

The Regional Municipality of York Police Services Board

Public Board Meeting
June 22, 2022

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, at the end of contract term, for additional terms up to two years, 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, identified in Table 1, for further terms up to two years.

Key Points:

- Nine contracts are proposed for extension at a cost of \$729,000 annually
- Compatibility with existing facilities, equipment or devices is the paramount consideration for the recommendations

3. Background

The following contracts require extensions for aggregate terms beyond five years due to timelines associated with co-operative purchases where the lead agency has also extended their contracts.

1. Ballistic Personal Soft Body Armour Systems – The contract with Pacific Safety Products is requested to be extended on a month-to-month basis or until December 31, 2022.
2. Office Supplies – The proposed extension with Hamster is requested for six months until September 30, 2022.
3. Footwear – Contracts with Universal Safety Inc. and The Shoe Network Inc. are requested to be extended by one year until March 31, 2023.
4. Immediate Translation Services – The proposed extension with Language Line Service Inc. is requested for six months until February 28, 2023.

The following proposed extensions relate to additional time needed to complete competitive procurement processes for:

5. Stand-Alone Printer Toner and Multi-Function Toner and Services - At its September 22, 2021 meeting, the Board approved extensions of agreements with QRX Technology Group and NCO Grenville for an additional one year in order to complete a printer strategy. The extension is required to complete the new request for proposal specification, evaluation and award process with the assistance of a consultant. The extension of the QRX Technology Group contract is required for two years until September 30, 2024. The extension on the NCO Grenville contract is required for two years until December 31, 2024.
6. Court Services Document - In 2017, York Regional Police awarded a Request for Proposal to Ontario Judicial Service Summons Office for the provision of serving of court services process documents. The current contract is expiring on June 30, 2022. The extension of the contract for four months till October 31, 2022 is requested to allow the completion of the new Request for Proposal award.
7. Janitorial Services – In 2017, York Regional Police awarded the contract for Janitorial Services at the Training Facility to 1434378 Ontario Inc. o/a Commercial Cleaning Services. The new procurement process was awarded on April 21, 2022, however, the extension of the existing contract is required for one month until May 30, 2022, to complete the onboarding of the new vendor.

4. Analysis

CONTRACT EXTENSIONS AND ASSOCIATED COSTS

Contract Extensions and Associated Costs Beyond Five Years

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

Table 1
Contract Extension Beyond Five Years

Provider	Details	Annual Cost	Total Contract Cost
Pacific Safety Products	Body Armour Systems - To extend contract for four months until December 31, 2022	\$60,000	\$2,007,000
Hamster	Office Supplies -- To extend contract for six months until September 30, 2022	\$67,000	\$512,000
Universal Safety Inc	Footwear – Summer Low Cut Boot - To extend contract for one year until March 31, 2023	\$33,000	\$198,000
The Shoe Network Inc	Footwear – Winter High Cut Boot - To extend contract for one year until March 31, 2023	\$79,000	\$474,000
Language Line Services.	Immediate Translation Service – To extend contract for six months until February 28, 2023	\$22,000	\$200,700
QRX Technology Group.	Stand-Alone Printer Toner – To extend the contract for two years until September 30, 2024	192,000	1,142,127
NCO Grenville	Multi-Function Toner and Services - To extend the contract for two years until December 31, 2024	216,000	1,166,349
Ontario Judicial Service Summons Office	Court Services Document - To extend contract for four months until October 31, 2022	\$40,000	\$739,000
Commercial Cleaning Services.	Janitorial Servicer at YRP Training - To extend contract for four months until October 31, 2022	\$20,000	\$542,000
Total:		\$729,000	\$6,981,176

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 renewal or extension to a contract results in an aggregate term greater than five years.

5. Financial

Funding is available in the 2022 Operating and Capital Budgets for the contract extensions outlined in Table 1. The funding to renew outlook years will be included in the 2023 Operating and Capital Budgets 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.

JMS/jb

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