



COUNCIL REPORT

Report Date: June 29, 2026
Contact: Jesse Goranson
Contact No.: 604-829-2092
RTS No.: 18677
VanRIMS No.: 08-2000-20
Meeting Date: July 15, 2026
[Submit comments to Council](#)

TO: Standing Committee on City Finance and Services

FROM: General Manager of Real Estate, Environment and Facilities Management and Chief Procurement Officer

SUBJECT: Contract Award for Pre-Qualification for Supply and Delivery of Furniture, Fixtures and Equipment

Recommendations

- A. THAT Council authorize City staff to enter into contracts, on an as-needed basis, to pre-qualify the following four (4) vendors:
1. Brooks Corning Co. Ltd.
 2. Contemporary Office Interiors
 3. Heritage Office Furnishings Ltd.
 4. Holmes & Brakel (B.C.) Ltd.

for an estimated total contract value of \$7,000,000 over the initial 9-year term (the "Agreement"). Funding will be provided through the operating and capital budgets of Real Estate, Environment and Facilities Management (REFM), and/or various City of Vancouver departmental budgets, as required.

- B. THAT Council delegate its authority to execute the Standing Agreements to the City's Director of Legal Services, Chief Procurement Officer, and General Manager of REFM;

FURTHER THAT no legal rights or obligations will be created by Council's approval of Recommendations A and B unless and until the City executes and delivers the Agreement.

Purpose and Executive Summary

The City issued a Request for Application (RFA) PS20251212-REFM-RFA on April 17, 2025 for Pre-qualification for Supply and Delivery of Furniture, Fixtures and Equipment. The City

advertised the RFA on the City of Vancouver website and BC Bid in accordance with the City's Procurement Policy (ADMIN-008). City staff on the RFA evaluation committee and the Bid Committee have considered the responses received and recommended that the City negotiate agreements with:

- Brooks Corning Co. Ltd.
- Contemporary Office Interiors
- Heritage Office Furnishings Ltd.
- Holmes & Brakel (B.C.) Ltd.

Council Authority/Previous Decisions

The City's Procurement Policy (ADMIN-008) requires Council approve contracts with a total value greater \$3,000,000 following review and recommendations by the City's Bid Committee. The Bid Committee has considered the bids and recommends Brooks Corning Co. Ltd, Contemporary Office Interiors, Heritage Office Furnishings Ltd., and Holmes & Brakel (B.C.) Ltd. as the successful proponents.

There is no applicable Council authority or previous decisions relevant to this report.

City Manager's Comments

The City Manager concurs with the foregoing recommendations.

Context and Background

The City's Real Estate, Environment and Facilities Management (REFM) department requires pre-qualified vendors for the supply and delivery of furniture, fixtures, and equipment (FF&E). Establishing a roster of qualified vendors enables the City to obtain competitive and discounted pricing, ensures the availability of commonly used furniture items, and supports consistency in quality, service, and products across facilities.

The City's procurement objective is to establish long-term agreements with multiple vendors to provide office furniture, fixtures, equipment, and related accessories on an "as, if, and when required" basis, in accordance with the requirements and specifications outlined in the RFA. While these agreements do not guarantee any minimum spend, they enable the City to efficiently procure FF&E through a secondary quote process among the pre-qualified vendors, thereby maintaining a fair and competitive procurement approach throughout the term of the agreements.

The City purchases office furniture to support a range of operational needs, including facility renovations, onboarding of new staff, implementation of the Ergonomic Furniture Program and Office Accommodation Guidelines, replacement of damaged or end-of-life furniture, and furnishing of new or reconfigured workspaces. These purchases include items such as workstations, desks, task chairs, storage units, meeting tables, divider panels, whiteboards, and seating for offices, meeting rooms, and flexible work areas, as well as associated delivery, installation, and repair services.

The purpose of the RFA process was to identify suppliers with the capacity, experience, and service capabilities to meet the City's anticipated demand over the long term, while delivering

the best value and meeting the City’s ergonomic requirements. Establishing multiple pre-qualified vendors under a longer-term arrangement enhances supply continuity, supports operational efficiency, and allows the City to respond flexibly to evolving workplace needs while preserving ongoing competitive pricing. The pre-qualified supplier list will be re-opened at three (3) year intervals during the initial term to allow additional qualified vendors to be added to the roster. The design of the RFA was informed by the recommendations of the Office of the Auditor General’s February 2023 report, Audit of Office Furniture Purchases.

Discussion

The RFA was issued in accordance with the City’s Procurement Policy (ADMIN-008). The City received five (5) responses from:

Responses Received:	Brooks Corning Co. Ltd.
	Contemporary Office Interiors
	Heritage Office Furnishings Ltd.
	Holmes & Brakel (B.C.) Ltd.
	Innovior Construction Inc.

The responses were evaluated using both quantitative and qualitative criteria by an evaluation team comprised of representatives from Real Estate, Environment and Facilities Management (REFM) (interior design, planning and project delivery, occupational health and safety, and ergonomics), Technology Services (desktop services), and the City’s external consultant (interior design and ergonomics), under the oversight of Supply Chain Management. The evaluation process assessed each submission based on its overall value to the City.

Key evaluation criteria included:

- Company profile
- Key personnel and relevant experience
- Resources and capacity
- Account management and service delivery methodology
- Reporting, innovation, and value-added services
- Product durability and quality
- Ergonomics and suitability
- Sustainability considerations
- Warranty provisions

Following a comprehensive evaluation, the team concluded that the applications submitted by the following four (4) vendors; Brooks Corning Co. Ltd., Contemporary Office Interiors, Heritage Office Furnishings Ltd., and Holmes & Brakel (B.C.) Ltd. best met the City’s requirements and

offer the highest overall value. Individual purchases will be made via a secondary RFS process among the four pre-qualified vendors.

Financial Implications

Finance has reviewed and confirmed that funding is subject to REFM’s annual operating and capital budget approved by Council, and/or various City of Vancouver departmental budgets, as required.

No specific value of work or supply is guaranteed under this engagement. Each specific project initiated through RFS process must be supported by an approved purchase requisition with approved budget.

The Standing Agreements do not commit the City to purchase any goods or to any minimum spend. Individual purchases will be made via a secondary RFS process among the four pre-qualified vendors.

Legal Implications

The Standing Agreements do not commit the City to purchase any goods or to any minimum spend. They establish the terms on which the City may, at its discretion, place orders with the pre-qualified vendors through a secondary Request for Service (RFS) process during the term. Each individual purchase will be made in accordance with the applicable spend, commitment and signing authorities under the City's Procurement Policy (ADMIN-008).

* * * * *