

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

**DATE:** September 25, 2020

**TO:** Committee of the Whole

**FROM:** Tiffany MacLaren, Community Economic & Cultural Coordinator

**SUBJECT: Budget Approval - Supply and Installation of Outdoor Digital Sign RFP Award**

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**RECOMMENDATION:**

**THAT Council authorizes a maximum of \$11,337 be used from the 2020 Economic Development Operating budget to cover the additional cost for the Community Digital Sign installation.**

**BACKGROUND:**

In July, the Municipality advertised a Request for Proposal for "Supply and Installation of Outdoor Digital Sign". The 2020 Budget has \$50,000 allocated for the project. Two submissions to the RFP were received. Both submissions were over budget.

This is a digital sign that will be installed in Almonte along Bridge St. in front of the Almonte Community Centre. It will cycle through information that staff will be able to enter digitally. Information will include current and upcoming events and programs in Mississippi Mills. The sign will also be used to promote current events in the Community Centre.

An RFP for this project was completed in 2019. However, the bids received did not include installation, including electrical. The project scope was revised for this year's process to include supply and all aspects of installation.

**DISCUSSION:**

Two submissions were received to the RFP "Supply and Installation of Outdoor Digital Sign"

|                   | Option A | Option B | Option C |
|-------------------|----------|----------|----------|
| Libertelelevision | \$71,440 | \$68,000 |          |
| Toshiba           | \$61,337 | \$60,287 | \$56,917 |

Staff have reviewed both submissions and feel the lowest bid meets the requirements of the project.

**FINANCIAL IMPACT:**

There is \$50,000 in the capital budget for this project, it is allocated to come from reserves and be repaid. \$11,337 would cover the maximum additional cost. Staff recommends allocating funds from the 2020 Community Economic Development Promotion Budget to this project.

**SUMMARY**

Staff recommends that Toshiba be awarded the contract and requests that Council authorize a maximum of \$11,337 be used from the 2020 Economic Development Operating budget to cover the additional cost for the Community Digital Sign installation.

Respectfully submitted,

Approved by



Tiffany MacLaren  
Community Economic and Cultural Coordinator



Ken Kelly  
Chief Administrative Officer