



## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

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

**DATE:** January 27, 2020

**REPORT NO.:** CORPSERV-2020-0003

**RE:** Award of RFP # 19-135 for Janitorial Supplies

### RECOMMENDATION:

THAT Report No. CORPSERV-2020-0003, dated January 27, 2020, regarding Award of RFP# 19-135 for Janitorial Supplies be received;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order in the amount of \$135,000 (exclusive of HST) to Wood Wyant Canada Inc., 190 Annagem Boulevard., Mississauga ON L5T 2V5, for Janitorial Supplies for a one (1) year term, with four (4), additional one (1) year options to renew, estimated at \$135,000 per year (exclusive of HST).

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue purchase orders to Wood Wyant Canada Inc., 190 Annagem Boulevard, Mississauga ON L5T 2V5, for the term of the contract.

### 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 janitorial supplies. The 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 purchasing and facility staff from various agencies evaluated the proposals.

## COMMENTS:

A Request for Proposal was issued October 11, 2019 by the Town of Milton. The bid was advertised on the Town of Milton's website, and on bidandtenders.ca. Ten (10) firms downloaded the bid document and seven (7) proposals were received on November 4, 2019. Proposals were received from the following firms:

Company	Location
Corporate Express Canada Inc.	Mississauga
Domclean Limited	Brantford
Glen Martin Ltd.	Barrie
Mister Chemical Ltd.	Concord
Superior Solutions Ltd.	Oakville
Swish Maintenance Limited	Whitby
Wood Wyant Canada Inc	Mississauga

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

- Qualification, experience and references (10%)
- Product quality (15%)
- Certified green products & related initiatives (10%)
- Range of products/services (15%)
- Service level offered (15%)
- Financial (15%)
- Reports (10%)
- Training (5%)
- Value added services (5%)

Based on the scores for the above criteria, two high scoring proponents - Corporate Express Canada Inc., and Wood Wyant Canada Inc. were interviewed.

Wood Wyant Canada Inc., received the highest score based on the above criteria and is therefore recommended as the successful proponent for the supply and delivery of janitorial supplies. The estimated annual value of the contract is \$135,000 per year (exclusive of HST). Pricing shall remain firm for the first year of the contract (February 1, 2020 to January 31, 2021). There shall be renewal options for four (4), one (1) year terms based on satisfactory performance and price negotiations.

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

## RELATIONSHIP TO STRATEGIC PLAN:

This report supports the strategic priority related to the effective, efficient and economical delivery of the Town's existing services.

**FINANCIAL IMPACT:**

The initial term of this contract is for one (1) year with pricing held firm. There are four (4) additional one (1) year renewal options based upon satisfactory service and negotiated pricing. It is estimated that the annual value will be \$135,000, exclusive of HST. Monies would come from the individual departments' operating budgets.

**CONSULTATION:**

Recreation & Parks staff was part of the evaluation team and has worked together with the Purchasing section and members of the HCPG on this joint project and are in agreement with the report.

**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 advances, the Strategy's implementation, through the purchase of Certified Green Products where appropriate. This report supports the Environmental pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Good.

**COMMUNICATIONS:**

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

**CONCLUSION:**

Staff recommends the award of the Request for Proposal for janitorial supplies to Wood Wyant Canada 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 black ink that reads "Simone Gourlay". The signature is written in a cursive style with a large initial 'S'.

Simone Gourlay, Senior Manager of Purchasing and Risk Management

A handwritten signature in black ink that reads "Jane Diamanti". The signature is written in a cursive style with a large initial 'J'.

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive style with a large initial 'B'.

Brent Marshall, Chief Administrative Officer