



City of  
**Peterborough**

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**To:** **Members of the General Committee**

**From:** **W.H. Jackson**  
**Commissioner of Infrastructure and Planning Services**

**Meeting Date:** **December 3, 2018**

**Subject:** **Report IPSCOM18-013**  
**Purchase of Shelving and Fittings for the Peterborough**  
**Operations Centre**

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## **Purpose**

A report to recommend the purchase of shelving and fittings for the Peterborough Operations Centre.

## **Recommendation**

That Council approve the recommendation outlined in Report IPSCOM18-013, dated December 3, 2018 of the Commissioner of Infrastructure and Planning Services as follows:

That shelving and fittings for the Peterborough Operations Centre be purchased from Metric Storage Systems, 50 Devon Road, Brampton, Ontario, L6T 5B5, at a total cost of \$152,778 plus HST of \$19,862 for a total of \$172,640.

## **Budget and Financial Implications**

The total \$155,467 requirement, after applicable HST rebates for the purchase of shelving and fittings can be accommodated within the approved \$21,805,943 allocation within the 2017 Capital Budget Project 5-8.01 (Public Works Relocation Project).

## Background

### Brief Description of the Work

The Peterborough Operations Centre (Operations Centre) is nearing completion. As one of the final elements of this project, appropriate racking, stacking and fitting equipment needs to be supplied and installed.

This equipment is the metal racking, storage shelving, work benches and work stations required to outfit Central Stores and the new fleet services area. Current OHSA regulations have stringent guidelines for all racking and shelving components where storage of materials is taking place above ground level. Engineered, stamped and certified documentation is required as to the weight bearing and loading capacities of the shelving and storage units. This equipment will be used extensively in the Central Stores and Mechanic's areas of the Operations Centre. Maximization of space, coupled with ease of retrieval of stored goods is essential to the effective operation of the Operations Centre.

### Non Competitive Bid Process

Section 11.3.1 b.iii of Purchasing By-law 18-084 allows a Non-Standard Procurement of \$100,000 or more under the circumstances:

"Where only one Supplier is able to meet the requirements of a procurement in order to:

- iii. Maintain specialized products that must be maintained by the manufacturer or its representative."

It was determined early in the project that the racking and shelving equipment at the present yard (Townsend Street) does not meet current legislated requirements and would not be compatible with any new purchased items.

In considering all aspects of the required equipment, the Rousseau line of products, made available by their exclusive Southern Ontario Distributor Metric Storage Systems was considered the best supplier of this equipment for the following reasons:

- a. These products were highly recommended by the Architect for the Project;
- b. This Vendor was used exclusively for the three sites that were visited by staff and that were recently built or renovated and were very similar to the City's site;
- c. The product has a lifetime warranty;
- d. Staff do not have the expertise to research, define and create specifications for this type of equipment; and
- e. The manufacturer and distributor have the expertise and staff to drive the project.

Determination of the racking/storage requirements is an integral part of the overall project. Quick and expert advice on matters such as knowledge of legislation, working

with the City to determine current/future requirements, making best use of space and optimizing accessibility for staff, creation of drawings for new space, providing references and "best practice" solutions from their customer base, and offering expertise on how/who to pack and move the items, as well as short and long-term manpower requirements are all provided through Metric Storage Systems.

As required under Section 11.2 of Purchasing By-law 18-084 approval has been received from the City Treasurer to enter into a Non-Standard Procurement as described in this report.

### **Recommended Supplier**

It is recommended that the shelving and fittings for the Operations Centre be purchased from Metric Storage Systems, 50 Devon Road, Brampton, Ontario, L6T 5B5.

### **Council Approval Required**

Chart 2 Section a) iv) of Purchasing By-law 18-084 requires Council to approve non-standard or limited competition procurements when the value is at or above \$100,000.

### **Timelines**

If the recommendation is approved, the purchase will be confirmed via a purchase order before the work commences.

The contractor will commence the work in mid December 2018 and expects to be completed by mid January.

## **Summary**

Proper stacking and racking equipment is important for the efficient and effective use of space at the Operations Centre. Legislative requirements, potential expansions, warranties and maintenance are importation considerations when selecting the type and extent of equipment as well as the supplier of this equipment. A non-standard procurement process has been recommended for the supply of the stacking and racking equipment at the Operations Centre because of the excellence of this particular equipment coupled with the lifetime warranty and soft services provided by the supplier all as set out in this report.

Submitted by,

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Commissioner of Infrastructure and Planning Services

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