

## **Non-competitive Contract with Louise Kool & Galt Ltd for the Provision of Supply of Ergonomically Safe Cots and Storage Dollies**

**Date:** June 20, 2022

**To:** Economic and Community Development Committee

**From:** General Manager, Children's Services and Acting Chief Purchasing Officer,  
Purchasing and Management Division

**Wards:** All

### **SUMMARY**

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The purpose of the report is to request authority to enter into a non-competitive contract with Louise Kool & Galt Ltd for the supply the Community Playthings brand cots and storage dollies in the amount of \$434,589.05 net of HST, for the date of award to December 31, 2025.

Louise Kool & Galt is the exclusive supplier of Community Playthings cots and storage dollies in Canada. Through research, we have found that this is the only cot on the market that offers vertical stacking ability. Cots are an essential piece of equipment in childcare centres. Historically at the City, cots were stacked horizontally. This presented an ergonomic hazard to Childcare Workers, as they are required to bend repetitively to stack and unstack cots.

Approval of this non-competitive contract will allow Children's Services to continue to provide ergonomically safe cots and storage dollies in our City owned Toronto Early Learning and Childcare Services locations in an effort to reduce musculoskeletal injuries.

This report also includes as information, purchases not previously reported that occurred during the period November 2018 to November 2021 inclusive, at a total value of \$255,478.90 net of HST.

City Council approval is required in accordance with Municipal Code Chapter 195, Purchasing, where the current request exceeds the Acting Chief Purchasing Officer's authority of the cumulative five year commitment limit for each vendor under Article 7, Section 195-7.3(D) of the Purchasing By-law or exceeds the threshold of \$500,000 net

of Harmonized Sales Tax allowed under staff authority as per the Toronto Municipal Code, Chapter 71, Financial Control, Section 71-11a.

## RECOMMENDATIONS

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The General Manager, Children's Services Division and the Acting Chief Purchasing Officer, Purchasing and Management Division, recommend that:

1. City Council grant authority to the General Manager, Children's Services, to negotiate and execute a non-competitive contract with Louise Kool & Galt Ltd for the supply of Community Playthings cots and storage dollies for the Toronto Early Learning and Child Care Services Programs in the amount of \$434,589.05, net of HST (\$442,237.82, net of HST recoveries) for the contract period of (date of award) to December 31, 2025, on terms and conditions satisfactory to the General Manager and in a form satisfactory to the City Solicitor.

## FINANCIAL IMPACT

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The total value identified in this report, is \$690,067.94, net of all applicable taxes. The cost to the City is \$702,213.15, net of HST recoveries.

Funding for 2018 to 2021 was included in the respective Operating Budgets for Children's Services. As well, the funding for 2022 has been included in the 2022 Approved Operating Budget for Children's Services. The remaining funding, for the balance of the contract from 2023 to 2025, will be included for consideration as part of the 2023, 2024 and 2025 Operating Budget submissions for Children's Services during future budget processes.

Funding details are provided below:

Year	Cost Centre	Cost Element	Net of HST	Net of HST Recoveries
2018	Various	3099	\$10,610.54 (paid)	\$10,797.29
2019	Various	3099	\$82,326.87 (paid)	\$83,775.82
2020	Various	3099	\$143,806.31 (paid)	\$146,337.30
2021	Various	3099	\$18,735.18 (paid)	\$19,064.92
Previous Contract Period			\$255,478.90	\$259,975.33
2022	Various	3099	\$108,647.26	\$110,559.45
2023	Various	3099	\$108,647.26	\$110,559.45

Year	Cost Centre	Cost Element	Net of HST	Net of HST Recoveries
2024	Various	3099	\$108,647.26	\$110,559.45
2025	Various	3099	\$108,647.26	\$110,559.45
Sub-Total - New Contract Period			\$434,589.05	\$442,237.82
TOTAL			\$690,067.94	\$702,213.15

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

**DECISION HISTORY**

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At its meeting of November 14, 2018, City Council authorize the General Manager, Children's Services to negotiate and enter into a non-competitive contract with Louise Kool & Galt Ltd for the supply of Community Playthings cots and storage dollies for the Toronto Early Learning and Child Care Services Programs in the amount of \$403,824.63 net of HST (\$410,931.94 net of HST recoveries) for the period of November 28, 2018 to November 27, 2021

**COMMENTS**

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Children’s Services continues to actively address divisional musculoskeletal injuries that have a high prevalence in daycare centres affecting the area of the back. The risk factors that are identified as contributing to these injuries include repetitive forward bending and lifting.

Cots are an essential piece of equipment in childcare centres. Historically at the City, cots were stacked horizontally. This presented an ergonomic hazard to Childcare Workers, as they are required to bend repetitively to stack and unstack cots. Furthermore, when stacked horizontally, lifting cots often required a forceful effort as they would become stuck.

A previous ergonomic assessment was conducted to address this hazard. As a result, a vertical cot storage system has been implemented in City of Toronto childcare centres. This system eliminates the repetitive bending and forceful exertions that were required.

Actions Taken and Recommendations as per City of Toronto Ergonomic Consultant:

A review of available products was conducted to validate which product Children's Services should use. At present, Community Playthings appears to be the only vendor that provides a vertical cot storage system. As such, the City of Toronto should continue to source cots from this vendor.

## **CONTACT**

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## **SIGNATURE**

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Shanley McNamee  
General Manager  
Children's Services

A handwritten signature in black ink, appearing to be 'SMcNamee', written over a horizontal line.

Sandra Lisi  
Acting Chief Purchasing Officer  
Purchasing & Materials Management