



Report to: General Committee

Meeting Date: June 19, 2017

SUBJECT: Request for Proposal 002-R-17 Supply & Delivery of Custodial Supplies (York Region Buyers Cooperative RFP 2017-23-P)

PREPARED BY: Patti Malone, Senior Buyer, ext. 2239

RECOMMENDATION:

- 1) THAT the report “Request for Proposal 002-R-17 Supply & Delivery of Custodial Supplies (York Region Buyers Cooperative RFP 2017-23-P)” be received;
- 2) AND THAT Request for Proposal 002-R-17 contract for the supply & delivery of custodial supplies (Paper, Soap, Chemicals and Protective Personal Equipment) be awarded to the highest ranked / lowest priced supplier, Swish Maintenance Limited in the estimated annual amount of \$400,000 inclusive of HST impact;
- 3) AND THAT Request for Proposal 002-R-17 contract for the supply & delivery of custodial supplies (bags, equipment and miscellaneous items) be awarded to the highest ranked / lowest priced supplier, Mr. Chemical Limited in the estimated annual amount of \$100,000 inclusive of HST;
- 4) AND THAT the term of the contract be from June 1, 2017 to March 31, 2020 at the same itemized pricing;
- 5) AND THAT the contract be funded from various accounts within the Recreation and Fire & Emergency Services annual operating budget, subject to Council approval of the 2018 to 2019 operating budgets;
- 6) And THAT the Director of Recreation and Senior Manager, Purchasing & Accounts Payable be authorized to extend the contract for two (2) additional years (April 1, 2020 – March 31, 2022) subject to the supplier performance, price mutually agreed upon with the suppliers and York Region Buyers Cooperative and subject to Council approval of the 2020 to 2022 operating budgets;
- 7) AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To obtain approval to award the contract for the supply and delivery of custodial supplies to Swish Maintenance Limited and Mr. Chemical Limited from June 1, 2017 to March 31, 2022.

BACKGROUND:

York Catholic District School Board, on behalf of the York Region Public Buyers Co-operative, issued a proposal to the market for the supply and delivery of custodial supplies.

The participating agencies are:

1. City of Markham
2. City of Vaughan
3. Town of Aurora
4. Town of East Gwillimbury
5. Town of Richmond Hill
6. Town of Newmarket
7. York Catholic District School Board
8. York Region District School Board
9. York Region
10. York Region Police

The contract was issued for 935 various custodial supplies such as: Paper (toilet paper and paper towels), Soap (hand wash), Chemicals (cleaning products), Protective Personal Equipment (first aid, gloves), Bags (garbage bags), Equipment (mops) and Miscellaneous Items.

EVALUATION RESULTS:

The evaluation team was comprised of a committee from York Catholic District School Board with Purchasing staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 60% Technical and 40% price, totaling 100%, with the resulting scores as follows:

Paper (toilet), Soap (hand wash), Chemicals (cleaning products), and Protective Personal Equipment (first aid, gloves)

Company	Total Score (100 points)	Overall Ranking
Swish Maintenance Limited	88.10	1
Mr. Chemical Limited	82.69	2
Staples Advantage	82.29	3
Superior Sany Solutions	70.73	4
Flexo Products	50.31	5
Fastenal	30.32	6

Bags (garbage bags), Equipment (mops) and Miscellaneous Items.

Company	Total Score (100 points)	Overall Ranking
Mr. Chemical Limited	86.85	1
Swish Maintenance Limited	82.20	2
Staples Advantage	72.37	3
Superior Sany Solutions	67.09	4
Flexo Products	55.79	5

Fastenal	50.15	6
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The contract is recommended to be split between two suppliers who were the highest ranked and lowest priced bidder for each product.

ENVIRONMENTAL CONSIDERATIONS

End users are encouraged to choose Eco Logo “Green” certified cleaning solutions and Advantages of Eco Logo certified products. The EcoLogo Program certifies products that complement "green" cleaning programs. The advantages of Eco Logo certified products are that they are biodegradable and better for the environment, contain very low VOCs (volatile organic composites) that keep indoor air pollution to a minimum.

FINANCIAL CONSIDERATIONS:

Funds will be provided from the various accounts within the Recreation and Fire & Emergency Services annual operating budget in the estimated annual amount of \$538,798.73.

Account #	Account Name	Location	Estimated Annual Budget Available for this Award	Estimated Cost of Award	Budget Remaining
Various	Building Maintenance Supplies	Recreation	\$ 494,250.73	\$ 462,336.42	\$ 31,914.31
420-599-4242	Janitorial Supplies	Fire & Emergency Services	\$ 44,548.00	\$ 37,663.58	\$ 6,884.42
Total			\$ 538,798.73	\$ 500,000.00	\$ 38,798.73

The award amount is based upon estimated quantities, historical actual expenditures and is subject to change. Therefore, the remaining budget of \$38,798.73 will be required if actual quantities are higher than estimated. Staff will monitor the expenditure and future operating budgets will be adjusted accordingly, subject to Council approval of the 2018 to 2022 operating budgets.

Purchases are made by each respective user through their Procurement Card (P-Card) for efficiencies and reporting purposes.

HUMAN RESOURCES CONSIDERATIONS:

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

All affected business units have been consulted and have approved going forward with the award.

RECOMMENDED BY:

14/06/2017

X 

Mary Creighton
Director, Recreational Services

X 

Brenda Librecz
Commissioner, Community & Fire Services