

REPORT TO COUNTY COUNCIL

Contract Award - 2024 Woodingford Lodge Curtain Replacement Project, Woodstock

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council award a single source contract to On-Site Drapery Cleaners Ltd. in the amount of \$133,000 (excluding HST), pursuant to the single source provisions of the County Purchasing Policy 6.07, for the 2024 Woodingford Lodge Woodstock Curtain Replacement Project;
2. And further, that Council authorize the Chief Administrative Officer and Director of Public Works to sign all documents related hereto.

REPORT HIGHLIGHTS

- The purpose of this report is to obtain County Council approval to single source award the 2024 Woodstock Woodingford Lodge Curtain Replacement Project as per the Purchasing Policy.
- On-Site Drapery Cleaners Ltd. was the successful vendor from the 2023 Woodingford Lodge Curtain Replacement Project, for the replacement of all resident room curtains at the Ingersoll and Tillsonburg sites as well as two of six resident wings at the Woodstock site.
- This project will fully complete the replacement of all the resident room curtains in the remaining four resident wings at the Woodingford Lodge Woodstock location.

IMPLEMENTATION POINTS

Upon County Council approval, a contract will be executed with On-Site Drapery Cleaners Ltd. prior to proceeding with the work.

Manufacturing of the curtains by On-Site Drapery Cleaners Ltd. will take approximately 12 weeks from material order to fabrication. Installation time will take approximately one week following material delivery.

Financial Impact

This project work was planned as part of the 2024 Business Plan and Budget. The single source expenditures and funding source for the project are summarized in Table 1 below.

Table 1: Funding Summary – Woodingford Lodge Woodstock Curtain Replacement Project

2024 Budget Summary	Quoted Amount (Excluding HST)
391000 - WFL Woodstock Interior Curtain Replacement (Approved 391000 budget: \$716,250) (Less other 391000 projects: \$586,250)	\$133,000
Non-Refundable HST (1.76%)	2,348
TOTAL ESTIMATED EXPENDITURES	\$135,348
AVAILABLE 2024 BUDGET	\$130,000
Note: Total expenditures fall within the acceptable 10% budget variance for director approval.	

In order to not impact the current balance of the Facilities Reserve, the shortfall of the additional \$5,348 overage will be fully offset by anticipated cost savings from other similar like project(s).

As per Section 5.5 of 6.07 – Purchasing Policy, 2023, a single source award requires County Council’s approval for the purchase of services and goods over \$120,000.

Communications




The communication strategy for this project will be similar to other County projects. The Contractor and County staff will form an open channel of communication and will include other members of the project team and Woodingford Lodge staff. These communications will commence upon approval of this report and will continue for the duration of the project.

Facilities staff, along with Woodingford Lodge staff, will develop a communication strategy to ensure that all affected staff, residents, or other stakeholders are prepared for the project to be carried out without interruption of service operations at Woodingford Lodge. Various communications and announcements within staff areas will prepare staff for the work to commence. Residents will be notified once their residence is scheduled to be completed.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following Strategic Plan Pillars and Goals:

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
<p>Goal 1.2 – Sustainable infrastructure and development</p> <p>Goal 1.3 – Community health, safety and well-being</p>		<p>Goal 3.1 – Continuous improvement and results-driven solutions</p>

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

A 2023 capital project was approved to replace all resident room curtains located at the Ingersoll and Tillsonburg Woodingford Lodge sites, and all resident room curtains in two of the six home areas in the Woodstock Woodingford Lodge site. The drapery specifications for application in a long-term care environment are unique and specialized. The material must meet flame retardant standards in accordance with CAN/ULC S-109 Canadian Standard, contain insulation properties, and provide sound diffusing properties.

The curtain materials and installation are locally sourced, Leadership in Energy and Environmental Design (LEED) certified, and include a lifetime warranty on the curtains and a product warranty for the curtain track maintenance.

Approved in the 2024 Capital Budget were funds to complete the curtain replacement project for the remaining four resident units at Woodingford Lodge Woodstock, which consists of 108 resident room curtains.

Comments

The results of the open competitive procurement in 2023 resulted in three submissions but only one compliant bidder. Based on this, the County contacted On-Site Drapery Cleaners Ltd. and entered into single source negotiations for the remaining curtain replacements for 2024. The negotiations resulted in On-Site Drapery Cleaners Ltd. providing a quotation for the remaining work at a 5% increase to the unit price awarded for the 2023 project. The 5% unit price increase is a result of rising market costs and price inflation increases. Staff believe this is a reasonable increase for the work.

The total estimated cost includes spare drapery panels in the event a panel must be removed to be cleaned or due to damage. On-Site Drapery Cleaners Ltd. has proven to be a value-added partner during installation for the 2023 project. With no additional costs to further alterations to the 2023 supplied curtain panels after the manufacturing phase, On-Site Drapery Cleaners Ltd. has ensured the County is receiving a product meeting our operational and resident needs. Each curtain panel is custom made and installed by On-Site Drapery Cleaners Ltd.

Single sourcing the 2024 scope of work to On-Site Drapery Cleaners Ltd. will ensure the continued consistency with the manufacturing and the installation of the drapery from the 2023 project. This will ensure all curtains in all home areas are interchangeable and fit each window in the same manner for any operational maintenance or replacement needs with spare panels. By not single sourcing the 2024 project, the County risks inconsistent manufacturing and design of the panels, as well as the risk that installation will not be consistent with the 2023 installation workmanship. A lifetime warranty provided for materials and labour will then apply to all curtains and curtain hardware at all Woodingford Lodge locations.

CONCLUSIONS

Staff are seeking authorization to single source the award of the 2024 Woodstock Woodingford Lodge Curtain Replacement project to On-Site Drapery Cleaners Ltd. for the consistent manufacturing and installation of all resident drapery, along with the provisions of a lifetime material and labour warranty.

SIGNATURES

Report author:

Original signed by

Cole Warwick, FMP
Facilities Technician

Departmental approval:

Original signed by

David Simpson, P.Eng., PMP
Director of Public Works

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer