Report of the Standing Policy Committee on Protection and Community Services dated April 8, 2002

Award of Contract for the Supply and Delivery and Installation of Office System Furniture, Tables, Chairs and Related Work, Tender No. 684-2001 and Award of Contract for the Lease of Furniture, Request for Proposals No. 148-2002
File GL-9 (Vol. 17) c/r GF-2 (Vol. 54)

1. The Standing Policy Committee on Protection and Community Services has been advised that a Tender for the Supply and Delivery and Installation of Office system Furniture, Tables, Chairs and Related Work was issued. The final receipt of bids took place on December 11, 2001, 12:00 Noon Winnipeg Time with bids being received from eight (8) bidders. A Request for Proposals was also issued for the Lease of Furniture. The final receipt of bids took place on March 8, 2002, 4:00 P.M. Winnipeg Time with bids being received from three (3) bidders.

With respect to Tender No. 684-2001, there was no requirement for a Bid Bond and Agreement to Bond. All offers were evaluated on a pass/fail basis for qualifications of the bidder and conformance of the Bid Submission with the mandatory requirements of the Tender Package.

B F WORKPLACE submitted payment terms that conditioned the payment terms in clause SC: 9.03, ("payment of each invoice shall be made within thirty (30) days…"). Therefore, B F Workplace should be determined to be non-responsive.

SMART FURNITURE were non-compliant with the following technical requirements:

- Groups 1, 2, 3 & 5: SC:6 Warranty "…..minimum period of ten (10) years….based on a twenty-four (24) hour per day usage.

ANTHONY ALLAN alternate bid was non-compliant with the following technical requirements:

- Section 12593 GR3 Workstations: 1.5.2.5 "The panels shall have a sound reflectivity rating of not less than STC 24."
- Section 12593 GR3 Workstations: 1.5.5.12 "Each conduit shall have the capacity of handling a minimum of four circuits."

INDIGO BUSINESS ENVIRONMENTS INC., although Indigo included Terms and Conditions with their bid, they were not Indigo's Terms and Conditions, therefore do not apply and are not material to their bid.

THE ACCENT GROUP, although they did not acknowledge Addendum No. 3, it appears that this informality is not material. However, they were non-compliant with the following technical requirements:

- Section 12590 GR1 Chairs: 1.4.2.10.5 "Provide coloured plastic outer backs, outer seats and base caps"

CUSTOM BUSINESS INTERIORS, although Custom included Terms & Conditions, they were not the bidder's, therefore do not apply and not material to their bid. However, they were non-compliant with the following technical requirements:

- Clause SC:6 Warranty "….minimum period of ten (10) years…based on a twenty-four (24) hour per day usage.)

Pursuant to Clause BI: 16.02 of the Tender Document, no award be made for Group 6, as it is not in the City's best interest. Bids are valid for acceptance until April 10, 2002; however, Bidders have extended their bids until May 11, 2002.

With respect to RFP No. 148-2002, all offers were evaluated on a pass/fail basis for qualifications of the bidder and conformance of the Bid Submission with the mandatory requirements of the RFP Package.

Royal Bank of Canada's bid consists of five (5) annual payments of $90,706.48, GST and PST extra, a $1.00 purchase price at the expiration of the Contract. All taxes for this Contract will be paid upfront with the first annual payment.

Bids are valid for acceptance until June 6, 2002.

Pursuant with Clause 4 (e) (ii) of the Policy on Purchasing Procedures, the Award Authority has the authority to determine that a bid is non-responsive, and pursuant to Section 8 (e) of the Policy on Purchasing Procedures and The Disposal of Surplus Supplies, Council has the authority to approve an award of contract, to be made by the Chief Financial Officer, when the contract requires funding from future budgets.

On April 8, 2002, the Standing Policy Committee on Protection and Community Services concurred in the recommendations outlined in the report dated March 28, 2002, from the Chief Financial Officer.

The Financial Impact Statement is outlined on Attachment "A".

The Standing Policy Committee on Protection and Community Services therefore recommends:

Tender No. 684-2001:

I. That the bid submitted by B F Workplace be determined to be non-responsive.

II. That contracts for the Supply and Delivery and Installation of Office System Furniture, Tables, Chairs and Related Work be awarded to:

A. Anthony Allan Office Furnishings Ltd., the Bidder who submitted the lowest evaluated responsive bid for Group 1, in the amount of $73,620.00, GST and PST extra.
B. Indigo Business Environments Inc., the Bidder who submitted the lowest evaluated responsive bid for Groups 2 and 3, in the amount of $262,203.86, GST and PST extra.
C. Smart Furniture for Business Inc., the Bidder who submitted the lowest evaluated responsive bid for Group 4, in the amount of $52,401.05, GST and PST extra.
D. The Accent Group Inc., the Bidder who submitted the lowest evaluated responsive bid for Group 5, in the amount of $19,797.00, GST and PST extra.

III. That pursuant to Clause BI: 16.02 of the Tender Document, that no award be made for Group 6, as it is not in the City's best interest.

RFP No. 148-2002:

IV. That a Contract for the Lease of Furniture be awarded to Royal Bank of Canada, the Bidder who submitted the lowest evaluated responsive bid, in the amount of $408,021.91, GST and PST extra.

V. That the Proper Officers of the City be authorized to do all things necessary to effect the intent of the foregoing, including the execution of any documents related thereto.

Attachment "A" referred to in Clause 1 of the Report of the Standing Policy Committee on Protection and Community Services dated April 8, 2002

Financial Impact Statement:

Project Name: Furniture Contract

Date: March 28, 2002 First Year of Program **2002**

	2002	2003	2004	2005	2006
Capital					
Capital Expenditures Required					
Less: Existing Budgeted Costs					
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal					
Debt - External					
Grants (Enter Description Here)					
Reserves, Equity, Surplus					
Other - Enter Description Here					
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 136,060	$ 90,706	$ 90,706	$ 90,706	$ 90,707
Less: Incremental Revenue/Recovery					
Net Cost/(Benefit)	$ 136,060	$ 90,706	$ 90,706	$ 90,706	$ 90,707
Less: Existing Budget Amounts	136,060	90,706	90,706	90,706	90,707
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: 2002 costs are higher as all applicable taxes attributable to the lease contract over the five year term are being paid in year one. 2006 costs are one dollar higher than preceding 3 years due to the buy out option being exercised. Funds are allocated in distribution code 01 552701 221001.

G. Hammond
Manager of Finance/Controller