Agenda – Executive Policy Committee – June 8, 2016

REPORTS

Item No. 3 Single-Source Negotiation and Award of Contract – Canadian Corps of Commissionaires (Manitoba Division) Inc.

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That Executive Policy Committee approve a single source negotiation with Canadian Corps of Commissionaires (Manitoba Division) Inc. for the Provision of Court Document Service duties for a six month period April 1, 2016 to September 30, 2016 in the estimated amount not to exceed $180,000.00 G.S.T. and M.R.S.T. extra as applicable, pursuant to B4.1 (i) of the Materials Management Policy where the supply is for interim contractual arrangements following the expiration of a contract.

2. That the Proper Officers of the City do all things necessary to implement the foregoing.

ADMINISTRATIVE REPORT

Title: Request for Single-Source Negotiation and Award to Canadian Corps of Commissionaires (Manitoba Division) Inc. (MM 343-2016)

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
A. Aziz K. Michayluk	Chief D. Clunis	M. Ruta	D. McNeil

RECOMMENDATIONS

1. That Executive Policy Committee approve a single source negotiation with Canadian Corps of Commissionaires (Manitoba Division) Inc. for the Provision of Court Document Service duties for a six month period April 1, 2016 to September 30, 2016 in the estimated amount not to exceed $180,000.00 G.S.T. and M.R.S.T. extra as applicable, pursuant to B4.1 (i) of the Materials Management Policy where the supply is for interim contractual arrangements following the expiration of a contract.

2. That the Proper Officers of the City do all things necessary to implement the foregoing.

REASON FOR THE REPORT

As the total conditional amount to be paid by the City pursuant to the contract does not exceed $5,000,000.00, the CFO may award the contract under the authority delegated pursuant to Administrative Standard FM-002.

Notwithstanding B4.1 of the Materials Management Policy, where based on the estimated value of the contract, the supply to the City would be subject to the Agreement on Internal Trade (AIT), approval by Executive Policy Committee is required for negotiations without the solicitation of competitive offers unless those single source negotiations would be permitted in accordance with Appendix C or Appendix D of Annex 502.4 of the AIT. The AIT threshold for a service is $100,000.00. There appears to be no applicable provisions in Appendix C or Appendix D in the AIT.

EXECUTIVE SUMMARY

While Proposal No. 857-2015 was not awarded, the Police Service anticipates that the tender can be delivered in a more effective manner through redesigning and retendering the proposed work. The details of the level of service required by the winning tender can be more clearly defined by retendering of the Bid Opportunity with the clarified noted deficiencies.

In the interim, the request to continue with the existing vendor, Canadian Corps of Commissionaires (Manitoba Division) Inc. must also be approved to allow continuing Document Service duties from April 1, 2016 until September 30, 2016.

IMPLICATIONS OF THE RECOMMENDATIONS

Monies have been budgeted for the 2016 year for the Document Service contract.

That subject to the approval of Recommendation 1 and successful negotiations, that the Chief Financial Officer approve a single source award of contract with Canadian Corps of Commissionaires (Manitoba Division) Inc., for a six month period April 1, 2016 to September 30, 2016 for the Provision of Court Document Service duties, in the estimated amount not to exceed $180,000.00 G.S.T. and M.R.S.T. extra as applicable, pursuant to B4.1 (i) of the Materials Management Policy where the supply is for interim contractual arrangements following the expiration of a contract.

HISTORY

Specific to Bid Opportunity No. 857-2015, on March 17, 2016, the Chief Financial Officer approved that no award of contract be made. A revised RFP with a new bid opportunity will be created to address and clarify specific deficiencies in 857-2015.

In the interim, the request to continue with the existing vendor, Canadian Corps of Commissionaires (Manitoba Division) Inc. must also be approved. This will entail continuing Document Service duties from April 1, 2016 until September 30, 2016 with some additional terms and conditions and that in the opinion of the Department the proposed contractor has the skills and resources to satisfactorily complete the Work.

The single source award of contract with Canadian Corps of Commissionaires (Manitoba Division) Inc., for a six month period April 1, 2016 to September 30, 2016 for the Provision of Court Document Services, in the estimated amount not to exceed $180,000.00 G.S.T. and M.R.S.T. extra as applicable, pursuant to B4.1 (i) of the Materials Management Policy where the supply is for interim contractual arrangements following the expiration of a contract. The proper single source approval for this service were requested and approved for January, February and March 2016.

Because the estimated value of the proposed contract with the Canadian Corps of Commissionaires (Manitoba Division) Inc. exceeds $100,000.00, the procurement is subject to the Agreement on Internal Trade. While there has been no public bid solicitation, the proposed single source negotiations and award are consistent with the intent of AIT because it is a low value, short term interim contract with the existing Contractor.

On April 15th, 2016 the Winnipeg Police Board received this report from the Winnipeg Police Service for review and consideration. On April 21st, 2016, through communication from the Executive Director, the Winnipeg Police Board advised that it accepted this report for information, and indicated that the Winnipeg Police Service may proceed with the submission of this report, as it is administrative in nature and within the authority of the chief of police.

FINANCIAL IMPACT

Financial Impact Statement

Date: April 12, 2016

Project Name:
Document Services - Non-Award

First Year of Program **2016**

	2016	2017	2018	2019	2020
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 176,072				
Less: Incremental Revenue/Recovery					
Net Cost/(Benefit)	$ 176,072	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	176,072				
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: No financial impact as amount has been budgeted for in account 001-521020-224304-999. Assumed same cost as last series of payments made in 2015.

original signed by Ron Smolik April 12/16
Manager of Finance
Winnipeg Police Service

CONSULTATION

In preparing this report there was consultation with:

Fin-Analyst Purchasing
Legal Services
Materials Management

OURWINNIPEG POLICY ALIGNMENT

N/A

SUBMITTED BY

Department:	Winnipeg Police Service
Division:	Services, Division 30
Prepared by:	A.Aziz (Manager)
Date:	May 12, 2016
File No.	ODS 15 – 219