



Administrative Report

Office of the Administrator, Sun Parlor Home

To: Warden Tom Bain and Members of County Council

**From: Lynda Monik
Administrator, Sun Parlor Home**

Date: March 21, 2018

Subject: Resident Room Furnishings, Request for Proposal

Report #: 2018-0321-SPH-004-LM

Purpose

To provide County Council with information and a recommendation regarding the selection and awarding of the contract to purchase new resident room furnishings for the Sun Parlor Home.

Background

William "Bill" and his wife Margaret Wehenkel, former residents at the Sun Parlor Home donated over \$400,000 to the Home in 2011 and 2012. The donation with accumulated interest has grown to \$498,347.10.

Bill and Margaret's wishes were that the monies be used to improve the care of the residents of the Home with a stipulation that the funds not be used for normal operating expenses.

The resident room furnishings at the Sun Parlor Home were purchased in 1992, as part of the construction of the new facility, now over 26 years old. In 2012, 25 resident rooms on the 1 South and 2 South neighborhoods had new furnishings purchased for \$37,115, unfortunately these furnishings are residential in nature and not appropriate for the current infection controlled environment required in Long Term Care.

County Council approved the purchase of resident room furnishings in the 2018 budget. The 1.3 million dollar approval for this project includes the

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Wehenkel donation and funds from reserve. The County has identified the additional funds beyond the donation to assist with the hiring of temporary part-time staff to assist with the installation, assisting residents to pack their belongings, project management and the removal/disposal of the current resident room furnishings. Every effort is being made to recycle/reuse the furnishings rather than to dispose of them in a landfill.

Discussion

A Request for Proposal (RFP) was drafted with frontline staff, including representatives from the Joint Occupational Health & Safety Committee, Housekeeping and Maintenance Departments and Management input. The RFP was posted in January 2018. Seven vendors responded to the RFP. An Evaluation Committee comprised of frontline staff and management met for 2 days (February 1st and 2nd, 2018) to review the proposals and selected three vendors to showcase their products.

The three vendors chosen for further consideration by the Evaluation Committee were Cardinal Health Canada, Monarch Office Supply, and Raven Studio.

On February 21st and 22nd, 2018, the three vendors were asked to participate in a showcase of their furnishings for residents, families and staff. The layout of a resident room at the Home was taped to the floor and the furniture was placed inside the taped layout to replicate what the furniture might look like in a resident's room. Residents, families and staff were invited to attend the showcase and vote on their preferred furnishings. The voting results formed part of the decision matrix.

While price formed part of the decision-matrix, the RFP stated that the lowest price proposal may not necessarily be accepted; other criteria formed part of the evaluation process. Other criteria included, but were not limited to: infection control considerations, the quality of the furniture and materials, the ability of the vendor to accommodate resident needs, and feedback received from the above described showcase.

The proposals from each vendor were: Cardinal Health \$363,382, Monarch Office Supply \$554,477, and Raven Studio \$868,017. Quotes varied by manufacturer (Span America, Global Furniture, and Krug, respectively), materials quality, proposed options, and vendor discounts offered.

The recommendation is based upon Guiding Principles for Decision-making agreed upon at the onset of the project, the Long-Term Care Home Design

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Manual, February 2015, legislative requirements, and evidence based infection control practices. The Home's preference is to standardize the furniture for a unified look that compliments the interior/exterior of the Home.

The preferred vendor chosen was Monarch Office Supply with a quote of \$554,477.

The resident room furnishings for each of the 208 rooms at the Home will include a wardrobe, bedside table, 4 chest of drawers that doubles as a TV stand to accommodate large TV's and a comfortable chair.

Resident, family staff input was sought again to finalize the interior features of the wardrobe and on the comfortable chair selected for the room. The goal is to make the furnishings look "home like". The furniture will take up to 10 weeks to manufacture. Installation of the resident room furnishings will take place in the spring/summer of 2018.

Funding for the project was included in the 2018 Budget, funded in part from the Wehenkel donation and the balance form the Corporation's Asset Replacement Reserve.

Recommendation

It is recommended that the Warden and Clerk be authorized to execute a contract with Monarch Basics Inc. the preferred vendor to purchase resident room furnishings for the Sun Parlor Home.

Respectfully Submitted

Lynda Monik

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Concurred With,

Robert Maisonville

Originally Signed by

Robert Maisonville, Chief Administrative Officer

Appendix No.	Title of Appendix
1	Photos of Resident Room Furniture from Selected Vendor