

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
RESPONSIBLE DEPARTMENT(S): PARKS, RECREATION AND CULTURE AND ENGINEERING
SUBJECT: **CR – PORTABLE RENTAL TOILETS**
PURPOSE: To obtain Council approval for a Contract Renewal (CR) for Portable Rental Toilets.

RECOMMENDATION

THAT a contract renewal to Jiffy John Rentals Ltd., for an estimated cost of \$162,400 including taxes, as outlined in the report titled “CR – Portable Rental Toilets”, dated February 24, 2026, be approved; and

THAT final payment will be based on actual quantities of rentals delivered and unit rates submitted.

EXECUTIVE SUMMARY

This recommendation is to approve a contract renewal of \$162,400 including taxes. Further details are outlined in Attachment 1.

This contract renewal is for the third optional period between April 1, 2026 to March 31, 2027. The work of this contract pertains to the supply and delivery of portable rental toilets on an “as and when required” basis at various parks, festivals and jobsites throughout the City.

Jiffy John Rentals Ltd., is holding existing pricing for the renewal period.

There is no need to go back out to bid at this time because the original contract included optional renewal years, which the City is now exercising.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$500,000.

2.0 BACKGROUND

Following a Request for Proposal (RFP) #42-02-23 in February 2023, the City awarded a one-year contract to Jiffy John Rentals Ltd. in the amount of \$157,500 including taxes for the period April 1, 2023 to March 31, 2024, with the option to renew for four (4) one-year periods at the sole discretion of the City, should service prove reliable and pricing remain competitive. Optional contract renewal terms allow the City to assess the vendor's performance during the initial term and provides the Contractor with the ability to adjust pricing based on market fluctuations at the time of renewal.

Since the award of this contract, there have been two contract renewals, and one contract change in the amount of \$340,900 including taxes. The increase was necessary due to additional rental requirements for events.

Jiffy John Rentals Ltd. has supplied similar services for over twenty years.

3.0 GENERAL INFORMATION

The estimated total contract value is \$660,800 including taxes. Further details on the contract history are outlined in Attachment 1.

City staff have reviewed the renewal and believe it appropriately addresses the City's needs at a fair cost.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

RFP #42-02-23 for Supply and Delivery of Portable Rental Toilets was publicly advertised. Upon closing, the City received a total of two (2) submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this operating and capital work is included in the 2026 – 2030 Financial Plan and will be accommodated under various capital and operating budgets.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – Contract History

REPORT CONTRIBUTORS

This report was prepared by Mike Libonati, Senior Buyer, and reviewed by Robyn Tegart, Senior Manager, Procurement Services – Operating.