

TO:	CHAIR AND MEMBERS FINANCE AND ADMINISTRATION COMMITTEE MEETING ON WEDNESDAY, NOVEMBER 2, 2011
FROM:	TOM JOHNSON MANAGING DIRECTOR - CORPORATE ASSETS
RE:	OFFICE CHAIRS – CITY FACILITIES

RECOMMENDATION

That, on the recommendation of the Managing Director – Corporate Assets with the concurrence of the Manager of Purchasing & Supply and with respect to current and future purchase of new and replacement office chairs in City owned and leased facilities:

- (a) Office chairs manufactured/distributed by ErgoCentric Seating Systems **BE APPROVED** for purchase and installation; it being noted that the existing complement of approved manufacturers/suppliers of chair products will **BE INCREASED** from 3 to 4;
- (b) The Manager of Purchasing and Supply **BE DIRECTED** to seek pricing for commodities noted in a) for a five year term with the intent to maximize competitive pricing and minimize single source purchases; and
- (c) Subject to satisfactory commodity pricing and available financing staff **BE AUTHORIZED** to undertake all administrative acts to procure and install the approved items.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Office Furniture/Wall Systems – City Facilities – Board of Control October 20, 2010

<http://council.london.ca/meetings/Archives/Agendas/Board%20Of%20Control%20Agendas/Board%20of%20Control%20Agendas%202010/2010-10-20%20Agenda/Item%203.pdf>

BACKGROUND

Purpose:

The purpose of this report is to seek Council approval to select office chairs from an additional designated manufacturer and a secure contract for their purchase and installation.

Discussion:

During the recent development of office furniture requirements to accommodate civic administration functions options for the supply of task chairs were explored from the previously approved manufacturers – Herman Miller, Knoll and Steelcase. An alternative chair manufacturer, not previously recognized in the October 20, 2010 report to Board of Control, has been identified through this process.

Chair products manufactured by ErgoCentric Seating Systems are ergonomically designed with optional functions and interchangeable modular components that can accommodate the requirements of the 95th percentile of a diverse workforce.

It is necessary to identify recommended commodities and systems to be used in future growth and renovation projects at all City owned and leased facilities to complete works in the most cost effective manner consistent with the City's Procurement of Goods and Services Policy.

The predetermination of approved suppliers for chair products is necessary to ensure standardization and efficiencies within the facilities procurement process, reduce inventory needs and assure design cycle effectiveness.

Evaluation Criteria and Selection

Products are evaluated for material and workmanship quality, durability, flexibility and adaptability and sustainability.

Chair products manufactured/distributed by ErgoCentric Seating Systems were evaluated against the above criteria and are recommended for purchase and installation in City facilities.

Purchasing Process

Through Council's approval to procure chair products through designated manufacturer/suppliers, some purchases may be required under the single/sole source provisions of the City's Procurement of Goods and Services Policy.

The Purchasing and Supply Division will solicit commodity pricing from all material suppliers on a multi-year basis and maximize competitive pricing processes wherever and whenever possible.

Subject to Council approval of this recommendation civic administration is proposing to purchase up to 100 chairs manufactured by ErgoCentric Seating Systems at a negotiated discount rate that will be reflected in a future long term contract with an authorized distributor of this manufacturers products.

Conclusion:

It is cost effective to standardize commodities, reducing administrative and inventory costs and to secure supplier commitment over the long term.

Recent projects 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.

Nothing in the recommendations provided is inconsistent with the City's Procurement of Goods and Services Policy and all efforts will be made to maximize competitive bidding wherever and whenever possible.

Financing for supply and installation will be individually identified at the project level.

Acknowledgements:

This report was prepared by Ken Owen of Facilities.

SUBMITTED BY:	CONCURRED BY:
BILL CAMPBELL DIVISION MANAGER, FACILITIES	JOHN FREEMAN MANAGER, PURCHASING & SUPPLY
RECOMMENDED BY:	
TOM JOHNSON MANAGING DIRECTOR – CORPORATE ASSETS	

c. Mike Turner, Deputy City Treasurer