

Municipality Of Chatham-Kent

Community Human Services

Administration

To: Mayor and Members of Council
From: April Rietdyk, General Manager, Community Human Services
Date: January 30, 2018
Subject: Furniture Purchases for Health and Family Services Building

Recommendation

It is recommended that:

1. Purchase of new office furniture from MC Business Solutions to be retro actively approved at a total of \$15,244.18 plus HST, to be funded from the 15300.61046.GEN account.

Background

The Health and Family Services Building, located at 435 Grand Avenue West in Chatham, houses over 185 staff spanning over four divisions of the Community Human Services Department.

The building has long been overcrowded, with staff desk-sharing, or working from satellite locations to help alleviate some of the lack of space. The addition of several new staff to the Child Care and Early Years and Employment and Social Services Divisions has added to the urgent need for desk space in the building.

To help address some of the space concerns, a small renovation project was completed in mid-2017, to the former cafeteria on the third floor, splitting it to create office and desk space for a team of 15 employees to occupy, while leaving a small lunch room for staff.

Comments

After the movement of staff to the new space on the third floor, a building-wide desk reorganization project was undertaken to effectively use space and ensure that staff were appropriately situated in terms of work groups and teams.

In this ensuing staff movement, as much existing office furniture as possible, such as desks, filing cabinets and chairs, were reused, sometimes being altered to fit in a new

space. Despite this, it became apparent that additional furniture would be required to complete the desk moves and ensure staff had an assigned place to work.

Due to tight timelines around funding availability and impending new staff starting dates, the purchasing by-law was not followed and MC Business Solutions was contacted directly to provide the furniture needed to complete the project. At the time, the full scope of all furniture required was not known; it was only during the process of moving and attempting to install existing pieces did awareness of the need arise for additional new furniture replacements.

MC Business Solutions was chosen as they were able to not only meet the tight timelines needed for the furniture arrival, but they were able to provide extensive site visits and design work to ensure furniture chosen was the correct size, and would fit with the existing furniture pieces and cubicle divider panels. The purchase price also included delivery and installation. It should be noted that MC Business Solutions was the successful bidder for the tender to provide new furniture to the renovated third floor office space, Q17-287.

Areas of Strategic Focus and Critical Success Factors

The recommendation in this report supports the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation in this report supports the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Purchasing Officer was consulted and confirms the contents of this report.

Financial Implications

This project will be funded from the 15300.61046.GEN account.

Prepared by:

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General Manager
Community Human Services

Consulted and confirmed the content of the consultation section of the report by:

Jennifer Scherle, Purchasing Officer

Attachment: None

c Jennifer Scherle

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