

MEMO

DATE: March 24, 2021

TO: Algonquin College Leadership Team
Cost Centre Managers
Business Administrators and Budget Officers

CC: ACLT Assistants

FROM: Gordon Warner, Associate Director, Strategic Procurement

SUBJECT: COVID-19 Supplies – Procurement Guidelines

Please share this memo with the appropriate staff in your department.

This is an update from the [memo dated November 12, 2020](#), regarding Personal Protective Equipment (PPE) Guidelines. As a reminder:

*“... **ALL** course delivery supplies that would have previously been procured through normal channels pre-pandemic **should now revert to pre-pandemic procedures.**”*

For clarity, if you were ordering supplies for on campus course delivery prior to March 2020 and you are currently delivering classes on campus, please now revert to your normal pre-pandemic methods of acquiring these items.”

Until now, COVID-19 supplies over and above those required for course delivery (and selected difficult to source items such as 3M N95 respirators) have been inventoried and delivered centrally.

As per budget directions previously published, the 760N cost centre used for the provision of these items is being retired. Additionally, there is no ability to track or charge back individual departments for this PPE usage.

Therefore, effective April 1, 2021, all COVID-19 supplies needed for regular course delivery and items required over and above what is needed for course delivery will be the responsibility of the individual departments to acquire, store and pay for.

Certain supplies remain challenging to source. For the most part, Procurement has been successful in obtaining supplies. See [Appendix A](#) for a list of suppliers of COVID-19 Supplies.

In addition to the revised guidelines above, Facilities Operations Maintenance and Engineering Services (FOMES) will continue to provide wall mounted hand sanitizers outside of rooms and wall mounted paper towel dispensers as appropriate. Each request will be evaluated before proceeding with the supply and installation. Alternative options will be explored to ensure the

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safety of our College community. It is important to note that these items must be requested through the Service Desk using one of the following channels:

- Online form <https://www.algonquincollege.com/facilities-management/service-desk/>,
- email 7710@algonquincollege.com, or
- call extension 7710.

Please note that for these items, FOMES will respond within 48 hours, and installation will be completed within 10 days.

Any PPE supplies that you require should align with the specifications of the supplies that were procured centrally. Installation of wall-mounted dispensers by individual departments is not permitted. If you have any specific questions on what PPE will be supplied by FOMES, please contact the Service Desk.

If you have any questions, please contact Gordon Warner at warnerg@algonquincollege.com

Appendix A - Suppliers of COVID-19 Supplies

| Product | Supplier Name | Contact | Email Address |
|---|--------------------------|------------------|--|
| 3M Fit Test Solution - bitter | Tenaquip | Sylvie Turgeon | STurgeon@tenaquip.com |
| Adjustable Face Shields | Home Depot | Tim Landry | TIM_LANDRY@homedepot.com |
| Avmor 7T Gel Sanitizer | Bunzl Canada | Peter Foster | peter.forster@bunzlcanada.ca |
| CaviWipes Towelettes Large Canister; 160/Cn | Henry Schein Canada Inc. | Joyce Galloway | Joyce.Galloway@henryschein.ca |
| Clear masks | Oaktree/ClearMask | Bob Kemp | bkemp@oaktreeproducts.com |
| Face shields for Hospitality | Shaver Industries | Bobby Widdifield | bobby@shaverinc.com |
| Hand Sanitizer | Home Depot | Tim Landry | TIM_LANDRY@homedepot.com |
| Isolation gowns | Medical Mart | Jason Campbell | jgcampbell@medimart.com |
| L188 Masks for the Dental department | Safe Direct | Catherine Gao | catherine@safedirectms.com |
| L288 Masks for the Dental department | Safe Direct | Catherine Gao | catherine@safedirectms.com |
| Level 1 masks | Shaver | David Shaver | dshaver@shaverbusinessproducts.ca |
| Level 2 masks | Kross | Neha Ahluwalia | sales@krossdirect.ca |
| Level 3 Masks | WestLab | Nathan Price | nathanp@westlab.com |
| Micro-Kleen3 Wipes 7x10 ; 100/Cn | Henry Schein Canada Inc. | Joyce Galloway | Joyce.Galloway@henryschein.ca |
| Near White T-shirt rags - 25lbs | Wipeco | Mark Babin | mbabin@wipecoindustries.com |
| Nitrile Gloves Small, Medium, Large & Extra Large | Medical Mart | Jason Campbell | jgcampbell@medimart.com |
| Oxivir Wipes Regular | Bunzl Canada | Peter Foster | peter.forster@bunzlcanada.ca |

| Product | Supplier Name | Contact | Email Address |
|-------------------------------------|----------------------|----------------|--|
| Safety Glasses | Tenaquip | Sylvie Turgeon | STurgeon@tenaquip.com |
| Safety Goggles - ASTROSPEC 3000 | Tenaquip | Sylvie Turgeon | STurgeon@tenaquip.com |
| Swiftscreens - Clear panel 30X74 | Frontline | Stacy Richard | Stacy@frontline-na.com |