

Appendix B – Emergency Purchases due COVID 19

No.	Report Name	Vendor Name(s)	Type	Description	Amount
1	Hand Wash Stations	United Rentals of Canada	New Procurement Award	Purchase of Hand Wash Stations	\$178,000.00
2	Flinn disposable PE Isolation Gowns	Flinn Scientific Canada	Modification to Existing Award	Purchase of 600 disposable PE Isolation Gowns	\$280,800.00
3	Fac 2020 002 Tent Rental for Outdoor Classrooms for 18 Schools – COVID-19 Emergency	Advanced Tent Rental	New Procurement Award	Contract for 4-month rental of classroom-sized tents for 18 schools, including utility locates, Building Permit applications and installation	\$99,470.00
4	Mai 2020 006 Filter Supply and Installation Contract	QAir Environmental Control	Modification to existing award	Upgrade current contract to supply and install MERV 13 filters in lieu of MERV 10 filters.	\$156,279.00
5	Ope 2020 004 Student Desk Barriers Various Schools Covid-19 Emergency Contract Award	Schoolhouse Products Inc.	New Procurement Award	Purchase of Microshield Portable Barrier for desks in classrooms	\$782,825.00

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No.	Report Name	Vendor Name(s)	Type	Description	Amount
6	Ope 2020 001 Hydrostatic Disinfectant Sprayers	Home Depot	New Procurement Award	Purchase of Hand Held and Backpack Disinfectant Sprayers	\$336,425.14
7	Ope 2020 002 HEPA Portable Filtration Units Various Schools Covid-19 Emergency Contract Award	Austin Air	New Procurement Award	Purchase of 2050 mobile HEPA filters for classrooms	\$1,424,089.46
8	Ope 2020 003 Plexiglass Shields Various Schools Emergency Covid- 19 Purchase Contract Award	Twilight Signs	New Procurement Award	Plexiglass shields for distribution to schools for administrative areas in high traffic areas	\$77,606.64



Procurement Award Report

Emergency Purchase due to COVID 19

Report To	Monthly Procurement
Report Name	Fac 2020 001 Hand Wash Stations for Various Schools Emergency Covid-19 Purchase
Division	Capital Development, Asset Management and Renewal/Environmental Support Services
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	L. Silva, Project Supervisor
Report Type	New procurment award

Tender/RFP Information

RFP/Tender #	N/A	Value Incl. Net HST	\$181,844.80
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

Due to COVID-19 emergency response, a recommendation to provide portable hand wash stations at schools with floors that have no, or very few, student washrooms and/or classroom sinks was raised.

All TCDSB schools were assessed for this criteria and a list was developed and finalized by Planning, Capital and Operations/Maintenance departments. It was determined that eighty-four (84) hand wash stations were required at various schools. It was later determined that an additional five (5) hand wash stations were required, a total of eighty-nine (89) hand wash stations.

Staff researched rental and purchase options from over ten (10) vendors. It was recommended that purchasing units was the preferred option due to availability, prompt delivery and long-term cost-effectiveness.

United Rentals provided the most suitable unit and reasonable unit cost in the amount of \$2,043.20 (incl. net HST) per unit, a total of \$181,844.80, including \$3,844.80 net HST for eighty-nine (89) Mr. Sink 2910 hand wash stations.

Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	1
Name of Recommended Vendor/Bidder	United Rentals
Winning Bid Value Incl. Net HST	\$181,844.80
Budget Source	COVID-19 emergency response
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That the Board ratify staff action to approve the purchase, on an emergency basis, of eighty-nine (89) *Mr. Sink 2910* portable hand wash stations from United Rentals, in the amount of \$181,844.80, including \$3,844.80 net HST.



Procurement Award Report with Project Update

Emergency Purchase due to COVID 19

Report Name	Flinn disposable PE Isolation Gowns
Report #	
Division	Maintenance and Operations
SO/Executive	M. Farrell, S/O Environmental Support Services
Initiator/Requestor	M. Radic, Occupational Health and Safety Manager, on behalf of COVID-19 PPE and Supplies Subcommittee of the Return to School Operations Committee
Report Type	Modification to existing award

Tender/RFP Information

RFP/Tender #	OECM Quick Quote	Value + Net HST	\$280,800.00
Term Start Date	July 30, 2020	Term End date	December 31, 2020

Description of Goods/Service or Change

Due to the COVID-19 Pandemic, the PPE and COVID-19 Supplies Subcommittee is recommending to purchase additional Disposable Gowns to provide MEDD Program to prepare Reopening Schools for the 2020-2021 School Year.

A Request for Quick Quote was issued for the supply and delivery of all PPE items to be delivered to the East Warehouse by August 14th, 2020 for subsequent internal distribution to all staff at schools and administrative offices, upon the commencement of the 2020-2021 school year.

Nine (9) submissions received for Disposable Gowns – McCarthy Uniform / Flinn Scientific / Staples Advantages / Westlab / MCL / Marks Commercial/ Accent Environments / Grand and Toy / Score Promotion/ Superior Sany Solution Ltd

Bid submissions were evaluated by a team composed of staff from the Occupational Health and Safety Department and Materials Management Department, based on the following criteria in the following; 1) Specification to meet Safety / TCDSB Health Standard, 2) Product availability to arrive by August 14, 3) Pricing within budget

Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	9
Name of Recommend Vendor/Bidder	Flinn Scientific
Winning Bid Value + Net HST	\$280,800.00 + HST
Budget Source	Maintenance and Operations Special Funds reserved for COVID-19 response 1698/1. Cost Centre # 852126
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

This report recommends that the award for the purchase of additional Disposable Gowns for MEDD Program to be made to the highest scoring proponents best meeting Board requirements as follows:

1) Disposable Gowns

- Flinn Scientific – Additional 600 Cases at \$468/Case, at a total of \$280,800.00 + HST.



Procurement Award Report

Emergency Purchase due to COVID 19

Report To	Monthly Procurement – Corporate Services
Report Name	Fac 2020 002 Tent Rental for Outdoor Classrooms for 18 Schools – COVID-19 Emergency
Division	Capital Development, Asset Management and Renewal/Environmental Support Services
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	L. Kahssay, Project Supervisor
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	N/A	Value excluding Net HST	\$99,470.00
Term Start Date	September 14, 2020	Term End date	December 29, 2020

Description of Goods/Service or Change

Contract for 4-month rental of classroom-sized tents for 18 schools, including utility locates, Building Permit applications and installation.

Due to COVID-19 emergency response, a recommendation for a pilot project for tent installations to help with social distancing requirements at schools with limited interior spaces was raised. All TCDSB schools were assessed for this criteria and a list was developed and finalized. It was determined that eighteen (18) tents were required for this pilot project at the following schools: Blessed Margherita of Citta de Castello, Father Serra, Immaculate Conception, St. Conrad, St. Eugene, St. Fidelis, St. Jerome, St. John Vianney, St. Michael's Choir, St. Simon, Holy Angels, St Ambrose, St Nicholas of Bari, St Nicholas, St Jean de Brebeuf, St Alphonsus, St John XXIII and St Barbara.

Staff researched rental and purchase options from four (4) vendors. It was recommended that renting units was the preferred option due to cost, availability, prompt delivery, and maintenance and liability issues.

Advanced Tent Rental provided the most suitable tents and reasonable rental cost in the amount of \$99,470.00 plus net HST of \$2,228.13 for a total of \$101,698.13 for a four (4) month rental period as detailed in Table 1.

After the first month, the rental for any or all tents can be terminated at any time with one-week notice if the Board determines that the tent use at any of the schools is not successful.

Table 1 (all amounts include net HST)

ITEM	1 UNIT	18 UNITS
1st month rent per unit	\$ 1,532.40	\$ 27,583.20
2nd month rent per unit	\$ 1,123.76	\$ 20,227.68
3rd month rent per unit	\$ 1,123.76	\$ 20,227.68
4th month rent per unit	\$ 1,123.76	\$ 20,227.68
Engineering, locates, and delivery (lump sum)		\$ 12,410.40
Total		\$ 101,698.13

Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	1
Name of Recommended Vendor/Bidder	Advanced Tent Rental
Winning Bid Value Incl. Net HST	\$99,470.00
Budget Source	COVID-19 emergency response
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That the Board ratify staff action to approve the rental, on an emergency basis, of eighteen (18) tents roughly sized 6m x 12m, for a period of four (4) months, from Advanced Tent Rental, in the amount of \$101,698.13 including net HST.



Procurement Award Report

Emergency Purchase due to COVID 19

Report To	Monthly Procurement
Report Name	Mai 2020 006 Filter Supply and Installation Contract Change Order
Division	Maintenance and Operations
SO/Executive	M. Farrell, Superintendent Environmental Support Services
Initiator/Requestor	S. Martens, Service Quality Supervisor
Report Type	Modification to existing award

Tender/RFP Information

RFP/Tender #	P-133-18	Value excluding Net HST	\$156,279.00
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

The Ministry of Education provided additional funding for improvements to air quality in the schools. The current filters in HVAC equipment in Board facilities are being upgraded from MERV10 to MERV 13 to provide the increased level of Indoor Air Quality.

Maintenance staff contacted the current vendor providing filter changes and received pricing for installing MERV 13 filters in Board HVAC equipment. The number of filter changes was also increased to four(4) times annually.

The original contract award was in the amount of \$166,803.00, plus net HST, \$3,602.94 for a total of \$170,405.94 per year. New pricing represent increase to the contract in the amount of \$323,082.20 plus net HST, 6,978.58, for a total of \$330,060.78 per year

Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	6
Name of Recommended Vendor/Bidder	QAir Environmental Control
Winning Bid Value Incl. Net HST	\$156,279.00
Budget Source	COVID-19 emergency response
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

<ol style="list-style-type: none">1. That the Board ratify staff action to approve the increase to the contract in the amount of \$156,279.00 plus net HST. The total contract value is \$323,082.20 plus net HST, 6,978.58, for a total of \$330,060.78 per year.2. The Ministry of Education has provided additional funding for improvements to air quality in the schools.



Procurement Award Report

Emergency Purchase due to COVID 19

Report To	Monthly Procurement
Report Name	Ope 2020 004 Student Desk Barriers Various Schools Covid-19 Emergency Contract Award
Division	Environmental Support Services
SO/Executive	M. Farrell, Superintendent Environmental Support Services
Initiator/Requestor	S. Martens, Service Quality Supervisor
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	OECM Quick Quote	Value excludes Net HST	\$782,825.00
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

Due to COVID-19 emergency response, a Request for Quick Quote was issued for the supply and delivery of student desk shields.

A total of six (6) bids were received. Schoolhouse Products provided the most suitable unit, meeting Board specifications needs at a unit price of \$33.95 plus net HST. This will provide 21,625 barriers for students in the amount of \$782,825.00 plus net HST \$16,909.02, for a total of \$799,734.02.

Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	6
Name of Recommended Vendor/Bidder	Schoolhouse Products
Winning Bid Value excluding Net HST	\$782,825.00
Budget Source	COVID-19 Reserve Fund
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That the Board ratify staff action to approve the purchase, on an emergency basis, of student desk barriers, in the amount of \$782,825.00 plus net HST, \$16,909.02, for a total of \$799,734.02.



Procurement Award Report

Emergency Purchase due to COVID 19

Report To	Monthly Procurement
Report Name	Ope 2020 001 Hydrostatic Disinfectant Sprayers
Division	Environmental Support Services
SO/Executive	M. Farrell, Superintendent Environmental Support Services
Initiator/Requestor	S. Martens, Service Quality Supervisor
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	OECM Quick Quote	Value excluding Net HST	\$336,425.14
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

Due to COVID-19 emergency response, a need was identified to provide enhanced cleaning equipment within schools. A Request for Quotation was issued for the supply and delivery of portable disinfectant sprayers.

Only one supplier was able to provide the number of units required units within the timeline for deployment prior to the start of the school year. Home Depot was able to provide a sufficient number of units on a one-per-school basis.

Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	16
Name of Recommended Vendor/Bidder	Home Depot
Winning Bid Value excluding Net HST	\$329,312.00
Budget Source	COVID-19 Fund Reserve
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That the Board ratify staff action to approve the purchase of portable hydrostatic disinfectant sprayers, in the amount of \$329,312.00 plus net HST of \$7,113.14, for a total of \$336,425.14.



Procurement Award Report

Emergency Purchase due to COVID 19

Report To	Monthly Procurement
Report Name	Ope 2020 002 HEPA Portable Filtration Units Various Schools Covid-19 Emergency Contract Award
Division	Environmental Support Services
SO/Executive	M. Farrell, Superintendent Environmental Support Services
Initiator/Requestor	S. Martens, Service Quality Supervisor
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	Joint Tender	Value Incl. Net HST	\$1,424,089.46
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

The Ministry of Education has provided additional funding for improvements to air quality in schools particularly for schools with high transmission rates, schools with no mechanical ventilation and other unique circumstances. HEPA portable purifiers are being introduced to help alleviate these circumstances.

A Request for Quote was jointly issued with another GTA school board for the supply and delivery of two thousand and fifty (2,050) portable HEPA filtration units to be delivered directly to schools.

Austin Air Systems provided the most suitable unit, meeting Board specifications and needs at a unit price of \$679.99, plus net HST, in the amount of \$1,393,979.50 plus net HST of \$30,109.96 for a total of \$1,424,089.46

Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - Other
# of Compliant Bidders/Respondents	16
Name of Recommended Vendor/Bidder	Austin Air Systems
Winning Bid Value Incl. Net HST	\$1,424,089.46
Budget Source	COVID-19 Reserve Fund
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That the Board ratify staff action for the purchase of two thousand and fifty (2,050) portable HEPA filtration units, in the amount of \$1,393,979.50 plus net HST of \$30,109.96 for a total of \$1,424,089.46.



Procurement Award Report

Emergency Purchase due to COVID 19

Report To	Monthly Procurement
Report Name	Ope 2020 003 Plexiglass Shields Various Schools Emergency Covid-19 Purchase Contract Award
Division	Environmental Support Services
SO/Executive	M. Farrell, Superintendent Environmental Support Services
Initiator/Requestor	S. Martens, Service Quality Supervisor
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	OECM Quick Quote	Value Incl. Net HST	\$77,605.64.
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

Description of Goods/Service or Change

Due to COVID-19 emergency response, a Request for Quote was issued for the supply and delivery of Plexiglass shields for distribution to schools for administrative areas in high traffic areas. Additional units will be ordered in order to accommodate additional requirements.

A total of nine (9) responses were received. Twilight Signs provided the most suitable unit meeting Board specifications in the amount of \$75,964.80 plus net HST of \$1,640.84, for a total of \$77,605.64.

Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	9
Name of Recommended Vendor/Bidder	Twilight Signs
Winning Bid Value Incl. Net HST	\$77,605.64
Budget Source	COVID-19 Reserve Fund
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That the Board ratify staff action to approve the purchase, on an emergency basis, of seven hundred and seventy units (770) Plexiglass shields, in the amount of \$77,605.64, including \$1,640.84 net HST, with additional units being purchased from the vendor as required.