



REPORT FOR ACTION

CCTV and Security Devices Maintenance Agreement

Date: May 30, 2019
To: The Board of Governors of Exhibition Place
From: Dianne Young, Chief Executive Officer
Wards: All

SUMMARY

This report recommends approving an agreement with AC Technical Systems Ltd. ("AC") for the non-exclusive provision of labour, materials & equipment to carry out CCTV and security system repairs, maintenance and related services for a one-year term with three (3) additional one-year options to renew. This recommendation follows the competitive Request for Quotation process undertaken by Exhibition Place considering one (1) bid received from a company that has experience providing these services.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

1. The Board of Governors approve an agreement with AC Technical Systems Ltd. for the non-exclusive provision of maintenance and repair services for a one-year term with three (3) additional one-year options to renew on the terms and conditions set out in this report and such other terms and conditions required by the Chief Executive Officer and City Solicitor.

FINANCIAL IMPACT

The funding for CCTV and security system repairs, maintenance and related services is provided for in the 2019 Operating Budget, and will be provided for in the 2020, 2021 and 2022 Operating Budgets as required.

Annually the cost of these services ordered as required is in the amount of \$144,600.00 for labour, parts and materials, exclusive of HST.

DECISION HISTORY

The Exhibition Place 2017 – 2019 Strategic Plan has a Safety and Security Goal to coordinate, execute and communicate internally and externally our security and public safety program and as a Strategy to support this goal we will implement a comprehensive safety program focused on our guests, property and assets to reduce claims in all categories.

At its meeting of September 4, 2015 the Board approved of an award to AC Technical Systems Ltd. for the provision of CCTV and security system repairs, maintenance and related services for a one-year term with three (3) additional one-year options to renew. <https://www.explace.on.ca/files/file/58bdd52beebce/Item-12-CCTV-Service-Agreement.pdf>

COMMENTS

The Request for Quotation for CCTV and security system repairs, maintenance and related services was issued by Exhibition Place on April 11, 2019 and one (1) quotation was received from AC Technical Systems Ltd.

The RFQ detailed the Board's specific requirements which included hourly rates and access to original manufacturers' parts at a discount off list prices. Staff recommend an award to AC as the only bidder meeting all requirements.

AC Technical systems was incorporated in 1990 and is an ISO 9001:2015 certified company operating out of Whitby, Ontario.

Terms and Conditions:

The substantial terms and conditions of the agreement with AC are as follows:

- Term: One year from date of issue, on an as required non-exclusive basis, with the option to extend for three (3) additional separate one-year periods subject to satisfactory performance review and budget availability.
- Hourly Rates:
 - Senior Technician Regular Time: \$100.00/hour
 - Senior Technician Premium Time: \$150.00/hour
 - Junior Technician Regular Time: \$80.00/hour
 - Junior Technician Premium Time: \$120.00/hour
 - Percentage discount on materials: Pelco Cameras 30%; Lantronix 15%; Software House 25%; Indala/HID 30%; Indigo Vision 20%.
- Pricing: Pricing is to be fixed during the first year of the Agreement in accordance with the terms of the Request for Quotation.
- Assignment: The agreement shall not be assigned by AC without written consent of the Board.
- Insurance: Proof of insurance shall be provided in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as

additional insured with a cross liability/severability of interest clause of standard wording.

- Collective Agreements: Compliance is required with all trade union/association agreements affecting work done on the grounds.
- Extensions: Increases in pricing for three one-year options will be based on the Consumer Price Index (CPI), all items, Toronto and calculated three months prior to expiry of then current year agreement.
- Additional Clauses: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the Chief Executive Officer.

CONTACT

Hardat Persaud, Chief Financial Officer & Corporate Secretary, 416-263-3031,
hpersaud@explace.on.ca

Laura Purdy, Acting General Manager, Sales & Event Management, 416-263-3020,
lpurdy@explace.on.ca

SIGNATURE

Dianne Young
Chief Executive Officer

ATTACHMENTS
