



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### BOARDROOM AUDIO/VISUAL RFP AWARD

“The Lord is not slow about his promise, as some think of slowness, but is patient with you, not wanting any to perish, but all to come to repentance.” 2 Peter 3:9

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### RECOMMENDATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



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Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The public boardrooms at the CEC have not received a major refresh to their audio/visual (AV) equipment and related systems since approximately 2005 (13 years). The best practice refresh cycle for AV equipment is approximately between 3 to 5 years.

The Board approved a refresh of the boardroom AV technology design in fall 2018 and staff issued a RFP for the bulk of the work in spring of 2019.

This report describes the process staff used to recommend the RFP award and seek approval to award the RFP (P-047-19) for the provisioning of AV equipment and associated services within the CEC public meeting spaces to Applied Electronics Ltd. for \$1,026,765.27 plus net taxes for a total amount of \$1,048,993.40.

In addition to the above RFP costs, the project still needs to fund the work of the AV design specialist, some preliminary electrical work, and maintain a roughly 10% contingency for unforeseen issues during construction. Given this, the staff are recommending a project budget of a maximum of \$1,332,103.70 including contingency. The funds are available in the IT Infrastructure Reserve and have no impact on the Board's operating budget.

*The cumulative staff time required to prepare this report was 24 hours*

## **B. PURPOSE**

1. The purpose of this report is to seek approval to award the RFP (P-047-19) for the provisioning of AV equipment, millwork, and associated installation services within the CEC public meeting spaces and to approve an overall project budget.

## **C. BACKGROUND**

1. The public boardrooms at the CEC have not received a major refresh to their AV equipment and related systems since approximately 2005 (13 years). The best practice refresh cycle for AV equipment is approximately between 3 to 5 years. As a result, the rooms have had numerous problems with the equipment in the last few years and staff have received many complaints about sound and video quality in the public boardrooms from employees, trustees, and the public. These issues are exasperated during heavily attended public meetings.
2. Connecting and communicating with the public and other TCDSB stakeholders promotes good governance and transparency, which in turn enhances public confidence in the Board's decisions and TCDSB operations. As such, staff believe the upgrade to existing public boardrooms is critical to the TCDSB as a publicly funded organization.
3. If the boardrooms are not upgraded, staff believe significant disruptions to board and committee meetings will occur in the near future as result of failing equipment. In addition, if the boardrooms are not upgraded, some cost will still need be incurred for preliminary design and electrical work.
4. The use of IT Infrastructure Reserve to fund this project means that the funds used for this project would have no impact on the Board's structural yearly operating budget.
5. Between December 2018 and February 2019, staff worked with the Audio Visual specialist and Architect to develop conceptual design and layout for the public boardroom meeting spaces. The concept drawings were reviewed with trustees on February 14<sup>th</sup>.
6. The detailed technical specifications and construction drawings of the upgrades to the CEC Boardroom and public meeting spaces were developed between mid-February and April to create the RFP document.

7. Some advance work has occurred to run electrical conduits and network cabling to prepare the CEC Boardroom and public meeting spaces to be ready for the start of the installation of the AV equipment and millwork.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. The RFP was issued to the market on April 26, 2019 in accordance with Board's purchasing policy. The RFP was advertised on the Bids and Tenders website.
2. A mandatory bidders meeting was held on May 2, 2019 attended by ten (10) firms representing potential contractors for the planned scope of work. Led by the Audio Visual specialist, a site review and walk-through of the public boardroom meeting spaces was conducted for the bidders.
3. The RFP closed on May 30, 2019. There were three (3) proposals received from the following firms.

Applied Electronics Ltd.  
Solotech  
Westbury National

4. Proposals to this RFP must include the mandatory documents and attendance at the bidders meeting in order to be considered further. Bidders to the RFP were required to submit a two part submission for the Technical requirements proposal and Price proposal. As part of the initial RFP evaluation process, submissions were reviewed to determine compliance with the mandatory requirements. All submitted proposals were determined compliant and passed to the next step, the evaluation of Technical requirements proposal.
5. An RFP evaluation team was assembled that included the Audio Visual specialist, Architect, staff from the Facilities and Information Technology departments and staff from the Material Management department to provide RFP and evaluation process oversight and audit.
6. The evaluation criteria and associated points for scoring were divided between several technical requirements and pricing. The pricing section

accounted for the largest single criteria weight and was 40% of the overall total evaluation. The pricing proposal remains sealed and is only considered in the evaluation process for those bidders passing the technical section of evaluation.

7. The evaluation team reviewed and evaluated the submissions based on technical and price proposal requirements using the defined evaluation criteria. Where required, questions were addressed to the bidders to clarify and confirm details of the bidder’s proposal. The recommendation is that the RFP be awarded to Applied Electronics Ltd. being the highest ranked, lowest cost bid meeting the technical requirements as defined in the RFP at cost of \$1,048,943.40
8. Staff have reviewed the project timeline with the recommended bidder, Applied Electronics Ltd., to align the equipment procurement and construction schedules. The project timeline would be as follows.

<b>Room</b>	<b>Build Start</b>	<b>Build End</b>
Catholic Teachers Centre	Oct. 8, 2019	Nov. 15, 2019
Boardroom	Dec. 13, 2019	Jan, 31, 2020
Large CR & Small CR	Dec. 13, 2019	Jan, 31, 2020

9. The construction timeline would have an impact on the use of the Boardroom for the Board of Trustee meetings in January. As a result, Board of Trustee meetings in late December and January would likely need to be moved to the Catholic Teachers Centre. A temporary setup would be in place in the Catholic Teachers Centre to accommodate these meetings.
10. In addition to the above RFP costs, the project still needs to fund the work of the AV design specialist, some preliminary electrical work, and maintain a roughly 10% contingency for unforeseen issues during construction. Given this, staff are recommending a project budget of a maximum of \$1,332,103.70 including contingency net taxes. The breakdown is as follows:

RFP cost	\$1,048,943.40
Preliminary electrical work	\$81,401.09
Estimated cost for AV design & review	\$80,658.87
<b>Sub Total</b>	<b>\$1,211,003.36</b>
<b>Total with 10% contingency</b>	<b>\$1,332,103.70</b>

11. The above funds are available in the IT infrastructure reserve and do not impact the Board's operating budget.

## **E. STAFF RECOMMENDATION**

This report recommends that the RFP (P-047-19) for the provisioning of A/V equipment, millwork and associated installation services within the CEC public meeting spaces be awarded to Applied Electronics Ltd. for \$1,048,993.40 net taxes; the overall project budget to be set at \$1,332,103.70 inclusive of contingency; and that the project be funded from IT Infrastructure Reserve.