

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee
From: Mat Daley, Director, Information Technology Services
Subject: Recommendation to award RFP 20-69 – Network cabling and conduit supply, delivery, installation, and repair services Vendor of Record
Date: February 08, 2021

Recommendation

That, on the recommendation of the Director, Information Technology Services, the following actions be taken with respect to the network cabling and conduit supply, delivery, installation and repair services Vendor of Record. As per City of London Procurement Policy Section 12.2 (b), requiring Committee and City Council approval for Request for Proposal awards greater than \$100,000:

- a) the proposal submitted by Netcheck Corporation, 177 Exeter Road, Unit D London, ON N67 1A4 for cabling and conduit supply, delivery, installation and repair services in the estimated annual amount of \$250,000 (exclusive applicable taxes), for a three (3) year term, and an option to renew the contract for two (2) additional one (1) year terms each at the sole discretion of the City, **BE ACCEPTED** in accordance with section 12.0 of the Procurement of Goods and Services Policy;
- b) the Civic Administration Be Authorized to undertake all administrative acts that are necessary in connection with this purchase, and;
- c) approval hereby given Be Conditional upon the Corporation entering into a formal contract, agreement or having a purchase order relating to the subject matter of this approval.

Executive Summary

In the proposal, Netcheck Corporation demonstrated a comprehensive understanding of the expectations required to successfully fulfill the requirements.

Netcheck Corporation has a proven track record working with the City of London. They have delivered valuable and quality workmanship in a reliable manner.

Linkage to the Corporate Strategic Plan

This project supports the City of London's "Leading in Public Service" strategic area of focus. Network cabling and conduit connect public service locations to essential data centres and the internet. This undertaking supports the following specific strategies outlined in the 2019-2023 Strategic Plan:

- Increase the use of technology to improve service delivery: continue to maintain, build and enhance a high-performing and secure computing environment,
- Enhance the ability to respond to new and emerging technologies and best practices: deliver and maintain innovative digital solutions to increase efficiency and effectiveness across the Corporation, and,
- Maintain London's finances in a transparent and well-planned manner to balance equity and affordability over the long term

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Request for Proposal 15-02 Telecommunications Fibre and Cable Installation and Repair vendor of record, Corporate Services Committee, October 20, 2015.

1.2 Historical Review

The City of London requires a company to supply, deliver, install and repair current and future copper and fiber optic network cabling infrastructure. The City of London network connects and integrates network end points such as:

- Wireless access points (Wi-Fi)
- Corporate computers
- Phones
- Security cameras
- Radio equipment
- Network equipment
- Traffic intersections
- Data centers

This network is vital to the delivery of computing and communications across all City of London work locations. It is essential that the City has a reliable, qualified cabling infrastructure vendor to provide cabling services. This vendor must:

- Adhere to Information Technology Services (ITS) specifications
- Meet Telecommunications Industry Association (TIA) and Electronic Industries Alliance (EIA) codes

ITS, Facilities, Roadway Lighting & Traffic Control, and Corporate Security & Emergency Management rely on this cabling infrastructure vendor to provide network service to City Service Areas and residents.

Operational responsibilities of the vendor include:

- Project management
- Design and solution
- Installation and service
- Supply all required materials
- Quality assurance and testing
- Adherence to service level agreements
- Response to critical incidents

2.0 Discussion and Considerations

The purpose of this report is to seek approval to appoint a Vendor of Record to supply, deliver, install and repair copper and fiber network cabling and conduit infrastructure.

In the response to the Request for Proposal (RFP), Netcheck Corporation met the requirements of the evaluation committee and presented a proposal that will support the Corporation with the continued delivery of network cabling and conduit services.

Netcheck Corporation will provide the following installation services to the City of London:

- Copper cabling at buildings and premises
- Fiber optic cabling and underground conduit

- Wireless communication devices on high-rise rooftops and towers

As appropriate, Netcheck Corporation will inspect and test all work and provide associated reports and as-builds for City of London records.

Key elements of the Netcheck Corporation proposal included the following:

- Proven experience in working with municipalities
- Proven experience in delivering quality workmanship
- Advanced and up-to-date training and certifications
- Disclosure of owned fiber splicing equipment
- Commitment to service level agreement and response times

Netcheck Corporation has extensive experience working with network cabling and fiber optic underground infrastructure. Since 2015, Netcheck Corporation has been the Vendor of Record with the City of London and have provided similar services to Western University, 3M Canada, Magna Qualtech, and Dr. Oetker.

2.1 Procurement Process

On November 10, 2020 the City issued an RFP “20-69 - Cabling and Conduit Supply, Delivery, Installation and Repair Services”. After the RFP was posted, there were five (5) addenda issued to respond to questions, inquiries and requests for clarification. When the RFP closed, five (5) submissions were received, and all five (5) were compliant.

A two envelope RFP process was used. One envelope contained the technical project proposal and the second contained the pricing proposal.

With the assistance of the Procurement Officer, five (5) Evaluation Committee representatives from the City of London ITS, Facilities, Roadway Lighting & Traffic Control service areas evaluated the five (5) submissions based on the criteria outlined in the RFP document.

At the end of the RFP process, Netcheck Corporation had the highest score and demonstrated the ability to fully meet the City’s requirements to provide network cabling and conduit supply, delivery, installation and repair services. Netcheck Corporation has provided these services for the City in the past, and the City has been satisfied with delivery and performance.

3.0 Financial Impact/Considerations

ITS, Facilities, Roadway Lighting & Traffic Control, Corporate Security & Emergency Management anticipate to spend approximately \$250,000 cumulatively (excluding H.S.T) each year to supply, deliver, install and repair network cabling and conduit.

Budget for specific project requirements defined by City of London Service Areas has been approved and allocated in Service Area Capital and Operating Multi-Year Budgets.

Prepared by: Jane Latter-Hutchinson, Manager, Network and Telecom, Information Technology Services
Recommended by: Mat Daley, Director, Information Technology Services

c: Mary Ma, Procurement Officer
Geoff Smith, Manager, Purchasing and Supply Operations