

**Section I – Items for Board of Directors Action**

**TO:** Chair and Members of the Board of Directors  
Friday, February 7, 2025 Meeting

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

**RE: VENDOR OF RECORD ARRANGEMENT FOR SUPPLY AND DELIVERY OF CUSTODIAL AND JANITORIAL SUPPLIES, EQUIPMENT AND RELATED SERVICES**  
RFP No. 10042522

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**KEY ISSUE**

Award of Request for Proposal (RFP) No. 10042522 for a Vendor of Record (VOR) arrangement for supply and delivery of custodial and janitorial supplies, equipment and related services.

**RECOMMENDATION:**

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in a variety of programs/projects that require cleaning and janitorial supplies, equipment and services;

**AND WHEREAS** TRCA utilized a cooperative procurement process through the Ontario Education Collaborative Marketplace (OECM) and evaluated the proposals based on the criteria outlined in this report;

**THEREFORE LET IT BE RESOLVED THAT** TRCA staff be directed to establish a Vendor of Record arrangement with Mister Chemical Ltd., Staples Professional Inc., and Bunzl Canada Inc. for supply of cleaning and janitorial supplies, equipment and services until March 31<sup>st</sup>, 2028;

**AND FURTHER THAT** authorized TRCA officials 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 requires supply and delivery of custodial and janitorial supplies, equipment and related services for public facing facility operations. By establishing a VOR arrangement for supply and delivery of custodial and janitorial supplies, equipment and related services, vendors are authorized

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to provide these goods and/or services for a defined period and with fixed pricing. Staff may contact any vendor on the list with the expertise and experience required for their project or program requirements. 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 VOR arrangement will be subject to annual review in order to confirm that the vendor(s) is/are providing adequate levels of service and to update any applicable insurance, certifications, or policies of the vendor(s).

### **RATIONALE**

RFP documentation was posted on the public procurement website, Ontario Tenders Portal - Jaggaer (OTP), on July 26, 2023, and closed on October 25, 2023. Three (3) addendums were issued to address questions received. OECM conducted the RFP evaluation process and finalized a Master Agreement with ten (10) supplier partners, eight (8) of which operate within TRCA's jurisdiction.

TRCA leveraged OECM to complete a Second Stage procurement process with a predefined list of goods required for the operation of TRCA facilities.

Following the acceptance of the Second Stage procurement and based on operational requirements and past purchases, staff recommend the award of contract No. 10042522 and the execution of Customer-Supplier Agreements (CSA) with the following three (3) supplier partners:

- Bunzl Canada Inc.
- Mister Chemical Ltd.
- Staples Professional Inc.

### **Relationship to TRCA's 2023-2034 Strategic Plan**

This report supports the following Pillars and Outcomes set forth in TRCA's 2023-2034 Strategic Plan:

#### **Pillar 3 Community Prosperity:**

3.1 Connect communities to nature and greenspace

#### **Pillar 4 Service Excellence:**

4.2 Provide and manage an efficient and adaptable organization

### **FINANCIAL DETAILS**

Based upon a review of previous work completed for 2020-2024 the

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anticipated costs for the requested goods and/or services over the term of the agreement, 2025-2028, are approximately \$225,000. An increase or decrease in workload 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 workload. The goods and/or services will be provided on an “as required” basis with no minimum hours guaranteed. Vendor(s) may increase rates based on the terms of OECCM’s Master Agreement.

Funds for the contract are identified in various TRCA Operating Accounts.

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**Date: December 18, 2024**