


**Item No. 10.1.2**

**Halifax Regional Council**  
**October 9, 2012**

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:** Original signed by   
Richard Butts, Chief Administrative Officer

Original Signed by   
Mike Labrecque, Deputy Chief Administrative Officer

**DATE:** September 26, 2012

**SUBJECT:** Sole Source Purchase for Council Chambers Relocation

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**ORIGIN**

Information Report to Council Dated May 29, 2012

**RECOMMENDATION**

It is recommended that Halifax Regional Council:

- 1) In accordance with the Sole Source provisions of Administrative Order 35, Section 8(11) (A) attached, award the Sole Source Purchase of Audio/Video Services to Frischkorn Audio Visual Rentals, in the maximum amount of \$75,378.96 (net HST included), with funding from Project No. CBX01046 – City Hall Stone Restoration, as outlined in the Budget Implications section of this report; and
- 2) In accordance with the Sole Source provisions of Administrative Order 35, Section 8(11) (A) attached, award the Sole Source Rental of Meeting Facilities to Trade Centre Limited, in the maximum amount of \$17,207.19 (net HST included), with funding from Project No. CBX01046 – City Hall Stone Restoration, as outlined in the Budget Implications section of this report.

## **BACKGROUND**

Per the Information Report dated May 29, 2012, meetings of Halifax Regional Council are being accommodated by Trade Centre Limited (TCL) with sound, recording and voting systems, and media feeds provided through the TCL audio visual (AV) service contract. The Trade Centre Limited option was determined to provide the least disruption, good public access and represent the best value for money to HRM. As a partner, HRM receives a substantial discount in rental rates at TCL.

## **DISCUSSION**

Frischkorn Audio Visual Rentals is Trade Centre Limited sole vendor for audio visual services. In order to recognize the contract between Frischcorn and TCL, the scheduled council meeting requirements must be provided by the TCL vendor.

Frischkorn provided a quotation to the Municipal Clerk's office on June 18, 2012, indicating a meeting cost of \$6,571, plus net HST, per meeting. Staff reviewed this quotation in comparison with HRM's standing offer with Frischkorn for audio visual services for community engagement meetings and the quotation is consistent with what HRM would expect to pay under the standing offer agreement.

Trade Centre Limited is charging HRM \$1,500, plus net HST, for room setup, rental and tear-down, which is a substantially discounted rate in regard to the usual room rental fees charged by TCL.

Details of the agreement and expenditures were provided to Regional Council in an information report dated May 29, 2012.

Subsequent to this, in September 2012, HRM procurement have advised that, in order to meet all requirements of the HRM procurement policy, it would be appropriate for Council to approve the sole source expenditures as outlined in the information report of May 29, 2012.

The maximum award for each of these contracts is based on an assumption that a maximum of eleven (11) Regional Council meetings will be held at TCL.

## **BUDGET IMPLICATIONS**

Based on a total project cost of \$88,781.00, plus net HST of \$3,805.15, for a net total of \$92,586.15, funding is available in Project No. CBX01046 – City Hall Stone Restoration in Res. 1936.4. The budget availability has been confirmed by Finance.

<b>Budget Summary:</b>	<b>Project No. CBX01046 – City Hall Stone Restoration</b>
	Cumulative Unspent Budget \$1,093,646.70
	Less: Sole Source Award to Frischcorn AV \$ 75,378.96
	Less: Sole Source Award to TCL \$ 17,207.19
	Balance: \$1,001,060.55

\* This project was not part of the Approved 2012/13 Project Budget process.

HRM staff recommends that the balance of funds be used for the further recapitalization of City Hall.

### **FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **ALTERNATIVES**

There are no recommended alternatives.

### **ATTACHMENTS**

Attachment A - Sole Source Purchases, Administrative Order 35, Section 8 (11) (A)  
Attachment B – Information Report to Council dated May 29, 2012

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A copy of this report and information on its status, can be obtained by contacting the Procurement Office at 490-4170, or Fax 490-6425.

Report Prepared by: Cathy Mellett, Municipal Clerk (490-6456)

Business Unit Review: Terry Gallagher, Manager Facility Development, (476-4067)

Procurement Review: Anne Feist, Manager, Procurement (490-4200)

Report Approved by: Greg Keefe, Director, Finance & ICT/CFO 490-6308

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**Administrative Order 35**  
**Procurement Policy Section 8 (11) (A)**  
**Sole Source/Single Source Purchases**

(11) **Alternative Procurement Practices** may be used as follows:

A. Sole Source/Single Source Purchases. These occur:


- (a) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- (b) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- (c) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- (d) For the purchase of goods on a commodity market.
- (e) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- (f) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- (g) For the procurement of a prototype of a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- (h) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership
- (i) For the procurement of original works of art.
- (j) For the procurement of goods intended for resale to the public.
- (k) For the procurement from a public body or a not-for-profit corporation.
- (l) For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic or social benefits when compared to conventional technology, but not for any subsequent purchases.



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**Item No. 6**  
**Halifax Regional Council**  
**May 29, 2012**

**TO:** Mayor Kelly and Members of Halifax Regional Council

Original signed by 

**SUBMITTED BY:**

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Richard Butts, Chief Administrative Officer

**DATE:** May 22, 2012

**SUBJECT:** Relocation of Halifax Regional Council during Phase 3 City Hall  
Restoration

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### **INFORMATION REPORT**

#### **ORIGIN**

April 17, 2012 Halifax Regional Council award of Tender 12-150 Stone Masonry Restoration  
Halifax City Hall –Phase 3

April 30, 2012 Initial Project Meeting - Phase 3 City Hall Restoration

Occupational Health & Safety Act (Chapter 7 of the Act of 1996, as amended)- Legislated responsibilities of the CAO, Senior Management, project Architects and Engineers to protect employees, service providers, elected officials and the public.

## **BACKGROUND**

On Tuesday April 24, 2012 Halifax Regional Council awarded the tender for Phase 3 of the City Hall Restoration project. The work to be undertaken in Phase 3 of the project is located on the east side of City Hall along Barrington Street, along with work in the moat, electrical room and corner of the building at Barrington and Duke Streets.

The initial project meeting with City Hall and the Project Team took place on Monday April 30, 2012.

## **DISCUSSION**

At that initial project meeting the work and potential impacts on staff, the public, members of Council and meetings or events to be held in Halifax Hall and Council chambers were reviewed by project staff.

Based on the experience in other phases and the location and extent of the work in Phase 3 it was determined that there may be substantial occupational health and safety impacts in both Halifax Hall and Council Chambers that would be beyond the control of the project to manage.

Several options to mitigate and work with the project impacts were discussed including; working through construction issues as they arose, closing Halifax Hall but retaining Council Chambers for meetings of Standing Committees and Regional Council, or moving events and meetings to alternative locations during a substantial portion of Phase 3 construction.

It was the recommendation of the HRM Project Team and the Clerk's Office and CAO, in consultation with the Office of the Mayor, that based on health and safety consideration;

- Halifax Hall and Council Chambers be closed to the public during Phase 3 Restoration of City Hall
- Mitigation strategies and alternatives be put in place for occupants of City Hall during Phase 3 Restoration.
- Protective barriers be placed along all interior walls in Halifax Hall and Council Chambers to reduce the infiltration of dust and fumes from the work.

Based on those recommendations alternate meeting locations were reviewed and considered.

Meetings of Standing Committees of Council and other Boards and Committees of Council will be moved to alternative HRM locations suitable to their requirements. The Office of the Municipal Clerk is working with Committees to determine the best options.

Meetings of Halifax Regional Council will be accommodated by Trade Centre Limited (TCL) with sound, recording and voting systems and media feeds provided through the TCL audio visual (AV) service contract. The Trade Centre Limited option was determined to provide the least disruption, good public access and represent the best value for money to HRM. As a partner HRM receives a substantial discount in rental rates at TCL.

It is expected that the following meetings of Halifax Regional Council meetings would be held at Trade Centre Limited.

August 7<sup>th</sup> & August 14<sup>th</sup>

September 11<sup>th</sup> and September 25<sup>th</sup>

October 2<sup>nd</sup>, October 23<sup>rd</sup> and October 30<sup>th</sup>

And tentatively November 13<sup>th</sup>, November 20<sup>th</sup> and November 27<sup>th</sup> based on the construction schedule.

No space is available in TCL on October 16<sup>th</sup>. The Swearing In Ceremony for the new Council and will be held on November 6<sup>th</sup> at an alternate location.

### **BUDGET IMPLICATIONS**

Costs associated with the relocation of Regional Council will be covered under Project No. CBX01046, Halifax City Hall Stone Restoration.

Room rental/ setup and tear down: \$1,500 per meeting

AV/sound/recording/voting system (regardless of location) estimated at \$6,000 per meeting.

The budget availability has been confirmed by Financial Services.

#### **Budget Summary: Project Account No. CBX01046 – City Hall Stone Restoration**

##### **Res. 1936.4 – WTC Leasing**

Cumulative Unspent Budget	\$82,500.00
Up to 11 meetings Rental/Equip/facilities	<u>82,500.00</u>
Balance	0.00

### **FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

### **COMMUNITY ENGAGEMENT**

The Public will continue to have access to all meetings of Boards and Committees of Regional Council and at Regional Council. EastLink TV and Haligoniac.ca will continue to provide coverage of Regional Council meetings held at Trade Centre Limited.

**ATTACHMENTS**

None

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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Cathy J. Mellett, Municipal Clerk

Original Signed

Report Approved by:

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Terry Gallagher, Manager, Planning & Infrastructure

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