



Meeting Date: April 3, 2024

Submitted by: Scott Mairs, Director of Community Services

Report No: CMS-02-2024

Subject: Municipal Office Renovation - Budget Amendment and Sole Source Request

Recommendation:

THAT Report CMS-02-2024, re Municipal Office Renovation – Budget Amendment and Single Source Request be received;

AND THAT the Municipal Office Renovation/Construction budget be amended to add additional capital costs required to renovate the back hallway and offices and to upgrade the flooring in the community centre meeting room in the amount of \$200,000 to be funded from the Municipal Office Build Reserve Fund;

AND FURTHER THAT the single source request for Media Multicom & Security Concepts be approved.

Purpose:

This report has two purposes:

- 1) To seek Council approval to amend the Municipal Office Renovation/Construction budget to add an additional \$200,000 to the project budget to include the back hallway and five offices to the project scope along with upgrading the flooring in the existing community centre meeting room;

and
- 2) To seek Council approval for two single source requests to have Media Multicom provide the labour and equipment required for the Audio-Visual Equipment in the Council chambers and to have Security Concepts provide the labour and equipment to install the security cameras, key fob readers and alarm system.

Background:

Budget Amendment

The back offices/hallway and community centre meeting room floor were not included in the original scope of the renovation project in an effort to save costs on the overall project. Recognizing that there will be many trades such as painters, electricians, carpet/tile layers etc. on-site completing work, staff are of the opinion it is advantageous to amend the budget to include the additional works noted below. By doing so, will fully complete the project in its entirety.

Single Source Requests

There is a budget allowance for the supply and install of the audio-visual equipment and security equipment in the current project budget. Staff are seeking to single source these two items to Media Multicom and Security Concepts for the reasons highlighted below.

Analysis:

Budget Amendment

Appendix 1 highlights the area of the back offices/hallway to be added to the scope. The following work is to be completed as part of this request with an estimate of \$200,000 to complete.

Back offices/hallway:

- Upgraded lighting
- Paint walls and window frames
- Supply and install of new carpet
- New cubicle system and desks for open area

Community Centre Meeting Room Floor:

- Replace existing brick tile floor with new tile and baseboard that matches the new lobby tile being installed as part of the renovation.

Single Source Requests

Media Multicom

- Has worked with a number of municipalities throughout Middlesex County, including Middlesex Centre.
- Has extensive experience working on Council Chambers (Lucan, North Mid, Thames Centre, Mid Centre, Southwest Middlesex) and at the County of Middlesex.

- Is a local vendor/installer and can provide same/next day support for the site.
- Has created a detailed proposal for the Middlesex Centre council chambers which encompasses all of the required elements – wired mic system, automatic panning/zooming cameras, automatic AV source switching, and contains accessible functionality (screen and listening devices).

Staff recommend proceeding with using Media Multicom as permitted in CPS-07-2021 Procurement of goods and services policy as a single source in section 34. Specifically, sub-sections:

- C) there is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e., contract extension or renewal);
- G) the acquisition involves the ongoing maintenance and service requirements for Municipal property;
- I) the acquisition is required or is beneficial in regard to the standardization of goods and services for the Municipality;
- K) with regards to technological goods and services, there is an economic advantage and/or technical compatibility advantage to the Municipality – such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement;

Security Concepts

- Has been the primary contractor in recent years to the municipality providing security solutions such as the Atrium key fob system, security cameras and alarm monitoring.
- Is a local vendor/installer and can provide same/next day support for the site.
- Has created a detailed proposal for the Middlesex Centre security system which encompasses all of the required elements – cameras, digital recorders, access controls (fob readers), alarm system, motion detectors and keypads.

Staff recommend proceeding with using Security Concepts as permitted in CPS-07-2021 Procurement of goods and services policy as a single source in section 34. Specifically, sub-sections:

- C) there is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e., contract extension or renewal);
- H) the acquisition involves the ongoing maintenance and service requirements for Municipal property;
- J) the acquisition is required or is beneficial in regard to the standardization of goods and services for the Municipality;
- L) with regards to technological goods and services, there is an economic advantage and/or technical compatibility advantage to the Municipality – such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement;

Financial Implications:

Back Offices/hallway: \$175,000

Meeting Room Flooring: \$15,000

The additional costs are to be funded from the Municipal Office Build Reserve Fund. To date, the reserve fund has earned \$313,810.57 in interest income, therefore this overage will be covered by the interest earned to date on the reserve fund balance, therefore there is no impact to the property tax levy.

Strategic Plan:

This matter aligns with following strategic priorities:

- Sustainable Infrastructure and Services
- Responsive Municipal Government

Attachments:

A1 – Back Office/Hallway Layout