



City of North Bay Report to Council

Report No: CORP-2022-088

Date: July 29, 2022

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

Steven W. Melnichuk
Director, Information Systems

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2022-47 AV Upgrades

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to Global Unified Solution Services Inc. in the amount of \$162,092.64 (plus HST) for the supply and installation of audio visual equipment in the City Council Chambers.

Background

With the return to in-person council meetings, as well as the return to in-person judicial hearings, a full review of the current technology used in Council Chambers was completed by Information Systems. Several hardware components are end of support and are currently serviced on a best-effort basis only. The current set-up is also inadequate for in-person and virtual hybrid meetings, as requested by the Provincial Offences Authority (POA).

Considering the complexities of audio / video technologies, the need for both in-person and virtual meetings, as well as the dual-purpose functions of Council Chambers, a consultative approach was adopted to ensure the needs of the stakeholders would be addressed with the new equipment.

Financial/Legal Implications

A formal bid request, which closed June 24, 2022, was administered by the Purchasing Department and was publicly advertised in accordance with the City's Purchasing By-Law 2013-200. Two proposals were evaluated by the

Purchasing Manager, Digital Media Specialist, Manager, Current Operations and the Director, Information Services. The evaluation considered mandatory technical requirements, experience and qualifications, solution, project management plan, warranty service and support, interview and price.

The results are as follows:

Ranking	Company	Overall Score
1	Global Unified Solution Services Inc.	92.25
2	Applied Electronics Ltd.	86.50

The proposal from Global Unified Solution Services Inc. scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Sufficient funding for this contract is available in Capital Project No. 6654GG – System Technology Program 2022 On-going.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

Maintain infrastructure across the city in a good state of repair.

Ensure continuous improvement of governance and administration.

Options Analysis

Option 1: That City Council approves the award of a contract to Global Unified Solution Services Inc. in the amount of \$162,092.64 (plus HST) for the supply and installation of audio visual equipment in the City Council Chambers.

Option 2: Do not award a contract. This option is not recommended as the current hardware is end of life and is supported on a best-effort only basis.

Recommended Option

That City Council approves the award of a contract to Global Unified Solution Services Inc. in the amount of \$162,092.64 (plus HST) for the supply and installation of audio visual equipment in the City Council Chambers.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO
Title: Manager of Purchasing

Name: Steven W. Melnichuk
Title: Director, Information Systems

We concur with this report and recommendation

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP
Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Steven W. Melnichuk
Title: Director, Information Systems