

Report to Community and Protective Services Committee

To: Chair and Members, Community and Protective Services Committee Meeting
From: Kevin Dickins, Deputy City Manager, Social and Health Development
Subject: Contract Amendment: RFT21-24 Supply and Installation Of A New Access Control Panel Upgrade at Dearness Home
Date: January 10, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Social and Health Development, the following report Contract Amendment: RFT21-24 Supply and Installation of A New Access Control Panel Upgrade” at Dearness Home, that the following actions **BE TAKEN**.

- a) the RFT21-24 contract value with Fire Monitoring of Canada Inc. **BE INCREASED** by \$81,485.66 to \$301,650.66 (excluding HST) in accordance with Section 20.3 (e) of the Procurement of Goods and Services Policy;
- b) the financing for this project **BE APPROVED** as set out in the Sources of Financing Report attached hereto as Appendix A;
- c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this project; and,
- d) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

Executive Summary

This report provides an update of the actions to be taken to support the Supply & Installation of a New Card Access Control Panel Upgrade at the Dearness Home, leveraging the contract awarded to Fire Monitoring of Canada Inc., the successful bidder of RFT21-24. The City’s Procurement of Goods and Services Policy requires Council approval to amend the existing contract.

Linkage to the Corporate Strategic Plan

2019-2023 Strategic Plan for the City of London

The City of London identifies ‘Strengthening Our Community’ and ‘Building a Sustainable City’ as strategic areas of focus.

Londoners have access to the supports they need to be successful.

Londoners have access to the services and supports that promote well-being, health, and safety in their neighbourhoods and across the city.

Links to Community Recovery

The City of London is committed to working in partnership with the community to identify solutions that will drive a strong, deep, and inclusive community recovery for London as we move out of and beyond the global COVID-19 pandemic.

Analysis

1.0 Background Information

- Corporate Services Committee, March 28, 2022, Consent Item # 2.5, Compliance Report in Accordance with the Procurement of Goods and Services Policy

2.0 Discussion and Considerations

2.1 Background

In 2021, the City of London (the City) determined it needed to replace existing security/access control panels. This included approximately 86 buildings. Existing equipment had to be replaced due to the fact that the equipment was no longer available, supported or manufactured. A tender for the Supply & Installation of a New Card Access Control Panel Upgrade was awarded to Fire Monitoring of Canada Inc. in May, 2021. In October 2022, it was further determined that the security/access control panels at the Dearness Home also required replacement. Utilizing the existing contract with Fire Monitoring of Canada Inc. they were identified as the best option to complete the replacement at the Dearness Home, leveraging an existing contract.

An additional \$81,485.66 (excluding HST) is required to complete this work.

2.2 Procurement Process

Facilities initiated a tender process in 2021 for New Card Access Control Panel Upgrades. RFT21-24 was published on March 23, 2021 and closed on April 13, 2021 with six bidders providing compliant bid submissions. The lowest compliant bidder was Fire Monitoring of Canada Inc. and a contract was awarded administratively on May 4, 2021.

The current contract with Fire Monitoring of Canada Inc. meets all the requirements to perform the access panel upgrade at the Dearness Home in the most efficient and reliable manner. To amend the current contract with Fire Monitoring of Canada Inc. to complete the Dearness Home security/access panel project, Section 20.3 e of the Procurement of Goods and Services Policy must be followed noting:

20.3 Contract Amendments

- a. No amendment to a contract shall be made unless the amendment is in the best interest of the City
- b. No amendment that changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work
- c. Amendments to contracts are subject to the identification and availability of sufficient funds in appropriate accounts within City Council approved budgets including authorized amendments.
- e. City Council must authorize contract amendments when:
 - ii. the total amended value of the contract will exceed the Council approved source of financing by an amount greater than \$50,000 or 3% of contract value, whichever is greater, and there are funds available.

3.0 Financial Impact/Considerations

The Source of Financing Report to support the additional expenditure described above, as attached as Appendix "A". The recommended Source of Financing is proposed through drawdowns from the Dearness Home Renewal Reserve Fund.

Conclusion

Civic Administration is recommending that the contract value for RFT21-24 for the Supply & Installation of a New Card Access Control Panel Upgrade, be amended to \$301,650.66 an increase of \$81,485.66 (excluding HST) in accordance with Section 20.3 (e) of the Procurement of Goods and Services Policy. These costs are related to the replacement of the Dearness Home's security/access panel to standardize to the new panel products that have been installed at other City locations. Funds are available in the capital budget.

Submitted by: Leslie Hancock, Director, Long Term Care

Recommended by: Kevin Dickins, Deputy City Manager, Social and Health Development

Cc: Steve Mollon, Senior Manager, Procurement and Supply

Appendix "A"
INTERNAL

#22170

December 15, 2022
(Award Contract)

Administrative Approval of
Tender Acceptance/Contract Award (\$100,000 - \$6,000,000)

RE: RFT-2021-24 - Supply & Installation of a New Card Access Control Panel
(Work Order 2542024)

Capital Project DH162021 - Dearness Major Upgrades
Fire Monitoring of Canada - \$81,485.66 (excluding HST)

Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Deputy City Manager, Social and Health Development and the Manager of Purchasing and Supply, the detailed source of financing is:


Estimated Expenditures	Approved Budget	Committed To This Date	This Submission	Balance for Future Work
Engineering	109,570	0	0	109,570
Construction	1,588,335	445,216	82,920	1,060,199
Total Expenditures	\$1,697,905	\$445,216	\$82,920	\$1,169,769

Sources of Financing

Drawdown from Dearness Home Renewal Reserve Fund	1,697,905	445,216	82,920	1,169,769
Total Financing	\$1,697,905	\$445,216	\$82,920	\$1,169,769

Financial Note:

Contract Price	\$81,486
Add: HST @13%	10,593
Total Contract Price Including Taxes	92,079
Less: HST Rebate	-9,159
Net Contract Price	<u>\$82,920</u>



Jason Davies
Manager of Financial Planning & Policy

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