

The Regional Municipality of York Police Services Board

Public Board Meeting
September 22, 2021

Report of the Chief of Police

Contract Extensions Beyond Five Years

1. Recommendations

1. That the Board authorize the extension of the agreements for various goods and services with the contractors listed in Table 1, upon the end of contract term, for additional terms up to one year, 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 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.

2. Summary

This report seeks the Board's authorization to extend existing contracts for further terms up to one year for contracts identified in Table 1.

Key Points:

- Seven contracts are proposed for extension at a cost of \$1,317,469
- Compatibility with existing facilities, equipment or devices is the paramount consideration for the recommendations

3. Background

The proposed extension of agreements for aggregate terms beyond five years include:

1. Retail Fuel – A fuel contract with Imperial Oil (Esso) was awarded by York Region through a Request for Proposal process to provide retail fuel to both organizations. The police portion of the contract started on November 22, 2017, with York Region following on February 1, 2018. A new Request for Tender is being issued by York Region and set to commence on February 1, 2022, requiring an extension to the existing police contract by three months.
2. Emergency Vehicle Equipment - Since 2014, the contract for the supply and delivery of emergency vehicle equipment has been with D & R Electronics Co. Inc. At its September 23, 2020 meeting, the Board approved the extension of the agreement for an additional one year to review various aftermarket emergency equipment, such as steel partitions, emergency lighting, equipment racking and cages. The additional extension is due to a delay in the in-car camera Fleet 3 installations intended to inform technical specifications for the new Request for Proposal. The extension of the existing contract for another one year term is requested to allow the completion of Request for Proposal specifications, evaluation and award process.
3. Furniture - At its January 27, 2021 meeting, the Board approved an eight month extension of an agreement with Staples Advantage Canada for the supply and installation of furniture and related services at all police locations. A Request for Proposal to replace the current contract is in process and will be released no later than October 1, 2021. A contract extension for an additional seven month term will allow for the completion of Request for Proposal evaluation and award process.
4. Stand-Alone Printer Toner and Multi-Function Toner and Services - At its September 23, 2020 meeting, the Board approved extensions of agreements with QRX Technology Group and NCO Grenville for additional one year terms effective October 1, 2020. Information Technology requested an additional one year extension to allow for the completion of a new Request for Proposal evaluation and award process.
5. Wide-Area Network Services - In 2021, a new vendor was awarded the contract to provide wide-area network services. During the implementation, an additional five months was needed from the incumbent Bell Canada until service cutover was completed in September 2021.
6. Immediate Translation Services - In 2015, York Region awarded a Request for Proposal to Language Line Service Inc. for a five year term ending on August 31, 2021. York Region has extended the existing contract for one additional year as they will not be issuing a new Request for Proposal until 2022. This request will extend the current contract with Language Line Service Inc. by one year until August 31, 2022.

4. Analysis

CONTRACT EXTENSION BEYOND FIVE YEARS

Table 1 provides a list of contracts and associated costs for the request to extend the contracts beyond five years.

Table 1

Contract Extension Beyond Five Years

Provider	Details	Additional Annual Cost	Total Contract Cost
Imperial Oil (Esso)	Retail Fuel – To extend the contract for three months until January 31, 2022	\$300,000	\$4,800,000
D & R Electronics Co. Ltd.	Emergency Vehicle Equipment – To extend contract for one year until September 30, 2022	\$538,000	\$3,016,981
Staples Advantage Canada	Furniture – To extend the contract for seven months until March 31, 2022	\$140,000	\$1,692,921
NCO Grenville	Multi-Function Printer Toner and Service – To extend contract for one year until December 31, 2022	\$105,342	\$842,736
QRX Technology Group	Stand-alone Printer Toner – To extend contract for one year until September 30, 2022	\$95,127	\$761,016
Bell Canada	Service contract to provide Wide Area Network (WAN) Service – to extend contract for five months until September 30, 2021	\$95,000	\$744,177
Language Line Services	Immediate Translation Service – To extend contract for one year until August 31, 2022	\$44,000	\$178,700
Total:		\$1,317,469	\$12,036,531

Reporting Requirements

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.

5. Financial

Funding is available in the 2021 Capital Budget of \$758,800 for police vehicle equipment and \$470,000 for furniture. Funding is available in the 2021 Operating Budget of \$2,762,300 for fuel; \$186,700 for printer toner and services; \$37,000 for translation services and \$95,400 for wide-area network including the contract extensions proposed in this report. The funding to renew outlook years is included in the 2022 Operating and Capital Budget proposals and subject to the annual approval of the Board and Regional Council.

6. Conclusion

It is therefore recommended that the Board approve the contract extensions outlined in Table 1 in accordance with Section 18 of Purchasing Bylaw 10-17.

Accessible formats or communication supports are available upon request.

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

JMS/jf