



TO: Chair and Members of the Board of Health
FROM: Christopher Mackie, Medical Officer of Health/CEO
DATE: 2019 October 17

LOCATION PROJECT–AUDIO VISUAL CONTRACTOR SELECTION AND CONTRACT AWARD

Recommendation

It is recommended that the Relocation Advisory Committee:

- 1) *Receive Report No. 009-19RAC re: “Location Project – Audio Visual Contractor Selection and Contract Award” for information; and*
- 2) *Recommend the Board of Health to award Best Buy for Business the Audio-Visual Contract at Citi Plaza.*

Key Points

- The current audio-visual equipment in the meeting and training rooms is outdated and in need of replacement.
- The Audio-Visual (AV) Bid closed on October 17th and three compliant bids were received.
- Best Buy for Business provided the lowest acceptable bid.
- The recommended award value is \$230,440 which is 30% lower than the budget of \$328,361.
- Additional funds from the budget will be used to fit-up the wireless infrastructure, exam rooms and waiting areas.

Background

The current AV systems at 50 King Street location consist of 6 large meeting rooms with Smartboards, desktop computers, desktop phones and wireless keyboards. The Smartboards are approximately 10 years old and show significant signs of age. This includes frequent bulb replacement, deteriorating projection capabilities and difficulty with connectivity due to obsolete technology. The small number of meeting rooms with technology create bottlenecks for staff while booking team meetings, project meetings or external meetings with clients and partners. Several smaller meeting rooms also exist but do not include any technology other than a desktop phone.

These technology challenges do not support both in-office and remote employees, as conference room equipment must be both reliable and secure. Productivity is also impacted if the technology within the office does not support meeting participants in different locations via audio and video conferencing, or if staff have no physical place to meet.

Quote

An AV bid was released to three Ontario Educational Co-Operative Marketplace preferred suppliers and additional suppliers were also invited to bid. A total of three (3) compliant bids were received to supply and install AV in the following spaces (and quantities) at Citi Plaza:

1. Collaborations Spaces (11)
2. Small Sized Meeting Rooms (7)
3. Medium Sized Meeting Rooms (12)
4. Large Sized Meeting Rooms (4)

5. Board Room (1)
6. Training Rooms Floor 1 (3)
7. Training Room Floor 2 (1)
8. Radio Room (1)
9. Reception, Waiting Area and Lounge (3)

The technical features of the training rooms located in [Appendix A](#) were developed by the Technology Working Group which is a part of the Organizational Structure and Location Committee. Further enhancements to the specifications were created following consultation with the Information Technology and Communications teams.

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Following receipt of the compliant bids, a cross functional team confirmed the bids met the technical requirements and completed a cost comparison. As a result, the lowest acceptable bid was received by Best Buy for Business at a cost of \$230,440. The supplier can provide business solutions and volume purchasing options for business accounts. Details of the Bid evaluation are listed in [Appendix B](#).

While the cost is lower than our budget of \$328,361, it does provide flexibility to the Health Unit to upgrade additional technology. Another technology bid will be prepared to fit-up the clinical exam rooms with monitors and computers to support the expansion of Electronic Client Records. Kiosks will also be investigated in the waiting rooms to support client self-service. Wireless network upgrades will also be quoted for installation into the new location to improve connectivity to the network for a mobile workforce.

Recommendations

The recommendation of the core project team is to award the AV contract to Best Buy for Business. The improvements to technology in the new location will foster greater collaboration and teamwork both internally and within a regional health unit structure.

Next Steps

MLHU staff will inform Best Buy for Business and will finalize the Audio-Visual contract. This will enable the contractor to kick off the project and mobilize their workforce to meet the target move in date.

The Relocation Advisory Committee will continue to be informed of expenditures related to the project and requested to approval for costing decisions which require Board of Health approval.

This report was prepared by the Procurement and Operations and Information Technology teams, Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO