



## **Staff Report for Council Meeting**

**Date of Meeting:** November 10, 2021

**Report Number:** SRCS.21.19

**Department:** Community Services  
**Division:** Public Works Operation

**Subject:** **SRCS.21.19 - Sole Source Acquisition of  
CAD/AVL Supplier for the City's Fleet**

---

### **Purpose:**

The Public Works Operations Division is seeking Council approval for a non-competitive acquisition greater than \$100,000 in accordance with the Procurement By-Law No.113-16.

### **Recommendation(s):**

- a) That the contract for the provision and hosting of a Computer Aided Dispatch (CAD) / Automated Vehicle Location (AVL) system (also known as GPS) for the City's fleet be awarded non-competitively to DM&T Services Ltd. for a term of two (2) years for a cost not exceeding \$615,000 (exclusive of taxes), pursuant to Appendix "B" Part I, section (c) of the Procurement By-Law No.113-16.
- b) That the Commissioner of Community Services be authorized to execute any necessary documentation to effect the contract.

### **Contact Person:**

Jeff Stewart, Director, Public Works Operations, x2935

### **Report Approval:**

**Submitted by:** Darlene Joslin, Commissioner of Community Services

**Approved by:** Mary-Anne Dempster, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

## Page 2

### Background:

In November 2002, Council approved the procurement of twenty-one (21) Computer Aided Dispatch (CAD) / Automated Vehicle Location (AVL) units for the City's municipal fleet. Since this date, the City's adoption of CAD/AVL (also known as GPS (Global Positioning System)) have been considerably upgraded, and as of today, 158 GPS units have been installed within the City's fleet. These units leverage a specialized web-based portal for staff to ascertain the location of vehicles in real time. Over the years, the reporting functions have been significantly enhanced. They are immensely valuable to:

- Independently verify maintenance activities that occur at a specific time and location
- achieves operational efficiency
- supports liability defense

As with most technologies, GPS capabilities and reporting functions have advanced significantly in recent years. In 2016, the City of Richmond Hill leveraged GPS software from the Richmond Hill based company, DM&T Services Ltd. to manage GPS tracking of the City's fleet. Utilizing a local provider has demonstrated the value of having technicians that are able to provide the City with timely support and services.

The original procurement of DM&T Service Ltd. was through a competitive process in which the City participated with the Regional Municipality of York to acquire these services. This was done in order to promote and reflect a consistent approach to managing GPS, as well as to take advantage of competitive pricing. The current contract is set to expire on November 15<sup>th</sup> 2021.

The contract extension with DM&T is recommended to be awarded as a Sole Source Acquisition to ensure compatibility with the existing upgraded hardware currently installed in our fleet as well as to maintain this specialized product. It will also align our current direction with the Regional Municipality of York, which recently extended their GPS provision with DM&T for two (2) years.

In preparing this report, Public Works Operations consulted with several sections within the Office of the City Manager and Corporate and Financial services including the Legal Services Division, Information Technology (IT) Division as well as the Transformation Team. Each of these groups provided information and valuable feedback that has confirmed the recommendation to continue to work with DM&T. Further, our research indicates that this vendor is recognized as an industry leader by providing comparable services to municipalities including but not limited to the City of Guelph, the City of Kingston and the Regional Municipality of Niagara.

As the City is satisfied with this existing service, this two (2) year contract extension will ensure that the City's fleet continues to be covered by GPS. This service:

- manages efficient operations;

## Page 3

- supplies the “Track My Plow” service;
- has provided GPS evidence required to defend the City against active litigation and provides support for potential Joint and Several Liability allegations;
- provides dash camera still images;
- provides a platform to record sidewalk and roadway deficiencies;
- tracks winter material usage and
- strengthens compliance with both City Levels of Service and Provincial Minimum Maintenance Standards

### **Financial/Staffing/Other Implications:**

There are no additional financial or staffing considerations beyond those already approved through the 2021 operating budget. The funds related to this award are addressed through the annual operating budget.

Additionally, the vendor is amenable to further cost saving measures such as optimization of cellular and IT services.

#### Procurement By-Law

Staff in consultation with Corporate and Financial Services have reviewed Procurement By-Law 113-16 and are recommending that the following clause is applicable:

Appendix “B”, Part I – Sole Source Acquisitions clause (c):

“Sole Source Acquisitions may be made to ensure compatibility with existing products, to recognize exclusive rights such as patent, copyright or license, or to maintain specialized products that must be maintained by the manufacturer or its representative;”

This is based on maintaining continuity of City services and providing cost effective financial value to the Corporation.

### **Relationship to Council’s Strategic Priorities 2020-2022:**

The maintenance and support as identified in this report demonstrates an ongoing commitment to Balancing Green and Growth; and Fiscal Responsibility.

These services validate that the City continues to abide to the climate change obligations noted below. In addition, it furthers our commitment to responsible asset management. This will also further develop and support a data driven organization as well as improve integration with new services, such as the windrow program.

## **Page 4**

### **Climate Change Considerations:**

CAD/AVL technology (also known as GPS) optimizes routes for our fleet's operational efficiency. This reduces greenhouse gas emissions and supports our Salt Management Plan as well as our overall Environmental Strategy.

### **Conclusion:**

The Public Works Operations Division in consultation with both the Office of the City Manager and Corporate and Financial Services recommend extending the City's existing agreement with DM&T Services Ltd. for a period of two (2) years.

## Page 5

### Report Approval Details

Document Title:	SRCM.21.19 - DMandT Sole Source Staff Report.docx
Attachments:	
Final Approval Date:	Oct 26, 2021

This report and all of its attachments were approved and signed as outlined below:

**Jeff Stewart - Oct 25, 2021 - 1:12 PM**

**Darlene Joslin - Oct 25, 2021 - 2:38 PM**

**David Dexter - Oct 25, 2021 - 3:34 PM**

**MaryAnne Dempster - Oct 26, 2021 - 12:18 PM**