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TO:	CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MARCH 3, 2015
FROM:	JOHN BRAAM MANAGING DIRECTOR OF ENGINEERING SERVICES AND CITY ENGINEER
SUBJECT:	SINGLE SOURCE PROCUREMENT SERVICE AND REPAIRS 2-WAY RADIO COMMUNICATION EQUIPMENT

RECOMMENDATIONS

That, on the recommendation of the Managing Director of Engineering Services and City Engineer;

- a) Recommendation **BE ACCEPTED** to enter into negotiations with Spectrum Communications, 79 Wellington Street, London, ON, N6B 2K4 for pricing for a single/sole source contract for three (3) years, with the option to renew for an additional two (2) years, for the Service and Repair of 2-Way Radio Communication Equipment;
- b) That approval hereby given **BE CONDITIONAL** upon the Corporation negotiating satisfactory prices, terms, and conditions with Spectrum Communications to the satisfaction of the City Treasurer;
- c) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract; and
- d) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal Single Source contract or having a purchase order, or contract record relating to the subject matter of this approval.

BACKGROUND

Purpose

Approval to enter into negotiations for a single source contract for this service in accordance with the Procurement of Goods and Services Policy Section 14.4 d) & e)

Discussion

Environmental and Engineering Services relies heavily on the use of 2-way radio communication systems to conduct business. The 2-way radio system hardware assets consist of over 600 units; including 200 P7100 portable units, 383 M7300 fixed mobile units, and 38 base stations. The fixed mobiles are commonly used in the municipal fleet units. Municipal facilities and supervisory team areas typically have base station systems, and in field operations we utilize our hand held portable units.

This equipment is important to operations and requires a reliable service contractor to provide maintenance, service and repairs. Spectrum Communications has provided this service for more than 25 years.

Further to this, the single/sole source recommendation is being supported by staff for the following value added reasons;

- Provide excellent on-site service response time.
- Knowledgeable of our inventory and programming needs and have expertise in servicing our specific system.

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- Flexible service hours to reduce any disruption to our operational crews.
- Stock parts and supplies that match our existing systems to keep our equipment operating and reduce/eliminate down time.
- Provide free storage and handling of our surplus and seasonal equipment.
- Alignment of services as Police and Fire communication systems are also serviced by Spectrum.
- Years of experience servicing the City's needs and a history of reliable, timely and fiscally responsible service.

Financial Impact

Funding for this expenditure is maintained and managed in the Operational Services Dispatch budget. The 2015 estimated annual expenditure is 80,000.

Acknowledgements

This report was prepared in conjunction with operational staff Gary Medeiros, Supervisor of Operations - Dispatch and Frank Vanhie, Manager of Operational Services and by Steve Mollon, Procurement Specialist.

SUBMITTED BY:	REVIEWED BY:
MIKE BUSHBY DIVISION MANAGER FLEET AND OPERATIONAL SERVICES	ANNA LISA BARBON, CPA,CGA, DIRECTOR FINANCIAL SERVICES
RECOMMENDED BY:	CONCURRED BY:
JOHN BRAAM, P.Eng, MANAGING DIRECTOR, ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER	JAY STANFORD DIRECTOR ENVIRONMENTAL, FLEET & SOLID WASTE PROGRAMS

Cc: Steve Mollon