



**City of Kingston
Report to Council
Report Number 16-053**

To: Mayor and Members of Council

From: Denis Leger, Commissioner, Transportation, Facilities and
Emergency Services

Resource Staff: Speros Kanellos, Director, Facilities Management and
Construction Services

Date of Meeting: January 12, 2016

Subject: Customer Service Centre – 362 Montreal Street Acquisition of
Furniture

Executive Summary:

A Request for Proposal (RFP) was recently issued for the supply and installation of office furniture for the new Customer Service Centre at 362 Montreal Street. The purpose of this report is to seek Council approval to award this contract.

Two submissions were received and one was subsequently withdrawn with the consent of the City due to obvious inadvertent errors in the submission. Staff is recommending the contract be awarded to Upper Canada Office Systems, as the vendor with the sole eligible submission to the RFP. Pursuant to the Purchasing Bylaw, Council approval is required when less than three proposals are received.

Recommendation:

That Council approve the award of contract for RFP F31-TFES-FMCS-2015-25 to Upper Canada Office Systems for the supply and installation of office furniture for the new Customer Service Centre at 362 Montreal Street; and

That Council authorize the Mayor and Clerk to enter into an agreement with Upper Canada Office Systems in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,
Transportation, Facilities and
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Background

In early 2016, the Customer Service Centre will be moving from its current location in Portsmouth Olympic Harbour to the 362 Montreal Street facility. The Facilities Management and Construction Services (FMCS) department recently issued a request for proposals for the supply and installation of office furniture for the new Customer Service Centre at 362 Montreal Street.

In accordance with the City’s Purchasing By-Law, RFP F31-TFES-FMCS-2015-25 was publicly advertised on Biddingo and closed on December 2, 2015. While the RFP was downloaded from the Biddingo site sixteen times, only two submissions were received.

The request for proposals outlined the following criteria and weighting:

Criteria	Weight
Price	55%
Proposed Products, Installation Commitment & Company Profile	42%
AODA Compliance & Accessibility Statement	3%

The vendor submitting the lowest-priced proposal brought to staff’s attention that it had made a significant error and omission in its pricing and was requesting to withdraw its submission. Staff reviewed the submission and verified that the error was obvious and unintended and agreed to the withdrawal of the submission with the condition that the City then became obligated to cash the bid bond. Staff therefore recommends awarding the contract to the remaining eligible vendor.

The lone eligible submission was evaluated and the result and ranking to the RFP criteria is as shown below:

Company	Price	Score
Upper Canada Office Systems	\$87,393.34	93%

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The products that Upper Canada Office Systems proposed for the new Customer Service Centre meet the criteria set out in the RFP and the price is market-based and reasonable.

Financial Considerations:

The Customer Service Centre project budget of \$450,000 was approved by Council for 2015. There are sufficient funds in the project budget to cover the cost of new office furniture.

Existing Policy/By-Law:

By-Law No. 2010-1, Council Procedure By-Law which provides authority for the Mayor and Clerk to sign all agreements that are approved by Council.

In compliance with the Purchasing By-Law No. 2000-134, as amended, Section 3.4, staff is required to present a recommendation to City Council for their approval to award this contract as there have been less than three valid responses received.

Notice Provisions:

N/A

Accessibility Considerations:

This report and related information is available in alternative formats upon request.

Contacts:

Speros Kanellos, Director, Facilities Management & Construction Services ext. 3133

Other City of Kingston Staff Consulted:

Alan McLeod, Senior Legal Counsel

Janis Morrison, Purchasing Coordinator, Financial Services

Marielle Laplante-Wheeler, Manager, Communications and Client Services

Shawn Conod, Project Manager, Facilities Management & Construction Services

Exhibits Attached:

N/A