



Item.....
Meeting..... 2020 Jan 27

COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2020 January 22  
**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
*Reference: RFP #180-10/15*  
**SUBJECT: CONTRACT EXTENSION  
LOCKSMITH SERVICES AND SUPPLIES**

**PURPOSE:** To obtain Council approval for a one year contract extension for locksmith services and supplies.

**RECOMMENDATION:**

1. **THAT** Council approve a one year contract extension to Dependable Lock & Security Limited in the amount of \$250,000 including GST and PST in the amount of \$26,785.71 for locksmith services and supplies as outlined in this report. Final payment will be based on actual quantity of goods and services purchased.

**REPORT**

In 2016 February, the City awarded a contract to Dependable Lock & Security Limited for a total cost of \$150,150.00 including GST and PST in the amount of \$16,087.50. The initial contract was for the period of 2016 February to 2018 January, with options of up to three individual one year extensions at the discretion of the City. The work of this contract includes locksmith maintenance, repairs and upgrade services to facilities, houses, parks and other locations throughout the City.

Since the award of the contract, there have been change orders for \$96,176.36 including GST and PST in the amount of \$10,304.61. The City has since renewed two additional years for \$220,000.00 including GST and PST in the amount of \$23,571.43.

This recommendation is for the third and final renewal option, effective 2020 February 01 to 2021 January 31 in the amount of \$250,000.00 including GST and PST in the amount of \$26,785.71. Total estimated contract value is \$716,326.36 including GST and PST in the amount of \$76,749.25. Dependable Lock & Security Limited is holding the same rates throughout the renewal term. The contract value has increased as the City has consolidated locksmith services from multiple providers to a single provider. This contract will also accommodate additional demand of locksmith services and supplies at various City locations.

To: City Manager  
 From: Director Finance  
 Re: Contract Extension  
 Locksmith Services and Supplies  
 2020 January 22 ..... Page 2

Contract History	Term	Accumulative Total Change (including GST and PST)
Original Contract Award	2016 Feb – 2018 Jan	\$150,150.00
Change Orders #1-6	2016 Feb – 2018 Jan	\$96,176.36
First Contract Extension	2018 Feb – 2020 Jan	\$220,000.00
Second Contract Extension	2020 Feb – 2021 Jan	\$250,000.00
<b>TOTAL</b>		<b>\$716,326.36</b>

Dependable Lock & Security Limited has previously performed this work to the satisfaction of City staff. The Director Engineering concurs with this recommendation.

Funding for this requirement is included in the 2020 – 2024 Provisional Financial Plan under various operating and capital accounts.



Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

NK:GC:RR / ew:md

Copied to: Director Engineering