

TO: MAYOR & COUNCIL
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CE - CELLULAR VOICE AND DATA SERVICES**
PURPOSE: To obtain Council approval to award a contract extension for cellular voice and data services.

RECOMMENDATION

THAT a two-year contract extension to Rogers Communications Canada Inc. for an estimated total cost of \$1,135,949 including GST and PST in the amount of \$121,709, as outlined in the September 25, 2023 Council Report titled “CE – Cellular Voice and Data Services” be approved; and

THAT final payment be based on the actual services delivered and unit prices as submitted.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$1,000,000.

2.0 BACKGROUND

Following a Request for Proposals (RFP), on September 28, 2020 Council awarded a contract to Rogers Communications Canada Inc. in the amount of \$1,344,000 including GST and PST in the amount of \$144,000 for cellular voice and data services. The contract was for a three-year period from October 7, 2020 to October 6, 2023 with options of up to two individual one-year extensions at the discretion of the City.

Since the award of this contract, there have been contract increases for a total value of \$65,952 including GST and PST in the amount of \$7,067 due to an increase in cellular voice and data services, which include staff mobile phones with voice and/or shared data, data plans for staff iPads, mobile connectivity for devices on Fire and Bylaw vehicles and Wi-Fi hotspots for citizens and citizen services through Burnaby Public Library.

3.0 GENERAL INFORMATION

This recommendation is for a two-year contract extension for the period October 7, 2023 to October 6, 2025 for an estimated cost of \$1,135,949 including GST and PST in the amount of \$121,709. The total estimated contract value is \$2,545,901 including GST and PST in the amount of \$272,775.

Contract History	Date	Accumulative Total Change (including GST & PST)
Original Contract Award	Oct 2020 – Oct 2023	\$ 1,344,000
Contract Increases	Dec 2020 – May 2023	65,952
Contract Extension	Oct 2023 – Oct 2025	1,135,949
TOTAL		\$ 2,545,901

The original contract award included approximately 957 devices. Since 2022 to Aug 2023, we have added 136 voice and data plans, 147 data only plans and 58 voice only plans. The contract extension amount includes a projected increase of approximately 80 new mobile phone devices per year for new and existing staff, based on historical trend, and the provision of data plans for new iPads for expanded digital field work. The costs of all services remain as per the original contract.

Year	Description	Amount	# of Lines
2024	Estimated Annual Costs based Existing Services with Rogers	\$523,501	824 Voice & Data (of this 136 were added since 2022; increased by 20%) 286 Data only (of this 147 were added since 2022; increased by 106%) 215 Voice only (of this 58 were added since 2022, increased by 37%)
2024	Forecasting additional new V&D plan devices -approx. 80 lines	\$38,544	80 Voice & Data
Total 2024		\$562,045	
2025	Estimated Annual Costs based on Forecasted 2024 Existing Services with Rogers	\$562,045	With Forecasted # of Devices 904 Voice & Data 286 Data only 215 Voice only
2025	Forecasting additional new V&D plan devices – approx. 80 lines	\$38,544	80 Voice & Data
Total 2025		\$600,589	
Total 2024 & 2025 (Excluding taxes)		\$1,162,633	
Total 2024 & 2025 (Including Taxes)		\$1,302,149	
Credit	Credit for Voice and Data	(166,200)	Rogers \$100 credit for new and existing plans
Total Contract Award		1,135,949	

Rogers Communications Canada Inc. has provided similar services to the City in the past. Their prices are competitive and reflective of current market conditions. The provision of a shared data plan has enabled the City to deploy the unused data from mobile phone plans for iPads. In addition, Rogers is providing a \$100 credit per year and device with voice and data plans resulting in further savings. Review by City staff indicates that Rogers Communications Canada Inc. has the capability to successfully complete the work required under this contract.

The Chief Information Officer concurs with the recommendation.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFP #18-02-20 (Attachment 1) was publicly advertised. Upon closing, the City received a total of two submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this operating work is provided in various operating accounts included in the 2023 – 2027 Financial Plan.

Respectfully submitted,
Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFP #18-02-20

REPORT CONTRIBUTORS

This report was prepared by Scott Lovas, Purchasing Specialist, and reviewed by Sophan Lum, Assistant Manager Purchasing – Capital.

RFx General Information

Opportunity Type

Historic Record- General (pre-Jan 2023)

Notice Type

Request for Proposal

Opportunity Description

Telephony - Cellular Voice and Data Services

Opportunity ID

#18-02/20

Status

Closed

Issued by

City of Burnaby

BC GSIN Commodities

BL - Telecommunications

Lot

1

Amendment

2

Amendment History

#	Amendment reason	Date & time (Pacific Time)
2		2020-04-17 4:46:00 PM
1		2020-04-15 4:18:00 PM

Issue Date

2020-03-18 2:20:00 PM

Closing Date and Time

2020-05-04 3:00:00 PM

Summary Details

Amendment No.2 Issues Addendum No.2 consisting of 2 pages. 2020 April 17

Amendment No.1 Issues Addendum No.1 consisting of 5 pages. 2020 April 15

The City of Burnaby invites Proposals from capable and qualified Proponents for cellular voice/data services that can support the City in the selection of iPhone devices, services and plans that are associated with these items. The City is looking for the assistance of a Proponent that demonstrates strong account management methodology skills and the ability to leverage their knowledge of the industry to help the City be successful in the future. The goal is to migrate all devices to new contracts as quickly as possible.

Proposals will not be opened in public. Submissions and/or amendments will not be accepted by facsimile or email. Late submissions or submissions delivered to locations other than the address indicated, will be returned to the Proponent unopened.

RFx Documents

Title	Type	Att.	Last Modification (Pacific Time)
Addendum No. 2	Supplier Migrated Documents (Approved)	2145505632_Addendum No. 2.pdf	2020-04-17 4:45:00 PM
Appendix B - Certificate of Insurance	Supplier Migrated Documents (Approved)	1365503988_Appendix B - Certificate of Insurance.pdf	2020-04-17 4:44:00 PM
RFP 18-0220 Telephony - Cellular Voice and Data Services	Supplier Migrated Documents (Approved)	1911710132_RFP 18-0220 Telephony - Cellular Voice and Data Services.pdf	2020-04-17 4:44:00 PM
Addendum No.1	Supplier Migrated Documents (Approved)	528538333_Addendum No. 1.pdf	2020-04-17 4:44:00 PM
Appendix E - Corporate References	Supplier Migrated Documents (Approved)	1094540464_Appendix E - Corporate References.pdf	2020-04-17 4:44:00 PM
Appendix C - Business Objective Requirements	Supplier Migrated Documents (Approved)	545603505_Appendix C - Business Objective Requirements.xlsx	2020-04-17 4:44:00 PM
Appendix A - Insurance Requirements	Supplier Migrated Documents (Approved)	878277163_Appendix A - Insurance Requirements.pdf	2020-04-17 4:44:00 PM
Appendix D - Form of Submission	Supplier Migrated Documents (Approved)	751578210_Appendix D - Form of Submission.pdf	2020-04-17 4:44:00 PM
Appendix G - Form of Agreement (Sample)	Supplier Migrated Documents (Approved)	815382015_Appendix G - Form of Agreement (Sample).pdf	2020-04-17 4:44:00 PM
Appendix H - Value Added Offerings	Supplier Migrated Documents (Approved)	1053184148_Appendix H - Value Added Offerings.pdf	2020-04-17 4:44:00 PM
Appendix F - Pricing	Supplier Migrated Documents (Approved)	127679886_Appendix F - Pricing.xlsx	2020-04-17 4:44:00 PM
11 Result(s)			