

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JULY 19, 2016
FROM:	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	STANDARDIZATION OF OFFICE FURNITURE AND MOVEABLE WALL SYSTEMS

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer:

- (a) The following commodities and services **BE APPROVED** as the standard for the purchase and installation for current and future renovation projects at city owned and leased facilities, noting that continued standardization will create efficiency, contain costs and minimize inventories:
1. Office furniture manufactured by:
 - i. Herman Miller Inc.;
 - ii. Knoll Inc.; and
 - iii. Steelcase Inc.
 2. Moveable wall systems manufactured by:
 - i. DIRT Environmental Solutions; and
 - ii. Haworth Inc.
- (b) The Manager of Purchasing and Supply **BE DIRECTED** to seek competitive pricing and secure contracts for commodities noted in (a) above in accordance with the Procurement of Goods and Services Policy.

PERTINENT REPORTS RELATED TO THIS MATTER

- October 20, 2010 – Office Furniture/ Wall Systems, Board of Control Report

BACKGROUND

PURPOSE:

The purpose of this report is to seek Council approval to standardize office furniture and moveable wall systems from designated manufacturers/distributors and secure contracts for the purchase of their products and installation.

DISCUSSION:

For the past five (5) years the City has standardized office furniture and moveable wall systems by the manufacturers identified in recommendation (a).

The purpose of standardizing is to assist Facilities staff to design work spaces for future new buildings and renovations to existing facilities. Standardization of finishes, furnishings, work station sizes, panel heights, walls systems and components is essential to achieve consistency and flexibility while keeping projects affordable.

The objective of the standardization is to create working environments that:

1. Provide effective and efficient work space,
2. Provide long-term flexibility,
3. Are achieved and procured at an appropriate cost and level of quality.
4. Provide Installation efficiency, and
5. Reduced inventory needs.

1. Office Furniture

The Corporation has approximately 900 work stations, 330 offices and 60 meeting rooms. Staff are consulted to assess individual work related needs and to ensure the correct furniture is specified for the service area or individual. Based on the function and durability of the furniture that has been installed for the past five (5) years, Facilities staff is recommending that the same three manufacturers continue to be used for current and future furniture requirements namely:

- i) Herman Miller Inc.,
- ii) Knoll Inc.; and,
- iii) Steelcase Inc.

2. Moveable Wall Systems

For alteration and renovation projects, a moveable wall system is used wherever possible when offices and/or separation walls between functions and disciplines are required. A moveable wall system is environmentally sustainable product and can be reused and repositioned multiple times during its life and is preferable to conventional metal stud and drywall partition construction which is not reusable.

A moveable wall systems ability to reconfigure and reuse existing elements within any City facility reduces downtime and achieves savings when changes are required. Moveable wall systems have been utilized successfully in City Hall, leased office spaces and South London Community Centre.

From a performance and cost perspective staff are recommending continued installation of necessary wall partitions for current and future projects be the:

- i) DIRTT Environmental Solutions movable wall system; and,
- ii) Haworth movable wall system based on individual project needs.

CONCLUSION:

Renovations to City facilities are scheduled for the next several years. Similarly, renovations at leased facilities can be anticipated. It is cost effective to standardize commodities, reducing administrative and inventory costs and to secure supplier commitment over the long term.

Projects over the past five (5) years have allowed for staff assessment of various market commodities and allowed for recommendations to be made that will create an inventory pipeline of standardized products and result in procurement and design cycle efficiencies.

Specific components from these manufacturers would be selected based on functionality and compatibility requirements. This justification supports section 7.4 of the Procurement of Goods and Services Policy.

Purchasing and Supply will seek competitive pricing and secure contracts for the furniture and moveable wall systems noted above in accordance with the Procurement of Goods and Services Policy

ACKNOWLEDGEMENTS:

This report was prepared by John Devito, Facilities Design & Construction and Billy Sevier, Purchasing and Supply.

SUBMITTED BY:	REVIEWED AND RECOMMENDED BY:
JOHN DEVITO, P.ENG MANAGER, FACILITIES DESIGN & CONSTRUCTION	TIM WELLHAUSER, C.I.M. DIVISION MANAGER, FACILITIES
REVIEWED AND RECOMMENDED BY:	RECOMMENDED BY:
ANNA LISA BARBON, CPA, CGA DIRECTOR, FINANCIAL SERVICES	MARTIN HAYWARD, BA, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES & CITY TREASURER, CHIEF FINANCIAL OFFICER

cc: John Freeman, Manager, Purchasing and Supply