

**Delegation of Authority During Council Recess 2019
June 21, 2019 to September 25, 2019**

Transportation Services		
Contract and Description		
PO90792 Extended Purchase Order 90792 with S&H Realty Corporation to negotiate a Lease Agreement at Cornell Terminal and Richmond Hill Centre Terminal Delegated authority was used because the contract with S&H Realty was scheduled to expire on June 30, 2019, and the contract did not include any additional renewal options. Delegated authority was used to extend the contract to April 20, 2020 in order to finalize a Lease Agreement with an interested vendor at Cornell Terminal. In this instance, delegated authority was required in order to avoid an interruption in service delivery. *The previously approved amount of \$191,700 included sufficient funds to cover all costs associated with the extension. Completion date: April 20, 2020.	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	Contractor	S&H Realty Corporation
	Previously Approved*	\$191,700.00
	Increase Authorized under Delegated Authority	\$0.00
	Estimated Value of Contract	\$191,700.00
P-14-76 Extended Utility Relocation Coordination contract with T2 Utility Engineers Inc. to complete services in relation to the Bathurst Street road widening, from Highway 7 to Elgin Mills Road/Teston Road Delegated authority was used because the contract with T2 Utility Engineers expired on December 31, 2018 and did not include any additional renewal options. Delegated authority was used to extend the contract to December 31, 2020 in order to complete services in relation to the Bathurst Street road widening project. In this instance, delegated authority was required in order to avoid an interruption in service delivery. *The previously approved amount of \$1,043,434.20 included sufficient funds to cover all costs associated with the extension. Term: November 11, 2014 - December 31, 2020	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	Contractor	T2 Utility Engineers Inc.
	Previously Approved*	\$1,043,434.20
	Amount Awarded under Delegated Authority	\$0.00
	Estimated Value of Contract	\$1,043,434.20
Transportation Services	TOTAL	\$0.00
Corporate Services		
P-19-14 Architectural and Engineering Services for Expansion of York Region Transit (YRT) Bus Operations and Maintenance Facility at 55 Orlando Avenue in the City of Richmond Hill Delegated authority was used because the Purchasing Bylaw requires Council approval to award contracts awarded under Requests for Proposals where the total cost exceeds \$2,000,000. In this instance, an award was required during Council recess in order to prevent delays in the construction schedule which would result in an interruption in service delivery. Term: Services are expected to be completed by October 31, 2022	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	No. of Bids	7
	Contractor	Morrison Hershfield Limited
	Amount Awarded under Delegated Authority	\$2,727,637.48
	Estimated Value of Contract	\$2,727,637.48

PO92367 Procurement for ARCHIBUS Room and Workspace Reservation System as additional scope under an existing contract Delegated authority was used to authorize additional funds as the cost of the scope change exceeded the maximum scope change of 20% allowable under Section 12 of the Purchasing Bylaw. Delegated authority was also required pursuant to Section 10 of the Purchasing Bylaw, because the purchase would constitute a Direct Purchase where the total cost exceeds \$150,000. In this instance, the increase was required to be authorized during Council recess so that the room reservation system at 17150 Yonge Street will be ready for operation in the Spring of 2020, in order to prevent an interruption in service delivery. *The previously approved amount of \$87,818.50 pertains to the value of the existing ARCHIBUS contract with Horizant Inc. . Term: From notice to commence work to June 19, 2020	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	Contractor	Horizant Inc.
	Previously Approved*	\$87,818.50
	Increase Authorized under Delegated Authority	\$209,941.00
	Estimated Value of Contract	\$297,759.50
Corporate Services	TOTAL	\$2,937,578.48

Office of the Chief Administrative Officer

Q-19-240 Audit of Public Health Administrative Efficiencies Delegated authority was used because Council authority is required to award a contract that has been procured through a Request for Quotation process where the total cost exceeds the \$150,000 limit specified in the Purchasing Bylaw. Given the extremely aggressive timelines set by the Province in relation to this matter, and given the sensitive nature of the services being requested, it was determined that these services should be procured through a Request for Quotation process where select consultants would be invited to submit bids. In this instance, an award was required during Council recess in order to prevent delays in the completion of the efficiency review which could result in the Region not qualifying for Provincial funding. Completion date: November 30, 2019	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	No. of Bids	3
	Contractor	Deloitte Inc.
	Amount Awarded under Delegated Authority	\$199,500.00
	Estimated Value of Contract	\$199,500.00
Office of the CAO	TOTAL	\$199,500.00

Environmental Services

PO94303 Hydraulic Modeling Services to Support York Region's Master Planning Analysis Delegated authority was used because Council authority is required to award a direct purchase where the value exceeds \$150,000. A direct purchase was required for these services because there was only one vendor who was reasonably capable of successfully providing the deliverables within the specified timeframes. In this instance, an award was required during Council recess in order to ensure that the hydraulic modelling assessment is completed in a timely manner in order to prevent a delay in advancing the Master Plan aligned with the Municipal Comprehensive Review. Term: August 21, 2019 - December 1, 2020	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	Contractor	Black & Veatch Canada Company
	Amount Awarded under Delegated Authority	\$268,333.00
	Estimated Value of Contract	\$268,333.00
Environmental Services	TOTAL	\$268,333.00

Community & Health Services

PO90400 Landscape Architectural Consulting Services for Unionville Seniors Affordable Housing Development Delegated authority was used to authorize additional funds because the total value of the increase to the purchase order exceeded the contingency and scope limits in the Purchasing Bylaw. In this instance, the approval was required during Council recess to obtain additional project approvals which are required in order to prevent a potential interruption in service delivery. *The previously approved amount of \$110,907.10 pertains to the original contract price. Term: From notice to commence to June 30, 2023	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	Contractor	Schollen & Company Inc.
	Previously Approved*	\$110,907.10
	Increase Authorized under Delegated Authority	\$52,808.00
	Estimated Value of Contract	\$163,715.10
PO93695 Architectural Services for Unionville Seniors Affordable Housing Development Delegated authority was used to authorize additional funds because the total value of the increase to the purchase order exceeded the contingency and scope limits in the Purchasing Bylaw. In this instance, the approval was required during Council recess to obtain additional project approvals which are required in order to prevent a potential interruption in service delivery. *The previously approved amount of \$33,713.12 pertains to the original contract price. Term: From notice to commence to June 30, 2023	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	Contractor	Rafael & Bigauskas Architect Inc.
	Previously Approved*	\$33,713.12
	Increase Authorized under Delegated Authority	\$82,985.00
	Estimated Value of Contract	\$116,698.12
Community and Health Services TOTAL		\$135,793.00

Finance

CRFP2014-01 Supply, Delivery and Removal of Printer and Fax Consumables Delegated authority was used because the contract with QRX Technology Group was scheduled to expire on September 30, 2019, and the contract did not include any additional renewal options. In addition, the contract had reached the five year term limit specified in the Purchasing Bylaw. Delegated authority was used to extend the contract for a period of up to 12 additional months, from October 1, 2019 to September 30, 2020, and to increase the Purchase Order by the amount of \$808,500, excluding HST, to allow staff sufficient time to re-procure these goods as a cooperative procurement in conjunction with the local area municipalities. In this instance, delegated authority was required in order to avoid an interruption in service delivery. Term: One year from October 1, 2019 to September 30, 2020.	Bylaw No. 2018 - 51	To prevent interruption in service delivery
	Contractor	QRX Technology Group Inc.
	Amount Awarded under Delegated Authority	\$808,500.00
	Estimated Value of Contract	\$4,161,168.61
Finance TOTAL		\$808,500.00

TOTAL Awards		\$4,349,704.48
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Note: Dollars shown excludes HST

Definitions:

'Amount' pertains to the current contract price awarded under delegated authority

'Estimated Value of Contract' pertains to the potential dollar value of the contract,
i.e. 'previously approved' plus 'Amount' plus 'increase'

Increase' pertains to the estimated value of the increase authorized under delegated authority