



## Report of the Acting General Manager and Chief Financial Officer

### Quarterly Contract Awards - July 1, 2019 to September 30, 2019

#### Recommendation

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

#### Summary

This report advises the HYI Board of all contracts over \$100,000 awarded by the General Manager or President from July 1, 2019 to September 30, 2019, as required by [Purchasing Bylaw No.1-18](#). Three contracts were awarded by the General Manager from July 1, 2019 to September 30, 2019. There were no contracts awarded by the President from July 1, 2019 to September 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 contracts awarded by the General Manager from July 1, 2019 to September 30, 2019. The vendor identified in the contract award in Table 1 submitted the lowest compliant bid.

**Table 1**  
**General Manager Contract Awards**  
**July 1, 2019 to September 30, 2019**

Contract Description		
<p><b>T-18-265 Supply and Installation of Natural Gas Standby Generators at Belinda's Place, Leeder Place and Sutton Youth Shelter</b></p> <p>Supply all labour, materials and equipment and transportation to complete the supply and installation of natural gas generators at Belinda's Place in Town of Newmarket, Leeder Place in Town of East Gwillimbury and Sutton Youth Centre in the Town of Georgina</p> <p>Term: 180 working days from Notice to Commence Work</p>	Number of Bids	9
	Vendor	Robert B. Somerville Co. Limited
	Budget Estimate	\$650,000.00
	Bid Amount	\$418,653.00
<p><b>T-19-121 Building Envelope Modifications and Roof Replacement at Mapleglen Residences</b></p> <p>Supply all labour, materials and equipment and transportation to complete the building envelope modifications and roof replacement at Mapleglen Residences in the City of Vaughan</p> <p>Term: 40 working days from Notice to Commence Work</p>	Number of Bids	5
	Vendor	Cordeiro Roofing Ltd.
	Budget Estimate	\$480,000.00
	Bid Amount	\$440,530.87

Contract Description		
<b>T-19-122 Replacement of the Make-up Air Unit at Kingview Court</b>  Supply all labour, materials and equipment and transportation to complete the replacement of the make-up air unit at Kingview Court in the Township of King  Term: 120 working days from Notice to Commence Work	Number of Bids	4
	Vendor	Canadian Tech Air Systems Inc.
	Budget Estimate	\$180,000.00
	Bid Amount	\$161,200.00

The President has authority to award contracts up to \$1,000,000. There were no contracts awarded by the President from July 1, 2019 to September 30, 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 awards identified in Table 1 are in compliance with the Purchasing Bylaw and the authority delegated by the Board. The contracts awarded by the General Manager from July 1, 2019 to September 30, 2019, have a total value of \$1,020,383.87. There were no contracts awarded by the President from July 1, 2019 to September 30, 2019.

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For more information on this report, please contact Josh Scholten, Director, Housing Development & Asset Strategy at 1-877-464-9675 ext. 72004. Accessible formats or communication supports are available upon request.

Recommended by: Michelle Willson  
Chief Financial Officer

Kerry Hobbs  
(A) General Manager, Housing York Inc.

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

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