



REPORT

Report Date: June 22, 2022
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VanRIMS No.: 08-2000-20
Meeting Date: July 20, 2022
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TO: Standing Committee on Policy and Strategic Priorities

FROM: General Manager of Real Estate and Facilities Management and Chief Procurement Officer

SUBJECT: Contract Award for Supply and Delivery of Janitorial Supplies

RECOMMENDATION

- A. THAT Council authorize City staff to negotiate to the satisfaction of the City's General Manager of Real Estate and Facilities Management, City's Director of Legal Services, and the City's Chief Procurement Officer and enter into a contract with Grand & Toy Limited, for the supply and delivery of janitorial supplies, for a term of three (3) years, with the option to extend for three (3) additional two (2) year terms, with an estimated contract value of \$3,013,639.03, plus applicable taxes over the initial 3-year term, to be funded through operating budget of various City departments;
- B. FURTHER THAT the Director of Legal Services, Chief Procurement Officer and General Manager of Real Estate and facilities Management be authorized to execute on behalf of the City the contract contemplated by 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 a Request for Proposal ("RFP") PS20211771 on February 15, 2022 for Supply and Delivery of Janitorial Supplies. The RFP was advertised on 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 ADMIN-008. City staff on the RFP evaluation committee

and, subsequently, 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 & Toy Limited.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

The City's Procurement Policy ADMIN-008 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 & Toy Limited as the successful proponent.

There is no applicable Council Authority or previous decisions relevant to this report.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

REPORT

Background/Context

The City's requires the supply and delivery of janitorial supplies to support cleaning for both City operations and public access facilities.

The City has identified a consolidated and standardized list of supplies required to efficiently serve the various needs across the organization.

The purpose of the RFP was to identify a supplier with demonstrated capability to meet the City's estimated demand of janitorial supplies and the delivery of such products over the term of the contract at competitive pricing and satisfactory service requirements.

Strategic Analysis

The RFP was issued in the accordance with City's Procurement Policy ADMIN-008. The City received responses from the following vendors.

Vendor Name
Bunzl Cleaning & Hygiene
Swish Maintenance Limited
Grainger Canada
Grand & Toy Limited

The responses were evaluated through the work of an evaluation team comprised of representatives from Real Estate and Facilities Management, Vancouver Board of Parks

and Recreation, Supply Chain Warehouse Management and Technology Services under the stewardship of Supply Chain Management to ascertain if the responses offered good overall value to the City, both quantitative and qualitative factors were evaluated.

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

- ability to meet the City's requirements;
- skills, knowledge, capabilities, industry reputation and previous experience(s);
- product quality and overall service factors;
- business technology;
- transition and training work plan;
- historic performance in delivering the defined services;
- financial offering; and
- environmental or social sustainability elements.

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

Implications/Related Issues/Risk

Financial

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

Legal

The City's Procurement Policy requires that all contracts that have been awarded by Bid Committee and 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 the option to extend the contract for an additional three (3) two (2) year terms, with Grand & Toy Limited, for Supply and Delivery of Janitorial Supplies.

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