

Date: 2023-03-10

Subject: **Request to Begin Procurement – Supply, Delivery and Installation of Office Furniture citywide**

Contact: Patricia Lee, Project Manager, Building Design and Construction

Report Number: Public Works & Engineering-2023-263

Recommendations:

1. That the report from Patricia Lee, Project Manager, Building Design and Construction to the Committee of Council Meeting of March 29, 2023, re: **Request to Begin Procurement – Supply, Delivery and Installation of Office Furniture citywide**, be received; and
2. That the Purchasing Agent be authorized to begin procurement for the supply, delivery and installation of office furniture citywide.

Overview:

- This report seeks Council's authority to establish contracts with qualified vendors using the Province of Ontario's Vendor of Record agreements to provide and install furniture requirements city-wide. The City's current furniture blanket contract will expire on April 30, 2023.
- The benefits of using the Province's Vendor of Record arrangements include the reduction of procurement time and costs, access to pre-qualified vendors and cost savings, as a result of leveraging the Province's volume-based buying power.
- The Province of Ontario conducted a public competitive process (Ontario Ministry of Government and Consumer Services Tender 13685) to establish Vendor of Record (VOR) arrangements for the acquisition of the supply, delivery and installation of office and institutional furniture. Eight (8) vendors qualified with arrangements effective March 1, 2022, to January 31, 2024, with options to renew for a period of up to two (2) additional terms of one (1) year each.

- Staff will leverage the Province of Ontario VOR arrangements to establish contracts with qualified vendors for the City's furniture requirements.

Background:

The current City contract allows City staff to acquire workstations and miscellaneous administrative office furniture from qualified vendors. This includes meeting, training and support furniture for daily operational needs such as staff onboarding, office realignments/reconfigurations, renovations and new facility fit-ups.

Current Situation:

The City's current furniture blanket contract will expire on April 30, 2023. This report seeks authority to establish contracts with qualified vendors using the Province of Ontario's Vendor of Record agreements to provide and install furniture requirements for an initial term of up to 10 months (the remaining duration of the Province's arrangement). The Province's agreement includes options to renew for up to two (2) additional one (1) year terms. The City will have the option to continue leveraging this arrangement when and if the Province renews their contract.

A public procurement (Tender 13685) was issued in 2022 by the Ontario Ministry of Government and Consumer Services (MGCS). The resulting contractual arrangements were opened to Ontario Public Sector (OPS) and Non-OPS entities. City staff has confirmed that the City is eligible to access the Province's Vendor of Record arrangements to fulfill its furniture requirements.

Blanket contracts establish an upset limit based on trends from the previous year and the estimated fit-up requirements for planned new capital projects, within the term of the contract. The contract will assist staff to respond to the City's operational and project needs in an effective, efficient and timely manner, therefore improving service delivery timelines and costs.

The City has leveraged both Provincial and other group purchasing organizations (such as Ontario Education Collaborative Marketplace) Vendor of Record arrangements in the past. The benefits of using these Vendor of Record arrangements include reducing procurement time and costs, access to pre-qualified vendors and cost savings from leveraging the Province's volume-based buying power.

Corporate Implications:

Purchasing Comments:

A public procurement process was conducted by the Province of Ontario that established Vendor of Record arrangements with eight (8) qualified vendors for the provision of office and institutional furniture. Municipalities, as Non-Ontario Public Sector Entities, have been granted access to utilize these arrangements.

Based on the City's furniture requirements, along with the product categories and discounts offered by the qualified vendors, the City will enter into a contract with the pre-qualified vendors. Over the contract period, projects will be awarded to the lowest bidder meeting the City's project standards/requirements. Purchase approval will be obtained in accordance with the Purchasing By-law.

Financial Implications:

Funding for this initiative is available through various operating accounts and capital projects throughout the Corporation. There is currently sufficient funding for the first year of this contract. Departmental staff will ensure that sufficient funds are requested for future years of this contract through the subsequent budget submissions, subject to Council approval.

Term of Council Priorities:

This report supports the Term of Council Priorities and the 2040 Vision.

Brampton is a Well-Run City - This report supports the continuous improvement of the day-to-day operations of the Corporation by streamlining service delivery, effectively managing municipal assets and leveraging continuous improvement.

Conclusion:

It is recommended that Council authorize the Purchasing Agent to commence procurement as described in this report.

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