
REPORT TITLE: **2018-684T – Supply and Delivery of Janitorial Supplies and Dispensers**

FROM: Patricia Caza, Regional Solicitor and Commissioner of Legislative Services

RECOMMENDATION

- 1. That the contract (Document 2018-684T) for the Supply and Delivery of Janitorial Supplies and Dispensers awarded to Corporate Express Canada o/a Staples Advantage Canada be extended for a 12-month term in the estimated amount of \$700,000 (excluding applicable taxes); and**
- 2. That approval be granted to extend the contract for one additional 12-month term, subject to satisfactory performance, approved budget and price (escalated in accordance with the terms of the contract); and**
- 3. That the Director of Procurement be authorized to increase the value of the contract as required based on actual quantities and usage.**

REPORT HIGHLIGHTS

- This contract is used by all Peel Region and Peel Regional Police departments.
- This is typically a five-year contract, one initial 12-month term and four optional terms.
- Due to Bill 112, issuing a shorter-termed contract may result in fewer bid submissions and potentially higher pricing.
- The incumbent vendor has agreed to extend its current contract under the existing contract terms, conditions, and price escalation provisions.
- This extension will allow sufficient time to determine the impacts to this contract and avoids contracting uncertainties related to Bill 112.

DISCUSSION

1. Background

A Request for Tender for the supply and delivery of Janitorial Supplies and Dispensers was issued on October 23, 2018. There were 14 plan takers. This document was publicly advertised. There were seven submissions received on closing date of November 20, 2018.

The procurement was advertised in accordance with the terms of the Comprehensive Economic and Trade Agreement, Canadian Free Trade Agreement, and other applicable trade agreements.

2018-684T – Supply and Delivery of Janitorial Supplies and Dispensers

The scope of work requirements was developed and reviewed by various program areas including Real Property Asset Management, Peel Regional Police, Paramedics, Long Term Care and Public Works.

The contract was awarded to Corporate Express Canada o/a Staples Advantage Canada (Staples) for an initial 12-month term, with four optional 12-month terms subject to satisfactory performance, price and approved budget and escalated in accordance with the terms of the contract.

2. Findings

This contract is due to expire in January 2024. Typically, these types of contracts are set-up as multi-year agreements (i.e., one initial 12-month term, four optional terms), including annual price escalation.

Bill 112 (Peel Dissolution) has introduced complexities in relation to contracts expiring prior to the dissolution date of January 1, 2025. Issuing a new contract with a short duration may limit the number of bid submissions and potentially will have an impact on pricing. In addition, introducing a possible new vendor and new ordering system will initially disrupt services in the short term.

With the dissolution date scheduled for January 1, 2025, staff are seeking authority to extend the current contract for one 12-month term, with the option to extend for one additional term if required.

3. Proposed Direction

This extension will allow sufficient time to better understand the impacts of transition and determine if this contract will be terminated, assigned to another agency or re-tendered if applicable. Extending the existing contract will ensure there are no service impacts to Peel and Peel Regional Police, who use this contract to purchase janitorial supplies.

The incumbent vendor has agreed to extend the contract under the existing terms, conditions, and price escalation provisions.

BILL 112 RISKS AND IMPLICATIONS

On May 18, 2023, the Province introduced Bill 112, *the Hazel McCallion Act (Peel Dissolution)*, 2023, that will dissolve the Region of Peel and make the Cities of Brampton and Mississauga and the Town of Caledon single-tier municipalities, effective January 1, 2025.

The legislation provides for the establishment of a Transition Board to make recommendations on implementing the restructuring. Details of the transition, including matters as they relate to Regional roles and responsibilities are not known at this time. Until such time as the transition role and responsibility details are made clear, recommendation to award is being made in accordance with Council Resolution 2023-455, and the approved Principles to Maintain Regional Service through the Transition Period, as outlined in Appendix II of the report of the Chief Administrative Officer, listed on the June 8, 2023 Regional Council agenda titled “Bill 112 – Managing Through the Transition”.

The proposed direction aligns with Principle 12 - The procurement of goods and services as required to deliver and support the uninterrupted delivery of Regional services.

2018-684T – Supply and Delivery of Janitorial Supplies and Dispensers

FINANCIAL IMPLICATIONS

Sufficient funds are available in various approved operating budgets throughout Peel Region and Peel Regional Police departments.



Patricia Caza, Regional Solicitor and Commissioner of Legislative Services

Authored By: Tony Cetra, Procurement Manager