

THE REGIONAL MUNICIPALITY OF YORK

Housing York Inc.
September 14, 2011
Report of the
Treasurer

TENDER AWARDS REPORT APRIL 1, 2011 TO JUNE 30, 2011

1. RECOMMENDATION

It is recommended that this report be received for information.

2. PURPOSE

This report will summarize the results of all tenders awarded by the General Manager, between April 1, 2011 and June 30, 2011, to meet the reporting requirements of the Housing York Inc. Purchasing Policy.

3. BACKGROUND

Purchasing Bylaw was established to mirror Region's amended bylaw, including the requirement to report tender awards quarterly

On September 15, 2010, the Board of Directors approved a Purchasing Bylaw to replace the purchasing policy. Within the Bylaw is a requirement to report tender awards quarterly.

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

- Housing York Inc. (Housing York) uses 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. The General Manager is required to report to the Board and make awards.
- The call for tenders and proposals documentation are circulated and advertised in as wide and extensive a manner to ensure the most competitive responses.
- Every tender and proposal received is opened in public, at a specified date and time, and a written record of all bids received is made.

The General Manager has the authority to award capital work projects provided that:

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

4. ANALYSIS AND OPTIONS

2011 second quarter saw three tenders awarded for total value of \$805,887.75

In the second quarter of 2011, three capital work contracts were awarded after a public tendering process with a total value of \$805,887.75. Table 1 provides a list of contracts that were awarded by the General Manager from April 1, 2011 to June 30, 2011.

Table 1
2011 Second Quarter Tender Awards

Contract	Property	Location	Description	# of Valid Submissions Received	Vendor	Amount
T-11-17	Glenwoods East Court	Town of Georgina (Keswick)	Bathroom Upgrades	5	Joe Pace & Sons	\$346,910.00
T-11-22	Keswick Gardens & Heritage East	Town of Georgina (Keswick)	Asphalt Parking Upgrade	12	Melrose Paving	\$293,432.75
T-11-23	Trinity Square	Town of Markham	Furnace Replacement	8	B&B Mechanical	\$165,545.00

5. FINANCIAL IMPLICATIONS

Capital projects referenced in Table 1 are funded from Housing York's Capital Reserve, with the exception of the Glenwoods East Court bathroom upgrade. East Court is within the Public Housing program and therefore, capital work is funded through operating expenditures.

The awarded capital work was within the budgets provided. There are no other financial implications.

6. LOCAL MUNICIPAL IMPACT

The capital upgrade 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 Bylaw No. 3-10, provided that certain conditions are met. A report is submitted quarterly to advise the Board of contract awards under this authority.

The Purchasing Bylaw requires the tendering for purchases exceeding \$100,000. The three tendered purchases identified in Table 1 were awarded by the General Manager from April 1, 2011 to June 30, 2011 and have a total value of \$805,887.75.

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

The Senior Management Group has reviewed this report.

Recommended by:

Approved for Submission:

Bill Hughes
Treasurer

Adelina Urbanski
General Manager

August 16, 2011

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DM/jf

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