



Report to Council

Department: Corporate Services
Division: Information Technology
Date: October 20, 2025
Prepared by: Jack Barron, Manager of IT
Report Number: Information Technology-2025-03
Subject: Results of Request for Proposal – Council Chambers Design, Supply and Install Audio-Visual Equipment
Number of Pages: 4

Recommendation(s)

That Information Technology-2025-03 entitled Results of Request for Proposal – Council Chambers Design, Supply and Install Audio-Visual Equipment prepared by Jack Barron dated October 22, 2025 be received.

That Council award the Council Chambers Design, Supply and Install Audio-Visual Equipment (RFP-GG-25-001) to Matrix Video Communications Corporation in the amount of \$127,188.81, including non-refundable Harmonized Sales Tax (NRHST).

Purpose

In accordance with the Town's Procurement and Purchasing By-Law Number 2437 a Request for Proposal was issued for the Design, Supply and Install Audio-Visual Equipment for Council Chambers. After conducting evaluations and interviews of

all proposals, Matrix Video Communications Corporation was selected as the successful proponent.

Background and Discussion

A request for Proposal following the guidelines set out in the Town's Procurement By-Law Number 2437 for the Design, Supply and Install Audio-Visual Equipment for the new Council Chambers this was posted both on the Town's website and Bids and Tenders. The RFP closed on August 13, 2025, at 3:00 PM.

The evaluation of all 7 proposals received followed a scorecard method, which weighted the proponents' experience on similar projects, their demonstrated understanding of the scope of work, the quality of their proposed project plan, and the substance of their presentation questions and answers.

The proposal review process included an administrative review team made up of:

- i. Kate Giurissevich, Chief Administrative Officer
- ii. Kate Rowe, Director, Corporate Services
- iii. Joe Malandrucolo, Director, Legal and Legal Services/Clerk
- iv. Shelley Brown, Deputy Clerk
- v. Jake Morassut, Director, Community Services
- vi. Jackson Tang, Assistant Manager, Business Services
- vii. Jack Barron, IT Manager
- viii. Emil Beska, IT Technician

Based on the scores from the proposal review and presentations, Matrix Video Communications Corporation is recommended for the Design, Supply, and Installation of the Audio-Visual Equipment for the new Council Chambers.

Financial Impact

The total cost of the project, as awarded through the Request for Proposal process, is \$127,188.81, including non-refundable Harmonized Sales Tax (NRHST). This project was anticipated and budgeted for as part of the broader Town Hall Expansion Project.

Specifically, the portion of the overall expansion budget allocated for audio-visual equipment is sufficient to fully cover the costs associated with this sub-project.

As such, no additional funding is required, and the project can be awarded to Matrix Video Communication Corporation as it falls within the approved capital budget.

Consultations

Kate Giurissevich, Chief Administrative Officer

Kate Rowe, Director, Corporate Services / Treasurer

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Results RFP – Council Chambers Design Supply AV - Information Technology-2025-01.docx
Attachments:	
Final Approval Date:	Oct 10, 2025

This report and all of its attachments were approved and signed as outlined below:



Kate Rowe, Director, Corporate Services - Oct 10, 2025 - 3:58 PM

No Signature - Task assigned to Kate Giurissevich, Chief Administrative Officer was completed by delegate Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk

Kate Giurissevich, Chief Administrative Officer - Oct 10, 2025 - 4:05 PM