



Report to General Committee – Finance and Administrative

TO: Mayor and Members of Council

FROM: Andy Taylor, Commissioner of Corporate Services

PREPARED BY: Ivy Ho, Purchasing Supervisor

DATE OF MEETING: January 9, 2006

SUBJECT: Contract Extension for Supply and Delivery of Caretaking and Maintenance Supplies 169-S-05 (York Public Buyers Cooperative RFP CT99-02)

RECOMMENDATION:

THAT the contract with Swish Maintenance Limited for Supply and Delivery of Caretaking and Maintenance Supplies 169-S-05 (York Public Buyers Cooperative RFP CT99-02) be extended for one additional year to expire on December 31, 2006 at the same terms and conditions;

AND THAT price increases, if any, will only apply to items impacted by market conditions which will not exceed 2% during the term of the contract and price decreases, if any, will be passed to the Town;

AND THAT funds will be provided from user departments' annual Operating Budget in the estimated annual amount of \$264,000, exclusive of GST.

PURPOSE:

The purpose of this report is to obtain approval to extend the contract with Swish Maintenance Limited (Swish) for Supply and Delivery of Caretaking and Maintenance Supplies 169-S-05 (York Public Buyers Cooperative RFP CT99-02) for one additional year to expire on December 31, 2006.

BACKGROUND:

The current 5 year Co-Op contract for the Supply and Delivery of Caretaking and Maintenance Supplies will expire on December 31, 2005. After consultation with the Co-Op, staff concluded that it is in the best interest of the Town to issue an independent tender to ensure that the Town's requirements are accurately represented.

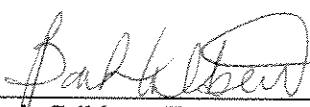
It is also staff's intent to revise the specifications to incorporate green requirements in the new tender. Extending the contract for one additional year will provide sufficient time for staff to conduct market research and investigation to buy green.

FINANCIAL CONSIDERATIONS:

The contract with Swish Maintenance Limited for Supply and Delivery of Caretaking and Maintenance Supplies 169-S-05 (York Public Buyers Cooperative RFP CT99-02) will be extended for one additional year to expire on December 31, 2006 at the same terms and conditions.

Price increases, if any, will only apply to items impacted by market conditions which will not exceed 2% during the term of the contract. Price decreases, if any, will be passed to the Town as well. Invoice copies and manufacturers letters of increase/decrease will be provided to Purchasing staff for monitoring purpose. It should be noted that the 2% maximum increase was based on the 2005 Co-Op contract records.

Funds will be provided from user departments' annual Operating Budget in the estimated annual amount of \$264,000, exclusive of GST.


Barb Cribbett, Treasurer


Andy Taylor, Commissioner, Corporate Services