

# City of Mississauga

## Corporate Report



Date: January 22, 2021  To: Chair and Members of General Committee	Originator's files:
From: Shari Lichterman, CPA, CMA, Commissioner of Community Services	Meeting date: February 24, 2021

### Subject

**Procurement Authority for a Two-Year Period to Obtain COVID-19 Personal Protective Equipment (PPE) and Supplies for Mississauga Fire & Emergency Services – (PRC 002601) (PRC 002693) (PRC 002574) (PRC 002462)**

### Recommendation

1. That Council approve the procurement authority request for COVID-19 related PPE as detailed in the Corporate Report entitled "Procurement Authority for a Two-Year Period to Obtain COVID-19 Personal Protective Equipment (PPE) and Supplies for Mississauga Fire & Emergency Services – (PRC 002601) (PRC 002693) (PRC 002574) (PRC 002462)" dated January 22, 2021 from the Commissioner of Community Services.
2. That the Purchasing Agent or designate be authorized to extend and/or increase the contracts with Canadian Safety Equipment Inc., TM Safety Supply, CDK Packaging and Ecolabs on a single source basis to maintain a stable supply of COVID-19 related personal protective equipment (PPE) for a two year period, ending December 31, 2022.

### Report Highlights

- The COVID-19 pandemic has resulted in global supply chain shortages for personal protective equipment (PPE) and supplies.
- A temporary Mississauga Fire & Emergency Services PPE Pandemic Supply has been established to stockpile critical items: masks, gowns, and disinfecting wipes.
- 3M, K95 masks and other supplies are based on Provincial allocation, and currently there is minimal stock available to first responders.
- The City has contracts in place with vendors, which were established on a single source basis due to scarcity of products in the market. Mississauga Fire & Emergency Services has transitioned into a half mask with P100 filters to be able to sustain service levels for medical calls; tiered response with the Region of Peel Ambulance.

- This report seeks authority for the Purchasing Agent to increase the contracts as required and to execute and/or increase contracts with suppliers on a single source basis to maintain stock of PPE – Sundstrom half masks, filters and other supplies.
- The request is for a term of two years ending December 31, 2022.

## Background

The COVID-19 pandemic has resulted in global supply chain shortages, particularly affecting personal protective equipment (PPE) and supplies. It has been difficult for the City to obtain critical PPE and supplies: 3M KN95 masks, medical grade gowns, disposable masks and disinfecting wipes.

A temporary PPE Pandemic Supply has been established with the aim of maintaining a constant stockpile of PPE supplies as market availability allows. The estimated cost of a two year supply of Sundstrom half masks, filters, medical grade gowns, disposable masks and disinfecting wipes is approximately \$500,000. The benefits of the Mississauga Fire Stores:

- Timely access to PPE during recovery and in the event of delivery delays associated with a second wave of COVID-19 infections;
- Anticipated cost savings related to bulk purchasing;
- Ensuring that suppliers and products are screened properly; and
- Service levels for medical calls be maintained and to ensure the safety of Fire Personnel and the residents of the City of Mississauga.

Mississauga Fire & Emergency Services, Capital Assets, Stores Section is located at Fire Station 101, 15 Fairview Road West, Mississauga.

## Comments

The City has contracts in place with Canadian Safety Equipment., TM Safety Supply, CDK Packaging and Ecolabs which were established with a single source justification and includes the MFES's normal requirements for PPE and supplies. The contracts will require an increase of the upset limits to ensure sufficient supply of the PPE stockpile for the 2021 and 2022 calendar years.

Orders have been placed on an emergency basis; however, as the COVID-19 situation continues, a longer-term plan and authority are required. Obtaining the procurement authority that is required under the City's normal approval processes will cause delays.

Authority for the Purchasing Agent is requested:

- To increase the contracts as required to maintain supply of COVID-19 related PPE – half masks, filters and supplies.

This authority is requested for a two-year period ending on December 31, 2022 to cover current recovery and in preparation for subsequent waves of COVID-19.

#### Purchasing By-Law Authorization

The recommendation in this report is made in accordance with the Purchasing By-Law 374-06, Schedule "A" 1 (a) *The Goods and/or Services are only available from one supplier by reason of: (ii) scarcity of supply in the market.*

## **Financial Impact**

There are no financial impacts resulting from the recommendations in this report. The estimated costs of approximately \$500,000 over the two-year period will be absorbed by existing budget.

## **Conclusion**

Mississauga Fire & Emergency Services, Capital Assets, Stores Section has been established to ensure a continuous supply of COVID-19 related PPE and disinfecting supplies during recovery and in preparation for subsequent waves of COVID-19. Quantities of PPE have been estimated by MFES and a constant stockpile of PPE supplies is recommended.

Due to uncertainty and supply chain instability, staff are requesting authority from the Purchasing Agent to increase the existing contracts with Canadian Safety Supply, TM Safety Supply, CDK Packaging and Ecolabs on a single source basis as required to ensure continuous supply and enable staff to secure orders promptly when appropriate supplies and suppliers are located. This request is for a two-year period, ending December 31, 2022. In that time cost of the contracts for the supply of PPE is estimated at \$500,000. The recommendation in this report is made in accordance with the Purchasing By-Law 374-06, Schedule "A" 1. (a) *The Goods and/or Services are only available from one supplier by reason of: (ii) scarcity of supply in the market.*

## **Attachments**

Appendix 1: Statement of Work



Shari Lichterman, CPA, CMA, Commissioner of Community Services

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