



# Exhibition Place

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March 8, 2016

**ACTION REQUIRED**

To: The Board of Governors of Exhibition Place  
From: Dianne Young, Chief Executive Officer  
Subject: **Agreement for Provision of Bi-Directional Communication System Maintenance**

## Summary:

This report recommends the Board enter into an agreement with Mobile Business Communications Ltd. commencing from the date of award until January 31, 2017 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 process was issued through the City of Toronto, Finance Department, Purchasing and Material Management Division for the provision of bi-directional communication system maintenance service and equipment rentals to Exhibition Place. The recommendation is to contract with the only bidder to this RFQ.

## Recommendations:

**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 \$ 9,750.00 and is provided for in the 2016 Operating Budget and the 2017, 2018 and 2019 Operating Budgets.

## Decision History:

The Exhibition Place 2014 – 2016 Strategic Plan has a Public Space and Infrastructure Goal to *sustain our Public Assets and Rolling Equipment* and as a Strategy to support this Goal *we will review and update our preventive maintenance systems.*

At its meeting of January 27, 2012, the Board approved entering into agreement with Mobile Business Communications Ltd. for the non-exclusive provision of bi-directional communications system maintenance service and equipment rentals to Exhibition Place, which agreement expired on January 31, 2016.

[http://www.explace.on.ca/database/rte/files/Item%2010-Communications\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%2010-Communications(1).pdf)

## Issue Background:

The Board owns and operates its own radio communication system for the use by Exhibition Place staff to effectively communicate throughout the campus. Use of the radio communication system assists in the delivery of efficient services, supports incident reporting protocols and supports emergency response and staff safety communications. The maintenance of the radio

communication system is imperative to its successful operation in support of these functions. The agreement with Mobile Business Communications Ltd. presently repairing, replacing and supplying the two-way radios expired on January 31, 2016

Comments:

On January 20, 2016, 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. 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 February 25, 2016 with only one bid submitted by Mobile Business Communications Ltd. in the annual amount of \$ 9,750.00, - 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, City 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 from the date of award, 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 Business Communications Inc. without written consent of the Board.
- (d) Indemnity/Insurance: Mobile Business Communications Inc. shall provide proof of insurance in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- (e) Union Obligations: Mobile Business Communications Inc. shall comply with all trade union/association agreements affecting work performed 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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