

COMMUNICATION 133071

Received From: Stacey Blair, Clerk
Addressed To: Committee of the Whole
Date: August 9, 2022
Topic: Purchase of Audio/Visual (AV) System for Town Hall

SUMMARY

In the Town's most recent budget, \$33,500.00 was budgeted for Video Recording Software and Equipment and a Wireless Microphone System. This project was originally scheduled to take place in 2020, but due to COVID delays, it was unable to forward until now.

BACKGROUND

The old AV system was hardwired into the Council Chambers and therefore not portable. Additionally, the system was unable to accommodate hybrid (remote and in person) meetings. Staff have obtained three (3) quotes from area distributors for a system that could be used in both the Council Chambers and the Auditorium. As well, the quotes include upgrades to the system to allow for improvements in the visual aspects of meetings. The new equipment will allow for greater control of microphones. As well, the new equipment will be more accessible as it will feature Bluetooth capability. Staff has met with the recommended provider, and they have ensured that the proposed system will meet the Town's AV needs. The representative from Audio Hi End Services confirmed with ISI Live to ensure their proposal will work with the Town's existing eScribe equipment. Lastly, as Audio Hi End is a local company, they will be better able to service the equipment as needed and provide ongoing support.

FINANCIAL IMPLICATIONS

As mentioned, the budgeted amount is \$33,500.00. The Town received the following three (3) quotes:

XAV Solution Inc.	\$33,928.95 plus HST
Nova Visual Products	\$41,824.50 plus HST
Audio Hi End Service	\$33,652.70 plus HST

The total bid price of the lowest bidder, Audio Hi End Service exceeds the budgeted amount by \$744.99 which is why staff is seeking Council's approval for the award of this tender. Staff only have authority to award tenders per the Delegation of Authority By-law to tenders that are within budget and awarded to the lowest compliant bidder.

STAFF RECOMMENDATION

THAT the quote for the purchase of Video Recording Software and Equipment and a Wireless Microphone System be awarded to Audio Hi End Service in the amount of \$34,244.99 (inclusive of net HST); and

THAT the budget deviation of \$744.99 be taken from the Town's year-end surplus, if any or alternatively from Administration reserves.