



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Aaron Matthews, Director of Facilities

DATE: February 10, 2025

REPORT NO.: CSE-2025-005

SUBJECT: Award of 24-135 Supply and Delivery of Janitorial Supplies

RECOMMENDATION:

THAT Report No. CSE-2025-005, dated February 10, 2025, regarding the Award of 24-135 Supply and Delivery of Janitorial Supplies, be received;

AND FURTHER THAT Wood Wyant Canada Inc, be awarded a contract for the Supply and Delivery of Janitorial Supplies through combined buying power with members of the Halton Co-operative Purchasing Group (HCPG);

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order in the amount of \$145,000.00, plus applicable taxes, for the initial one-year contract term, with the option to renew the contract for four (4) additional one-year periods, subject to satisfactory performance, budget approval and price negotiations.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Cleaning, sanitation and disinfection of municipal facilities and amenities requires the acquisition and utilization of the appropriate products and equipment.
- Purchasing Policy (PLCY-2022-0003), Section 11, allows the Town to join or participate with other government agencies and co-operative buying groups.
- Purchasing Policy (PLCY-2022-0003), requires that awards for Requests for Proposals over \$250,000 dollars, including optional contract renewals, be authorized by Council.
- This contract is used by various departments within the Town (i.e. Community Services, Transportation and Public Works, Fire).

- Wood Wyant Canada Inc. was the highest ranked and compliant proponent through the Request for Proposal evaluation process.
- Supplies and material will be funded through an existing Council-approved budget.

BACKGROUND AND DISCUSSION:

As part of daily operations to ensure that all Town facilities and amenities are suitable for use by the public and staff, the Operations team performs ongoing cleaning, sanitizing and disinfection. As demonstrated during the pandemic, a formalized plan to ensure health and safety is imperative to limit the spread of disease and infection. A key part of such a plan is the acquisition and utilization of appropriate materials and tools.

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 Janitorial Supplies. The HCPG is comprised of the four Halton municipalities (Burlington, Halton Hills, Milton and Oakville), Halton Region, Halton Regional Police Service, Conservation Halton, Burlington Hydro Inc., Milton Hydro, Oakville Hydro Inc., and the Burlington Public Library. The Town of Milton leads this competitive procurement on behalf of the following agencies; City of Burlington, Conservation Halton, the Region of Halton, and the Towns of Oakville and Halton Hills.

The proposal was issued on September 20, 2024, and closed October 18, 2024. Ten (10) plan takers downloaded the document with seven (7) submissions were received.

Vendor Name	Location
2781203 Ontario Inc	Mississauga, ON
Bunzl Canada	Burlington, ON
Imperial Dade Canada Inc.	Mississauga, ON
Mister Chemical Ltd.	Concord, ON
Swish Maintenance Limited	Whitby, ON
Weber Supply Company Inc.	Kitchener, ON
Wood Wyant Canada Inc.	Mississauga, ON

Proposals were evaluated by a representative from each of the agencies, with the review facilitated by a representative from Milton’s Purchasing Team. Proposals were evaluated based on the following criteria:

- Qualifications, Expertise and References
- Product Quality
- Certified Green Products and Related Initiatives
- Range of Products/Services
- Service Level

- Reports
- Training
- Financial Offer

Based on the evaluation of the proposals, Wood Wyant Canada Inc. is the highest ranked proponent and is, therefore, recommended as the successful vendor for the supply and delivery of janitorial supplies. The estimated annual value of the contract is \$145,000 per year (excluding tax). Pricing shall remain firm for the first year of the contract - from March 1, 2025, to February 28, 2026.

Wood Wyant has been the successful candidate for the past three proposals, and has been providing excellent product quality and selection and service to the Town since 2009.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report impacts and/or helps address climate change and the Town's resiliency through climate adaptation.

The recommendation outlined in this report advances the purchase and use of Certified Green Products, where appropriate.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Finance and Purchasing were consulted and provided input in this report

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Bethany Yew, Manager of Purchasing

Damian Szybalski, Commissioner of Community Services

Chris Mills, Chief Administrative Officer