

Section III – Items for the Information of the Board

TO: Chair and Members of the Board of Directors
Friday, June 21, 2024 Meeting

FROM: Kathryn Lockyer, Director, Legislative and Property Services

RE: 2023 SUMMARY OF PROCUREMENTS

KEY ISSUE

Receipt of the 2023 Summary of Procurements approved by the Chief Executive Officer (CEO) or Designate, Executive Committee, or the Board of Directors.

RECOMMENDATION:

THAT the 2023 Summary of Procurements Report of the Toronto and Region Conservation Authority (TRCA) for approved procurements in excess of \$10,000, be received for information.

BACKGROUND

Staff report annually on all contracts executed by TRCA in excess of \$10,000. A summary of contracts awarded in 2023 in excess of \$10,000 is included in Attachment 1. All contract revisions that were approved in 2023, 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; and, goods and services exempt from public sector procurement guidelines.

Relationship to TRCA's 2023-2034 Strategic Plan

This report supports the following Pillar and Outcome 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.

The total value of procurement activity in 2023 in excess of \$10,000 approved by the CEO or Designate, Executive Committee or Board of Directors was approximately \$57.7M (\$55.0M in 2022) including contingencies and excluding applicable taxes. The slight increase in total value of approved procurements in 2023 over 2022 is mainly attributed to timing issues specific to projects being executed by TRCA and the size, scale, and complexity of projects.

Attachment 2 provides the total value of contract changes in 2023. Contract increases totaled \$25.8M (\$41.9M in 2022) while contract decreases totaled \$0.5M (\$7.3M in 2022) for a total net revision value of \$25.3M (\$34.6M in 2022). The net change in contracts is mainly attributed to TRCA exercising its option to (with permission from the Board, if required) extend several VOR arrangements for a further period as set out in the agreements.

In 2023, approximately 73% of approved contracts included a contingency in the range of 10%-15% (Attachment 3). The total amount of contingency approved in 2023 was \$5.8M, of which approximately \$1.8M 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 2023 include Humber Bay Park Boardwalk and Bridges (\$242K), Claireville Watermain Replacement Project (\$155K), The Meadoway - Phase 2, Table Lands and East Slope and Trail Implementation (\$148K), Heavy Operated Construction Equipment Rental VOR (\$145K), Rockcliffe Flood Remediation Environmental Assessment (\$60K) and Erosion Control Materials (\$43K). Staff ensure that the use of contingency funds, if required, is communicated to or approved by TRCA's funding partners.

Item 9.1

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Date: May 14, 2024

Attachments: 3

Attachment 1 - Summary of Procurements

Attachment 2 - Contract Revisions 2023

Attachment 3 - Contingency Summary