

July 6, 2009

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To: The Board of Governors of Exhibition Place

**ACTION REQUIRED**

From: Dianne Young, Chief Executive Officer

Subject: **Agreement to Supply Teknion Expansion Conferencing Tables – Allstream Centre Project**

Summary:

This report recommends that the Board enter into an Agreement with PBI Office Interiors (PBI) for the supply including the delivery of Teknion expansion conferencing tables to Exhibition Place for the Allstream Centre project. A Request for Quotation (RFQ) process was issued through the City of Toronto Purchasing Department for the supply and delivery of Teknion expansion conferencing tables to the Allstream Centre. Staff are recommending award to the lowest acceptable supplier PBI on the basis of a favourable review of the bid completed by NORR, the Board's Architect for the project.

**Recommendations:**

**It is recommended that the Board approve an agreement between the Board and PBI on the terms and conditions outlined in this report and other such terms and conditions satisfactory to the Chief Executive Officer of the Board and the City Solicitor.**

Financial Impact:

Approval of the agreement by the Board will result in an expenditure of up to \$475,201.08 plus GST. Funding for the entire cost will be from the Board's own cash flow amortized over a useful life of 10 years as a charge against the Conference Centre operations beginning in 2009 with the opening of the facility.

Decision History:

Board of Governors, November 3, 2006	Approval of business terms for an exclusive food services agreement between the Board and Centreplate and the National Hotel Corporation (the "FSP") related to the provision of food and beverage services within the proposed Conference Centre in the renovated Automotive Building.
Board of Governors, December 15, 2006	Approval of the terms and conditions of the full LOI between the Board and the FSP for food services within the renovated Conference Centre and the financial proposal for the proposed Conference Centre which included a loan from the National Hotel Corporation for part of the construction costs.
City Council, March 5 & 6, 2007	Approval of LOI between the Board and the FSP for exclusive food services in the proposed Conference Centre. In addition, approval of a recommendation which deleted the need for financing from the National Hotel Corporation and replaced this financing with a City loan of \$21.2M.
Board of Governors,	Approval of the engagement of NORR as the design architect on

May 4, 2007	the Conference Centre project at a total fee of \$968,000 (excluding GST) for Phases I & II and the project schedule.
Board of Governors November 7, 2007	Approved of the increase in the overall Conference Centre capital budget from \$29.0M to \$46.88M with request to City Council to increase its loan to the Board from \$21.2M to \$35.6M with an increase in the interest rate from 4.75 to 5.0 percent and an increase in the amortization period from 20 to 25 years; and request for the depletion of the full Exhibition Place Capital Reserve.
City Council, December 10, 11, 12, 13 & 14, 2007	Approval of the Board's recommendation as noted above and in addition, increase the term of the loan from twenty to twenty-five years and establish an obligatory reserve fund, called the "Exhibition Place Conference Centre Reserve Fund" to provide a source of funding for any shortfalls in loan payments to the City from Exhibition Place for a new conference centre and direct revenues from the Direct Energy Centre and the Conference Centre naming rights agreements into the fund along with any 2007 operating surplus for Exhibition Place.
Board of Governors, December 7, 2007	NORR Management Group presented a detailed power-point presentation with respect to the proposed design of the Conference Centre, which was unanimously received for information by the Board.
Board of Governors, January 25, 2008	Update of financial details, budget requirements and provide the explanation of the increase on costs for construction and professional services; also attaching to the update was the City Council Decision of December 2007 and supporting report of the Deputy City Manager and CFO. Report deferred to next meeting of the Board on March 6, 2008.
Board of Governors March 6, 2008	Update financial details, budget requirements and explain the increase costs for construction and professional services. Approval of amendment to the NORR Architectural fees; also attaching to the update was the City Council Decision of December 2007 and supporting report of the Deputy City Manager and CFO.
Board of Governors March 19, 2008	Award of main construction contract to Vanbots Construction Corporation at a cost of \$33,450,000, excluding GST.
Board of Governors May 2, 2008	Board extended the term of the agreement with MHPM Project Managers Inc. by 7.5 months at a total cost of \$115,000 to be drawn down from the project contingency.
Board of Governors September 19, 2008	Board approval of A. Buchanan Floor Coverings Ltd for the supply and installation of the carpet.
Board of Governors December 12, 2008	Board approval of MTS Allstream for the supply and installation of audio and video equipment.
Board of Governors April 17, 2009	Board approval of Renaissance Business Interiors Ltd. for the supply and delivery of conference room chairs.

Board of Governors May 29, 2009	Board approval of Davidson Furniture Specialties Ltd. for the supply and delivery of ballroom room chairs.
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Issue Background:

On June 15, 2009, Exhibition Place through the services of the City of Toronto issued a Request for Quotation 1004-09-3152 to establish an agreement for the supply and delivery of approximately 605 Teknion expansion conferencing tables along with table trolleys to the Allstream Centre. For this RFQ, the detailed specifications were developed by the Board's Architect, NORR Ltd. and Enermodal the LEED Consultant on the project. Part of this process included the selection of furnishings which were Greenguard Certified in order to meet the LEEDS standard.

The RFQ closed on July 6, 2009 with five (5) bids received. The results excluding GST were as follows:

PBI Office Interiors	\$475,201.08
The Office Source Inc.	\$482,813.76
SCI Interiors Ltd.	\$484,753.68
Renaissance Business Interiors Inc.	\$503,037.00
Holmes & Barkel Ltd.	\$503,072.43

Comments:

Once the bids were received, NORR along with Exhibition Place staff reviewed all quotations in accordance with the specifications called for. Based on this analysis, the lowest overall bid was deemed to be compliant with all requirements.

Therefore, staff are recommending an agreement with PBI Office Interiors as being the overall lowest acceptable bid received in compliance with specifications on the following terms and conditions:

- (a) PBI shall supply and deliver "Teknion" Model cr496586 foldable expansion tables, along with modesty panels and trolleys as determined by the Board in quantities sufficient to complete the project.
- (b) Supply prices shall be firm and shall include freight, FOB Exhibition Place.
- (c) Insurance/Indemnity: PBI shall provide proof of insurance in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- (d) Union Obligations: PBI shall comply with all trade union/association agreements affecting work done on the grounds.
- (e) Other Commercial Terms: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the CEO.

Contact

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