

Contract Extensions

Finance Department



July 7, 2020



Contract Renewals

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- The City has a number of contracts with key service providers that are expiring in 2020
- COVID-19 has impacted business practices, staffing availability and workloads
- Ensuring contracts are in place is important for the continuity of City operations

Ensuring Continuity

- The procurement process for key services can be very lengthy, involve multiple departments and require numerous meetings
- Staff presented key contracts at a City Council retreat in April and recommended extensions

Criteria for Extension

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Criteria for considering contract extensions include:

- Complex and lengthy proposal process
- Important for City operations
- Contractor is performing well

Criteria for Extension

- Extensions for a maximum of one year and may include a one-year option for renewal
- Terms are unchanged except for technical adjustments and price adjustments consistent with existing contract terms

Summary

- To ensure business continuity and adapt to the impacts from COVID-19, extensions are recommended for 10 existing contracts
- Only adjustments will be technical changes and minor price adjustments
- Extensions will be for a maximum of one year, with one contract providing an additional one-year option for renewal

Recommendation

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- Authorize the Purchasing Manager to negotiate contract extensions and authorize the necessary signatures

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