



ADMINISTRATIVE REPORT

Report Date: October 2, 2015
Contact: Nick Kassam
Contact No.: 604.829.2097
RTS No.: 11012
VanRIMS No.: 08-2000-20
Meeting Date: November 4, 2015

TO: Standing Committee on Planning, Transportation and Environment

FROM: General Manager of Real Estate & Facilities Management and Chief Purchasing Official

SUBJECT: Contract Award for Supply and Delivery of Janitorial and Cleaning Supplies

RECOMMENDATION

- A. THAT Council authorize City staff to negotiate, to the satisfaction of the City's General Manager of Real Estate & Facilities Management, Director of Legal Services, and the Chief Purchasing Official, and enter into a contract with Grand and Toy Limited for the supply and delivery of janitorial and cleaning supplies for a term of three (3) years, with the option to extend for two (2) additional one(1) year terms, with an estimated contract value of \$2,203,710, plus applicable taxes, over the initial three-year term, which is to be funded through the City's operating budget.
- B. THAT the City's Director of Legal Services, Chief Purchasing Official, and General Manager of Real Estate & Facilities Management be authorized to execute on behalf of the City the contract contemplated in Recommendation A.
- C. THAT no legal rights or obligations will be created by Council's adoption of Recommendations A and B above unless and until such contract is executed by the authorized signatories of the City as set out in these Recommendations.

REPORT SUMMARY

The City issued RFP PS20150508 ("RFP") in June 2015 for the Supply and Delivery of Janitorial and Cleaning Supplies. The RFP was advertised on the City of Vancouver website and BC Bid and the work was called in accordance with the terms and condition of the City's Procurement Policy AF-015-01. City staff on the RFP evaluation committee, and subsequently, the Bid Committee, have considered the responses received, and on that basis recommend that the City negotiate, and if such negotiations are successful, enter into a contract as described above with Grand and Toy Limited.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

The City's Procurement Policy AF-015-01 requires that contracts with values over \$2 million must be approved by Council following review and recommendations by the Bid Committee. The Bid Committee has considered and recommended Grand and Toy Limited as the successful proponent.

REPORT

Background/Context

The City requires janitorial and cleaning supplies, such as cleaning products, hygiene and skin care products, sanitary paper, garbage bags and related janitorial hardware items for the daily maintenance of City buildings, structures and properties, including amenities in City Parks.

The purpose of the RFP was to identify a supplier with demonstrated capability to supply the City's estimated demand over the term of the contract with competitive fixed pricing and meet the City's service requirements, including but not limited to training, reporting, delivery, account management and be in compliance with City's sustainability agenda.

Strategic Analysis

The RFP was issued in accordance with City's Procurement Policy AF-015-01. The City received responses from six (6) suppliers: Grand and Toy Limited, Swish Maintenance Limited, Wood Wyant Canada Inc., Acklands-Grainger Inc., Wesclean Equipment and Cleaning Supplies and PlanetClean Canada Ltd. The responses were evaluated through the work of an evaluation team comprised of representatives from Real Estate & Facilities Management, Park Board, and Supply Chain Management - Warehousing under the stewardship of Supply Chain Management, and that team considered both quantitative and qualitative factors to ascertain if the responses offered good overall value to the City.

Some of the Criteria considered in the overall evaluation process included:

- Proposed pricing;
- Company history and capability;
- Key personnel knowledge and experience;
- Proposed work plan, including but not limited to order processing, back order and defect product management;
- Operational service capability including training, reporting and account management; and
- Sustainability.

Based on the overall evaluation, the team concluded that the proposal submitted by Grand and Toy Limited best met the City's requirements and provided the best overall value to the City.

Financial Implications

Finance has reviewed and confirmed that funding is available from the City's operating budget. As a result of the RFP, the City is able to achieve cost certainty during the initial three (3) year term.

Legal

The City's Procurement Policy requires that all contracts that have been awarded by Bid Committee plus Council will be signed by the Director of legal Services.

CONCLUSION

In summary, City staff recommends that the City of Vancouver negotiate and enter into a three (3) year contract with Grand and Toy Limited for the supply and delivery of janitorial and cleaning supplies, with the option to extend the contract for two (2) additional one (1) year terms.

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