

Grand River Conservation Authority

Report number: GM-03-23-26

Date: March 24, 2023

To: Members of the Grand River Conservation Authority

Subject: Janitorial and Sanitation Supply Request for Proposal

Recommendation:

THAT the Grand River Conservation Authority award the contract for Janitorial and Sanitation Supplies to Staples Professional for a term of three years with the option for an additional two years starting April 1, 2023.

Summary:

Janitorial and Sanitation supplies are an essential requirement of the GRCA. Obtaining quality supplies is vital to ensure the maintenance and cleaning of the facilities throughout the Authority. This report outlines the reasons why the GRCA is selecting Staples Professional to provide our janitorial and sanitation supplies for the term outlined.

Report:

The GRCA Human Resources policies allow for a public Request for Proposal (RFP) procurement approach to obtain best value solutions for the purchase of products and services.

Due to the variability of janitorial and sanitation products and services that any given company could have, the specifications included in this RFP include pre-determined weighted evaluation criteria for submissions. Bidders are able to submit a quote for products that may or may not meet all of the ideal requirements and a portion of the evaluation is designed to compare unlike products.

The RFP bid packages were evaluated based on the following criteria:

- 10% Supplier's Background & Experience
- 20% Proponent's Technical Proposal
- 25% Ordering & Delivery Process
- 5% Completeness of Submission
- 40% Price Quotation

After assigning a score to each portion of the weighted criteria, the bidder with the highest total score is recommended, which may or may not result in selecting the lowest bid price.

The 2023 RFP for Janitorial and Sanitation Supplies was publicly advertised on January 25, 2023 on the Biddingo electronic procurement website. Two bid packages were received by the closing date of February 23, 2023.

Bids were reviewed by Lisa Keys, Director of Land Management, Pam Walther-Mabee, Manager of Conservation Areas, Brian Hunt, Superintendent Conestogo Lake C.A., and David Townsend, Superintendent Rockwood C.A. Bids and ranking based on evaluation scores have been summarized below:

2023 JANITORIAL and SANITATION SUPPLIES

Company	Bid Amount (HST excluded)	Ranking Based on score
Staples Professional	\$52,331.56 per year	1
Swish Maintenance Ltd.	\$68,787.32 per year	2

Please note that the pricing component of the bid was estimated based on historical product usage for the past two years. Actual dollar values for the contract may vary in 2023 depending on usage and need.

Financial Implications:

The total amount of the initial three-year term is approximately \$156,994.68 excluding HST and included in the departments' operating budgets. As noted above, this amount may vary depending on usage and need.

Other Department Considerations:

Staff in a number of GRCA departments were consulted in the preparation of the requirements to ensure the sanitation supply needs were met for their various uses.

Prepared by:

Brian J Hunt
Superintendent Conestogo Lake C.A.

Approved by:

Lisa Keys
Director of Land Management

David Townsend
Superintendent Rockwood C.A.