

Date: 2022-05-03

Subject: **Request to Begin Procurement – Audio-Visual (AV) Technologies and Associated Services on an as and when required basis for a Three (3) Year Period**

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Report Number: Corporate Support Services-2022-495

Recommendations:

1. THAT the report titled Request to Begin Procurement – Audio-Visual (AV) Technologies and Associated Services for a Three (3) Year Period to the Committee of Council Meeting of May 25, 2022 be received, and;
2. THAT the Purchasing Agent be authorized to commence the procurement of Audio-Visual Technologies and Associated Services for a Three (3) Year Period.

Overview:

- **This report seeks Council approval to commence procurement for Audio-Visual Technologies and Associated Services for a Three (3) Year Period with the option to renew the contract for two (2) additional one (1) year periods.**
- **The City’s existing contract expires August 31, 2022**

Background:

Digital Innovation & Information Technology (DI&IT) undertook a program to provide standardized audio-visual technologies and associated services across City buildings including various projects. At present, standardized Audio-Visual technologies have

been implemented throughout various locations including but not limited to City Hall, Council Chambers, Committee rooms, Fire Stations.

Digital Innovation & IT has established a replacement lifecycle based on historical experience, lifecycle cost analysis, industry best practices, completed right-sizing review and utilization. With the ever-increasing adoption and usage of collaboration technologies at City facilities, requests for upgrades and audio-visual technology solutions is the new norm for supporting staff with their daily operational needs, thereby improving productivity and collaboration in a hybrid work place.

The scope of work for the new contract includes but is not limited to, the following:

- Supply, installation and servicing of audio-visual hardware and infrastructure include the following technologies:
 - Digital Displays
 - Video Cameras
 - Speakers
 - Sound Bars
 - Software
 - Cables
 - Microphones
 - Room Control panels
 - Digital Signage player devices
 - Distribution processors
 - Amplifiers
 - Outdoor pylon signage
- Integration, configuring, programming, and testing of Audio-Visual equipment for meeting spaces
- Provide hardware and maintenance support for existing equipment
- Post installation training of users, administration staff and support staff
- Provide instructional and as-built documentation
- Design, configure and installation of teleconferencing rooms and systems for virtual only and hybrid style meetings

Establishing a contract will provide for standardization of technology ensuring consistency and predictability for City staff, ongoing technical support, warranty, maintenance, and lifecycle health.

Recently completed, over a period of sixteen months, net new audio-visual project requests include:

- POA Courthouse (legislative requirement)
- Gore Meadows Digital Signage
- Fire Stations Teams rooms
- West Tower – Bridge meeting spaces
- 20 Sandalwood Admin building – supervisor office and multipurpose room
- Loafers Lake

Upcoming and current net new audio-visual project requests include:

- Central Peel Public School
- Riverstone Recreation facility
- Chinguacousy Wellness Centre
- FCCC Training/Briefing room

The City currently has a contract established with two (2) Audio-Visual vendors, providing implementation, installation and maintenance support services on an as and when required basis, which are set to expire August 31, 2022.

Current Situation:

As a result of upcoming project requests and ongoing maintenance and support for existing equipment, the City has a need to establish a new contract given that the current contract expires August 31, 2022.

The City has spent \$918,000 on these requirements as of April 2022, included in this spend is the list of completed projects, repairs/maintenance and AV equipment purchases.

Corporate Implications:

Purchasing implications:

A public Procurement Process will be conducted and the Bid submissions shall be evaluated in accordance with the published evaluation process within the Bid Document.

Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document,

Financial Implications:

This procurement will be funded from various cost centres throughout the City. The Goods and Services Inventory account 720000.001 will be used for the purpose of the procurement, and as services are rendered, expenses will be charged to the respective cost centres. Staff will monitor and ensure that sufficient funding is in place until the end of the contract, pending Council approval.

Term of Council Priorities:

This report achieves Council Priority of a Well-Run City, continuously improving the day-to-day operations of the corporation by streamlining service delivery, effectively managing and leveraging municipal assets.

Conclusion:

It is recommended that the Purchasing Agent be authorized to begin the procurement as described in this report.

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