

## Section II – Items for Executive Action

**TO:** Chair and Members of the Executive Committee  
Friday, September 9, 2022 Meeting

**FROM:** Richard Ubbens, Director, Conservation Parks and Lands

**RE:** **VENDOR OF RECORD ARRANGEMENT FOR CUSTODIAL SUPPLIES AND EQUIPMENT CONTRACT EXTENSION**  
RFP No. 10033374

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### KEY ISSUE

Extension of Contract No. 10033374 (Ontario Education Collaborative Marketplace (OECM) Master Agreement #2018-297-01) for a Vendor of Record (VOR) arrangement for Custodial Supplies and Equipment.

### RECOMMENDATION:

**WHEREAS TRCA is engaged in a variety of programs/projects that require Custodial Supplies and Equipment;**

**AND WHEREAS the OECM has established a VOR arrangement for the supply of Custodial Supplies and Equipment (Master Agreement #2018-297-01) which TRCA has adopted;**

**AND WHEREAS TRCA staff originally obtained approval to access the VOR at a value not to exceed \$225,000, plus applicable taxes, plus 10% contingency for the period of August 4, 2020 to June 14, 2022, or, the expiry date of any extension to the Master Agreement;**

**THEREFORE LET IT BE RESOLVED THAT TRCA staff be authorized to extend the current VOR arrangement, contract No. 10033374 for the supply of Custodial Supplies and Equipment for an additional cost of \$225,000, plus applicable taxes, plus 10% contingency as the OECM Master Agreement #2018-297-01 has been extended to June 14, 2024;**

**AND FURTHER THAT authorized TRCA staff be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.**

### BACKGROUND

TRCA operates several public use facilities and offices that require cleaning supplies to maintain operations. These supplies ensure the hygiene and safety of visitors and staff that utilize these facilities.

TRCA will continue to leverage the OECM VOR arrangement for Custodial Supplies and Equipment. This VOR arrangement includes the supply and delivery of various cleaning supplies and PPE items to be used in response to COVID-19 and for health and safety purposes in general.

## Item 8.1

TRCA issued second stage Request for Quotation documents to the suppliers on the VOR list on May 25th, 2020. The RFQ requested unit pricing for various cleaning supplies, including garbage bags, paper towels, toilet paper, soap, as well as various COVID-19 related PPE items such as masks, gloves, hand sanitizers and disinfectants. Quotations were received from five (5) suppliers: Bunzl, Mr. Chemical, Superior, Staples and Swish. Based on the bids received, staff recommends executing Client-Supplier Agreements with all five (5) suppliers to ensure availability of the products (especially PPE) and value for money.

Staff may contact a vendor on the list to provide cleaning supplies and equipment. Vendors will be required to provide all resources required to service the divisional or program needs in accordance with applicable laws, codes, standards, terms and conditions of the VOR agreement. The term of the agreement extension is June 14, 2024.

### **RATIONALE**

The OECM has undertaken a competitive procurement process with various suppliers for custodial supplies and equipment. This VOR arrangement (OECM Master Agreement #2018-297-01) is available to Non-Ontario Public Service (Non-OPS) entities through execution of a separate agreement with the vendors.

Utilizing this VOR arrangement provides TRCA with cost savings in the form of staff administrative time and in the cost of actual services rendered, when compared to conducting a separate procurement process.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

**Strategy 7 – Build partnerships and new business models**

**Strategy 3 – Rethink greenspace to maximize its value**

### **FINANCIAL DETAILS**

The total expenditure to date on the current agreement is \$228,355, plus applicable taxes. TRCA staff are satisfied with the services provided to date. Based on a review of previous supplies provided for the period between 2020-2022, the anticipated additional cost for the two-year agreement extension is approximately \$225,000, plus applicable taxes, plus 10% contingency.

An increase or decrease in visitation to public use facilities will have an impact on the value of this contract. All vendors on the VOR list understand both the potential cost and resource implications associated with changes in public use operations. The goods and/or services will be provided on an “as required” basis with no minimum volume guaranteed.

Expenses associated with this contract are charged to the respective Business Unit or Facility accounts.

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**Date: August 15, 2022**