



**FORTFRANCES**  
BOUNDLESS

**AWARD OF TENDER 22-AF-01**

# **ADMINISTRATIVE REPORT**

Date: 2022-02-28  
From: Jeremy Hughes, Information Technology Manager  
To: Committee of the Whole  
File Number: 2022-COTW-1004

## 1. ISSUE

Video surveillance cameras must be purchased as part of the *Downtown Core Video Surveillance Upgrade* project.

## 2. ADMINISTRATIVE RECOMMENDATION

Administration recommends:

**THAT Council of the Town of Fort Frances authorize the award of Tender 22-AF-01 for the supply and delivery of surveillance cameras to 407695 Ontario Ltd. o/a Sight & Sound at a cost of \$78,868.07 including the Town's portion of HST; and**

**FURTHER THAT the Mayor and Clerk execute the Standard Form of Agreement with 407695 Ontario Ltd. o/a Sight & Sound.**

## 3. STRATEGIC IMPACT

Existing video surveillance infrastructure operated by the Town of Fort Frances (the "Town") is decentralized, obsolete, and limited to only a few municipal properties that do not adequately address community safety concerns.

The *Downtown Core Video Surveillance Upgrade* project will expand and enhance video surveillance capabilities throughout the downtown core of Fort Frances along routes identified by the Fort Frances Ontario Provincial Police (*the "OPP"*).

Enhanced video surveillance capabilities support the OPP's vision for safe communities and a secure Ontario by:

- Decreasing violent crime and gun and gang activity
- Decreasing the time needed to identify suspects and witnesses
- Increasing the use of video surveillance to enhance and support OPP investigations
- Increasing criminal charges and court convictions
- Increasing overall community safety and well-being

## 4. OPTIONS & ALTERNATIVES

- (1) Authorize the award of Tender 22-AF-01 for the supply and delivery of surveillance cameras.
- (2) Deny the award of Tender 22-AF-01.

### 5. HISTORY

On July 23rd, 2021, the Town, in partnership with the Fort Frances OPP, applied to the Ontario CCTV Grant Program.

Resolutions passed by the Police Services Board on July 16th, 2021 and Council on August 9th, 2021 supported this application.

On October 7th, 2021, the Town was notified that it was successful in receiving \$170,000 in total funding toward this \$340,000 project. The corresponding Transfer Payment Agreement was executed on November 8th, 2021. Funding was received on February 1st, 2022.

At the January 31st, 2022 budget meeting, carryover of capital from the 2021 Capital Budget was approved, including the purchase of surveillance cameras for the *Downtown Core Video Surveillance Upgrade* project.

Advertisements describing the tender were made:

- On February 6th, 2022, a post was published on the “*Tenders*” page of the Town’s website.
- On February 7th, 2022, an advertisement was published on the “*Classifieds*” page of the Fort Frances Times’ website.
- On February 8th, 9th, 10th, and 16th, 2022, a print advertisement was published in the Fort Frances Times.

Addenda were published on the “*Tenders*” page of the Town’s website:

- Addendum 1 on Tuesday, February 15th, 2022, sharing answers to various questions from potential Tenderers and making minor modifications to the Tender Documents

On Tuesday, February 22nd, 2022 at 2:00 PM, tenders were opened publicly in the Committee Room of the Civic Centre, with public participation occurring via teleconference.

### 6. ANALYSIS

This purchase is funded through a Provincial Grant and out of the Modernization Fund.

Tenders were received prior to the closing date from:

- Apex Investigation & Security Inc. (hereafter referred to as “Apex”)
- Delco Security – A Division of Delco Automation Inc. (hereafter referred to as “Delco”)

- 407695 Ontario Ltd. o/a Sight & Sound (hereafter referred to as “Sight & Sound”)
- Sunset Protection Systems (hereafter referred to as “Sunset”)
- Triple A Contracting (Fort Frances) Inc (hereafter referred to as “Triple A”)

The attached table summarizes the tenders received as well as the budget allocations, surpluses, and deficits.

It is the obligation of Administration to point out any areas where the vendors did not meet the specifications in their bid submissions. The following anomalies were observed:

- Apex
  - The submission did not include acknowledgement of Addendum 1. **The submission is rejected as informal.**
  - This submission did not include manufacturer’s specifications or installation instructions. This difference is material, as specifications for the power supply and mounting hardware to be included are unknown.
  - The submission did not meet IK10 environmental specifications, offering IK09 instead. This difference is not material.
  - The submission did not meet H265+ and H264+ protocol specifications, offering H265 and H264 instead. This difference is not material.
  - The submission expressed ambiguity surrounding the wired gigabit ethernet port specification. This difference is not material, as specifications for this camera model are known.
  - The submission did not demonstrate ONVIF G, S, and T compatibility. This difference is not material, as specifications for this camera model are known.
- Delco
  - The submission was received by fax and signed originals were not received within 48 hours of closing. **The submission is rejected as informal.**
  - The submission did not meet IK10 environmental specifications, offering IK09 instead. This difference is not material.
  - The submission did not meet H265+ and H264+ protocol specifications, offering H265 and H264 instead. This difference is not material.

## ADMINISTRATIVE REPORT

- Sight & Sound
  - The submission did not meet IK10 environmental specifications, offering IK09 instead. This difference is not material.
  - The submission did not meet H265+ and H264+ protocol specifications, offering H265 and H264 instead. This difference is not material.
- Sunset
  - The first submission:
    - This submission did not meet 15 MP resolution specifications, offering 12 MP (9 MP effective) instead. This difference is material, as it decreases the quality of the output being produced.
    - The submission did not meet IP67 environmental specifications, offering IP66 instead. This difference is material, as it may affect the continuous operation of the device in extreme weather.
    - This submission did not demonstrate Milestone compatibility. This difference is material, as compatibility for this camera model is not known.
    - The submission did not meet H265+ and H264+ protocol specifications, offering H265 and H264 instead. This difference is not material.
  - The second submission:
    - The submission did not meet IP67 environmental specifications, offering IP66 instead. This difference is material, as it may affect the continuous operation of the device in extreme weather.
    - The submission did not meet H265+ and H264+ protocol specifications, offering H265 and H264 instead. This difference is not material.
- Triple A
  - The submission did not include a deposit of 5 % of the total Tender Price, offering a deposit of 5 % of a single unit instead. **The submission is rejected as informal.**
  - The submission did not meet IP67 environmental specifications, offering IP66 instead. This difference is material, as it may affect the continuous operation of the device in extreme weather.

- The submission did not meet IEEE 802.3af or IEEE 802.3at power specifications, offering IEEE 802.3bt instead. This difference is material, as it is not directly compatible with currently deployed Town infrastructure.
- The submission did not meet ONVIF G, S, and T compatibility specifications, offering S and T instead. This difference is material, as it may affect the future compatibility of the device.
- The submission did not meet H265+ and H264+ protocol specifications, offering H265 and H264 instead. This difference is not material.

## 7. CONSULTATION

- OPP for specifications of equipment
- Fort Frances Power Corporation for installation of equipment
- Operations & Facilities Division for installation of equipment
- Fort Frances Times for advertising the Tender

## 8. SUPPORTING DOCUMENTS

- (1) Tender Analysis
- (2) Standard Form of Agreement

Tenderer	Apex	Delco	Sight & Sound	Sunset - 20 MP	Triple A	Sunset - 9 MP
Status	Rejected due to Addendum omission	Rejected due to deadline for original documents	Sufficiently compliant	Sufficiently compliant	Rejected due to deposit error	Rejected due to low resolution
Camera	\$1,782.00	\$1,561.95	\$1,880.00	\$1,983.00	\$2,950.00	\$969.00
Power Supply	\$89.10	\$540.18	\$309.00	\$549.00	\$0.00	\$549.00
Mount	\$301.40	\$189.11	\$233.00	\$305.00	\$295.75	\$305.00
Unit Price	\$2,172.50	\$2,291.24	\$2,422.00	\$2,837.00	\$3,245.75	\$1,823.00
Subtotal (32 Units)	\$69,520.00	\$73,319.68	\$77,504.00	\$90,784.00	\$103,864.00	\$58,336.00
Town's Payable Tax (1.76%)	\$1,223.55	\$1,290.43	\$1,364.07	\$1,597.80	\$1,828.01	\$1,026.71
Total Tender Price	\$70,743.55	\$74,610.11	\$78,868.07	\$92,381.80	\$105,692.01	\$59,362.71
Difference from Low Bid	\$0.00	\$3,866.56	\$8,124.52	\$21,638.25	\$34,948.46	-
Approximate Budget Allocation	\$71,500.00	\$71,500.00	\$71,500.00	\$71,500.00	\$71,500.00	\$71,500.00
Total Bid Price (13% HST)	\$78,557.60	\$82,851.24	\$87,579.52	\$102,585.92	\$117,366.32	\$65,919.68
Anticipated Delivery Date	2022-06-30	2022-07-17	2022-07-29	2022-05-15	2022-09-15	2022-05-15

# STANDARD FORM OF AGREEMENT

This agreement made in duplicate on:

FEBRUARY 22, 2022

Date

between:

407695 Ontario Ltd. o/a Sight & Sound

*(hereinafter called the "Bidder")*

of the First Part

and

The Corporation of the Town of Fort Frances

*(hereinafter called the "Owner")*

of the Second Part

witness that whereas the Bidder has represented to the Owner that he or she is well able to supply the Surveillance Cameras as described in the Tender Documents, now therefore the Parties hereto undertake and agree as follows:

## ARTICLE 1 - THE BIDDER SHALL

Do and fulfill every covenant contained in the Tender Documents and to supply the Surveillance Cameras as described in the Tender Documents and which have been executed in duplicate by both Parties.

## ARTICLE 2 - THE CONTRACT

The Call to Tender, Tenderer's Checklist, Information to Tenderers, Form of Tender, and Standard Form of Agreement are all to be read into and form part of the Agreement and the whole shall constitute a Contract between the Parties and it shall accrue to the benefit of and be binding upon them and their successors, executors, administrators, and their assigns.



## ARTICLE 3 - TERMS

The Owner shall pay to the Bidder in lawful money of Canada for the performance of the Tender (Supply and Delivery of Surveillance Cameras), the amounts set out in the Form of Tender, subject to the adjustments, additions, deductions, and deletions as provided in the Tender Documents.

## ARTICLE 4 - PAYMENTS

The Owner shall pay on account thereof, upon the Project Manager's approval, all monies owing to the Bidder for the performance of the Contract. Upon receipt of invoices, any adjustments to monies owing will be made with notification to the Bidder.

## ARTICLE 5 - COMMUNICATIONS

All communications in writing between the Parties, or between them and the Project Manager, shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by registered mail or by telegram or Facsimile transmission addressed as follows:

(a) The Owner at:

*Mr. Faisal Anwar  
Chief Administrative Officer  
Town of Fort Frances  
320 Portage Avenue, Fort Frances, Ontario, Canada, P9A 3P9*

(b) The Project Manager at:

*Mr. Jeremy Hughes  
Information Technology Manager  
Town of Fort Frances  
320 Portage Avenue, Fort Frances, Ontario, Canada, P9A 3P9  
807-274-5323 x 1219  
[jhughes@fortfrances.ca](mailto:jhughes@fortfrances.ca)*

(c) The Bidder at:

**290 Scott Street, Fort Frances ON P9A 1G7**

Address

## SUPPLY AND DELIVERY OF SURVEILLANCE CAMERAS


In witness whereof, the Parties hereto have caused to be hereto affixed their respective Corporate Seals attested by the signatures of their respective duly authorized signing officers, and the unincorporated party or parties hereto have signed and affixed their seals as of the day and year first above written.

Corporate Seals attested by the authorized signing officers of:

**Company / Firm Name**

**407695 Ontario Ltd. o/a Sight & Sound**

02/22/2022  
Date

  
Signature  
(I have the authority to bind the Company / Firm)

**Corporation of the Town of Fort Frances**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
(Corporate Seal)

**Unincorporated Contractors**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness