

Section II Items for Executive Committee Action

TO: Chair and Members of the Executive Committee
Friday, April 5, 2024 Meeting

FROM: Alexander Schuler, Associate Director, Property and Asset Management

RE: **LIMITED TENDER AWARD OF REQUEST FOR QUOTATION TO POI BUSINESS INTERIORS LP FOR EXISTING WORKSTATION REMOVAL AND RECONFIGURATION TO 5 SHOREHAM DRIVE**

KEY ISSUE

Limited Tender Award of Request for Quotation (RFQ) No. 10041255 to POI Business Interiors LP to provide removal, moving and installation services for all workstations to be relocated to the TRCA New Administration Building located at 5 Shoreham Drive, Toronto.

RECOMMENDATION:

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in a project which required speciality moving and installation services;

AND WHEREAS TRCA previously procured furniture which requires the continued support and expertise of a specialty service provider;

AND WHEREAS due to the absence of competition for technical reasons, in accordance with its procurement policy, TRCA solicited a proposal from a specialty service provider with an exclusive distributorship agreement with the furniture manufacturer;

THEREFORE, LET IT BE RESOLVED THAT Request for Quotation (RFQ) No. 10041255 for disassembly, moving and reconfiguration of the existing Steelcase system furniture be awarded to POI Business Interiors LP at a total cost not to exceed \$361,224.78, plus applicable taxes, to be expended as authorized by Toronto and Region Conservation Authority (TRCA) staff;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of \$36,122.48 (approximately 10% of the vendor cost), plus applicable taxes in excess of the contract cost as a contingency allowance if deemed necessary;

AND FURTHER THAT authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.

BACKGROUND

In support of the future TRCA New Administration Building project, TRCA moved in

Item 9.1

2015 from the original head office building (purpose built for TRCA in the 1970's) located at 5 Shoreham Drive, Toronto, Ontario, to a temporary office building located at 101 Exchange Avenue, Vaughan, Ontario.

A complete fit up and build out of this office building was undertaken to ensure that TRCA operations could continue to function unimpeded and in an efficient manner for the duration of the design development, procurement and implementation stages of the New Admin Building being constructed at 5 Shoreham Drive (in place of the original building).

Due to substantial increases in the number of fulltime staff compliment reporting to the temporary head office building as well as the degraded condition of the office furniture used previously at 5 Shoreham Drive, it was determined that new furniture would be required. Through a professional architect the layout was developed, and ultimately new furniture procured and installed at 101 Exchange Avenue.

To ensure the most efficient and flexible layout possible, the type of office furniture specified was "system furniture." This type of modular furniture solution allows for custom layouts, utilizing shared elements (such as leg support, screens, desks) to facilitate whatever parameters may be required. With the purchase of additional components, the layout can be reconfigured in an infinite number of ways. This system is particularly suitable when furniture is made to suit multiple locations over time, and as is in the case for TRCA's move.

TRCA had at that time procured furniture that was consistent with high quality commercial grade furniture with the expectation that the furniture would ultimately be moved back to 5 Shoreham Drive at the completion of the new TRCA Administrative Office construction. A condition assessment of the existing condition of the furniture has been conducted by TRCA staff as well as the original supplier who agree that that the furniture remains in good condition and is suitable to relocate.

The successful vendor who supplied the furniture currently located at 101 Exchange Avenue was POI Business Interior LP (POI) and the manufacturer of the furniture was Steelcase Inc. Steelcase Inc. has a proven history of supplying high-quality commercial grade furniture solutions which was part of the rationale for their selection at the time. POI has an exclusive distributorship with Steelcase Inc. in this geographic area and as such are the only direct suppliers of their products.

RATIONALE

In support of the move back to 5 Shoreham Drive into the New TRCA Administration Building TRCA retained POI in 2019 to complete a furniture block planning exercise which included the following.

- Furniture Block planning and spatial analysis of all four floors ensuring optimized efficiency of existing furniture layouts.
- Review and verification of compliance with OBC requirements.
- Review of furniture reconfiguration and development of additional components required to facilitate the changes in furniture configurations.

Item 9.1

Through this review process, eleven versions of the floor plan were developed by POI which were subsequently issued to the Prime Architects for incorporation into their composite architectural plans. Special considerations were required to ensure electrical provisions were available at each workstation and conflicts with mechanical equipment were avoided.

POI continues to support the design development process collaborating with the architectural team retained by TRCA to find efficiencies where possible.

While traditional standalone furniture requires minimal disassembly and reconfiguration, system furniture requires specific expertise and experience to ensure that changes in the configuration of the furniture are completed correctly and have planned for additional parts as necessary. POI has reported additional components are typically available at 6–7-week lead times. Through the block planning process POI has compiled an extensive list of the various parts and kits required to ensure the reconfiguration is accomplished in a smooth and efficient manner.

Due to the tight timelines in the project construction schedule allocated for the disassembly, move and reconfiguration of the furniture planned over the late Spring and Summer it is critical that POI's work be completed efficiently and accurately without delay. POI's projected timelines state a 6–8-week period to complete these tasks and any slippage in schedule may result in delays which could impact TRCA staff operations, move-in dates as well as delays in moving out of 101 Exchange resulting in further extension of lease agreements and associated costs.

POI has an exclusive distributorship agreement with Steelcase and as such any procurement of the required parts to facilitate the significant reconfiguration would be purchased by a third-party vendor through POI. This exclusive distributorship will add an additional layer of markup and expense if TRCA were to procure another vendor. By purchasing directly from POI, TRCA can be assured that it is receiving the best value for money by eliminating any additional markups which would otherwise be applied.

TRCA recommends that due to POI's specialized knowledge and expertise in the design and reconfiguration of our existing office furniture as well as the inherent financial benefit of purchasing through POI as the exclusive distributor, that is in the best interest of the project to proceed with a limited tender award of contract 10041255 to POI Business Interiors LP for a total cost not to exceed \$ 361,224.78, plus a 10% construction contingency, plus HST.

Relationship to TRCA's 2023-2034 Strategic Plan

This report supports the following Pillar and Outcome set forth in TRCA's 2023-2034 Strategic Plan:

Pillar 4 Service Excellence:

4.1 A strong and skilled workforce

Item 9.1

FINANCIAL DETAILS

Funds for this contract will come from account 436-03.

Report prepared by: Chris Ellis, Senior Project Manager

Email: chris.ellis@trca.ca

For Information contact: Chris Ellis, (437) 880-1933; Alexander Schuler, (437) 880-1950

Emails: chris.ellis@trca.ca; alexander.schuler@trca.ca

Date: March 22, 2024