

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON OCTOBER 20, 2015</b>
<b>FROM:</b>	<b>MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES &amp; CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>REQUEST FOR PROPOSAL 15-02 TELECOMMUNICATIONS FIBRE &amp; CABLE INSTALLATION &amp; REPAIR VENDOR OF RECORD</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer:

- a) The proposal submission submitted by NetCheck Corporation, 185 Exeter Road, Unit C, London, Ontario N6L 1A4 for Telecommunications Fibre and Cable Installation and Repair at their submitted rates with an estimated annual expenditure of \$125,000.00 HST extra for a five (5) year period, **BE ACCEPTED**;
- b) That Civic Administration **BE AUTHORIZED** to undertake all the administrative acts which are necessary in connection with this contract.
- c) That approval hereby **BE GIVEN** conditional upon the Corporation entering into a formal contract relating to the subject matter of this approval.

<b>BACKGROUND</b>
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**Current State**

The City of London currently uses a variety of trades, sub-contractors, and various City of London staff, from several departments, to address the network infrastructure requirements of the City. This approach has the potential to result in the duplication of efforts, organizational challenges and unnecessary costs. With a variety of service providers, it is also difficult to standardize processes, practices and quality of work expectations.

Inefficiencies have also been identified in the work request process. The current process requires separate costing, design and planning; all of which can contribute to project delays, dissatisfied clients and additional administrative efforts.

**Desired State**

Through the creation of a vendor of record the City of London will streamline required telecommunications fibre and cabling infrastructure work thereby providing timely, cost effective and robust service to the end user. In addition, by having a qualified vendor of record, we will ensure industry standards are being met in a cost effective manner with guaranteed pricing for a five (5) year term.

**Procurement Process**

A RFP was issued in February 2015 to seek proposals from qualified implementation partners to provide network cabling and fibre infrastructure install and repair services as a vendor of record for a five (5) year term. The scope of the RFP included the installation, repair, and testing of fibre cabling and outdoor fibre conduit; wireless radio ethernet relay systems; copper infrastructure; telecommunications/information technology room planning; and design and field quality control testing. These services cover the operational day to day work requirements of the City.

A pre-bid meeting to respond to inquiries from perspective proponents was held February 11, 2015.

The RFP closed as of March 13, 2015, and seven (7) compliant submissions were received.

**Procurement Process...cont'd**

The RFP was scored on the following predetermined evaluation criteria:

- Fees – 30%
- Implementation and Experience – 35%
- Service Level Agreement – 25%
- RFP Response and Interview – 10%

The three top scoring Proponents were invited to participate in the presentation/interview stage of the RFP.

Upon completion of the presentation/interview, NetCheck Corporation scored the highest and provided the best financial offer to the City and are therefore recommended as the City of London's preferred vendor of record for the work under this contract.

**Capital Infrastructure Projects**

The three (3) interviewed proponents (NetCheck, Activo and Marcomm) have the necessary qualifications and experience to conduct this type of work and have been prequalified to bid on capital infrastructure projects, which will be coordinated by the Facilities Design and Construction Division. Proponents engaged in such capital projects will be instructed to obtain quotations from only these three (3) prequalified firms. This process will eliminate problems with using potentially unqualified bidders to complete telecommunications fibre and cable installations; thus ensuring quality installations with competitive pricing.

**Financial Impact**

Funding for this project has been provided within Information Technology Services and Roadway Lighting and Traffic Control budgets.

**Acknowledgements**

This report was prepared by Terri Sue Wyatt, Procurement Officer, Shane Maguire Division Manager, Roadway Lighting and Traffic Control, Daryl Diegel, Supervisor, Design and Construction, Bobbi Martinez, Manager, Corporate Services, Jiri Malec, Business System Analyst, Network Services, Information Technology Services, Paul Gardner Manager Network Services, Troy Thompson, Manager, Infrastructure and Security, Information Technology Services.

<b>SUBMITTED BY:</b>	<b>REVIEWED AND CONCURRED BY:</b>
<b>TROY THOMPSON, MANAGER, INFRASTRUCTURE &amp; SECURITY INFORMATION TECHNOLOGY SERVICES</b>	<b>MAT DALEY, DIRECTOR INFORMATION TECHNOLOGY SERVICES</b>
<b>RECOMMENDED BY:</b>	<b>REVIEWED AND CONCURRED BY:</b>
<b>MARTIN HAYWARD, MANAGING DIRECTOR, CORPORATE SERVICES &amp; CITY TREASURER, CHIEF FINANCIAL OFFICER FINANCE &amp; CORPORATE SERVICES</b>	<b>ANNA LISA BARBON DIRECTOR, FINANCIAL SERVICES</b>