

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Drainage, Asset & Waste Management

To: Mayor and Members of Council
From: Tom Skodak, Manager, Municipal Assets
Date: June 15, 2018
Re: Cooperative Furniture Purchasing Contract

Recommendations

It is recommended that:

1. The Municipality of Chatham-Kent enters into a 5-year Cooperative Furniture Purchasing Contract with POI Business Interiors Inc., mirroring the City of London's Furniture Purchasing Contract with POI Business Interiors Inc.
2. The Mayor and Clerk be authorized to sign the necessary agreement.

Background

On June 30, 2017, three furniture suppliers were invited to deliver presentations showcasing their products and services. The three suppliers were MC Business Solutions, in2space Interior Solutions and POI Business Interiors Inc. A cross-functional Chatham-Kent team evaluated the product offerings from each supplier and ranked the POI proposal the highest in terms of ergonomics, warranty and service.

A few months later, the team discovered that the City of London entered into a contract with POI Business Interiors Inc. If agreed upon by POI Business Interiors Inc., this contract can be mirrored by the Municipality of Chatham-Kent as per Section 116, of the Procurement By-law # 3-2016.

Section 116 of the Procurement By-law # 3-2016, adopted by Council on January 11, 2016, states:

The Purchasing Officer is authorized to enter into arrangements with area municipalities, local boards and other public bodies or authorities for the purchase of deliverables on a cooperative or joint basis where there are economic advantages to doing so; provided that under any such approved arrangement the methods utilized are competitive and adequate arrangements have been made for the provision of all necessary support required by the purchasing method chosen.

POI Business Interiors Inc. was contacted and was agreeable to extending the City of London's agreement to the Municipality of Chatham-Kent.

A cross-functional Chatham-Kent team visited the POI Headquarters and their product line showroom, confirming that POI's products and services would be ideal for the Municipality's future furnishing upgrades.

Comments

Due to the current condition of office equipment within the Municipality, furnishing upgrades are required.

With this contract, the Municipality will gain economic advantages for expediting of related products during the above mentioned furnishing project initiatives.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support 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 Executive Management Team representing all municipal departments was consulted regarding the need for standardization.

The Purchasing Officer reviewed the report and its compliance to the Procurement By-law.

Financial Implications

All furnishing and related product purchases, via the recommended contract, will be covered by preapproved Building Lifecycle budgets.

Prepared by:

Tom Skodak, P.Eng
Manager, Municipal Assets
Asset Management

Reviewed by:

Tim Dick, C.E.T.
Director, Drainage, Asset and Waste Management

Reviewed by:

Thomas Kelly, P.Eng., MBA
General Manager, Engineering and Infrastructure Services

Consulted and confirmed the content of the report by:

Jennifer Scherle
Purchasing Officer, Financial Services

Attachment: none

C: Nancy vandenBoorn, Executive Assistant, IES
Jessie Passa, Executive Assistant to the Mayor

REF: P:\RTC\Infrastructure and Engineering\I & ES\2018\4024 - Cooperative Furniture Purchase Contract.docx