



Procurement Award Report – Addendum 1

The following shall be **added** to the May 21, 2020, Regular Board Meeting, Agenda item **19.b Monthly Procurement Approvals** (Recommendation), Appendix A:

Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
7.	Furniture for Saint Maximilian Kolbe Catholic School Project Office RFP Award	Harkel Office Furniture Limited	New Procurement	Supply, delivery and installation of Office Furniture for SIS Project Offices located at St. Maximilian Kolbe Catholic School.	\$75,950.00



Procurement Award Report

Report Name	Furniture for Saint Maximilian Kolbe Catholic School Project Office RFP Award
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	J. Brighton, Senior Project Lead – SIS Project
Report Type	New procurment award

Tender/RFP Information

RFP/Tender #	P-019-20	Value + Net HST	\$ 75,950 plus NET HST
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

1. A Request for Proposal (RFP) was issued for the supply, delivery and installation of Office Furniture for SIS Project Offices located at St. Maximilian Kolbe Catholic School was posted on Bids & Tenders on February 21, 2020 and closed on March 13, 2020 on invitational basis based on the budget. Five (5) companies were invited and three (3) compliant bids were received from the following bidders Harkel Office Furniture Limited, Office Central Inc. and Mayhew Inc.
2. Bids submissions were evaluated by a team composed by staff from ICT Services Division and Materials Management Department, based on the following criteria in the RFP.
3. Weighted Criteria for Evaluation:
It is the Board's intention to select the highest ranked Proponent. The Board used weighted criteria factor for evaluation as per below:

<u>Evaluation Factor</u>	<u>Score/Weighted Percentage</u>
A: Agreement to Abide	Pass/Fail
B: Compliance to General Terms	Pass/Fail
C: Price	60
D: Design	25
E: Proponent Profile	6
F: References	9
Total Points	100

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	Harkel Office Furniture Limited
Winning Bid Value + Net HST	\$ 75,950
Budget Source	Replacement of Furniture and Equipment - General
Budget Source approval (Report & Date)	Student Information System Corporate Services January 16, 2020
Under/Over Budget	Within approved budget

Formal Award Recommendation

This report recommends that the award for the Office Furniture for SIS Project Office to be made to the highest scoring Proponent best meeting Board requirements which is Harkel Office Furniture Limited with funding to come through IO – IO – 8333999 GL 76000 (Replacement of Furniture and Equipment – General) be approved at a cost of \$75,950.00 plus net HST.