

--	--

TO:	CHAIR AND MEMBERS COMMUNITY & PROTECTIVE SERVICES COMMITTEE MONDAY, AUGUST 19, 2013
FROM:	CINDY SHEPPARD ADMINISTRATOR, COMMUNITY SERVICES/ LONG TERM CARE
SUBJECT	REQUEST FOR PROPOSAL 10-13 SUPPLY & DELIVERY OF INCONTINENCE PRODUCTS

RECOMMENDATION

That on the recommendation Administrator, Community Services/Long Term Care, the following actions **BE TAKEN** with respect fo RFP 1013 Supply and Delivery of Incontinence Products:

- a) That approval hereby **BE GIVEN** to extend the current contract with Stevens Company Ltd., 425 Railside Drive, Brampton, Ontario L7A 0N8 for a two (2) additional years at an approximate annual contract expenditure of \$ 127,934 , HST zero rated.
- b) That the Civic Administration BE AUTHORIZED to undertake all administrative acts that are necessary in connection with this contract.
- c) Approval hereby given BE CONDITIONAL upon the Corporation entering into a form contract or having a purchase order relating to the subject matter of this approval.

PREVIOUS REPORTS

Board of Control Report – Wednesday, July 21, 2010

BACKGROUND

Purchasing Process

The Request for Proposal which was issued June 10, 2010 requested a successful Proponent to enter into a Term of Engagement with the City of London for a three (3) year period, with an option to renew the contract for a two (2) year period.

Steven’s Company Ltd., has offered to maintain the current pricing structure for the next two (2) years and offer an additional 5% price rebate on all purchases.

The City is satisfied with the product, service and pricing offered by Steven’s Company Ltd. to date and wish to exercise the two (2) year extension option outlined in the RFP.

Acknowledgements

This report was prepared by Nora Rexhvelaj, Manager of Account and Reporting, Dearness Home and Terri Sue Wyatt, Procurement Officer, Purchasing and Supply.

SUBMITTED BY:	RECOMMENDED BY:
SUSAN CHANDELLIER ASSISTANT DIRECTOR OF CARE	CINDY SHEPPARD ADMINISTRATOR, COMMUNITY SERVICES/LONG TERM CARE
CONCURRED BY:	
MIKE TURNER DEPUTY CITY TREASURER	