

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
RESPONSIBLE DEPARTMENT(S): FIRE AND ENGINEERING
SUBJECT: **CC – RADIO EQUIPMENT SUPPLY, DELIVERY, MAINTENANCE & REPAIR – B.C. COMMUNICATIONS INC.**
PURPOSE: To obtain Council approval for a Contract Change (CC) to B.C. Communications Inc. for the supply, delivery, maintenance, and repair of radio equipment.

RECOMMENDATION

THAT a contract change to B.C. Communications Inc., for an estimated cost of \$116,000 including taxes, as outlined in the report titled “CC– Radio Equipment Supply, Delivery, Maintenance & Repair – B.C. Communications Inc.” dated January 13, 2026, be approved; and

THAT the final payment will be based on the actual quantity of goods and services delivered and unit prices proposed.

EXECUTIVE SUMMARY

This recommendation is to approve a contract change of \$116,000 including taxes. Further details are outlined in Attachment 1.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$500,000.

2.0 BACKGROUND

Following a Request for Proposal (RFP) #124-06-24 in July 2024, the City awarded a one-year contract to B.C. Communications Inc. for the supply, delivery, maintenance, and repair of radio communications equipment, with an estimated initial value of \$55,405 including taxes. The contract included four optional one-year renewal periods at the sole discretion of the City.

Since the award of the contract, there have been multiple contract changes and one contract renewal totaling \$415,853 including taxes. Details can be found in Attachment 1 – Contract History. These previous contract changes and contract renewal were for replacement of existing radios, accommodate expanded operational requirements from other City departments, annual maintenance of radios, and miscellaneous radios purchases and repairs.

3.0 GENERAL INFORMATION

The estimated total contract value is \$587,258 including taxes.

City staff have reviewed the contract change and believe it appropriately addresses the City's needs at a fair cost.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

RFP #124-06-24 for Radio Equipment Supply, Delivery, Maintenance & Repair was publicly advertised. Upon closing, the City received three (3) compliant submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work is provided in the draft 2026–2030 Financial Plan that is set to be approved by Council in January/February 2026 under the following operating and capital accounts:

Department	Capital Accounts	Operating Accounts
Fire Department	ABY.0161.1.01.01.0210	163000000-510850
Engineering Department	n/a	203000020-510850

Respectfully submitted,

Bob Klimek, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – Contract History

REPORT CONTRIBUTORS

This report was prepared by Michael Xie, Senior Buyer, Procurement Services and Sharon Caughlin, Senior Manager, Fire Business Services, Tauseef Waraich, Manager, Fleet and Equipment Planning, and reviewed by Scott Lovas, Assistant Manager, Procurement Services and Sophan Lum, Senior Manager, Procurement Services – Capital