

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

From: Anna Lisa Barbon, CPA, CGA
Deputy City Manager, Finance Supports

Subject: Single Source – Furniture Relocation Services & the
Dismantling, Assembling & Moving of Systems Furniture

Date: July 25, 2022

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken:

- a) The award of the Furniture Relocation Services & the Dismantling, Assembling & Moving of Systems Furniture contract to POI Business Interiors for one (1) year, with four (4) additional one (1) year extensions in accordance with Section 14.4 (d) and (e) of the Procurement of Goods and Services Policy **BE ACCEPTED**;
- b) The Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in connection with this approval; and
- c) The approval given herein **BE CONDITIONAL** upon the Corporation entering into formal contract or having a purchase order, or contract records relating to the subject matter of this approval.

Executive Summary

Administration approved the award of the Furniture Relocation Services & the Dismantling, Assembling & Moving of Systems Furniture contracts to POI London contract in September 2017.

Approximately 85% of the furniture in various facilities are Steelcase product with Lifetime – 12 year warranties.

As detailed in the Master Accommodation Plan Alternative Work Strategies (MAP-AWS) report, the City's transition plan will see the implementation of pilot projects for selected service areas. During the implementation of these pilot projects and future space renovation projects, there will be a need to dismantle, relocate and reassemble existing furniture. In order to maintain the warranties of Steelcase furniture, the work must be performed by certified Steelcase installers.

Linkage to the Corporate Strategic Plan

Leading in Public Service

The City of London is a leader in public service as an employer, a steward of public funds, and an innovator of service. Maintaining a safe and healthy workplace. Maintaining London's finances in a transparent and well-planned manner to balance equity and affordability over the long term. Enhance the ability to respond to new and emerging technologies and best practices.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Tender 16-97 Supply, Delivery and Installation of Steelcase inc., Tender 16-98 Supply, Delivery and Installation of DIRTT Wall Systems, Tender 16-99 the Supply, Delivery and Installation of Herman Miller Inc. Irregular Results (October 18, 2016 Corporate Services Committee)

Q17-37 Furniture Relocation Services & the Dismantling, Assembling & Moving of Systems Furniture (September 20, 2017 Administrative Approval of Tender Acceptance/Contract Award)

Single Source-Furniture and Wall System Contracts (November 22, 2021 Corporate Services Committee)

2.0 Discussion and Considerations

2.1 Context

Over the past ten (10) years the Corporation has focused on standardizing office furniture with Steelcase products as supplied by POI Business Interiors. As the Corporation begins the transition to MAP-AWS and other space modifications it is anticipated that existing furniture will need to be modified/relocated thus requiring certified installers to ensure that we maintain warranties.

POI London have the only certified staff to dismantle and relocate Steelcase furniture in the London and surrounding area.

POI London was awarded the current furniture relocation services contract C17-101rv3 which was based on the lowest bid and is due to expire on September 30th, 2022. Contract C17-101rv3 commenced on October 1st, 2017 with the option to renew the contract for an additional three (3) one (1) year periods. Prior to this, POI London was the lowest bid for furniture relocation services contract C12-109.

POI London have extensive experience with the City's existing furniture products and future MAP-AWS furniture lines. As the City implements the MAP-AWS projects, there is a continuing need for support from certified installers. It would be beneficial to leverage POI London's customer service, experience and efficiency in a new contract.

2.2 Recommendation

It is recommended that the contract for the Furniture Relocation Services & the Dismantling, Assembling & Moving of Systems Furniture be awarded to POI London in accordance with Section 14.4 (d) and (e) of the Procurement of Goods and Services Policy.

“d. There is a need for compatibility and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e., contract extension or renewal)”

“e. The required goods and/or services to be supplied by a particular supplier(s) having special knowledge, skills, expertise, or experience”.

There would be no significant cost benefit to the Corporation to solicit competitive quotations for this work as it is a proprietary system.

Rationale that supports these single source recommendations are as follows;

- 85% of the furniture at various City facilities are Steelcase products;
- Maximum product knowledge and problem solving expertise;
- Provide installation efficiency;
- To maintain existing warranties on owned furniture.

3.0 Financial Impacts/Considerations

In the three years (March 2017 to February 2020) prior to COVID the approximate average costs associated with the POI Business Interiors Furniture Relocation Services & the Dismantling, Assembling & Moving of Systems Furniture contract was \$55,000. This cost may increase due to the implementation of the MAP-AWS pilot projects, possible future MAP – AWS requirements and ongoing furniture requests.

Conclusion

Civic Administration recommends that the Furniture Relocation Services & the Dismantling, Assembling & Moving of Systems Furniture be awarded to POI London for one (1) year with four (4) additional one (1) year extensions to ensure that any warranties are not voided.

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Recommended by: Anna Lisa Barbon CPA, CGA,
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c: Billy Sevier, Procurement Officer – Purchasing and Supply
David Bordin, Financial Business Administrator – Financial Planning and Business Supports