

DISCUSSION

Request for Expressions of Interest (RFEOI)

A Request for Expressions of Interest (RFEOI) was conducted in July 2014 (1220-050-2014-009). Nine Expressions of Interest were received as follows:

1. A&G Supply Ltd.;
2. Acklands-Grainger Inc.;
3. Busy-Bee Sanitary Supplies Ltd.;
4. Corporate Express Canada Inc.;
5. Grand and Toy Limited;
6. Mills Stationery and Printing Co. Ltd.;
7. Swish Maintenance Limited;
8. Unisource Canada Inc.; and
9. Wood Wyant Inc.

The Pre-Solicitation Notice of Intent was advertised on the City's website and was posted on the BC Bid website. This process was designed to provide respondents with the opportunity to register with the City their interest in, and corporate profile, for the upcoming competitive procurement process.

Evaluation

The evaluation team throughout this process was comprised of staff from the Finance Department, and Community and Recreation Services.

The first stage of evaluation was to review and evaluate submissions from the nine proponents. The evaluation criteria used in the selection process to shortlist were as follows:

- Respondent Profile;
- Demonstrated Understanding of Needs;
- Qualifications Statement;
- Experience, Reputation and Resources;
- Service Capability;
- Work Plan and Resources; and
- Sustainability and Green Products.

The result of the first stage of the evaluation was a shortlist of three proponents that submitted proposals that met the criteria required. Following the first phase of the evaluation process, the three janitorial and custodial maintenance suppliers were shortlisted for the 2015 Request for Applications for Standing Offer Agreement (RFA-SOA 1220-060-2015-003).

The proponents were:

1. A&G Supply;
2. Busy Bee Sanitary Supplies Ltd.; and
3. Swish Maintenance Limited.

The second stage of the evaluation process was to thoroughly review the three shortlisted Standing Offer Agreement submissions. After this review it was determined that A&G Supply Ltd

and Swish Maintenance Limited demonstrated a strong commitment to environmentally friendly products, the best staff training modules as well as advanced online ordering capabilities and were moved to the final stage of the evaluation process.

The third stage of the evaluation process (April of 2015) included 60 minute interviews that were conducted separately with Swish Maintenance Ltd. and A&G Supply Ltd.

The fourth stage of the evaluation process was a pricing exercise that was completed by staff, comparing prices on a sampling of frequently used products. The prices were supplied by the proponents and included the City of Surrey proposed discounts.

Of the nine commonly used items sampled, A&G Supply Ltd. had the lowest price for five of the items.

It should be noted that A&G Supply Ltd. has stated that if successful, they have committed to auditing the volume of the products being used across the division for the purpose of securing additional volume discounting on highly used products.

Summary of Evaluation

Through the four stages of evaluation process the evaluation team unanimously felt that A&G Supply Ltd. has the understanding, the qualifications, experience and capability to be the janitorial supply provider to the City's recreation facilities.

The application from A&G Supply Ltd. satisfied all requirements specified in the RFA-SOA and is viewed as offering the best overall value to the City.

SUSTAINABILITY CONSIDERATIONS

The project supports the sustainability objectives of the City's Sustainability Charter:

- EN5 *Green Procurement Policies and Practices*
- EN2 *Waste Reduction*

Funding

Custodial and janitorial supplies are currently funded in the recreation facilities operating budget.

CONCLUSION

The Parks, Recreation, and Culture Department recommends that Council Award Contract #1220-060-2015-003 to A&G Supply Ltd. for janitorial and custodial supplies in the amount of \$840,000 including GST; and set the expenditure authorization limit for Contract #1220-060-2015-003 at \$924,000 including GST and contingency.

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Parks, Recreation & Culture