



REPORT TO

**CORPORATE SERVICES, STRATEGIC  
PLANNING AND PROPERTY  
COMMITTEE**

**DELEGATION OF AUTHORITY FOR APPROVAL OF  
LORETTO ABBEY CONTRACT AWARD**

*“I can do all things through Him who strengthens me.”  
Philippians 4:13*

Created, Draft	First Tabling	Review
February 27, 2020	March 12, 2020	
J. Charles, (Acting) Coordinator, Materials Management M. Iafrate, Senior Coordinator, Renewal K. Elgharbawy, Senior Coordinator, Innovation & Service Delivery M. Farrell, (Acting ) Superintendent of Environmental Support Services D. Friesen, Superintendent of Capital Development and Asset Renewal		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

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Associate Director of Facilities,  
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Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

On February 20, 2020, the Board approved an implementation plan for the heating system replacement at Loretto Abbey. The work will be done in two phases with students and staff remaining on site. In order to replace the system without disruption to the regular school year schedule, staff developed an action plan which will require the contractor to mobilize forces for a start date of May 15, 2020 in order to allow the essential work to commence on an expedited basis.

Specifications are in the preparation stage and the project tender will be open for the period March 27 to April 17, 2020. This will be followed by a one week evaluation period. A tender award recommendation would be available the week of April 27<sup>th</sup>, however the Board will not be meeting again until Student Achievement Committee on May 7<sup>th</sup>, 2020. Given the goal of completing critical work before commencement of classes in September 2020, even minimal delays in approval and/or construction start would present a significant risk to the schedule. As such, staff are recommending that delegated authority be provided to the Director of Education or his designate (Chief Financial Officer) to approve the tender if it is within the project budget. Should the tender award exceed the project budget then it is recommended that Special Board meeting (by teleconference) be called for the week of April 27<sup>th</sup> in order to receive approval to proceed.

*The cumulative staff time required to prepare this report was 2 hours.*

## **B. PURPOSE**

1. To obtain delegated authority to award a tender for the heating system replacement at Loretto Abbey in order to facilitate a timely start to construction.
2. In the event that the tender award exceeds the project budget, the secondary purpose of this report is to recommend that a Special Board meeting be held the week of April 27<sup>th</sup>, 2020 in order to facilitate a timely approval.

## **C. BACKGROUND**

1. *The Board Purchasing Policy F.P.01 outlines authorities for approval of contract awards.* The policy provides for delegation of authority to the Director of Education to approve the award of all contracts and expenditures

up to \$50,000. Awards in excess of this amount must be approved by the Board unless other specified delegated authority is provided.

2. ***At the Board meeting of February 20, 2020, the Board approved a project to replace the existing steam boilers at Loretto Abbey.*** This involves the installation of new high-efficiency hot water boilers, radiators and domestic hot water system to be operational for the fall of 2020 heating season.
3. ***The tender recommendation for award will be available by the week of April 27<sup>th</sup>, 2020.*** The award of a consulting services contract has been approved and tender specifications are being developed. Based on current information a tender for a new system will be issued on March 27 and will close on April 17, 2002. The tender will be publicly advertised and a one week evaluation period has been allocated.
4. ***Given the tight timeline available to complete the project, it is advisable to award the tender as soon as practicable.*** This project will require immediate contractor mobilization if the system is to be operational for the fall of 2020 and an immediate award upon completion of evaluation is highly recommended. The next meeting of the Board would be at Student Achievement Committee, which is scheduled for May 7, 2020 and waiting for approval even one additional week would impact the timeline.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. ***The Board has the discretion to delegate approval authority to the Director of Education as is done during the summer period from June until August.*** Delegation of authority during summer months is usually provided to the Director and the Chair/Vice-Chair of the Board and Chair of Corporate Services Committee. The additional involvement from Trustees is usually recommended during the summer months as the delegated authority not only includes the procurement authority, but also an authority to increase the budget should a project's tender aware exceed the budget.
2. ***In the case of Loretto Abbey, the Board could delegate approval authority to the Director of Education or his designate (Chief Financial Officer) should the tender come within budget.*** This would facilitate an immediate award between Board meetings and allow the project to proceed on an expedited basis. The award amount would still be included as information in

the next monthly procurement report at May 14, 2020 Corporate Services Committee meeting in order to provide transparency in the process.

3. ***Should the tender award exceed the project budget then a Special Board meeting would be scheduled.*** Should the project budget be insufficient to cover the winning bid then staff would initiate a Special Board meeting by teleconference on the week of April 27<sup>th</sup>. Trustees will be polled in advance for availability and a tentative meeting hold will be placed for Trustees, but an official meeting notification will not go out publicly unless a project budget increase is required.

## **E. STAFF RECOMMENDATION**

1. The Board delegate authority to the Director of Education or designate (Chief Financial Officer) to approve the tender award for the heating system replacement at Loretto Abbey within the approved project budget
2. That should the tender award exceed the project budget, a Special Board meeting by teleconference be scheduled for the week of April 27<sup>th</sup>, 2020 to obtain approval for a budget increase and approval of the tender award.