

### **REPORT FROM THE ACTING DIRECTOR OF PUBLIC WORKS**

Re: Facilities Security System Retrofit

#### **RECOMMENDATION**

That council approve contracting Vipond Inc. to retrofit the security systems at various municipal facilities;

And that the use of the negotiation method in the procurement bylaw be approved to waive the need for tendering this project;

And that funds to realize the project be drawn from the respective facilities operating budgets for each affected building.

#### **BACKGROUND**

A collaboration with public works spearheaded by the IT department at the city has revealed that there is an opportunity to retrofit the security systems at a number of municipal facilities.

On February 21st, 2023, Staff brought forward a memo to the Public Services Standing Committee detailing upcoming projects for consideration, which included discussion of this security system retrofit.

Based on feedback from that meeting, Staff accounted for this project expense during preparation of the 2023 budget that Council passed on May 8th 2023, and intends to use the facilities operating budget to fund the initiative.

#### **ANALYSIS**

Currently, there are a number of different security system and monitoring providers for City facilities, each with different systems installed at different buildings.

Staff has an appetite to consolidate these services under one provider, and given the currently installed equipment and the technical capabilities of systems available from available providers, staff believes that the most appropriate and cost-effective way forward is to engage Vipond Inc. for these services.

There are package discounts applied to the overall project by the vendor, so there is an incentive to undertake this activity as a single purchase rather than retrofitting buildings over time.

Moreover, moving to Vipond Inc. as a provider to upgrade the associated equipment would remove the need for ongoing landline phone service to several buildings.

As the anticipated project cost exceeds thresholds in place for Staff's purchasing power, and because the nature of the project involves awarding services to a single vendor, Staff is coming forward to Council for direction to move forward with this project as described outside of the processes defined in the City's procurement policy.

## **FINANCIAL IMPACT**

The project has been quoted by Vipond Inc. at a price of \$27,020.00 plus HST. As per the approved budget, funds to realize the project will be drawn from the respective facilities operating budgets for each affected building.

In undertaking this project, staff anticipates that there will be a reduced operating cost associated with landline phone charges, which will amount to a savings of approximately \$30,000.00 annually.

## **LINKS TO STRATEGIC PLAN**

This project directly relates to the following key section of the strategic plan:

- Continued investment into Infrastructure
- Strong municipal corporate administration and governance
- Strong financial foundation for the municipality

## **SUMMARY**

Staff is recognizing opportunity for ongoing operational savings by streamlining and retrofitting security systems installed in the City buildings, and is seeking direction from Council to move forward with the project outside of procurement policies.