



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Protective Services Building – SCRUI Furniture Sole Source Request

Department: Community Development Services

Presented By: Pete McHugh

Council Meeting Date: October 2, 2023

Recommendation:

That Council approve the Sole Source award of the Saskatchewan Crime Reduction Unit and 911 Call Center Furniture award to Office Concepts of Calgary for \$85,000, excluding delivery and GST, to be allocated from 2023 Capital Budget Project No.:2221001 and No.:2224104 and that the Mayor and City Clerk be authorized to sign and seal all necessary documents. In addition, that Council approve a contingency allowance of 10% in the amount of \$8,500, excluding GST to be allocated from 2023 Capital Budget Projects No.:2221001 and No.:2224104.

Issue:

In July 2021 the City released an invitational Request for Proposal for furniture for the ALERT space on the 2nd floor of the RCMP building. The successful vendor was Office Concepts from Edmonton who had both the highest scoring and also the lowest priced bid.

For the SCRUI area the architect reached out to Office Concepts who provided a preliminary furniture package based on furniture already purchased in 2021 for the ALERT area. This package covered both the SCRUI and office within the 911 dispatch area (the dispatch workstations will be a separate public procurement). The provisional costs for the furniture is \$85,000 plus delivery and installation. In comparison, the 2021 ALERT cost was \$76,000 plus delivery and installation for a slightly smaller scope of work.

In order to maintain consistency across the 2nd floor on the RCMP side of the Protective Services Building it is proposed that the contract for furniture is sole sourced to Office Concepts. This helps to simplify administration and maintenance by reducing the number of spare parts and suppliers and streamlines managing warranty issues.

Office Concepts were also the successful vendor for the Fire Station #1 furniture.

The signed lease with the CRU provides for 100% reimbursement for expenses relating to the construction, outfitting and furniture for their space.

Background: The Saskatchewan Crime Reduction Unit has entered into a lease with the City to occupy a portion of the undeveloped space on the 2nd floor of the Lloydminster RCMP Detachment. As part of their lease, they have agreed to cover all the costs associated with this development.

Options:

1. That Council approve the Sole Source award of the Saskatchewan Crime Reduction Unit and 911 Call Center Furniture award to Office Concepts of Calgary for \$85,000, excluding delivery and GST, to be allocated from 2023 Capital Budget Project No.:2221001 and No.:2224104 and that the Mayor and City Clerk be authorized to sign and seal all necessary documents. In addition, that Council approve a contingency allowance of 10% in the amount of \$8,500, excluding GST to be allocated from 2023 Capital Budget Project No.:2221001 and No.:2224104.
2. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Providing a Safe Community. Providing a home in Lloydminster for the Saskatchewan Crime Reduction Unit will contribute to the overall safety and well-being of the local community.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications:

Project Budget **\$1,700,000.00**
Approved Budget (2022)

• Project No. 2224101 RCMP/911 Emergency Communication Centre	\$50,000.00	
• Project No. 2224104 Renovation for 911 Vault	\$450,000.00	
• Project No. 2221001 RCMP – Renovation for SK Crime Reduction Unit	\$900,000.00	\$1,400,000.00

Additional Fund Request

Protective Services Capital Reserve	\$300,000.00	\$300,000.00
-------------------------------------	--------------	--------------

Consultant Costs

• Architect	\$73,900.00	
• Contingency (10%)	\$7,390.00	\$81,290.00

Fitout Costs

• SCRUC Tenant Fit-out (100% reimbursed)	\$934,385.00	
• 911 Call Center	\$320,000.00	\$1,254,385.00

Other Costs

• SCRUC Furniture	\$85,000.00	
• 911 Call Center Workstations Estimate	\$170,000.00	
• Contingency	\$89,000.00	
• Misc	\$20,000.00	\$364,000.00
		\$1,700,000.00

Remaining Budget **\$0**

Environmental Implications: N/A

Report Approval Details

Document Title:	Protective Services Building - Sole Source Furniture Request.docx
Attachments:	
Final Approval Date:	Sep 27, 2023

This report and all of its attachments were approved and signed as outlined below:

Tracy Simpson

Doug Rodwell

Task assigned to Dion Pollard was completed by delegate Denise MacDonald