

Section III – Items for the Information of the Board

TO: Chair and Members of the Board of Directors
Friday September 23, 2022 Meeting

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **2021 SUMMARY OF PROCUREMENTS REPORT**

KEY ISSUE

Receipt of the 2021 Summary of Procurements Report approved by the Chief Executive Officer (CEO) or Designate, Executive Committee, or the Board of Directors.

RECOMMENDATION:

THAT the 2021 Summary of Procurements Report of the Toronto and Region Conservation Authority (TRCA) for approved procurements in excess of \$10,000, be received.

BACKGROUND

Staff reports annually on all contracts executed by TRCA in excess of \$10,000. A summary of contracts awarded in 2021 in excess of \$10,000 is included in Attachment 1. All contract revisions approved in 2021, including previously approved revisions associated with the contract, are reported in Attachment 2. The amount of contingency approved and used is summarized in Attachment 3.

Approval thresholds and all procurement activity (including expense authorization) were conducted in accordance with the Procurement Policy (the Policy) approved by the Board of Directors on October 26, 2018. As permitted under the Policy, the CEO has designated senior staff to approve purchases up to \$10,000 and as a result these lower value purchases are not included in this summary report. Also excluded from the summary report are goods and services exempt from procurement and purchase order approvals; goods and services exempt from public sector procurement guidelines.

FINANCIAL DETAILS

Contracts are awarded by Highest Ranked for Request for Proposal (RFP), Lowest Bid for Request for Quotation (RFQ) and Request for Tender (RFT), Vendor of Record (VOR), or Limited Tendering. Attachment 1 provides a list of contracts awarded by procurement method.

The total value of procurements in 2021 in excess of \$10,000 approved by the CEO or Designate, Executive Committee, or Board of Directors, was approximately \$49.6M (\$70.1M in 2020), including contingencies and excluding applicable taxes.

The decrease in the total value of approved procurements in 2021 over 2020 is mainly attributed to a decrease in procurement activity for multi-year and large-scale projects, such as Ashbridges Bay Landform (\$39M), Lakeview Waterfront Connection (\$5.4M), Rockcliffe Flood Remediation Environmental Assessment (\$2M) and Scarborough Waterfront (\$1.5M), where a higher procurement value for these projects occurred in 2020. Attachment 2 provides the total value of contract changes in 2021. Contract increases totaled \$21.1M (\$26.0M in 2020) while contract decreases totaled \$8.0M (\$8.1M in 2020) for a total net

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revision value of \$13.0M (\$17.7M in 2020).

The net change in contracts is largely due to scope changes to the East Don Trail construction project, which has a total contract cost of \$30M. The scope changes are due to changes in response to findings of studies and investigations related to physical site conditions reflecting the nature of the project within an environmentally sensitive and deeply incised valley. As such, the changes were related to existing tender items and not new scope of work.

In 2021, approximately 72% of approved contracts included a contingency in the range of 10%-15% (Attachment 3). The total amount of contingency approved in 2021 was \$4.5M, of which approximately \$294K was used by the end of the year.

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Date: September 13, 2022

Attachments: 3

Attachment 1 – Summary of Procurements

Attachment 2 – Contract Revisions

Attachment 3 – Contingency Summary