

Item No. 10



ACTION REQUIRED

January 11, 2012

To: The Board of Governors of Exhibition Place

From: Dianne Young, Chief Executive Officer

Subject: **Agreement for Provision of Bi-Directional Communications System Maintenance**

Summary:

This report recommends that the Board enter into an agreement with Mobile Business Communications Ltd. (Mobile), commencing February 1, 2012 for the provision of bi-directional communications system maintenance service and equipment rentals to Exhibition Place for the two-way radio system used on the grounds.

A Request for Quotation (RFQ) process was issued through the City of Toronto, Finance Department, Purchasing and Material Management Division (PMMD) for the provision of bi-directional communications system maintenance service and equipment rentals to Exhibition Place.

Recommendation:

It is recommended that the Board approve an agreement with Mobile Business Communications Ltd. for a period of one (1) year, with the option to extend for an additional three (3) separate one (1) year periods, on the terms and conditions outlined in this report and other such terms and conditions satisfactory to the CEO and City Solicitor.

Financial Impact:

The projected annual expenditure for bi-directional communications system maintenance service and equipment rentals is \$11,242.00 and is provided for in the 2012 Operating Budget and the 2013, 2014 and 2015 Operating Budgets.

Decision History:

In January 2010, Mobile Business Communications Ltd. was awarded a one year contract, with the option to extend for one additional one-year term, wherein the contract amount and the option year term was within the authority of the Chief Executive Officer, commencing February 1, 2010, for the for the provision of bi-directional communications system maintenance service and equipment rentals to Exhibition Place. The term of the option year is set to expire on January 31, 2012.

The Exhibition Place 2009-2012 Strategic Plan had a Financial Goal to *seek efficiencies with public funds under our control* and as a Strategy to support this Goal *we will seek opportunities across the organization to increase revenues and decrease costs.*

Issue Background:

Exhibition Place has a two-way radio communication system which is important to the operation of the events at Exhibition Place. The contract with the company presently repairing, replacing and supplying the two-way radios expires at the end of January 2012.

Comments:

On November 25, 2011, Exhibition Place through the services of City of Toronto issued a Request for Quotation to establish a new agreement for the provision of bi-directional communications system maintenance service and equipment rentals commencing February 1, 2012. The RFQ included a detailed scope of work for maintenance service to fixed communications assets, as well as requirements for on demand repairs to portable radios and additional equipment rentals necessary to meet enhanced event specific service requirements. For comparison purposes, the rates quoted were applied to projected annual requirements resulting in Total Lump Sum Prices. Firm prices were quoted for the first year with percentage increases for each of the three option years.

The RFQ closed on October 12, 2011 with only one bid submitted by Mobile Business Communications Ltd. in the annual amount of \$11,242.00, - with a maximum 2% increase for each option year.

The City of Toronto Fair Wage and Labour Trades Office confirms that Mobile Business Communications Ltd. is in compliance with the Fair Wage requirements for this work.

Mobile Business Communications Ltd. list of references include the City of Brampton, Casino Niagara, Rogers Centre, University of Toronto and CN Tower.

Staff have reviewed the rates quoted and consider them to be fair and reasonable. Accordingly, Staff recommends the approval of an agreement with Mobile on the following terms and conditions:

- (a) Term: One year commencing February 1, 2012, with the option to extend for three additional one-year periods subject to satisfactory performance review and budget availability.
- (b) Pricing: Pricing is to be fixed during the term of the Agreement in accordance with the terms of the RFQ.
- (c) Assignment: The agreement shall not be assigned by Mobile without written consent of the Board.
- (d) Indemnity/Insurance: Mobile shall provide proof of insurance in a form and amount satisfactory to the Board and containing provisions including the Board, CNEA, and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- (e) Union Obligations: Mobile shall comply with all trade union/association agreements affecting work done on the grounds.
- (f) Other Commercial Terms: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the CEO.

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Submitted by:

Dianne Young

Chief Executive Officer