



## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Susan Harries, Purchasing Analyst

**DATE:** May 6, 2021

**REPORT NO.:** CORPSERV-2021-0018

**RE:** Award of RFP# 21-037 Supply and Delivery of Safety Supplies - Halton Cooperative Purchasing Group (HCPG)

### **RECOMMENDATION:**

That Report No. CORPSERV-2021-0018, dated May 6, 2021, regarding the Award of RFP# 21-037 Supply and Delivery of Safety Supplies- Halton Cooperative Purchasing Group (HCPG) be received;

AND FURTHER THAT Council authorizes the award of the safety supplies proposal to Weber Supply Company Inc., 1830 Strasburg Road, Kitchener, ON in the estimated five (5) year total contract amount of \$150,000 (excluding HST), for a one (1) year contract with options to renew for four (4) additional one (1) year terms, subject to price, service and delivery;

AND FURTHER THAT Council authorizes the Senior Manager of Purchasing and Risk Management to issue a purchase order to Weber Supply Company Inc. in the amount of \$30,000 (excluding HST) for the first contract year and subsequent renewal years as required.

### **BACKGROUND:**

The Town of Milton, on behalf of the Halton Co-operative Purchasing Group (HCPG), issued a request for proposal for the supply and delivery of safety supplies. HCPG is comprised of the four Halton municipalities (Burlington, Halton Hills, Milton and Oakville), Halton Region, Halton Regional Police, Conservation Halton, Burlington Hydro Inc., Oakville Hydro Inc., Halton Children's Aid Society, Sheridan College, the two School Boards and Burlington Public Library. A committee consisting of staff from various agencies evaluated the proposals.

## COMMENTS:

The Request for Proposal was issued on February 10, 2021. The bid was advertised on bidsandtenders.ca. Fifteen (15) companies downloaded the bid document with seven (7) proposals received. Proposals were received from the following companies:

Respondent	Location
Corporate Express Canada Inc., operating as Staples Advantage Canada	Mississauga, ON
Fastenal Canada Ltd.	Kitchener, ON
Hansler Smith Limited	Mississauga, ON
Levitt Safety	Oakville, ON
SPI Health and Safety	Blainville, QC
Tenaquip Limited	Senneville, QC
Weber Supply Company Inc.	Kitchener, ON

The following criteria were used to evaluate the information contained in each submission. The evaluation criteria and weighting were stated in the Request for Proposal.

- Qualifications and Expertise -10%
- Range of Products and Service - 20%
- Service Level - 20%
- Reports -10%
- Training - 10%
- Value-added Services - 5%
- Financial Offer – 25%

Based on the scores for the above criteria, two high scoring proponents – Corporate Express Canada Inc., and Weber Supply Company Inc. were interviewed.

Weber Supply Company Inc. was the highest ranked proponent based on the above criteria and is therefore recommended as the vendor for the supply and delivery of safety supplies. This is a one (1) year contract, with four (4), one (1) year options to renew, subject to price and service. The estimated upset limit of \$150,000 is for the entire five (5) year period with purchases of approximately \$30,000.00 per year based on past history. Pricing shall remain firm for the first year of the contract term (June 1, 2021 to May 31, 2022).

All requests for proposals are submitted in confidence and evaluated on several predetermined criteria. The financial offer is only a portion of the bid, the prices of the unsuccessful proponents are not included in this report.

**RELATIONSHIP TO STRATEGIC PLAN:**

This is an operational matter and has no direct link to the Strategic Plan.

**FINANCIAL IMPACT:**

This is a standard operating line in departmental budgets.

**CONSULTATION:**

Purchasing staff were part of the evaluation team and worked with members of the HCPG on this joint project. Purchasing is in agreement with the report.

All departments will be notified.

**PUBLIC ENGAGEMENT:**

There is no public engagement.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

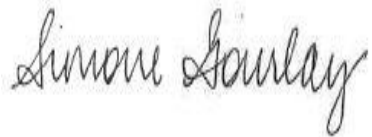
**COMMUNICATIONS:**

Purchasing staff will communicate this recommendation to all staff that require these services.

**CONCLUSION:**

Staff recommends that the contract for the supply and delivery of safety supplies be awarded to Weber Supply Company Inc. and that the Senior Manager of Purchasing and Risk Management issue the appropriate purchase orders as required for the term of the contract.

**Reviewed and Approved by,**

A handwritten signature in cursive script that reads "Simone Gourlay".

Simone Gourlay, Senior Manager of Purchasing and Risk Management

A handwritten signature in cursive script that reads "Laura Lancaster".

Laura Lancaster, Acting Commissioner of Corporate Services

A handwritten signature in cursive script that reads "C. Mills".

Chris Mills, Acting Chief Administrative Officer