

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON FEBRUARY 16, 2016
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT:	OUTSTANDING LONDON AMBASSADOR AWARD

RECOMMENDATION

That, the following actions be taken with respect to the Outstanding London Ambassador Award:

- a) the City Clerk, BE ADVISED of Municipal Council’s preferred design for the London Ambassador Award Pin; and,
- b) a budget of \$1,067 for the purchase of a plaque and pins BE APPROVED;

it being noted that the costs noted in b) above, can be accommodated within the existing budget allocation of the City Clerk’s Office.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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- Item # 5 – Corporate Services Committee – March 3, 2015
- Item # 2 – Corporate Services Committee – May 19, 2015

BACKGROUND

Municipal Council, at its meeting held on May 26, 2015 resolved:

“That the City Clerk BE REQUESTED to investigate the design and acquisition of a pin for an award and report back on options for such an award, including costs. (2/13/CSC) (AS AMENDED)”

Costs and Options

Cost estimates provided in May 2015 indicated that the cost would be up to \$1,000 to design and manufacture the lapel pin for recipients and the permanent plaque to be on display at City Hall, with a nominal additional annual cost for engraving.

In January, 2016, we received updated quotes, as follows:

Quotes for plaque and lapel pin – Outstanding London Ambassador Award

Annual plaque, walnut, 18"w x 24"h with 52 plates, includes engraving of header and up to 5 individual plates. Taxes extra. Annual cost of engraved name plate is \$20. (Quote dated January 13, 2016)	\$437
Custom cloisonné lapel pin (1-1/4"), 18K gold plating, includes design and production of 50 pins (minimum quantity), presentation boxes, and shipping. Taxes extra. (Quote dated January 12, 2016)	\$630
Total	\$1,067

Once the order is placed, the supplier requires four weeks to prepare the plaque, and six weeks to prepare the lapel pins.

The graphic designer offered the following three choices for the lapel pin design:

- Highly Polished Gold Plating
- Finely Sandblasted Recessed Gold Plating
- Highly Polished Silver Plating
- Green glass filling



Size - 1 ¼"



- Highly Polished Gold Plating
- Finely Sandblasted Recessed Gold Plating
- Green glass filling
- Red glass filling

The supplier of the lapel pin, International Coats of Arms, was chosen from several quotes submitted, based on price, their ability to do the design work for free, and the fact that they have past experience with the City of London.

The plaque quote was provided by Nother's who currently provides a similar service with respect to the Mayor's Honour List.

We have been advised by purchasing staff that they are satisfied with the process undertaken to obtain quotes and that the approach complies with the City of London's Procurement of Goods and Services Policy.

The Civic Administration is seeking direction with respect to the preferred design for the Award Pin and approval of the related costs.

The annual costs can be accommodated within the existing City Clerk's Council Recognition Budget.

RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

