



REPORT FOR ACTION

Janitorial Products Agreement

Date: September 5, 2019

To: The Board of Governors of Exhibition Place

From: Don Boyle, Chief Executive Officer

Wards: All

SUMMARY

This report recommends approving an agreement with Mister Chemical Ltd. ("MCL") for the non-exclusive supply and delivery of janitorial products for a one-year term with three (3) additional one-year options to renew. This recommendation follows the competitive Request for Quotation process undertaken by Exhibition Place considering submission from one (1) company that has experience supplying these products.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

1. The Board of Governors approve an agreement with MCL for the non-exclusive supply and delivery of janitorial products for a one-year term with three (3) additional one-year options to renew on the terms and conditions set out in this report and such other terms and conditions required by the Chief Executive Officer and City Solicitor.

FINANCIAL IMPACT

The funding for supply and delivery of janitorial products is provided for in the 2019 Operating Budget, and will be provided for in the 2020, 2021 and 2022 Operating Budgets as required.

Annually the cost of these services ordered as required is in the amount of \$369,266.00, exclusive of HST, of which approximately \$334,266.00 (90%) is recoverable from shows and events. The remaining \$35,000.00 for base building maintenance is provided for in the 2020 operating budget.

DECISION HISTORY

The Exhibition Place 2017 – 2019 Strategic Plan has a Finance Goal to ensure effective monitoring of costs and revenues and as a Strategy to support this goal we will strengthen controls through a review and updating of our financial systems.

At its meeting of November 2015 the Board approved of an award to Mister Chemical for the supply and delivery of janitorial products for a one-year period with the option to extend for an additional three one-year periods.

<https://www.explace.on.ca/files/file/58bd856846e47/Item-8-Janitorial-Products-Agreement.pdf>

COMMENTS

The Request for Quotation for supply and delivery of janitorial products was issued by Exhibition Place on July 18, 2019 and one (1) quotation was received from MCL.

The RFQ detailed the Board's specific requirements which included guaranteed delivery time following placement of an order and pricing on seventy-four (74) janitorial products. The products selected are based on being green to meet Exhibition Place environmental objective.

MCL was established in 1973 and now has 40 staff with locations in Concord and North Bay.

Terms and Conditions:

The substantial terms and conditions of the agreement with MCL are as follows:

- Term: One year from date of issue, on an as required non-exclusive basis, with the option to extend for three (3) additional separate one-year periods subject to satisfactory performance review and budget availability.
- Pricing: Pricing is to be fixed during the first year of the Agreement in accordance with the terms of the Request for Quotation.
- Assignment: The agreement shall not be assigned by MCL without written consent of the Board.
- Insurance: Proof of insurance shall be provided in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- Extensions: Increases in pricing for three one-year options will be based on the Consumer Price Index (CPI), all items, Toronto and calculated three months prior to expiry of then current year agreement
- Additional Clauses: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the Chief Executive Officer.

CONTACT

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SIGNATURE

Don Boyle
Chief Executive Officer

ATTACHMENTS
