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TO:	CHAIR AND MEMBERS FINANCE AND ADMINISTRATION COMMITTEE MEETING ON WEDNESDAY, NOVEMBER 2, 2011
FROM:	CATHY SAUNDERS CITY CLERK AND JOSEPH EDWARD CHIEF TECHNOLOGY OFFICER TECHNOLOGY SERVICES DEPARTMENT
SUBJECT	TECHNOLOGY UPGRADES COUNCIL CHAMBERS & COMMITTEE ROOMS 4 & 5

RECOMMENDATION

That on the recommendation of the City Clerk and the Chief Technology Officer, and with the concurrence of the Manager of Purchasing & Supply, the following actions be taken with respect to the Technology Upgrades for the Council Chambers and Committee Rooms 4 & 5:

1. The tender for Technology Upgrades – Council Chambers & Committee Rooms 4 & 5 submitted by Dynamix London Inc., 5 Hamley Road, London, Ontario N6E 3W1 at their tendered price of \$208,022.00 (excluding HST), **BE ACCEPTED**;
2. That the Civic Administration **BE AUTHORIZED** an additional capital funding of \$38,515.00 (excluding HST) to proceed with the purchase and installation of additional desktop computers and servers required by the Technology Services Division to implement web streaming capabilities for the Council Chambers and to implement electronic voting, electronic agenda and web streaming capabilities for the Committee Rooms 4 & 5.
3. That the Civic Administration **BE AUTHORIZED** an additional operating funding of \$27,823.00 (excluding HST) for the first year to sustain the technology upgrades for Council Chambers and committee rooms 4 & 5.
4. The total funding of \$274,360.00 (excluding HST) for this technology upgrade project **BE APPROVED** as set out in the Sources of Financing Report attached hereto as Appendix "A";
5. That Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in connection with this award; and
6. Approvals hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or issuing a purchase order relating to the subject matter of this approval.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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- Item #20 – Board of Control – July 21, 2010
 Item #20 – Finance and Administration Committee – July 20, 2011
 Item #1 – Finance and Administration Committee Special meeting - July 25, 2011

BACKGROUND

In March 2010, Council approved the budget to renovate the Council Chambers and improve technologies such as the audio system, computers, etc., including the electronic voting system.

In July 2010, Municipal Council authorized the Civic Administration to enter into a formal contract with Sire Technologies to design and install the SIRE Legislative Management Software that will provide an electronic agenda and electronic voting system. The electronic voting system will allow Members of Council and Committees to vote electronically on all matters requiring a decision. The next phase of the Council Chambers upgrades is the introduction of webcasting of Council meetings.

In anticipation of the new Governance model and allowing Standing Committee meetings to occur concurrently or overlapping, the former Governance Task Force and the Governance Working Group directed the Civic Administration to investigate the cost of providing similar technological capabilities to that of the Council Chambers, to permit the use of the electronic agenda system, electronic voting system and web streaming from the Committee Rooms.

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At the July 25, 2011 meeting of Municipal Council the Civic Administration was directed to undertake the following actions with respect to technological improvements to the Council Chambers and Committee Rooms 4 and 5:

- (a) the next steps to improve the technological support in the Council Chambers and Committee Rooms 4 and 5, as detailed in the City Clerk’s report dated July 20,2011, BE APPROVED in principle; and
- (b) the Civic Administration BE REQUESTED to report back with additional information as to the actual costs to undertake the work, a source of financing for the work and an implementation plan for the project.

In response to this direction a Request for Tender to source the necessary equipment and software was circulated to eight (8) suppliers.

Technology Services Division estimates \$59,687 per year operating cost to sustain these technology upgrades from 2013 and beyond. This operating cost does not take into consideration the labour to be provided by the Technology Services Division. This funding should be included in 2013 budget.

Purchasing Process

Eight (8) qualified suppliers were invited and the tender was advertised and posted on our website. Three (3) compliant bids were received. The low bid submitted by Dynamix London Inc., meets all of our terms, conditions, requirements and specifications in all areas. The original estimate for audio video equipment, robotic cameras, etc. and installation and training was \$287,374.00 (excluding HST); the competitive bid process reduced these costs roughly by \$65,365.00 (excluding HST).

Project

If these recommendations are accepted by Council, Technology Services Division, City Clerk’s Office and Facilities Design & Construction along with Dynamix London Inc. will immediately begin the process of upgrading technologies of Council Chambers and Committee rooms 4 and 5. The Project definition statement (PDS), is attached as appendix “C”.

Financial Impact

The total capital cost of \$246,537.00 (excluding HST) and operating cost of \$27,823.00 (excluding HST) for year one has been allocated for this project. A summary of bids is attached as Appendix “B” to this report. The Cost Breakdown for the project is summarized on Appendix “C” attached to this report.

Acknowledgements

This report was prepared by Joseph Edward, Chief Technology Officer, Technology Services Department and Chris Ginty, Procurement Officer, Purchasing and Supply.

RECOMMENDED BY:	REVIEWED & CONCURRED BY:
JOSEPH EDWARD CHIEF TECHNOLOGY OFFICER TECHNOLOGY SERVICES DEPARTMENT	JOHN FREEMAN MANAGER OF PURCHASING & SUPPLY
RECOMMENDED BY:	
CATHY SAUNDERS CITY CLERK	

C. Mike Turner, Deputy City Treasurer; and
Bill Campbell, Division Manager, Facilities.