

THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 23, 2020

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**Contract Extensions for Vehicle Equipment, Printer Toner and Services, Off-Site Physical Records Storage, Software Maintenance, Notebooks and Uniforms Beyond Five Years**

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**RECOMMENDATIONS**

1. That the Board authorize the extension of agreements for vehicle equipment, printer toner and services, off-site physical storage of records, software maintenance, notebooks and uniforms with the Contractors listed in Appendix 1 and Appendix 2, effective September 24, 2020, for additional terms between six months to five years as set out in the Appendices, provided that the contractor has performed the services to the satisfaction of the Chief, and that sufficient funds have been provided in the annual budget; and
2. That the Chief of Police be authorized to execute the agreements on behalf of the Board, subject to the approval of the Regional Municipality of York's Regional Solicitor, or designate, as to form and content.

**SYNOPSIS**

This report seeks the Board's authorization to extend existing contracts for further terms of: six months for uniforms; one year for vehicle equipment, printer toner and services; and, three and five year terms for the purchase of software maintenance and off-site storage of records, as identified in Appendices 1 and 2. Compatibility with existing facilities, equipment or devices is the paramount consideration for the recommendations. Section 18.1 (a) of the Purchasing Bylaw requires Board approval, regardless of the value of the purchase, where a direct purchase from an existing vendor results in an aggregate term greater than five years. This report also seeks approval to extend existing contracts approved by the Chief under summer recess authority, as identified in Appendix 2, requiring a report to the Board in accordance with section 7.17 of the Purchasing Bylaw.

## **FINANCIAL IMPLICATIONS**

Funding is included in the 2020 Capital Budget of \$538,000 for vehicle equipment. Funding is included in the 2020 Operating Budget totalling \$7,369,940 for the other accounts reflected in this report consisting of printer toner and services \$207,600, rents of \$1,072,800 including off-site physical records storage of \$15,700, software maintenance of \$4,574,540; and, notebooks and uniforms \$1,515,000. The funding to renew outlook years is included in the 2021 Operating and Capital Budget proposals and subject to the annual approval of the Board and Regional Council.

## **BACKGROUND**

The following extension of agreements for aggregate terms beyond five years are shown in Appendix 1 as follows:

### **Vehicle Equipment**

At its September 25, 2019 meeting, the Board approved the extension of agreements for vehicle equipment for an additional term of one year to allow Fleet to review the design of the 2020 Ford SUV and associated aftermarket equipment such as steel partitions, emergency lighting, equipment racking and cages. The proposal to extend the agreement for another one year term will allow the completion of these reviews.

### **Multi-function Printer Toner and Services**

At its December 4, 2019 meeting, the Board approved an extension of agreements for an additional one year term effective October 1, 2019 for the purchase of multi-function printer toner and services. Information Technology requested an extension to allow for a review to modernize printing, build efficiencies and to assess printer as a service options. These reviews have experienced delays due to the COVID-19 emergency. This report is requesting the extension on an additional year until the completion of these reviews.

### **Off-site Physical Records Storage**

At its May 15, 2019 meeting, the Board approved an extension to agreements for off-site physical records storage to ARKIVE Information Management Ltd., at a total five year cost of \$65,000. This report requests an administrative update to reflect a corporate name change from ARKIVE Information Management Ltd. to Access Information Management of Canada ULC.

### **Software and Maintenance**

Software licenses and maintenance are required to support technology infrastructure. This software is used by members on a daily basis to perform their regular duties. Since June 2014, Information Technology is closely tracking all software agreements to ensure compliance of Purchasing Bylaw 10-17.

The following extension of agreements were approved by the Chief under summer recess authority in accordance with Section 7.16 and 7.17 of Purchasing Bylaw 10-17 requiring reporting to the Board as soon as reasonably possible, as shown in Appendix 2:

### **Notebooks**

In November 2014, a five year agreement was awarded for officer notebooks to Thompson Reuters Canada. Although the contract expired in November 2019, subsequent procurements were delayed to accommodate a review of standards related to notebook usage. This review was further delayed due to the COVID-19 emergency. Purchasing is currently preparing the Request for Quote specifications and anticipate a competitive procurement process to be completed by the end of 2020. Under summer recess authority, the Chief approved an extension to the agreement for \$40,000 for one year until the completion of the award process.

### **Uniforms**

In September 2015, a Cooperative Purchasing award was made by Toronto Police Service as the lead agency to the Uniform Group Inc. for tunics and pants. The award was for an initial three year term, with two additional one year options that expired on August 31, 2020. The Toronto Police Service has approved an extension of the existing contract to allow time to release a competitive procurement process for completion by the end of 2020. Under summer recess authority, the Chief approved an extension to the agreement for \$42,500 for six months until Toronto's completion of the award process.

It is therefore recommended that the Board approve the contract extensions totaling \$1,109,769 for terms up to five years as set out herein.

Jim MacSween, B.A.A.  
Chief of Police

JMS:jf

Accessible formats or communication supports are available upon request

## APPENDIX 1

### Contract extensions for Vehicle Equipment, Printer Toner and Services, Off-site Physical Records Storage and Software Maintenance beyond five years

#	Provider	Product	Term	Annual Cost	Total Term Costs	User	Initial Purchase Year
1	D&R Electronics Co. Ltd.	Emergency Vehicle Equipment	One Year	\$538,000	\$538,000	Fleet	2014
2	Aurea	Intranet Software Maintenance	Three Years	\$62,500	\$187,500	Information Technology	2017
3	NCO Grenville	Multi-function Printer Services	One Year	\$105,342	\$105,342	Information Technology	2014
4	QRX Technology Group	Printer Toner and Services	One Year	\$95,127	\$95,127	Information Technology	2014
5	Access Information Management of Canada ULC	Records Storage	Five Years	\$15,000	\$65,000	Property and Evidence Management	2013
6	Ocean Systems	Video Analyst Software Annual Maintenance	Five Years	\$3,189	\$17,700	Forensic Identification	2014
7	Shi Canada	Computer performance monitoring and reporting	Five Years	\$2,408	\$13,400	Information Technology	2015
8	Smart Deploy	Desktop Management Software Annual Maintenance	Five Years	\$932	\$5,200	Technical Support	2014
	Total			\$822,498	\$1,027,269		

## APPENDIX 2

**Contract extensions during summer recess for Notebooks and Uniforms beyond five years**

#	Provider	Product	Term	Annual Cost	Total Term Costs	User	Initial Purchase Year
1	Thompson Reuters Canada	Notebooks	One Year	\$40,000	\$40,000	Purchasing Unit	2014
2	The Uniform Group Inc.	Uniforms	Six Months	Not applicable	\$42,500	Purchasing Unit	2015
	Total			\$40,000	\$82,500		