



Item
Meeting 2018 Jun 25

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 June 19

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: RFQ #40-03/17

SUBJECT: CONTRACT EXTENSION – JANITORIAL PRODUCTS

PURPOSE: To request Council approval for a one year contract extension for janitorial supplies.

RECOMMENDATION:

1. **THAT** Council approve a one year contract extension for \$224,000.00 including GST and PST in the amount of \$24,000.00 to Veritiv Canada Inc. as outlined in this report. Final payment will be based on unit prices and actual quantities ordered.

REPORT

In 2014 November, the City issued a Request For Quotation (RFQ) for janitorial supplies and a contract was awarded to Veritiv Canada Inc. The work of this contract involves the supply and delivery of specified inventoried janitorial items used by various City facilities.

The contract was awarded for a one year term from 2015 March 01 to 2016 February 29, with options for up to four renewal extensions at the discretion of the City. This recommendation is for the third renewal option effective 2018 March 01 to 2019 February 28. Many of the products are being held at existing prices, while others have seen small increases primarily due to US exchange rate fluctuations. The total contract spend between 2015 March 01 to 2018 February 28 was \$628,433.57 including GST and PST in the amount of \$67,332.17. The estimated total contract value is \$852,433.57 including GST and PST in the amount of \$91,332.17.

Veritiv Canada Inc. has a proven track record in the supply of these products, and has met the delivery requirements of the City during the contract term.

Funding for these requirements is provided within various operating accounts of the 2018 – 2022 Financial Plan.

A handwritten signature in black ink, appearing to read "Noreen Kassam".

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC/ew