



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Wayne Ward
Position: Director Parks, Recreation and Facilities
Title / Subject: Security Camera bid results
Date of Report: April 25, 2025
Date of Meeting: May 12, 2025
Report No: 2025-PRF-010

1.0 Issue / Origin

Quotes to supply and install security camera systems at the Timothy Findley Memorial Branch of the Brock Library as well as the Dench Animal Shelter exceeded the budgeted amount.

2.0 Background

New security camera installations are a joint venture between the Township of Brock and the Durham Region Police Services.

3.0 Analysis

Only two bids were received by the date provided for closing of the tender.

Hytec Security bid at \$10,690 (without HST), while Dyson Alarm Tech Systems bid at \$11,025 (without HST).

The low bid, with non-refundable HST, is approximately \$10,878.

The approved 2025 budget amount is \$10,000, funded as \$5,000 from Public Building Capital Reserve and \$5,000 from Durham Region Police Services.

As per the Procurement By-Law, 3148-2022-FI, section 5.5 Contract Award Approval Authority (Competitive Procurement), Exceptional Situations: Council approval to proceed with a Contract award is required in the following exceptional situations:

- The resulting Contract Value exceeds the Expenditure Authority by \$25,000 or 15% of the approved budget amount, whichever is greater.

Although the amount exceeding the Expenditure Authority is permitted within the procurement policy, the issue is that staff require additional funds of approximately \$878 which requires approval by Council as the overage would need to be funded from the Public Building Capital Reserve.

4.0 Related Policies / Procedures

Procurement By-Law, 3148-2022-FI

5.0 Financial / Budget Assessment

The estimated balance in the Public Building Capital Reserve fund is approximately \$1,486,000 (as at year-end 2025).

5.1 Asset Management

There is no changes to asset management due to this request.

6.0 Climate Change Impacts

No additional climate change impacts will be recognized due to this request.

7.0 Communications

This report will be published on a public agenda

8.0 Conclusion

In order to proceed with the specified closed circuit video surveillance systems at the two locations to provide adequate coverage both inside and outside additional funding with an upset limit of \$1,000 is being requested.

Any further installations will be costed based on current market values as pricing may be fluctuating due to market strains.

9.0 Recommendation

BE IT RESOLVED THAT Council receive report 2025-PRF-010, and

That staff be authorized to proceed with the security camera installations at the Timothy Findley Memorial Branch of the Brock Library and the Dench Animal shelter by Hytec Security for the amount of \$10,690 plus HST, and

That the Treasurer be authorized to transfer additional funds of up to \$1,000 (above the previously approved \$10,000) from the Public Building Capital Reserve.