

## **Vendors of Record**

### **Rental of Portable Toilets**

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#### **1. OVERVIEW**

A Vendor of Record (VOR) is a procurement arrangement that has been established through a competitive process (RFP/RFQ). The arrangement authorizes one or more pre-qualified vendors to provide goods/services to TRCA for a defined time period in accordance with the VOR terms and conditions, including pricing.

#### **2. CONTACT INFORMATION**

<b>Company</b>	<b>Contact Name</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>
Portable Toilet Rentals Inc.	Tim Garrard	PO Box 1535, Sutton, ON	905-722-3276	tim.ptr@hotmail.com
Chantler’s Environmental Services Ltd	Carrie Stroud	9426 Wellington Road 22, Hillsburgh, ON	1-800-265-3384	carrie@chantlers.on.ca

#### **3. PURCHASE ORDERS**

- When utilizing this Vendor of Record (VOR), staff are required to create a Child PO from **RO #10022158** in the Procurement and Agreement Database.
  - With the Procurement Process open for this RO, click on the ‘POs’ button at the top of the screen;
  - Then select ‘Create Child PO (VOR)’. The PO database will open.

- Select the appropriate Vendor from the list (see **Section 5 – Allocation of Services**);
- Continue to complete and submit the PO. The Parent PO# for this VOR is: **R-E-AB-00013**.

#### **4. VENDORS OF RECORD (VOR) PROCEDURES**

- This VOR allows staff to select a vendor from a pre-qualified list for the rental of portable toilets (construction and parks). Staff shall issue a separate RFQ, if the order exceeds \$15,000 per project.
- Procurement Services will conduct periodic checks to ensure the VOR is being fully utilized to potential;
- The VOR is valid from **January 1, 2020 to December 31, 2020**, with the potential to extend for an additional year at TRCA's discretion;
- Refer to **Schedule A** for pricing;
- Before any work is started, staff must check that **insurance and WSIB certificates are up to date**. Insurance and WSIB certificates must be attached to Payment Requisitions for final payment processing;
- Issuance of a purchase order will confirm an order;
- Documentation supporting vendor performance evaluation may be attached to the Payment Requisition;
- Vendor VOR Agreements can be found in the Procurement and Agreement Database under RO #10022158.

#### **5. ALLOCATION OF SERVICES**

- The vendor with the lowest bid should be contacted first;
- Should the facilities/services not be available from the first lowest bid vendor, staff shall go to the next lowest price vendor until the facilities/services are obtained;
- During 7a.m.-5 p.m. Mon to Fri, vendor responses to staff order requests should be received within two (2) hours. Failure to meet this timeline permits staff to fill the request from the next lowest priced vendor.
- Orders which include multiple goods/service types, where not one supplier is the lowest bidder for all categories, may be purchased from the vendor with the lowest total price of goods/services combined.
- TRCA may procure facilities/services from a specific VOR vendor based on determination that such vendor has qualifications, experience, personnel, and/or optimal pricing for a particular project that is necessary or highly advisable (for reasons of safety, quality or value for money).
- If all vendors are not able to fulfill an order, staff may conduct a separate RFQ process and create a separate Purchase Order.

## 6. RESPONSIBILITIES

- Staff must consult the Parent PO (R-E-AB-00013) to ensure the PO value and time remaining on the contract allow for the value of their additional project as well as, future projects throughout TRCA for the remainder of the contract.
- Correspondence and requests must be submitted to the Vendor via e-mail to the contact listed in Section 2;
- Deliveries must be accompanied by substantiating documentation such as receipts, material tickets, delivery receipts and any other documentation requested by TRCA for verification of cost. **Handwritten documentation should not be accepted.**
- If the facilities delivered do not meet the contract document specifications, staff have the right to reject it. Staff should document evidence that facilities/services do not meet specifications. Removal of any facilities is at the Vendor's expense. Staff can then utilize the next lowest bidder to procure the facilities/services.
- Procurement Services will update the procedures as needed.
- Staff calling upon the VOR list are responsible for following the above procedures and processing all invoices related to each request.

**For questions related to this VOR please contact:**

Alex Barber  
alex.barber@trca.ca  
ext. 5388

# Schedule A - Schedule of Rates

RO#10022158 - PO#R-E-AB-00013 - GL 331  
Effective January 1, 2020 to December 31, 2020

## Construction Portable Toilets #10022158 - GL: 331

Chantler's  
Environmental  
Portable Toilet  
Rentals Inc.

			Ranking (by price):			
			1st	2nd	3rd	4th
Rental of Construction Portable Toilet - Type 1 (per 4 weeks)	\$155.00	\$150.00				
Delivery, Setup and Removal of Portable Toilet - Type 1	\$50.00	\$50.00				
Rental of Construction Portable Toilet - Type 2 (per 4 weeks)	\$195.00	\$150.00				
Delivery, Setup and Removal of Portable Toilet - Type 2	\$50.00	\$50.00				
Rental of Construction Portable Toilet - Type 3 (per 4 weeks)	\$250.00	\$300.00				
Delivery, Setup and Removal of Portable Toilet - Type 3	\$50.00	\$50.00				

## Parks/Events Portable Toilets

### #10022158 - GL: 331

Chantler's  
Environmental  
Portable Toilet Rentals  
Inc.

				Ranking (by price):			
Rental of Construction Portable Toilet - Type 1	4 Weeks	\$80.00	\$140.00	1st	2nd	3rd	4th
	Week	\$80.00	\$160.00				
	Day	\$80.00	\$160.00				
Delivery, Setup and Removal of Portable Toilet - Type 1		\$0.00	\$50.00				
Maintenance of Portable Toilet - Type 1		\$15.00	\$40.00				
Rental of Construction Portable Toilet - Type 2	4 Weeks	\$90.00	\$160.00				
	Week	\$90.00	\$160.00				
	Day	\$90.00	\$160.00				
Delivery, Setup and Removal of Portable Toilet - Type 2		\$0.00	\$50.00				
Maintenance of Portable Toilet - Type 2		\$15.00	\$40.00				
Rental of Construction Portable Toilet - Type 3	4 Weeks	\$90.00	\$175.00				
	Week	\$90.00	\$140.00				
	Day	\$90.00	\$140.00				
Delivery, Setup and Removal of Portable Toilet - Type 3		\$0.00	\$50.00				
Maintenance of Portable Toilet - Type 3		\$15.00	\$40.00				
Rental of Washroom Trailer	4 Weeks	\$900.00	\$1,500.00				
	Week	\$900.00	\$1,500.00				
	Day	\$900.00	\$1,500.00				
Delivery, Setup and Removal of Washroom Trailer		\$0.00	\$500.00				
Maintenance of Washroom Trailer		\$75.00	\$150.00				
Rental of Water Wash Unit with Two Sinks	4 Weeks	\$75.00	\$140.00				
	Week	\$75.00	\$140.00				
	Day	\$75.00	\$140.00				
Rental of Water Wash Unit with Four Sinks (per 4 weeks)		\$75.00	\$140.00				
Delivery, Setup and Removal of Water Wash Unit		\$0.00	\$50.00				
Maintenance of Water Wash Unit		\$15.00	\$40.00				



Schedule B - Delivery Areas

