

The Regional Municipality of York

Committee of the Whole
Finance and Administration
November 14, 2019

Report of the Commissioner of Finance

Contract Awards, including Renewals, Approvals, and Emergency Purchases July 1, 2019 – September 30, 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 emergency purchases authorized by the Chief Administrative Officer or Commissioners, and certain consulting fee increases authorized by the Commissioners, from July 1, 2019 to September 30, 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
- 68 contract awards worth \$85.3 million, at an average value of just over \$1.25 million were authorized during the third quarter of 2019.
- Included in the 68 contracts were 12 renewals, worth \$6.28 million, 4 emergency purchases worth \$0.99 million, and 2 fast track approvals worth \$0.3 million.

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 resulting from requests for tenders or requests for proposals 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, emergency purchases, and fast tracks in the third quarter had a total value of \$85.3 million

As shown in Figure 1, 68 contract awards, including renewals, emergency purchases, and fast tracks worth \$85.3 million, were authorized by the Commissioners, Chief Administrative Officer and the Regional Chair, where applicable, during the third quarter of 2019.

Awards, including renewals, emergency purchases, and fast tracks as of the year to date had a total value of \$312.1 million

As shown in Figure 2, 153 contract awards, including renewals, emergency purchases, and fast tracks worth \$312.1 million, were authorized by the Commissioners, Chief Administrative Officer and the Regional Chair, where applicable, as of the year to date.

Figure 1

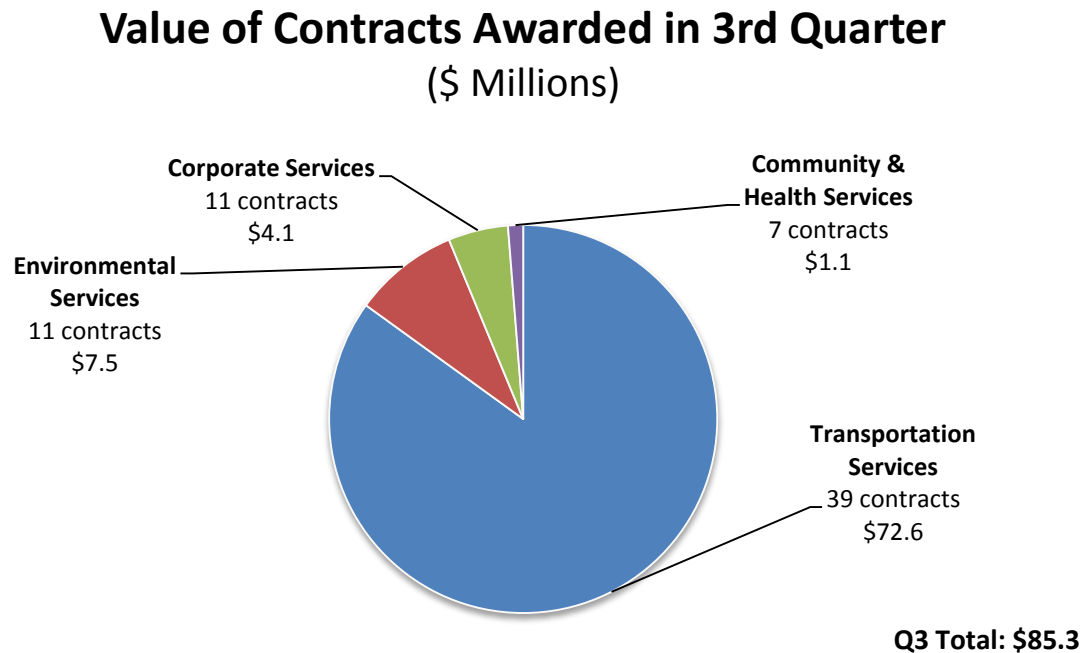
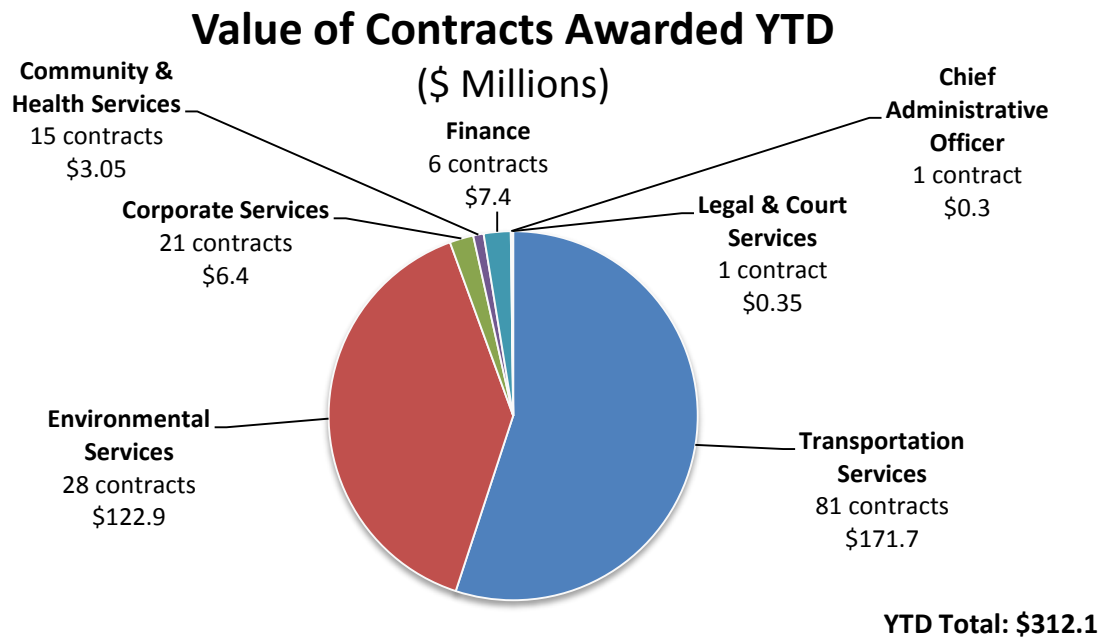


Figure 2



Attachment 1 provides a list of contract awards, including renewals, and emergency purchases, from July 1, 2019 to September 30, 2019, and also includes a brief description of each type of procurement activity.

The average contract value from July 1, 2019 to September 30, 2019 was just over \$1.25 million. Transportation Services averaged \$1.86 million per contract, Environmental Services averaged \$0.68 million per contract, Corporate Services averaged \$0.37 million per contract, and Community & Health Services averaged \$0.16 million per contract.

5. Financial

All contract awards, including renewals, 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 68 contract awards, including renewals, and emergency purchases, in the third quarter, were \$85.3 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

October 15, 2019
Attachments (1)
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