

TO: MAYOR & COUNCILLORS
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CE - SUPPLY AND DELIVERY OF VARIOUS JANITORIAL SUPPLIES**
PURPOSE: To obtain Council approval to award a Contract Extension (CE) for Janitorial Supplies.

RECOMMENDATION

THAT a contract extension to Imperial Dade Canada Inc., for an estimated cost of \$550,000 including GST and PST in the amount of \$58,929 as outlined in the Council Report titled “CE – Supply and Delivery of Various Janitorial Supplies” dated, August 26, 2024 be approved; and,

THAT final payment will be based on actual quantities ordered and unit prices quoted.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$1,000,000.

2.0 BACKGROUND

Following a Request for Quotation (RFQ) on July 20, 2022, the City awarded a six-month contract to Imperial Dade Canada Inc., in the amount of \$175,000 including GST and PST in the amount of \$18,750 for the period October 1, 2022 to March 31, 2023, with an optional six-month extension and optional four individual one year extensions at the discretion of the City. The initial two contract terms were only six months, as Imperial Dade Canada Inc would not commit to longer periods during the global supply chain disruptions.

The work of this contract involves the supply and delivery of various janitorial supplies on an “as and when requested” basis for use at City facilities.

Since the award of this contract, there have been three contract increases for a total value of \$150,000 including GST and PST in the amount of \$16,071, and two contract extensions totalling \$670,000 including GST and PST in the amount of \$71,786.

3.0 GENERAL INFORMATION

This recommendation is for a one-year contract extension for the period October 1, 2024 to September 30, 2025, for an estimated cost of \$550,000.00 including GST and PST in the amount of \$58,929. Imperial Dade Canada Inc has advised of an overall average price increase of 2.3% which is in line with the consumer price index. Review by City staff indicates this is in line with current market conditions and that Imperial Dade Canada Inc has the capability to successfully complete the work required under this contract. The total estimated contract value is \$1,545,000 including GST and PST in the amount of \$165,536.

The General Manager Lands and Facilities concurs with this recommendation.

Contract History	Date	Accumulative Total Change (including GST and PST)
Original Contract Award	Oct 2022 to Mar 2023 (6 months)	\$ 175,000
Contract Increase #1	Oct 2022	\$ 30,000
Contract Extension #1	Apr 2023 to Sep 2023 (6 months)	\$ 200,000
Contract Increase #2	Aug 2023	\$ 80,000
Contract Extension #2	Oct 2023 to Sep 2024	\$ 470,000
Contract Increase #3	Jul 2024	\$ 40,000
Contract Extension #3	Oct 2024 to Sep 2025	\$ 550,000
TOTAL		\$ 1,545,000

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFQ #163-06-22 (Attachment 1) was publicly advertised. Upon closing, the City received a total of nine submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this operating work is provided in various operating accounts included in the 2024-2028 Financial Plan.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFQ #163-06-22

REPORT CONTRIBUTORS

This report was prepared by Rajan Sandhu, Buyer 1, and reviewed by Robyn Tegart, Senior Manager Purchasing – Operations.