



**Report on Business Arising from Public Meeting Minutes**  
**BIFAC Action Item List**

<b>Report No. and Meeting Date</b>	<b>Description</b>	<b>Status</b>	<b>Target Date</b>	<b>Assigned To</b>
<b>1. BIFAC:2019-100</b> November 20, 2019	<b>HoMES Project Update</b>  Management to provide report outlining impact of new IT software on TCHC's business, on staff and tenants, and anticipated efficiencies to be created.	In progress	November 3, 2021 (as part of Q3 HoMES project update)	Vice President, Information Technology Services
<b>2. BIFAC:2019-102</b> November 20, 2019	<b>Seniors Housing Unit</b>  Management to provide a presentation, in conjunction with City staff, at a future BIFAC meeting as to the manner in which the implementation of the Seniors Housing Corporation will impact TCHC's staffing model and the services that are provided to impacted senior tenants.	In progress	September 2, 2021	General Manager, Seniors Housing Unit
<b>3. BIFAC:2020-34</b> September 14, 2020  <b>BIFAC:2020-73</b> November 16, 2020	<b>Status of Facility Condition Index ("FCI")</b>  The Vice President, Facilities Management to provide the BIFAC with a 2020 year-end report outlining where we are and where we plan to be in	Complete	June 23, 2021 (BIFAC:2021-56)	Vice President, Facilities Management

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	<p>terms of lowering FCI throughout the portfolio as a result of the 10-year capital plan.</p> <ul style="list-style-type: none"> <li>In the 2020 FCI report, Management to include both the FCI projections and actuals to identify any variance between the two.</li> </ul>			
<p><b>4. BIFAC:2021-44</b> May 18, 2021</p>	<p><b>Allowable Price Adjustment in RFP Bids</b></p> <p>Management to confirm the allowable percentage difference from TCHC's set price for vendors bidding on projects, to be verbally reported at the June 15, 2021 Board meeting as part of the presentation of the Annual Review of BIFAC, IAC and PAC Charters report.</p>	Complete	June 15, 2021 Board meeting	Vice President, Facilities Management
<p><b>5. BIFAC:2021-47</b> May 18, 2021</p>	<p><b>Garage Restoration Services at Trimbee Court Contractor Award</b></p> <p>Management to confirm:</p> <ul style="list-style-type: none"> <li>whether the language in the RFQ explicitly stated that proponents would need to hold pricing for all phases of the work;</li> <li>whether Procurement will keep documentation of performance issues in the disqualified vendor's</li> </ul>	Complete	Briefing note included in June 23, 2021 materials	Vice President, Facilities Management

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	<p>file; and</p> <ul style="list-style-type: none"><li>• whether the disqualified vendor should be disqualified from future bids or penalized in some way since they failed to abide by all the terms and conditions of the RFQ.</li></ul>			