

Date: 2022-04-07

Subject: Request to Begin Procurement - Armoured Car Service for a Three (3) Year Period for Various City Facilities

Contact: Majbah Ahmed, Manager, Banking & Investments, Finance
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Report Number: Corporate Support Services-2022-483

Recommendations:

- 1) That the report titled “**Request to Begin Procurement - Armoured Car Service for a Three (3) Year Period for Various City Facilities**” to the Committee of Council meeting of June 8, 2022, be received; and
- 2) That the Purchasing Agent be authorized to begin procurement to provide Armoured Car Service for a Three (3) Year Period for Various City Facilities.

Overview:

- The purpose of this report is to obtain authorization to begin procurement for the armoured car service for a three (3) year period with two (2) additional one (1) year renewal options.
- The current contract expires March 31, 2023.

Background:

The current contract was awarded to Armoured Security (Canada) Inc. for the Armoured Car Service on an as and when required basis in accordance with Bid Call No. T2018-021. The contract was awarded for a five (5) year period commencing April 1, 2018 to March 31, 2023

Current Situation:

The current contract with Armoured Security (Canada) Inc. will expire March 31, 2023. A procurement process is required in order to award a new contract commencing April

1, 2023 for a three (3) year period with the option for two (2) additional one (1) year renewal periods for City-wide facilities and programs.

Corporate Implications:

Purchasing Comments

A public tender Procurement Process will be conducted and the lowest compliant Bid will be eligible for contract award. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Financial Implications:

This procurement will be funded from various cost centres throughout the City based on Department's utilization of the services or as per the agreed utilization. The Goods and Services Inventory account 720000.001 will be used for the purpose of the procurement, and as services are rendered, expenses will be charged to the respective cost centres. Staff will monitor and ensure that sufficient funding is in place until the end of the contract, pending Council approval to begin procurement.

Term of Council Priorities:

This report fulfils the Council Priority of a Well-Run City through strict adherence to effective financial management policies and ensuring sustainable financial operations.

Conclusion:

This report recommends that the Purchasing Agent be authorized to commence procurement for the **Armoured Car Service for a three (3) Year Period** for City-wide facilities, as described in this report.

Authored by:

Reviewed by:

Majbah Ahmed, Manager, Banking and Investments

Nash Damer, Treasurer

Approved by:

Cynthia Ogbarmey-Tetteh,
Commissioner, Corporate Support
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