

COMMITTEE OF THE WHOLE – JUNE 1, 2010

AWARD OF TENDER T10-150 SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE FOR THE NEW CIVIC CENTRE

Recommendation

The Commissioner of Community Services, in consultation with the Commissioner of Finance/City Treasurer, the Directors of Purchasing Services, and Reserves & Investments, recommends:

1. That Tender T10-150, Supply, Delivery and Installation of (PHASE I) Furniture for the New Civic Centre be awarded to Global Upholstery Co. Inc. in the amount of \$2,610,212, (plus applicable GST/HST taxes) for Schedule IB - Wood Veener; and,
2. That a contingency of 10% (plus applicable GST/HST taxes) be approved within which the Commissioner of Community Services is authorized to approve amendments to the contract; and,
3. That the Mayor and the City Clerk be authorized to sign the necessary documents.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan, Community Sustainability Environmental Master Plan, Goal 6, Objective 6.1:

- To fully support the implementation of Green Directions at all levels of City operations.
- The tender evaluation included a sustainability criteria.

Economic Impact

Capital project #37-2-04 was approved in the 2004 Capital Budget.

Communications Plan

N/A

Purpose

Council approval to award tender T10-150, Supply, Delivery and Installation of Furniture for the New Civic Centre.

Background - Analysis and Options

On April 23, 2009 the City advertised and issued RFPQ09-107, Request for Prequalification of Furniture Manufacturers to Manufacture, Produce, Supply, Deliver and Install Furniture for the New Civic Centre. The tender provides for the supply, delivery and installation of (Phase I) furniture for the New Civic Centre. Phase I, Delivery and Installation of Furniture for the New Civic Centre includes staff modular workstations, office suites for Supervisors, Managers and Directors. Departmental meeting room tables and chairs, filing cabinets and Hearing room and committee room's tables and chairs. This was specified in the four (4) main components below:

- Modular workstations (various sizes and dimensions) and task chairs.
- Office suites and task chairs for Supervisors, Managers and Directors.
- Meeting room tables and chairs.
- Filing cabinet.

Advertisement was placed in Daily Commercial News, Vaughan Citizen/City Page, Bidding and OBPA websites. Twenty (20) documents were issued and subsequently ten (10) potential submissions were received.

An Evaluation Committee comprised of City staff, and its' representatives from KPMB Architects and The Ventin Group reviewed and evaluated the information contained in the submissions based on the following criteria:

Criteria	Scoring
Firm Profile	5
Relevant Manufacturer Experience	15
Team Experience	10
Logistics	5
Sustainability (LEED)	10
Project Understanding	5
Product	50
Total Score	100

The Shortlisted Respondents were also required to display workstation mock ups and provide showroom/warehouse visits for office furniture.

In January and February 2010 staff from various City departments were invited to participate in the furniture workstation mock up evaluations. The City's Directors were also given the opportunity to provide input in the process. City staff reviewed the workstation mock up provided by the Manufacturers and completed an evaluation form. The Directors reviewed the office suites. The scoring sheets of staff, along with the committee scoring sheets were compiled and tabulated for a final score.

After the evaluation by the committee and staff groups the following five (5) Manufacturers' were successfully pre-qualified. They were invited to submit bids for T10-150 for the Supply, Delivery and Installation of Furniture for the new Civic Centre:

Haworth Limited Toronto, Ontario
Global Upholstery Co. Inc. Toronto, Ontario
Herman Miller Canada Inc. Toronto, Ontario
Inscape Corp. (Withdraw) Holland Landing, On
Knoll North America Corp. Toronto, On
Steelcase Canada Markham, On

The Tender T10-150 was issued to the five pre-qualified Manufacturers on Wednesday, March 24, 2010, closed and publicly opened on Monday, April 26, 2010. Five (5) pre-qualified Manufactures picked up the bid packages from the Purchasing Department and four (4) compliant bid packages were received as follows:

Company	Schedule IA - Plastic Laminate	Schedule IB - Wood Veneer
Global Upholstery Co. Inc. Downsview, Ontario	\$2,404,851.40*	\$2,610,212.00*
Knoll North America Corp. Toronto, Ontario	\$2,775,079.61*	\$2,815,982.28*
Steelcase Canada Markham, Ontario	\$2,817,871.40*	\$2,943,355.12*
Herman Miller Canada Inc. Toronto, Ontario	\$3,416,927.53*	\$3,670,828.26*

* Adjusted for arithmetic corrections

Phase II, Delivery and Installation of Furniture for the New Civic Centre includes office suites for the Mayor and Members of Council. Mayor and Members of Council meeting room. Commissioner's office suites. Chairs in the Council chambers. Public seating and cafeteria tables and chairs. This will be specified in the five (5) main components below:

- 1) Mayor and Members of Council office suites
- 2) Commissioner's office suites
- 3) Mayor and Council meeting room
- 4) Chairs in the Council chambers
- 5) Public seating and cafeteria table and chairs

The Architect have finalized the selection of furnishing. This will be presented to the City Hall Working Committee for review. The document will be issued once the review is completed.

Relationship to Vaughan Vision 2020/Strategic Plan

This project is consistent with Vaughan Vision 2020 in the areas of:

- Pursue Excellence in Service Delivery
- Value and Encourage a Highly Motivated Workforce

In consideration of the strategic priorities related to Vaughan Vision 2020, the report will provide:

STRATEGIC GOAL: Service Excellence

- Excellence in Service Delivery; Enhance and Ensure

STRATEGIC GOAL: Staff Excellence

- Value and Encourage a Highly Motivated Workforce

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

Regional Implications

None.

Conclusion

The evaluating committee and Purchasing Services staff have reviewed the bid submissions and have determined that the lowest prequalified bidder, Global Upholstery Co. Inc. meets the requirements of the contract and is within the approved capital budget. In addition, Global Upholstery Co. Inc. will maintain the furniture standards for ten (10) years and the pricing for two (2) years.

Attachments

None.

Report prepared by:

George Wilson, Director of Purchasing Services, ext. 8269
Robert De Guia, Architectural Technologist, Ext. 6112

Respectfully submitted,

Marlon Kallideen
Commissioner of Community Services