
TO: CITY MANAGER **DATE:** 2020 June 02

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: RFQ 57-04/20

**SUBJECT: CONTRACT AWARD
CISCO NETWORK HARDWARE AND SUPPORT**

PURPOSE: To obtain Council approval to award a contract for the supply and delivery of Cisco network hardware and related support.

RECOMMENDATION:

1. **THAT** Council approve award of a contract to Insight Canada in the amount of \$1,146,203 including GST and PST in the amount of \$122,807 as outlined in this report.

REPORT

Five submissions to a Request for Quotation (RFQ) were received by the closing time on 2020 May 21. The work of this contract includes the supply and delivery of Cisco network hardware, including network switches, routers, and wireless access points and related support hardware support services. Insight Canada submitted the lowest priced quotation for the hardware and support requested by the City.

The requirements of this contract award are part of the City's IT Infrastructure Hardware Lifecycle Replacement program. As such, the new equipment will replace older equipment that has become end-of-life. The capital funding for the new hardware has been previously approved by Council. This contract award is for a one year period from 2020 June 15 to 2021 June 14. The annual maintenance and support for the new hardware will be managed under a new five-year enterprise agreement that will cover the equipment lifecycle.

The recommended company, Insight Canada, has previously performed similar work to the satisfaction of City staff. The Chief Information Officer concurs with this recommendation.

Funding for this contract is included in the 2020 – 2024 Financial Plan under WBS element AEC.0024 (\$438,253) and cost centre 408800000 (\$707,950) over five years.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:SD / ew:md

Copied to: Chief Information Officer
Assistant Director – IT Infrastructure