

Municipality Of Chatham-Kent
Infrastructure and Engineering Services
Drainage, Asset and Waste Management

To: Mayor and Members of Council

From: Tim Dick, C.E.T.
Director,
Drainage, Asset and Waste Management

Date: July 24, 2018

Subject: Single Source – Security/Surveillance Services, Various Locations

Recommendations

It is recommended that:

1. The Request for Proposal (RFP) for a vendor of record for a period of three years with an option for a two-year extension for security and surveillance applications at various Chatham-Kent buildings from Zimmer Security and Cabling Solutions be accepted.
2. The Mayor and Clerk be authorized to sign the necessary agreement.

Background

There is a need to update and modernize physical access control systems for security purposes in various buildings across the Municipality. Information Technology staff assisted Infrastructure and Engineering Services in assembling RFP #R18-257, released in June, with the intention of securing a vendor of record for a period of three years with an optional two-year extension for goods and services to complete this work. The structure of the RFP was based on a “per unit” cost basis so that the scope of the work can be varied higher or lower and additional locations can be added as required.

Comments

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016. The Single Source section of the Procurement states the following:

While it is the intention of the Municipality that purchases will be performed in a competitive manner, it is recognized that in some limited situations a non-competitive method of purchasing may be required. A non-competitive direct

aware of Contract may be used to purchase deliverables under the following circumstance:

- a. Where there is one or no response to a competitive process

The results of the RFP are as follows:

Vendor	Matrix Score
Zimmer Security and Cabling Solutions	91

The proposal from Zimmer Security and Cabling Solutions is within the estimate provided by Chatham-Kent's Information Technology Department. The hourly rates are competitive.

Phase I will include the supply and installation of a new server at the Civic Centre along with two door control installations. All required cabling is included as part of the unit pricing. The Health and Family Services Building and the WISH Centre will also be outfitted as part of this installation. There will be a total of 31 door control installations with appropriate cable as part of this phase.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth.
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

Information Technology Services assisted in the RFP process.

The Director, Public Health confirmed the amount of grant funding available for work to be completed at the Health and Family Services and WISH Centre buildings.

Financial Implications

Work completed in Phase I of this project at the Health and Family Services Building and the WISH Centre (Clinical Services) is funded by the Community Infrastructure Renewal Fund grant up to an amount of \$57,864.

Any shortfall for these two locations, the Civic Centre work and any future projects will be funded through the Municipal Building Lifecycle. The anticipated total cost of Phase I is approximately \$80,000.

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