



The Niagara Catholic District School Board through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.

AGENDA AND MATERIAL

SPECIAL BOARD MEETING

**TUESDAY JUNE 13, 2017
9:00 P.M.**



*FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Nieuwesteeg -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -

B. COMMITTEE AND STAFF REPORTS

1. Consideration of Recommendations of the Committee of the Whole Meeting of June 13, 2017
1.1 Award of Custodial Supplies and Service Tender B1.1

C. BUSINESS IN CAMERA

D. REPORT ON IN CAMERA SESSION

E. MOMENT OF SILENT REFLECTION FOR LIFE

F. ADJOURNMENT

BOARD BY-LAWS EXCERPT

Special Meetings of the Board

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL BOARD MEETING
JUNE 13, 2017**

PUBLIC SESSION

TITLE: AWARD OF CUSTODIAL SUPPLIES & SERVICES TENDER

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the awarding of the Custodial Supplies & Services Tender to Flexo Products Limited, as presented.

Prepared by: Mark Ferri, Administrator of Purchasing Services
Giancarlo Vetrone, Superintendent of Business & Financial Services
Scott Whitwell, Controller of Facilities Services

Presented by: Mark Ferri, Administrator of Purchasing Services
Giancarlo Vetrone, Superintendent of Business & Financial Services
Scott Whitwell, Controller of Facilities Services

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: June 13, 2017



REPORT TO THE COMMITTEE OF THE WHOLE JUNE 13, 2017

AWARD OF CUSTODIAL SUPPLIES & SERVICES TENDER

BACKGROUND INFORMATION

The Board approved the Niagara Catholic Strategic Direction and System Priorities and the Board Budget for 2016-2017, which included a provision for the acquisition of custodial supplies and services.

In compliance with the Board's Purchasing/Supply Chain Management Policy, the proposal submitted by Flexo Products Limited, Niagara Falls, ON was determined to be the highest scored proposal received based on pre-established weighted evaluation criteria. This result was determined by the evaluating committee comprised of the Supervisor of Facilities Services and Coordinators of Facilities Services and facilitated by the Administrator of Purchasing Services, Coordinator of Purchasing and the Controller of Facilities Services.

The contract period, as stated in the tender, will be firm for a two (2) year period with the option to extend by mutual consent for three (3) additional one year periods.

Under the provisions of the Purchasing/Supply Chain Management Policy, the Director of Education and the Board of Trustees is required to approve all purchases with a total value greater than \$500,000. With the total annual value of the custodial supplies amounting to approximately \$453,685.97 per year and custodial preventative maintenance and repair services amounting to approximately \$110,000.00 per year, the Board of Trustees is required to formally approve the tender award, as recommended and approved by the Director of Education.

The contract relating to custodial supplies and services will be duly executed and signed by all parties should the Board of Trustees formally approve the award of the tender, as recommended and approved by the Director of Education.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the awarding of the Custodial Supplies & Services Tender to Flexo Products Limited, as presented.

Prepared by: Mark Ferri, Administrator of Purchasing Services
Giancarlo Vetrone, Superintendent of Business & Financial Services
Scott Whitwell, Controller of Facilities Services

Presented by: Mark Ferri, Administrator of Purchasing Services
Giancarlo Vetrone, Superintendent of Business & Financial Services
Scott Whitwell, Controller of Facilities Services

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: June 13, 2017