



## Report of the General Manager and Chief Financial Officer

### Quarterly Contract Awards - April 1, 2019 to June 30, 2019

#### Recommendation

The Housing York Inc. (HYI) Board receive this report for information.

#### Summary

This report advises the Board of Directors (Board) of all contracts over \$100,000 awarded by the General Manager or the President from April 1, 2019 to June 30, 2019, as required by [Purchasing Bylaw No.1-18](#). One contract was awarded by the General Manager from April 1, 2019 to June 30, 2019. There were no contracts awarded by the President from April 1, 2019 to June 30, 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

## Analysis

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

Table 1 provides the contract awarded by the General Manager from April 1, 2019 to June 30, 2019. The vendor identified in the contract award in Table 1 submitted the lowest compliant bid.

**Table 1  
General Manager Contract Awards  
April 1, 2019 to June 30, 2019**

Contract Description		
<b>T-18-308 Parking Lot Repairs at Dunlop Pines, 76/78 Dunlop Street, Town of Richmond Hill</b>  Supply all labour, materials and equipment and transportation to complete the parking lot repairs at Dunlop Pines.  Term: 30 working days from Notice to Commence Work.	Number of Bids	21
	Vendor	Nationwide Paving Ltd.
	Amount	\$186,260.05

The President has authority to award contracts up to \$1,000,000. There were no contracts awarded by the President from April 1, 2019 to June 30, 2019.

## Financial Considerations

The contract awarded is 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 April 1, 2019 to June 30, 2019, has a total value of \$186,260.05. There were no contracts awarded by the President from April 1, 2019 to June 30, 2019.

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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

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