



## **Emergency Purchasing During Pandemic: Update**

**To:** Finance, Budget and Enrolment Committee

**Date:** 14 October, 2020

**Report No.:** 10-20-3958

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs

### **Recommendation**

It is recommended that this report be received.

### **Context**

The purpose of this report is to provide an update on pandemic-related emergency purchases, and the reasons behind why these purchases were made outside of the Board's regular procurement process. A detailed timeline of events are outlined below.

#### **January to February 2020**

As news that the spread of the coronavirus was beginning to impact more and more countries particularly in Asia and then Europe, ripple effects were being felt in supply chains in North America, particularly for Personal Protective Equipment (PPE) and related cleaning/disinfecting supplies. Initially, prior to the March lockdowns, TDSB was still able to get most of their PPE needs through their established contracted sources, though pricing was edging up, and lead times for deliveries were getting longer.

#### **March to June 2020**

Once the March lockdown hit, supply of key PPE items, most notably disposable face masks, alcohol-based hand sanitizers, disinfectant wipes, and face shields in addition to many other products, quickly became very difficult to obtain. Often, and understandably so, front-line health care facilities and providers were given first priority for these products. At that point in time, the TDSB Purchasing and Distribution teams had to start looking for alternative sources for these materials to ensure adequate supply for the

TDSB system if our contracted vendors were experiencing difficulty obtaining product or would not be able to deliver in an acceptable timeframe.

An additional challenge at that time was that the lockdown was extended by just weeks at a time. Supply planning had to be based on the possibility that students and staff could be returning to school and work within weeks. In order to be prepared for students and staff to return at any time, often the Purchasing and Distribution teams needed to be able to commit to orders within hours of receiving a quote and delivery timeline. Hesitation would almost certainly result in the loss of opportunity to secure the product, as there were many others competing for the same products. Often staff had to take what they could get whenever they could get it. This ongoing preparation continued right through the remainder of the school year.

### **June 2020**

In mid-to-late June, the Ministry first issued their approach to reopening schools, with some additional guidance with respect to what PPE and cleaning protocols might look like. Efforts were being made to secure even larger amounts of product in the hope of establishing a reliable, uninterrupted supply of goods to ensure enough products would be available on a continuous basis to keep students and staff safe in our schools when they reopen. The Ministry PPE requirements were adjusted mid-summer creating additional challenges, for example stipulating use of medical/surgical grade disposable face masks only for staff and visitors (requiring a pivot from reusable or non-medical disposable).

### **July 2020**

In mid-July, the Ministry of Education informed school boards that the Ministry of Government and Consumer Services (MGCS) would be taking responsibility for the provision of PPE and related supplies to all Ontario school boards. Currently MGCS is not invoicing school boards for the PPE products they are providing.

This was welcome news, but also a very large undertaking for the MGCS team. From the beginning TDSB's Purchasing and Distribution teams have worked very closely with the MGCS team to ensure the needs of TDSB were met leading up to, and into, the new school year.

### **August 2020**

Starting in mid-August, large shipments from MGCS began to flow into the TDSB's Distribution Centre, and from there the goods are redistributed out to schools with the support of the Mailroom, Courier & Logistics team. This process is ongoing and it appears that it will continue into the foreseeable future. The support of MGCS has been greatly appreciated. However, there have been some challenges that have necessitated TDSB to source alternative products on its own for various reasons (e.g. unacceptable

product packaging, unacceptable product, products not available when needed, some products required are not provided by MGCS, etc.). Contracted vendors were used where possible, but where product availability was a challenge, alternative sources were used. TDSB continues to work closely with MGCS to minimize the need to purchase products outside those provided through MGCS to avoid costs.

## **Overview of Emergency Purchases**

### **Supplies available from MGCS**

Appendix A lists the various PPE and related supplies purchases made since March 2020 up to October 7, 2020. It is divided into 2 parts, the first from March 1, 2020 to July 15, 2020 when MGCS was introduced into the process, and July 16, 2020 to October 7, 2020. Out-of-contract purchases from March 1 to July 15, 2020 total \$897K from seven external vendors, and \$5.07M from thirteen external vendors from July 16, 2020 to October 7, 2020.

### **Supplies not available from MGCS**

In addition to the extensive PPE and related supplies purchases there are other products that were required quickly in response to the return to school and work that MGCS is not providing, and is not purchased/delivered through the Distribution Centre such as bulk paper towel deliveries, field painting, decals/signage to encourage physical distancing, etc. Appendix B lists these types of purchases made for items that had no established contract in place and are not provided by MGCS or through the Distribution Centre. Total commitments total approximately \$1.46M.

### **Technology purchases**

Along with all the PPE and related supplies purchasing, large amounts of technology was also required to support student remote learning. Much of this was required very quickly at the beginning of the lockdown to support the pivot from on-site school and work to remote. Appendix C shows IT related purchases made from March to October 2020. Total commitments total approximately \$15M.

## **Action Plan and Associated Timeline**

Not applicable.

## **Resource Implications**

A portion of these emergency expenditures will be funded by 2020-21 federal and provincial funding relating to school reopening.

## **Communications Considerations**

Not applicable.

## **Board Policy and Procedure Reference(s)**

PO17: Purchasing Policy

## **Appendices**

- Appendix A: PPE and Related Supplies Emergency Purchases – Distribution Centre
- Appendix B: Pandemic Related Emergency Purchases for Products not Provided by MGCS or Distribution Centre
- Appendix C: IT Pandemic Related Purchases

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**Appendix A: PPE and Related Supplies – Distribution Centre Purchases  
March 1, 2020 to October 7, 2020**

Vendor		Items Purchased	March 1 to July 15, 2020
			Total
<b>Non-Contract</b>			\$
1241	Supreme Learning	Hand sanitizer gel	5,172.00
18037	Flexo Products Ltd	Non bleach wipes	3,196.80
22611	Canadian Education	Surgical masks	356,224.80
3090	Medical Mart Supplies	Gloves and masks with shield	20,650.00
3302	Office Central Inc	Hand sanitizer, soap, disposable masks	472,161.24
4047	Latoplast Ltd.	Coveralls	308.00
5794	Staples Business	Hand Soap and Sanitizer	39,535.00
Subtotal			<b>897,247.84</b>
<b>Under Contract</b>			
1522	Wayne Safety Inc.	Gloves, Respirator, Goggles, Masks	210,263.20
18037	Flexo Products Ltd	Sanitizer, Wipes	768.00
19271	Mister Chemical	Sanitizer, Wipes, Slippers	94,175.24
21500	Heritage Safety Products	Gloves, Coveralls, Faceshields, etc	11,525.80
22014	Tenaquip Limited	Respirator, Coveralls, Apron, Goggles, Filters	10,955.32
22611	Canadian Education Whs	Reusable masks	892,485.00
22731	The Stevens Company	Sanitizer, Disinfectant Wipes	99,727.20
3090	Medical Mart Supplies	Masks	6,796.60
3302	Office Central Inc	Masks	415,437.08
3930	Mister Chemical	Disinfectant Cleaner, Paper Towels	46,312.90
4047	Latoplast Ltd.	Respirator	20,483.30
8987	Kit Care Corp	Respirator	1,416.00
Subtotal			<b>1,810,345.64</b>
<b>Total</b>			<b>2,707,593.48</b>

Vendor		Items Purchased	July 15 to October 7, 2020
			Total
<b>Non-Contract</b>			\$
10246	Bunzl Cleaning & Hygiene	Disinfectant Cleaner Spray	936,360.00
1522	Wayne Safety Inc.	Gloves - reusable	23,940.00
18037	Flexo Products Ltd	Paper Towels	45,792.00
19271	Mister Chemical	Wipes	18,092.80
2000000000	Mad Design Company Inc.	Mingle Mask	2,290.00
2122	Mingle Masks for All Inc	Face shield	2,206.41
21248	Global Industrial Canada	Wipes	4,818.24
2130	International Team Sales	Faceshield	135,975.00
21500	Heritage Safety Products	Safety glasses	6,400.00
24938	Construction Dist. Suppl	Disinfectant Cleaner Spray	1,184,540.10
25489	TM Safety Supplies	Mask Mist Away	80,182.50
3302	Office Central Inc	Wipes, Face Covering, Soap, Sanitizer	2,597,677.47
8290	Flash Reproductions	Faceshield	30,240.00
Subtotal			<b>5,068,514.52</b>
<b>Under Contract</b>			
10038	Hall TeleCommunications	Masks	166,917.60
1522	Wayne Safety Inc.	Disposable gloves and safety goggles	235,968.57
18037	Flexo Products Ltd	Sanitizer	1,152.00
19271	Mister Chemical	Repirator, wipes, sanitizer	25,187.12
2122	Mingle Masks for All Inc	Masks	27,932.21
21500	Heritage Safety Products	Gloves,face shield, safety glasses	28,518.96
22014	Tenaquip Limited	Safety goggles, apron, coveralls, wipes, ear plugs, respirator	28,581.78
22731	The Stevens Company	paper roll, sanitizer	55,416.60
25489	TM Safety Supplies	Masks	20,884.50
3090	Medical Mart Supplies	Gowns, masks, shoe covers, mask extender, masks	68,796.68
3302	Office Central Inc	Shoe covers	777.49
3930	Mister Chemical	Paper towels, disinfectant cleaner	62,083.16
8987	Kit Care Corp	Towels, aprons	3,891.00
Subtotal			<b>726,107.67</b>
<b>Total</b>			<b>5,794,622.19</b>

**Pandemic Related Emergency Purchases – March 1, 2020 to October 7, 2020**

**Non-Distribution Centre (Vendor direct) and Not Provided by MGCS**

Vendor	Product/Material	Cost	Notes
Mister Chemical	Paper Towels	\$257,815	2 separate bulk shipments delivered direct to schools by the vendor – quantities based on # of classrooms/school.
Marando Painting	Field Painting – Physical Distancing circles painted in school yards	\$ 327,800	A Request for Quotation was posted on <a href="http://www.bidsandtenders.ca">www.bidsandtenders.ca</a> on a short turn around to obtain competitive pricing. Also reported for information on October FBEC Contract Awards, Facilities report.
Inter-All	Field Painting – Physical Distancing circles painted in school yards	\$ 158,400	A Request for Quotation was posted on <a href="http://www.bidsandtenders.ca">www.bidsandtenders.ca</a> on a short turn around to obtain competitive pricing. Also reported for information on October FBEC Contract Awards, Facilities report.
Instant Imprints	Various Decals/Signage used throughout all schools to provide direction and promote physical distancing.	\$587,777	This is our vendor of record for signage. However, these decals/signs and the large volume were never a consideration at the

**APPENDIX B**

			time the RFP was issued.
Johnston Industrial Plastics Ltd.	Plexiglas Barriers	\$ 21,600	Stand-alone/table-top barriers for areas that appropriate physical distance could not be maintained. Quotes were obtained. Used when Window shop could not meet demand.
Piedmont Plastic Sales Inc.	Plexiglas Barriers	\$ 21,262	Stand-alone/table-top barriers for areas that appropriate physical distance could not be maintained. Quotes were obtained. Used when Window shop could not meet demand.
Piedmont Plastic Sales Inc.	Acrylic Bulk Sheets	\$87,600	Raw material ordered for the Shorting Road Window shop to fabricate Plexiglas barriers (at least one per school to start, plus supplemental).



**Information Technology Pandemic Related Purchases**

**March 1, 2020 to October 7, 2020**

<b>Vendors</b>	<b>Product/Material</b>	<b>Cost</b>	<b>Notes</b>
Compugen and CDI	Chromebooks (16,930)	\$4,606,444	April 2020 – August 2020 – Received
Compugen	Chromebooks (10,975)	\$2,936,361	September 2020 – Deliveries pending
CDI	Chromebooks (2,000)	\$533,980	Devices required to support student remote learning.
Zoom Video Communications	Zoom Licenses	\$111,527	-IT Zoom Licenses -Webinars for Community Services and for Virtual Schools
Apple Canada	iPads – LTE (7500)	\$4,410,000	18 month lease (May 2020 to October 2021). Total lease payments plus buy-out equivalent to original purchase price (0% financed). Supports student access to devices at home for remote learning.
	iPads – WiFi (5000)	\$2,335,000	
Rogers Communications	Airwatch Licenses	\$116,462	For additional iPads.

			Provides ITS ability to remotely deploy apps and security updates to devices. Reported to FBEC for information September 15, 2020 09-20-3944
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