



Active COVID-19 Screening Contract Amendment

Date: May 18, 2022
To: TTC Board
From: Chief Strategy and Customer Officer (Acting)

Summary

The purpose of this report is to obtain the TTC Board's authorization to increase the contract limit and extend the contract term for COVID-19 workplace screening services to January 31, 2023 for various TTC properties currently being provided by The West Egg Group Security Services Inc., if required as part of the TTC's pandemic response. Board authority is being sought for this contract authority increase, as staff have utilized its delegated authority for contract amendments.

Since July 1, 2021, the TTC has retained The West Egg Group Security Services Inc., to provide active COVID-19 workplace screening services. With the lifting of COVID-19 public health restrictions at this time, the TTC determined it could feasibly suspend these services and did so, effective May 8, 2022.

The last formal contract extension expired on March 31, 2022, with services continuing to May 7, 2022 while the TTC assessed its screening needs in the midst changing public health measures. Board authorization is being requested to extend the contract term up to January 2023, should there be a need for the re-activation of workplace screening services. As a result, the current services are not being cancelled but suspended pending circumstances where future COVID-19 restrictions may require the TTC to reactivate these screening services.

Recommendations

It is recommended that the TTC Board:

Authorize an increase to the contract limit by up to \$3,000,000 (including applicable taxes) to \$9,135,737 and extension of the contract term from April 1, 2022 to January 31, 2023 with The West Egg Group Security Services Inc. to cover the cost of pandemic screening services, in the event COVID-19 workplace screening services are required again.

Financial Summary

Since contract award, \$6.135 million inclusive of applicable taxes has been authorized through staff authority, with a \$0.414 million contract authority remaining within the existing contract value, as summarized in the following table:

Purchase Authorization and Contract Spending to date through Staff Authority	
Original PO Upset Limit July 1, 2021 to September 30, 2021 COVID-19 Screening Work Requirements	\$1,930,000
POA-124996 1 st Amendment to extend to December 31, 2021 COVID-19 Screening Work Requirements	\$1,705,717
POA-125279 2 nd Amendment to extend to March 31, 2022 COVID-19 Screening Work Requirements	<u>\$2,500,000</u>
POA-125344 3 rd Amendment to extend to May 7, 2022 COVID-19 Screening Work Requirements	<u>\$0</u>
Purchase Authorization to date through Staff Authority	<u>\$6,135,717</u>
Breakdown Value of Screening Service Provided to Date	
➤ Screening Services Provided July to December 2021	\$3,385,009
➤ Screening Services Provided January to May 7, 2022	<u>\$2,336,630</u>
Total Screening Services Provided to Date (Including HST)	<u>\$5,721,639</u>
<i>Purchase Authorization Total – Total Breakdown Screening Services</i> ≤ Overage of Contract Authority (Including HST)	<u>\$ 414,078</u>

This report recommends the Board authorize a further \$3 million on the existing contract, should these services be required. The 2022 Operating Budget approved by the TTC Board on December 20, 2021 and City Council on February 17, 2021, includes \$8.0 million for employee screening services and is therefore sufficient to address both 2022 usage to date and potential additional requirements for the balance. Employee screening services were budgeted within the COVID-19 incremental expense budget and is funded based on anticipated 2022 COVID relief funding.

The Chief Financial Officer has reviewed this report and agrees with the financial summary information.

Equity/Accessibility Matters

A cornerstone of the TTC's Corporate Plan 2018-2022 is safety and security, and as a proud leader in providing public transit in the City of Toronto, we are committed to ensuring reliable, safe and inclusive services for all our customers and employees. This is supported through the work of Contract PU512595 for COVID-19 workplace screening services for TTC Properties.

Issue Background

In 2021, due to the urgent COVID-19 situation that resulted in a State of Emergency being declared by the Province of Ontario and City of Toronto, the TTC required a third-party company to perform COVID-19 workplace screening services in accordance with public health protocols. The emergent need to address workplace screening was met by contracting with The West Egg Group Security Services Inc. (The West Egg) in Q3 of 2021.

A contract was awarded as a result of a competitive procurement to The West Egg for the period from July 1st, 2021 to September 30th, 2021 with the option to extend the contract for an additional eight, three month terms (whole or in part). The initial award value was \$1,930,000 (including taxes and a 10% contingency) and was forecasted that each extension option may result in expenditures of approximately \$1,752,537.80.

Two internal contract amendments were processed exercising three out of the total eight contract extension options (approximately a six-month term extension) and to increase the contract value from \$1,930,000 to \$6,135,717.66 for workplace screening services provided from October 1st, 2021 to March 31, 2022.

Workplace screening services played a supportive role in managing the reduction of potential COVID-19 exposure to the TTC workforce for approximately nine months, in addition to other COVID-19 safety measures implemented (e.g. mandatory mask mandate, online COVID-19 screening forms, social distancing, etc.).

Comments

Through the contract, the COVID-19 screeners supplied by West Egg Group are stationed at TTC staff and operational properties throughout the Greater Toronto Area where they perform the task of screening TTC staff and visitors by asking a series of COVID-19 related questions. The company has provided sufficient staff to work various hours throughout the contract term at TTC properties.

In moving forward with determining the ongoing need for pandemic screening, TTC staff have reviewed the current state of the Provincial and City mandates for guidance and has determined that a suspension of COVID-19 screening was prudent, effective on May 8, 2022, based on the following:

- All TTC employees and contractors are fully vaccinated;

- Provincial and City COVID-19 restrictions are being lifted as a result of increased mandatory vaccination;
- Mask mandates are being continued on the TTC system and on TTC properties; and
- The TTC has adopted a hybrid work-from-home policy.

The recommended contract authority increase of up to \$3,000,000 was calculated based on historical average monthly expenditures and extrapolated for the period from September 1, 2022 to January 31, 2023, plus the inclusion of a contingency of 20%. The contingency will allow TTC staff to cover variances in usage/expenditures in the event a resurgence in COVID-19 activity occurs where increased COVID-19 workplace screening services are required. Usage and expenditures were forecasted between September 1, 2022 to January 31, 2023 as it is anticipated that COVID-19 activity may increase during this period of time. If additional funding is required for COVID-19 workplace screening after January 31, 2023, a report will be brought back to the Board for approval.

Further, in the event of future pandemic waves and in order to reduce the remobilization timeframe, it has been negotiated with The West Egg at no additional cost, to place the existing contract on hold and tentatively retain them until the end of January 2023. The West Egg will provide COVID-19 workplace screening services when authorized by TTC staff and affording The West Egg 30 day's notice to allow the ramp up for their workforce. When the service is no longer required, TTC will provide 15 days' notice to The West Egg of cancellation or suspension of service. TTC will only incur costs for actual services provided.

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Signature

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