



CORPORATE SERVICES *Staff Report*

REPORT NO: 2022-023

TO: Council

SUBMITTED BY: Patrick Kelly, CPA, CMA, Director of Corporate Services / Treasurer

PREPARED BY: Ashton Romany, CPA, Manager of Finance / Deputy Treasurer
Karl Jeffreys, Supervisor of Information Technology

REVIEWED BY: Sharon Chambers, CAO
Sandy Jackson, Director of Parks, Facilities, & Recreation Services
Tracy Loch, Curator / Director of Castle Kilbride

DATE: June 13, 2022

SUBJECT: Video Surveillance System – Award of Contract

RECOMMENDATION:

THAT Report COR 2022-023 be received for information purposes; and further,

THAT Council award RFT 2022-26 Supply, Delivery, and Installation of Video Surveillance System to EllisDon Facilities Services Inc. in the amount of \$169,927.20 plus HST and Delco Security in the amount of \$61,830.00 plus HST as per the bid submissions dated May 26, 2022.

SUMMARY:

This report outlines the procurement process for the supply, delivery, and installation of video surveillance systems at both the Wilmot Recreation Complex and Castle Kilbride.

BACKGROUND:

In part of the 2022 Capital Budget process, the ad hoc budget committee approved the Corporate Security Program capital project which included works replacing the end-of-life video surveillance systems at both the Wilmot Recreation Complex and Castle Kilbride.

REPORT:

On April 29, 2022, the tender document was made available through the Township's e-bidding site. There was a total of ten (10) plan takers, with a total of five (5) bids received at time of close on May 26, 2022.

The bidding process permitted the option for the Township to split the award of contract based on each facility to maximize cost savings. Similarly, proponents were able to bid on one or both facilities. As such, below includes the total bid amount placed by proponents.

Bidder	Location	Bid Amount
EllisDon Facilities Services Inc.	Mississauga, ON	\$169,927.20
Delco Security	Ottawa, ON	\$245,740.00
Metrobit Inc.	Richmond Hill, ON	\$282,702.84
Protect-ip Global Solutions	Saint-Laurent, ON	\$299,919.60
Clavis Corporation O/A ABC Security Access Systems	Toronto, ON	\$325,180.73
Average Bid		\$264,694.07

The above figures do not include HST.

The lowest bid was received from EllisDon Facilities Services Inc. at a cost of \$169,927.70 plus HST for the Wilmot Recreation Complex and Delco Security for \$61,830.00 plus HST for Castle Kilbride. As aforementioned, the above table represents the total bid submissions by both proponents and may include both facilities in accordance with Township Procurement practices.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing Quality of Life through Health and Wellbeing.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

- Goal 3: Good Health and Wellbeing

FINANCIAL CONSIDERATIONS:

Combining the bids, the total award amounts to \$235,836 (net of HST rebate). Having said that, the tendering process included annual maintenance fees for a five (5) year term. Capital funding typically only contributes to the first year of annual maintenance fees. As such, \$56,239 (net of HST rebate) of the total project cost pertains to annual maintenance fees for the next four (4) years and will be incorporated into the 2023 annual operating budget accordingly (\$14,060 annually).

The scope of work and first year of maintenance under the 2022 Capital project is estimated to be \$179,597. The total 2022 Corporate Security Program capital project budget totalled \$200,000. However, the full project included other security related works as noted on the capital justification sheet. Based on current estimates, it is anticipated that the total project will exceed budget estimates by approximately \$65,000. Staff will monitor and report the project status in the quarterly capital statements accordingly.

Bid amounts for the video surveillance works were higher than anticipated due to a combination of pricing pressures on equipment/labour and increased project scope. The project scope was modified to ensure appropriate coverage from a security and risk mitigation perspective. Similar to other initiatives throughout the 2022 Capital Program, reconciliation will occur as part of year end processing

ATTACHMENTS:

None