



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 168/2020

Approved: December 23, 2020

THAT the Chief Administrative Officer **APPROVE** the purchase of Furniture; and further

THAT the Purchasing Manager **BE AUTHORIZED TO ISSUE** a Purchase Order to Monarch Basics Office Supply for the purpose of purchasing Sit/Stand desks for the Employment and Social Services office, in the amount of \$142,416.21 plus HST, satisfactory in financial content to the Chief Financial Officer & City Treasurer, and in technical content to the Executive Director of Employment and Social Services. The cost of the contract will be funded from the Ontario Works Program delivery budget within Employment and Social Services.

Total amount of contract: \$142416.21 + tax.

The Employment & Social Services (E&SS) department wishes to purchase Sit Stand desks. Over two years ago, in an effort to provide an ergonomically friendly workplace, the E&SS department developed a plan to convert all work stations within the department to Sit Stand work stations. This purchase will allow the department to reach its goal of having all staff in E&SS to have use of/access to a Sit Stand desk. A sole source was requested to ensure compatibility with the existing Sit Stand desks previously ordered from the vendor.

The total estimated cost is \$142,416.21 plus HST. This estimate has been reviewed and there are no budgetary or financial concerns. The actual net City cost will be less as the cost is eligible for 50% provincial funding, and the remaining municipal contribution is shareable with the County using the arbitrated weighted assessment formula. Employment & Social Services has sufficient funds within their approved operating budget to cover the projected cost.

**Any contract with a value over \$150,000 MUST have Council approval except for where the CAO may approve a requisition and make an award of an RFT of any dollar*



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value provided the funds have been included in the Council-approved operating or capital budget, and the RFT response does not exceed that approved budget as per Section 37b of Purchasing By-law 93-2012; and; except for where the CAO may approve a requisition and make an award of a Sole Source of any dollar value provided the funds have been included in the Council-approved operating or capital budget, and the Sole Source response does not exceed that approved budget as per Section 37d of Purchasing By-law 93-2012.

Report Number: CAOP 168/2020

Clerk's File: AE2021

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services

December 29, 2020

Department Distribution

Manager of Administration
Executive Director of Employment and Social Services
Purchasing Manager
Manager of Intergovernmental Subsidies and Financial Administration (Social Services)
Chief Financial Officer / City Treasurer
Chief Administrative Officer

External Distribution