



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Council

Date: March 25, 2024

Department: Administration

Topic: Update to Council Chambers Audio Visual System

Purpose: To provide Council with an updated recommendation based on additional information received from Cycom and eScribe during the week of March 18.

Background: Cycom and eScribe have provided additional information on the quotes and information in relation to the a/v system proposed for the Council Chambers.

Following the March 11 Committee meeting, staff discussed with eScribe some of the hesitation received from members. A slight reduction in cost of \$1,000 for 2024 (which includes the implementation fees) has been offered, making the overall cost for 2024 reduced from \$14,390 to \$13,390. Additionally, cost savings have been negotiated so the future annual cost in 2025 and forward will go down to \$12,040.

Additionally, following discussions with both Cycom and eScribe, it has been determined that the add-on option, at a cost of \$7,441.05, for the licensing and programming to enable the microphones to sync with the eScribe vote manager system is currently unavailable due to software changes. eScribe is currently going through a number of background software changes and modifications that have recently impacted the API (application programming interface) that would sync the optional voting button on the mic system. Until this area between eScribe and Cycom (televisic microphones) is addressed, there is no need for the Township to pay for the additional one-time add-on option when the sync would not be available. If and when this issue is addressed between eScribe and Cycom, the Township may consider the add-on feature at that time.

Once the a/v system is fully operational, Council will be able to vote on their iPads through the eScribe vote manager module. Staff will continue communications with Cycom and eScribe to see if/when the additional voting option with the microphone may be available and report back to Council.

Policy Implications: All financial items over \$75,000 require Council approval.

Financial Considerations: As a result of the slight cost savings provided by escribe and the removal of the Cycom add-on feature to sync with escribe voting on the mic system, the overall cost of the project has slightly decreased.

Revised quotes:

The Township received quotes from 3 companies, however, only two companies included the procurement, installation/setup, and training within the quotes.

Company	Install/Training Included	Total Cost including HST	Total Cost excluding HST
DataVisual	No	\$81,409.72	\$72,044.00
Cycom	Yes	\$93,914.30	\$83,110.00
Applied Electronics	Yes	\$102,003.97	\$90,269.00

Recommendation: THAT Municipal Council:

1. Award the Council Chambers audio visual system upgrades contract to Cycom Technology Solutions Inc. in the amount of \$93,914.30, plus an additional 5% contingency of \$4,695.72, with the cost to be funded by a combination of the Modernization Reserve Fund and COVID Safe Restart Fund; and
2. Purchase the eScribe webcasting plus module for a total of \$13,390.00 and funded by the COVID Safe Restart Fund, with future years cost of \$12,040.00 funded from Administration IT Services 17-5323; and
3. Authorize the Clerk and CAO to execute all necessary documents to complete the audio visual system project.



Clerk



Treasurer



CAO/Director of Operations