

Section II – Items for Executive Action

TO: Chair and Members of the Executive Committee
Meeting #5/19, Friday, June 07, 2019

FROM: Derek Edwards, Director, Parks and Culture

RE: **SUPPLY AND DELIVERY OF CLEANING SUPPLIES – CONTRACT
EXTENSION FOR AN ADDITIONAL ONE (1) YEAR TERM**

KEY ISSUE

Extension of contract #10007544 (Purchase Order# P-AG-00020) with Mister Chemical Ltd. until June 2020.

RECOMMENDATION

WHEREAS TRCA conducted a Request for Proposal (RFP) process #10007544 in 2018 for the supply and delivery of cleaning supplies for the period of June 2018 – June 2019, with an option, in favour of TRCA, to extend for an additional one (1) year period for June 2019 – June 2020;

AND WHEREAS Mister Chemical Ltd. was the successful highest ranked proponent at a total annual cost of \$83,491.07, plus 10% contingency, plus HST and has performed its duties under the contract over the past year;

AND WHEREAS TRCA staff would like to extend the aforementioned contract for an additional year;

THEREFORE, LET IT BE RESOLVED THAT contract #10007544 (Purchase Order# P-AG-00020) be extended for an additional one (1) year period from June 2019 – June 2020 as specified in RFP#10007544 at a total additional cost of \$83,491,07, plus 10% contingency, plus HST.

BACKGROUND

TRCA operates over 15 public use facilities and offices that require cleaning supplies to maintain operations. These supplies ensure the hygiene and safety of visitors and staff that frequent these facilities.

Request for Proposal (RFP) #10007544 documents were issued electronically via Biddingo.com on April 9, 2018. The RFP requested unit pricing for various cleaning supplies, including garbage bags, paper towels, toilet paper, soap, and disinfectant. The RFP also requested information regarding company profile and environmental/sustainable attributes and performance of the products. The bidders provided samples of various types of garbage bags so that staff could assess the composition and strength as part of the evaluation process.

Based on the proposals received, staff recommended the award of the contract to Mr. Chemical Ltd., at a total annual cost \$83,491.07, plus 10% contingency, plus HST it being the highest ranked proposal that met TRCA requirement. The contract award was approved by TRCA's CEO on June 7, 2018 as per TRCA's 2018 Procurement Policy.

Item 9.4.

RATIONALE

Mister Chemical Ltd. has performed its duties under the contract over the past year, including the maintenance of an on-line ordering system, site-specific invoicing, guaranteed delivery times and in-stock quantities. Therefore, TRCA would like to extend contract #10007544 (Purchase Order# P-AG-00020) for an additional one (1) year period from June 2019 – June 2020 as specified in RFP#10007544 at a total additional cost of \$83,491,07, plus 10% contingency, plus HST. As per TRCA's 2018 Purchasing Policy, staff seeks Executive Committee approval for the contract extension, as the total contract value exceeds \$100,000.

FINANCIAL DETAILS

Funds have been identified for contract services in the respective facility operating budgets available through TRCA's municipal partners.

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Date: May 22, 2019