

Section III – Items for the Information of the Board

TO: Chair and Members of the Executive Committee
Friday, April 14, 2023 Meeting

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **2022 SUMMARY OF PROCUREMENTS**

KEY ISSUE

Receipt of the 2022 Summary of Procurements approved by the Chief Executive Officer (CEO) or Designate, Executive Committee, or the Board of Directors.

RECOMMENDATION:

THAT the 2022 Summary of Procurements Report of the Toronto and Region Conservation Authority (TRCA) for approved procurements in excess of \$10,000, be received.

BACKGROUND

Staff report annually on all contracts executed by TRCA in excess of \$10,000. A summary of contracts awarded in 2022 in excess of \$10,000 is included in Attachment 1. All contract revisions that were approved in 2022, including previously approved revisions associated with the contracts, are reported in Attachment 2. The amount of the 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. Purchases below this threshold 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.

Relationship to TRCA's 2022-2034 Strategic Plan

This report supports the following Pillar(s) and Outcome(s) set forth in TRCA's 2023-2034 Strategic Plan:

Pillar 4 Service Excellence:

4.4 Transparent decision making and accountable results

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.

Item 10.4

The total value of procurement activity in 2022 in excess of \$10,000 approved by the CEO or Designate, Executive Committee or Board of Directors was approximately \$55.0M (\$49.6M in 2021) including contingencies and excluding applicable taxes.

The increase in total value of approved procurements in 2022 over 2021 is mainly attributed to large-scale projects such as East Don Trail Phase 1 – Tunnel and Pedestrian Bridge (\$9.4M), Ashbridges Bay Landform Project Supply and Delivery of Aggregates (\$4.9M) and Albion Hills Maintenance Shop - Design-Build (\$3.2M).

Attachment 2 provides the total value of contract changes in 2022. Contract increases totaled \$41.9M (\$21.1M in 2021) while contract decreases totaled \$7.3M (\$8.0M in 2021) for a total net revision value of \$34.6M (\$12.9M in 2021). The net change in contracts is mainly attributed to TRCA exercising its option to extend several VOR arrangements for a further period as set out in the agreements (\$27.3M) and scope changes to the Ashbridges Bay Landform Project (\$7.3M).

In 2022, approximately 72% of approved contracts included a contingency in the range of 10%-15% (Attachment 3). The total amount of contingency approved in 2022 was \$6.7M, of which approximately \$1.6M was used in the calendar year. Contracts that were approved in previous years that are multi-year contracts may have an additional contingency used over the course of the contract term.

Some of the contracts that contributed to the overall contingency used in 2022 include Heavy Operated Construction Equipment Rental VOR (\$382K), The Meadoway - Phase 2, Table Lands and East Slope and Trail Implementation (\$238K), Albion Hills Maintenance Shop (\$123K), Humber Bay Park East - Armour Stone, Boardwalk and Bridges and Electrical Services (\$113K), Plant Materials VOR (\$113K), Port Union Phase I – Beach Curb Major Maintenance (\$101K), Claireville Watermain Replacement Project (\$99K), Erosion Control Materials (\$62K), East Don Trail - Phase 2 Boardwalk & Bridges & Trail Tunnel and Pedestrian Overpass (\$61K), Rockcliffe Flood Remediation Environmental Assessment (\$55K) and Highland Creek Markham Branch (Corporate Drive) Flood Remediation (\$53K).

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Attachments: 3

Attachment 1 - Summary of Procurements

Attachment 2 - Contract Revisions

Attachment 3 - Contingency Summary