

THE REGIONAL MUNICIPALITY OF YORK

Housing York Inc.
January 18, 2012
Report of the
Treasurer

TENDER AWARDS REPORT JULY 1, 2011 TO SEPTEMBER 30, 2011

1. RECOMMENDATION

It is recommended that this report be received for information.

2. PURPOSE

This report will inform the Board of Directors of the tenders awarded between July 1, 2011 and September 30, 2011.

3. BACKGROUND

New Purchasing By-law requirement to report tender awards, quarterly

On September 15, 2010, the Board of Directors approved a Purchasing By-law to replace the purchasing policy. It is a requirement within the By-law to report tender awards quarterly.

Section 7.8 to 7.15 of the Purchasing By-law requires purchases of goods and services exceeding \$100,000 to be purchased through a request for proposal or tender. The terms and conditions of the By-law, as approved by the Board, are indicated below:

- Housing York Inc. (Housing York) will use the Region's Supplies and Services Branch as its agent to facilitate the issuance of requests for tenders, proposals, expressions of interest and for pre-qualification. However, the General Manager will report to the Board and make the award.
- The call for tenders and proposals documentation shall be circulated and advertised in as wide and extensive a manner as will ensure the most competitive responses.
- Every tender and proposal received will be opened in public, at a specified date and time and a written record of all bids received is made.

- The evaluation of all bids received shall be fair and complete using an open, fair and transparent process.
- Any irregularities, except those specifically identified in the Tender/Proposal Procedures portion of the bid documentation, shall be referred to the Bid Review Committee.

The General Manager has the authority to award tenders provided that:

- The award was made to the lowest bidder.
- Total cost did not exceed \$500,000.

4. ANALYSIS AND OPTIONS

2011 third-quarter saw two construction tenders awarded for total value of \$360,850.

Table 1 provides a list of contracts that were awarded by the General Manager from July 1, 2011 to September 30, 2011.

Table 1
2011 Third Quarter Tender Awards

Contract	Description	# of Bidders	Vendor		Total Amount
T-11-21	Balcony Railing Painting – Various Locations	8	Tower Restoration		\$135,035
T-11-55	Winter Grounds Maintenance – All Locations	9	Lawn Rangers	\$ 44,400	\$225,815
			Land-Con Ltd.	23,425	
			609806 Ontario Ltd.		
			O/A Angelo's Snow Removal	16,740	
			CDK Landscaping	19,300	
			J. Bright Property Maintenance Ltd.	121,950	

5. FINANCIAL IMPLICATIONS

The tenders referenced in Table 1 are funded from the Public Housing program's operating budget.

The awarded tenders are within the budgets provided. There are no other financial implications.

6. LOCAL MUNICIPAL IMPACT

The tendered work ensures Housing York properties are well maintained and an asset to the community.

7. CONCLUSION

The General Manager has been delegated the authority to award tender and proposal contracts in excess of \$100,000 under Purchasing By-law No. 3-10, provided that certain conditions are met. A report is submitted quarterly to advise the Board of contract awards under this authority.

For more information on this report, please contact Sylvia Patterson, Assistant General Manager, Housing York Inc., at Ext. 2091.

The Senior Management Group has reviewed this report.

Recommended by:

Approved for Submission:

Bill Hughes
Treasurer

Adelina Urbanski
General Manager

December 15, 2011

DM/jf

Report Wizard v.1.2010