

## EXHIBITION PLACE

July 8, 2003

To: Board of Governors of Exhibition Place

From: Dianne Young  
General Manager & CEO

Subject: Request for Quotation (RFQ) No. 3202-03-7274  
CCTV Preventative Maintenance Program for The National Trade Centre

### Recommendation:

**It is recommended that the Board enter into an agreement with A.C. Technical Systems for the provision of a preventative maintenance program and for repair service as and when requested, to the Closed Circuit Television (CCTV) System and related Security Systems in the NTC for a period of one year from July 1, 2003 to June 30, 2004, with an option to extend for an additional two one-year periods.**

### Background:

The Board's Financial By-law requires that all agreements over one year be approved by the Board.

### Discussion:

The purpose of the NTC Security System is to provide continuous 24-hour alarm assessment at the NTC. It has alarm coverage of the perimeter entrances to the building, Personal Distress Alarms devices in the parking garages area and Tamper Alarm indication for the fire cabinet and extinguisher locations. The associated CCTV cameras provide fields of view covering areas in and around the alarm point sectors and provides automatic CCTV alarm response switching to cover all alarm zones during alarm conditions.

In May 2003, a Request for Quotation (RFQ) No. 3202-03-7274 was issued through the City of Toronto's Finance Department, Purchasing and Materials Management Division for a preventative maintenance program and for repair service on an "as and when required" basis for the CCTV system at the NTC. The RFQ was structured in such a manner that required bidders to indicate an annual cost to provide the preventative maintenance program and to list hourly rates for various personnel for other repairs, as well as percentage mark-up over invoices for all material used. Firm prices were quoted for each of the three (3) years.

The RFQ closed on June 12, 2003 and two quotations received from the following bidders:

|                            | Year 1   | Option Year 2 | Option Year 3 |
|----------------------------|----------|---------------|---------------|
| A. C. Technical Systems    | \$12,900 | \$14,190      | \$15,609      |
| Fitch Surveillance Systems | \$34,700 | \$34,700      | \$38,200      |

The price is complete per year for all that is required to carry out CCTV & Security System Preventative Maintenance Program, including all wage burdens, supervision, minor parts, vehicle charges and all that is required to fulfill the work described in the RFQ including Ontario Retail Sales Tax and GST.

- a) Term: One Year with Option to renew for additional two years
- b) Provision of a 100% Performance Bond as per the RFQ
- c) Comprehensive public liability and property damage insurance covering all operations and liability assumed under the contract, with an insurance company satisfactory to the Board of Governors of Exhibition Place, The National Trade Centre, Canadian National Exhibition Association, City of Toronto, O&Y/SMG Canada, their respective directors, officers and employees being added as additional insureds.
- d) All other terms and conditions which are satisfactory to the General Manager of Exhibition Place and the City Solicitor.

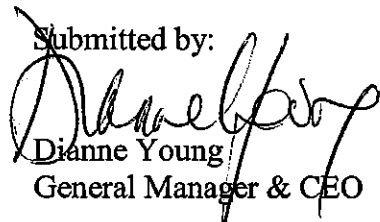
Conclusion:

This report recommends that the Board enter into an agreement with A.C. Technical Systems for the provision of a preventative maintenance program and for repair service as and when requested, to the Closed Circuit Television (CCTV) System and related Security Systems in the NTC.

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Submitted by:

  
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