

NO: R190

COUNCIL DATE: September 12, 2016

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **September 7, 2016**

FROM: **Director, Public Safety Strategies** FILE: **1220-010-2016-047**

SUBJECT: **Surrey RCMP Expansion to Former City Hall - Office Furniture and Fixtures Expenditure Authorization – Contract No. 1220-030-2012-029B**

RECOMMENDATION

The City Manager's office recommends that Council:

1. Authorize the expenditure in the amount of \$470,254.28, including applicable taxes, under Contract No. 1220-030-2012-029B to Heritage Office Furnishings Ltd., for the manufacturing, delivery and installation of office furniture, for the RCMP Expansion to Former City Hall; and
2. Set the expenditure authorization limit, including contingency and applicable taxes for office furnishings for the RCMP Expansion to Former City Hall at \$517,000.00 under Contract No. 1220-030-2012-029B.

INTENT

The intent of this report is to obtain approval to procure the manufacturing, supply and installation of office furnishings associated to the RCMP Expansion to Former City Hall, from Heritage Office Furnishings Ltd., under the current contract #1220-030-2012-029B.

BACKGROUND

In January, 2015, after a public competitive process, a Master Agreement and Standing Offer was arranged with Steelcase Canada and Heritage Office Furnishings Ltd., for Office Furniture products and services, for use by departments citywide (Contract #1220-030-2012-029B). The term of the Contract is a two year term that expires December 31, 2016, with the option to extend for additional three one-year terms.

The requested expenditure of \$517,000.00 includes the manufacture, delivery and installation of office furniture required for the RCMP Expansion project by Heritage Office Furnishings Ltd., plus a contingency for outstanding or unforeseen items.

FUNDING

Funding for this contract is available within the Project budget.

CONCLUSION

Based on the above discussion it is recommended that Council authorize the expenditure in the amount of \$470,254.28, including applicable taxes, under Contract No. 1220-030-2012-029B to Heritage Office Furnishings Ltd., for the manufacturing, delivery and installation of office furniture, for the RCMP Expansion to Former City Hall and set the expenditure authorization limit, including contingency and applicable taxes for office furnishings for the RCMP Expansion to Former City Hall at \$517,000.00 under Contract No. 1220-030-2012-029B.



Terry Waterhouse
Director, Public Safety Strategies

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