

COMMITTEE OF THE WHOLE SEPTEMBER 29, 2009

CONTRACT AWARD - RFP09-125 HIGH-DENSITY MOBILE RECORDS STORAGE SYSTEM FOR CITY ARCHIVES/RECORDS

Recommendation

The City Clerk, in consultation with the Director of Purchasing Services and the Director of Reserves & Investments, recommends:

1. That the contract for RFP09-125 for the design engineering, supply, delivery, and installation of a high-density, mobile records storage system for the City Archives/Records Centre located in the new Civic Centre be awarded to the firm Spacesaver Solutions Inc. in the amount of \$108,602.12, excluding GST.
2. That the Mayor and City Clerk be authorized to sign the contract and necessary documents.

Contribution to Sustainability

The subject high-density, mobile records storage system will optimize the records storage, security, and preservation capacity of the City's new Archives/Records Centre, as well as improving the accessibility of City records to the public and staff.

Economic Impact

The total project cost of \$108,602.12, excluding GST, falls within approved budget limits, and there is no additional impact on the 2009 Capital Budget.

Communications Plan

The Request for Proposal (RFP09-125) was released on June 3, 2009 and advertised on the Electronic Tendering Network (ETN - Bidingo.com), the Daily Commercial News, the Vaughan Citizen, and the Ontario Public Buyer's Association website, with a closing date of June 24, 2009.

Purpose

The purpose of this report is to obtain Council approval to award the contract for RFP09-125 for Clerk's Department Capital Project CL-2505-09 for the design engineering, supply, delivery, and installation of a high-density, mobile records storage system for the new City Archives/Records Centre.

Background - Analysis and Options

Project Scope

The management, preservation, security and provision of access to Corporate records and information are central to municipal business efficiency, public accountability, and government transparency. The City's new Archives/Records Centre will provide a centrally-located, environmentally-controlled facility (in the new Civic Centre) for the storage, management, and consultation of the City's most heavily used and most significant records. Records of lesser value will continue to be stored cost-effectively at the City's bulk records storage facility at the Joint Operations Centre.

The core of the new Archives/Records Centre, and the feature most critical to its operational success, is a proposed records storage system composed of two mechanically-assisted, high-

density, mobile shelving units. These units will facilitate a net gain in space efficiency of up to 98% over conventional static shelving. Due to the fact that high-density, mobile shelving moves along floor tracks, the need for multiple access aisles associated with static shelves is eliminated, resulting in net space savings. Other benefits of high-density shelving include enhanced security resulting from the ability to close and lock shelving units together, and improved resistance to fire, smoke, and water damage relative to conventional shelving due to minimal exposure of storage boxes.

Procurement Process

The Request for Proposal (RFP09-125) was released on June 3, 2009 and advertised on the Electronic Tendering Network (ETN - Bidingo.com), the Daily Commercial News, the Vaughan Citizen, and the Ontario Public Buyer's Association website, with a closing date of June 24, 2009. Seven vendors picked up RFP documents. Two addenda were subsequently issued to provide technical clarification to the proponents and the closing date was extended to June 30, 2009. Three proponents submitted proposals: Spacesaver Solutions Inc. (Aurora, ON), POI Business Interiors Inc. (Markham, ON), and Out of the Box Associates (Toronto, ON). The evaluation committee consisted of City Clerk's, Building Standards, and Buildings & Facilities staff, with the Purchasing Services Department facilitating and monitoring the evaluation process. The proposal submissions were evaluated against the following criteria provided in the RFP document.

Qualification of Firm _____	15 %
Experience of personnel _____	10 %
Proposed scope of work, product, material and layout ____	40 %
Lump sum fee excluding GST _____	35 %

Spacesaver Solutions Inc. achieved the highest score in the evaluation process and was identified as the firm best qualified to carry out the contract.

Relationship to Vaughan Vision 2020/Strategic Plan

The proposed initiative is consistent with the following elements of Vaughan Vision 2020:

1. Service Excellence – Pursue Excellence in Service Delivery
2. Management Excellence – Enhance Productivity, Cost Effectiveness and Innovation

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

N/A

Conclusion

Based on the evaluation of the proposals received, it is recommended that the contract to provide services for the design engineering, supply, delivery, and installation of a high-density, mobile records storage system for the new City Archives/Records Centre be awarded to the firm Spacesaver Solutions Inc. in the amount of \$108,602.12, excluding tax.

Attachments

N/A

Report prepared by:

Dan Zelenyj, M.A.
City Archivist

Respectfully submitted,

Jeffrey A. Abrams
City Clerk