

# The Regional Municipality of York

Committee of the Whole  
Community and Health Services  
November 7, 2019

Report of the Commissioner of Community and Health Services

## Purchase Agreement Approvals for Community and Health Services

### 1. Recommendations

1. Council authorize amendments of the agreements between the Region and each of the vendors listed in Attachment 1 and Private Attachment 1 to provide for the purchase of additional goods and services as described in this report.
2. Council authorize the extensions of the agreements between the Region and each of the vendors listed in Attachment 2, Private Attachment 2 and Attachment 3 for the terms described in the attachments.
3. The Commissioner of Community and Health Services be authorized to exercise options to amend the agreements in Recommendation 1 and extend the agreements in Recommendation 2 for up to the maximum term described in the attachments, on the same terms, provided that the vendors have performed the services to the satisfaction of the Commissioner and the total cost is within the approved annual budget for these services.
4. The Commissioner of Community and Health Services be authorized to delegate execution of purchase agreements and associated renewals to the General Manager, Paramedic and Seniors Services, General Manager, Social Services and General Manager, Housing Services provided the amounts are consistent with each General Manager's signing authority.

### 2. Summary

This report seeks approval for the Region to amend and/or extend 17 agreements with current providers of equipment, licenses and services as listed in Attachments 1, 2 and 3 and Private Attachments 1 and 2. Council approval is required under the provisions of Sections 10.1, 12.2 and 18.1 of the Purchasing Bylaw, as indicated.

Two of the attachments to this report are private pursuant to Section 239(2)(a) of the *Municipal Act, 2001*, as the subject matter of the attachments involve the security of the property of the Region.

## Key Points:

- Specialized equipment, software and professional services are used to support service delivery and business requirements.
- Contracts are established to provide access to equipment, software and services in support of business continuity and in order to meet maintenance and licensing requirements.
- Five contracts require amendments to support an increase in service requirements.
- Five contracts require extensions to support planning activities.
- Seven directly purchased contracts require extensions to maintain compatibility with existing equipment and to continue accessing software systems and related services.
- Council approval of contract amendments and extensions is required under the provisions of Section 10.1, 12.2 and 18.1 of the Purchasing Bylaw, as applicable to each contract.

## 3. Background

### **Equipment, software and professional service contracts are maintained to support service delivery and business continuity**

The Community and Health Services department delivers a wide range of human services and supports to meet the needs of the community. Various goods and services are used to enable the effective and efficient delivery of the department's programs, including:

- Equipment, services and software for use in emergency response vehicles and long-term care homes
- Professional services and software to support individuals when accessing and using services and supports
- Software to monitor and manage building assets

Contracts for these items were originally established through individual procurement processes that evaluated the equipment, software and service providers against business requirements, technical requirements and value to the Region.

## 4. Analysis

### **Amendments to five contracts are required to support service continuity**

Increases to the value of five contracts detailed in Attachment 1 and Private Attachment 1 are required for additional deliverables to support continued service delivery over the remaining contract term. Council approval is required under the additional deliverables provisions of Section 12.2 of the Purchasing Bylaw, as the addition of funds to each contract has a value that exceeds twenty percent of the total cost of the contract.

A summary of the current expiry dates for each contract is provided in Table 1.

**Table 1**  
**Summary of Contract End Dates**

Vendor	Contract End Date
Stryker Canada ULC	2020
Rowland Emergency Vehicle Products	2023
911 Interpreters Inc.	2021*
Language Line Services Inc.	2021*
Refer to Private Attachment 1 - #1	2022**

\* Includes a one-year optional renewal year.

\*\*Includes two one-year optional renewal years.

### **Seven direct purchase contracts require extensions to ensure continued compatibility and reliability**

Equipment, software licenses and services were directly purchased through the contracts detailed in Attachment 2 and Private Attachment 2. Council approval is required to extend each contract under the direct purchase provisions of Section 10.1 and 18.1 of the Purchasing Bylaw, since the aggregate term of the contract is greater than five years and/or the total contract value is greater than \$150,000.

Table 2 provides a breakdown of extension term for each direct purchase contract.

**Table 2**  
**Summary of Direct Purchase Contract Extension Terms**

Vendor	Original Contract Start Date	Extension Term
Stryker Canada ULC	2016	Five years (2020-2025)
Handicare Canada	2009	Five years (2020-2025)
Arjo Canada Inc.	2009	Five years (2020-2025)
Refer to Private Attachment 2 - #1	2002	Five years (2020-2025)
Refer to Private Attachment 2 - #2	2009	Five years (2020-2025)
Refer to Private Attachment 2 - #3	2018	Five years (2019-2024)
Refer to Private Attachment 2 - #4	2012	Five years (2020-2025)

**Five contracts require extensions to support planning activities**

Extensions to the five contracts detailed in Attachment 3 are required to support planning activities for obtaining vehicle repair and maintenance services for Paramedic Services. To assess opportunities and meet legislative and regulatory requirements, staff are currently conducting a planning exercise for the on-going provision and management of these services at strategic locations across York Region. The plan will address operational efficiencies to achieve best value and decrease vehicle downtime.

A subsequent procurement or procurements will be issued to establish new contracts for these services.

Council approval is required under the provisions of Section 12.2 and 18.1 of the Purchasing Bylaw, as the extension to each contract has a value that exceeds 20% of the total cost of the contract and/or results in an aggregate term of greater than five years.

Table 3 provides a breakdown of extension term for each contract.

**Table 3  
Summary of Contract Extension Terms**

<b>Vendor</b>	<b>Original Contract Start Date</b>	<b>Extension Term</b>
Chrislynn Automotive Group	2015	One year (2020-2021)
Fortech Automotive	2015	One year (2020-2021)
Mr. M's Auto Service Centre	2015	One year (2020-2021)
Ray & Son's Automotive and The Tire Store	2015	One year (2020-2021)
Victoria Square Service Centre	2018	One year (2020-2021)

## 5. Financial

Table 4 provides a breakdown of additional cost for each contract amendment:

**Table 4  
Summary of Estimated Costs for Additional Deliverables**

<b>Vendor</b>	<b>Contract End Date</b>	<b>Estimated Additional Cost (\$)</b>
Stryker Canada ULC	2020	200,000
Rowland Emergency Vehicle Products	2023	855,180
911 Interpreters	2020	350,000
Language Line	2021	300,000
Refer to Private Attachment 1 - #1	2022	425,000

The estimated cost to extend the seven direct purchase contracts is provided in Table 5 below.

**Table 5**  
**Summary of Direct Purchase Contract Extension Terms and Costs**

Vendor	Extension Term	Estimated Total Cost (\$)
Stryker Canada ULC	Five years (2020-2025)	600,000
Handicare Canada	Five years (2020-2025)	561,000
Arjo Canada Inc.	Five years (2020-2025)	750,000
Refer to Private Attachment 2 - #1	Five years (2020-2025)	40,000
Refer to Private Attachment 2 - #2	Five years (2020-2025)	165,000
Refer to Private Attachment 2 - #3	Five years (2020-2025)	550,000
Refer to Private Attachment 2 - #4	Five years (2020-2025)	250,000

The estimated cost to extend the five repair and maintenance service contracts is provided in Table 6 below.

**Table 6**  
**Summary of Contract Extension Terms**

Vendor	Extension Term	Estimated Total Cost (\$)
Chrislynn Automotive Group	One year (2020-2021)	175,000
Fortech Automotive	One year (2020-2021)	175,000
Mr. M's Auto Service Centre	One year (2020-2021)	175,000
Ray & Son's Automotive and The Tire Store	One year (2020-2021)	175,000
Victoria Square Service Centre	One year (2020-2021)	100,000

The estimated cost calculations factor in annual cost adjustments and forecasted changes in user, business and operational requirements.

The required funding is included in the department's 2019 budget and the approved 2020-2022 operating outlook, and will be included in future budgets.

## **6. Local Impact**

Purchasing the products and services described will enable Community and Health Services to continue to deliver effective, efficient programs and services, remain compliant with Provincial requirements, and provide high-quality programs and services to meet local and Regional needs.

## **7. Conclusion**

Staff is seeking Council authorization to amend and/or extend 17 contracts. These contracts support the efficiency and reliability of service delivery and contribute towards enabling business continuity.

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For more information on this report, please contact Karen Antonio-Hadcock, Director, Integrated Business Services, at ext. 72088. Accessible formats or communication supports are available upon request.

Recommended by: **Katherine Chislett**  
Commissioner of Community and Health Services

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

October 25, 2019  
Attachment (3)  
Private Attachment (2)  
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