumping Station at 242 St. John's Sideroad, Aurora - Black Creek Sewage Pumping Station at 7230 Jane Street, Vaughan - Humber Sewage Pumping Station at 4742 Steeles Avenue West, Vaughan - Leslie Sewage Pumping Station at 7033 Leslie Street, Markham - Newmarket Sewage Pumping Station at 360 Bayview Parkway, Newmarket Term: March 20, 2018 - December 1, 2020	No. of Bids	3
	Contractor	Wessuc Inc.
	Amount	\$172,609.00
	Estimated Value of Contract	\$172,609.00
T-18-171 Supply and installation of an odour control system and HVAC system at Joe Dales Sewage Pumping Station located at 127 Joe Dales Drive, Georgina Completion Date: Within 232 working days from notification to commence work	No. of Bids	4
	Contractor	Peak Engineering & Construction Ltd.
	Amount	\$380,200.00
	Estimated Value of Contract	\$380,200.00
7 CAO Awards - Environmental Services	TOTAL	\$13,593,924.04
3 Commissioner Awards - Environmental Services	TOTAL	\$771,024.00

**Table 3
Corporate Services
January 1, 2019 - March 31, 2019**

CAO CONTRACT AWARDS		
Contract and Description		
P-14-119 Provision of the Region's Employee Recognition Program *The previously approved amount of \$1,137,407.40 was for the initial three years of the contract, plus the first one year renewal option. Term: One year ending April 28, 2020	Renewal	5th year of 5 year term
	Contractor	Achievers Solution Inc.
	Previously Approved*	\$1,137,407.40
	Amount	\$273,135.00
	Estimated Value of Contract	\$1,410,542.40

COMMISSIONER CONTRACT AWARDS

Contract and Description		
P-18-183 Radio frequency technical services and inspection of telecommunication installations on buildings, operational facilities and properties owned by York Region and Housing York Inc. Term: Five years from August 15, 2018 - August 14, 2023	No. of Bids	3
	Contractor	Newcort Technical Services Inc.
	Amount	\$172,400.00
	Estimated Value of Contract	\$172,400.00

P-18-185	No. of Bids	6
Data analytics roadmap and implementation plan	Contractor	PricewaterhouseCoopers LLP
	Amount	\$250,000.00
Completion Date: February 15, 2019	Estimated Value of Contract	\$250,000.00
P-18-313	No. of Bids	3
Provision of architectural and engineering services, for the modernization of the seminar room and councilors lounge area located on the ground floor at 17250 Yonge Street, Newmarket	Contractor	The Ventin Group (Toronto) Ltd.
	Amount	\$175,000.00
Term: One year ending February 2020	Estimated Value of Contract	\$175,000.00
T-14-119	Renewal	5th year of 5 year term
Maintenance of Europlex 3GS Integrated Security Systems for access and intrusion control at 55 Regional locations	Contractor	Alfa Security Solutions Inc.
The previously approved amount of \$329,900 was for the initial year of the contract, plus the first three one year renewal options. As the amount of \$329,900 was previously approved for the five year term, this renewal extends the contract by one year, with no additional funds.	Previously Approved	\$329,900.00
	Amount	\$0.00
Term: One year ending March 14, 2020	Estimated Value of Contract	\$329,900.00
T-15-06	Renewal	5th year of 5 year term
Provision of parts for Europlex 3GS Integrated Security Systems for various Regional facilities for access and intrusion control at 55 locations	Contractor	Alfa Security Solutions Inc.
The previously approved amount of \$472,680 was for the initial year of the contract, plus the first three one year renewal options. As the amount of \$472,680 was previously approved for the five year term, this renewal extends the contract by one year, with no additional funds.	Previously Approved	\$472,680.00
	Amount	\$0.00
Term: One year ending March 14, 2020	Estimated Value of Contract	\$472,680.00
T-17-12	Renewal	3rd year of 5 year term
Printing of 'York Region Matters' newsletter, a tri-annual newsletter delivered to more than 360,000 residents and businesses across York Region	Contractor	Atomic Print Solutions Inc.
The previously approved amount of \$89,500.00 was for the initial year of the contract, the first one year renewal option, plus any contingency and scope increases to date.	Previously Approved	\$89,500.00
	Amount	\$68,988.24
Term: One year ending December 31, 2019, with the option to renew for two additional one-year terms	Estimated Value of Contract	\$306,432.00
T-18-57	No. of Bids	2
Secure and confidential destruction of corporate records and printed materials for various Regional facilities	Contractor	Cascades Recovery a division of Cascades Canada ULC
	Amount	\$83,810.00
Term: One year ending January 8, 2020 with the option to renew for four additional one-year terms	Estimated Value of Contract	\$440,532.89

T-18-258	No. of Bids	2
Feminine hygiene disposal service at various Regional facilities	Contractor	Citron Hygiene LP
	Amount	\$77,844.00
Term: One year ending January 8, 2020 with the option to renew for four additional one-year terms	Estimated Value of Contract	\$405,103.30
1 CAO Award - Corporate Services	TOTAL	\$273,135.00
8 Commissioner Awards - Corporate Services	TOTAL	\$828,042.24

**Table 4
Finance
January 1, 2019 - March 31, 2019**

CAO CONTRACT AWARDS		
Contract and Description		
CRFP2018-10	No. of Bids	1* (Co-operative Purchase) ²
Participating in the York Purchasing Co-operative for the supply and delivery of office paper	Contractor	Ariva, Division of Domtar Inc.
	Amount	\$140,000.00
*This procurement represents good value as this is the current supplier of office paper and the prices are in line with previous prices. In addition, the York Region District School Board, the lead agency for this procurement, was able to negotiate a reduction in the prices of the highest volume items.		
Term: Six months ending June 30, 2019, with the option to renew for five additional six-month terms	Estimated Value of Contract	\$1,014,162.85

COMMISSIONER CONTRACT AWARDS		
Contract and Description		
T-16-17	Renewal	4th year of 5 year term
Printing, supply and delivery of business cards, letterhead and envelopes	Contractor	Braund Supergraving Co. Ltd.
	Previously Approved*	\$275,232.00
	Amount	\$0.00
*The previously approved amount of \$275,232.00 includes the initial three-year term of the contract. As the amount of \$275,232.00 exceeded the actual expenditures incurred, this renewal extends the contract by one year, with no additional funds.		
Term: One year ending March 31, 2020, with the option to renew for one additional one-year term	Estimated Value of Contract	\$275,232.00
T-18-161	No. of Bids	2
Supply of Entrust DataCard digital certificates, maintenance and support, (i.e. authentication of encrypted data between a browser and a server)	Contractor	SHI Canada ULC
	Amount	\$192,496.00
Term: One year ending January 8, 2020 with the option to renew for four additional one-year terms	Estimated Value of Contract	\$192,496.00
T-18-311	No. of Bids	6
Subscriptions and support for IBM Cognos (Region's budgeting system)	Contractor	Glasshouse Systems Inc.
	Amount	\$230,459.69
Term: Two years ending June 30, 2020	Estimated Value of Contract	\$230,459.69
1 CAO Awards - Finance	TOTAL	\$140,000.00
3 Commissioner Awards - Finance	TOTAL	\$422,955.69

Definitions:

'Amount' pertains to the current contract price and excludes HST

'Estimated Value of Contract' pertains to the potential dollar value of the contract, i.e. the 'Amount' plus the pricing for future years should all optional terms be renewed

'Working days' equate to business days

Notes to Award Categories:

Fast Track¹: Under section 12.5 (a) of the Purchasing Bylaw, the Regional Chair and CAO may jointly authorize the purchase of additional deliverables required to prevent interruption in service delivery or to avoid incurring extra costs

Co-operative Purchasing²: Under section 14.2 of the Purchasing Bylaw, where another level of government, municipality, agency or public authority has completed a competitive procurement and offers to extend to the Region the same terms and pricing offered by the successful bidder, the Region may enter a contract with the successful bidder without issuing a further call for bids.

Emergency³: Under section 9.3 of the Purchasing Bylaw, the Commissioner may authorize the purchase provided that the total costs does not exceed one hundred and fifty thousand dollars.