



**BID COMMITTEE  
DECISION REPORT**

Meeting Date: October 2, 2015  
Contact: Nick Kassam  
Contact No.: 604 829 2097

TO: Bid Committee  
FROM: Chief Purchasing Official

Entry into a contract in relation to Request for Proposal and PS20150508 – Supply and Delivery of Janitorial and Cleaning Supplies with Grand and Toy Limited, located at 4560 Tillicum Street, Burnaby, BC V5J 5L4.

This item was considered by Bid Committee on October 2, 2015 and by the Council on November 4, 2015, and was approved without amendment.

**COMMITTEE DECISION**

The Bid Committee and Council approved the entry into the following contract, under the authority of the City's Procurement Policy AF-015-01.

Solicitation Number:	Request for Proposal PS20150508 – Supply and Delivery of Janitorial and Cleaning Supplies
Description of the Goods or Service:	Supply and Delivery of Janitorial and Cleaning Supplies for the City wide operation.
Recommended Vendor:	Grand and Toy Limited
Contract Term and Estimated Contract Value:	The recommended term of the contract is three (3) years, with the option to extend for two (2) additional one-year term[s]. The estimated contract price is \$2,203,710, plus applicable taxes, over the initial three (3)-year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	June 25, 2015	
Notices Sent:	Supply Chain Management sent notices to six (6) known vendors.	
Closing Date:	July 21, 2015	
Responses Received:	Vendor Name	City
	Grand and Toy Limited	Burnaby
	Swish Maintenance Limited	Vancouver
	Wood Wyant Canada Inc.	Coquitlam
	Acklands Grainger Inc.	Burnaby
	Wesclean Equipment and Cleaning Supplies	Burnaby
	PlanetClean Canada Ltd.	Delta
Department:	Supply Chain Management, Real Estate & Facilities Management, and the Park Board with the assistance of Legal Services.	

## COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy AF-015-01;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant vendor determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy AF-015-01 and Council approval is required under the City's Procurement Policy AF-015-01, due to the value being in excess of \$2 million; and
- e) The Director of Legal Services, Chief Purchasing Official and Real Estate & Facilities Management General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee and Council approval is pre contract award, the final contract information may vary subject to final negotiations and award.

## **DECISION**

The Bid Committee and the Council approved the entry into a contract in relation to Request for Proposal PS20150508 – Supply and Delivery of Janitorial Cleaning Supplies with Grand and Toy Limited, under the authority of the City's Procurement Policy AF-015-01.