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## EXHIBITION PLACE

March 31, 1999

TO: The Board of Governors of Exhibition Place

FROM: Dianne Young  
Interim General Manager

Arlene Campbell  
Interim General Manager  
The National Trade Centre

SUBJECT: **REQUEST FOR PROPOSALS FOR JANITORIAL SUPPLIES**

### **Recommendation:**

It is recommended that the Board enter into agreement with Mister Chemical Ltd. for the provision of Janitorial Supplies to Exhibition Place for a period of three years in accordance with the terms and conditions set out in this report and such other terms and conditions as may be required by the General Manager of Exhibition Place.

### **Background:**

On December 11, 1998 the City of Toronto issued a Request for Proposal for the Provision of Janitorial Supplies on an "Exclusive" basis to Exhibition Place including the NTC.

### **Discussion:**

In the Fall of 1998, staff in consultation with Network reviewed possible exclusive service opportunities at Exhibition Place. One such opportunity that was proposed was related to the current process for the procurement and handling of janitorial supplies. Currently the Board obtains janitorial products from thirteen (13) different suppliers. The bulk of these products are carried on inventory and issued to Cleaning Services on an as needed basis. Staff came to the conclusion that it would be both financially and operationally beneficial to establish a single source supplier of these products. A single source supplier relationship with just in time delivery would allow the Board to realize efficiencies through the elimination of double handling and reduced efforts associated with inventory control and accounting.

Accordingly, the RFP was issued to thirty-two (32) suppliers listed with the City of Toronto's Purchasing and Materials Management Division and also advertised on the Internet. Five proposals were received from the following proponents: Canadian Mill Supply Co. Ltd.; Jestlyn Products; Mister Chemical Ltd.; Saxon Chemical Ltd.; and Wood Wyant Inc..

Staff evaluated each proposal in accordance with the sixteen (16) selection criteria established by the evaluation team and based on that criteria are recommending Mister Chemical Ltd. as the successful proponent. Mister Chemical Ltd. has submitted the proposal with the lowest in comparative products costs and the most beneficial to the Board in terms of efficiencies realized through bulk dispensing and chemical mixing systems, dispenser upgrades and just in time delivery. In addition, in its proposal Mister Chemical Ltd. proposes an extensive WHIMS training package; products training for staff; 24 hour support services; used container pick up; and access to the latest developments in cleaning technology. It is estimated by staff that based on present usage and practices, the supplies offered by Mister Chemical Ltd. will cost the same as in previous years and as budgeted in 1999. However, because Mister Chemical Ltd. will be the single supplier, it will provide the Board an annual discount based on the level of purchases which staff estimate to be a minimum of \$18,000 per annum.

The products offered by Mister Chemical Ltd. have been evaluated and meet the approval of the staff of Exhibition Place Cleaning Services and the Occupational Health and Safety Co-Ordinator, being both suitable in the intended applications and safe for staff to use.

Therefore, staff are recommending that the Board enter an agreement with Mister Chemical Ltd. on the terms and conditions as set out in the Request For Proposal including the following:

- (a) The term of the agreement is 3 years commencing April 1, 1999;
- (b) Mister Chemical will supply the janitorial supplies listed in the RFP at the prices quoted and increases in the product prices will be tied in the 2<sup>nd</sup> and 3<sup>rd</sup> year of the agreement to CPI;
- (c) Mister Chemical will pay the Board a signing bonus and a discount based on the dollar value of products purchased in any year of the agreement:

PAYMENT	YEAR 1	YEAR 2	YEAR 3
Signing Payment	\$10,000	\$11,000	\$12,000
4% of 1 <sup>st</sup> \$100,000	\$ 4,000	\$ 4,000	\$ 4,000
6% of 2 <sup>nd</sup> \$100,000	\$ 6,000	\$ 6,000	\$ 6,000
8% of 3 <sup>rd</sup> \$100,000	\$ 8,000	\$ 8,000	\$ 8,000

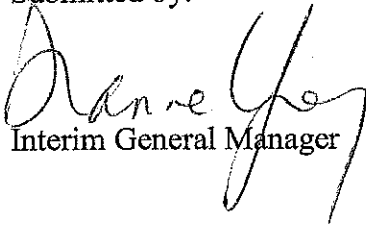
- (d) Mister Chemical will provide, install and maintain new bulk toilet paper, hand towel dispensers and concentrated chemical dilution systems, during the term of the agreement, at no cost to the Board. These installations will be removed at the end of the term;
- (e) Mister Chemical will provide "just in time delivery" of products, extensive WHIMS and product training, used container pick-up and 24-hour support services;
- (f) The NTC will refer to Mister Chemical as an "official venue" sponsor in promotional literature;


- (g) Mister Chemical may promote the "official vendor" designation in their own promotions, including the use of the NTC's officially recognised logo, name and marks, with the expressed, written approval prior to any such use; and,
- (h) Mister Chemical will be allowed to advertise on three (3) back-lit sign boxes (5' x 8') in Exhibit Halls A and B and (30" x 5') in the main Galleria lobby entrance to Hall C.
- (i) Mister Chemical shall obtain and maintain insurance coverage in such form and amount as may be required by the Board.

**Conclusion:**

The report recommends entering into an agreement between the Board and Mister Chemical Ltd. for an exclusive janitorial supplies provider to Exhibition Place and the NTC on the terms and conditions outlined.

Submitted by:

  
Interim General Manager

  
Interim General Manager  
The National Trade Centre

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The foregoing report was reviewed by the Executive Committee at its meeting held on March 31, 1999 and is recommended to the Board of Governors for APPROVAL.

