



Council Report

Report Number: PUR2021-008
Meeting Date: April 20, 2021
Title: Request for Proposal 2021-12-OP Janitorial Services at Various Locations in the City of Kawartha Lakes
Author and Title: Ashley Wykes, Buyer

Recommendation(s):

That Report PUR2021-008, **Request for Proposal 2021-12-OP Janitorial Services at Various Locations in the City of Kawartha Lakes**, be received;

That C.A. Sellers Cleaning Services Ltd., being the highest scoring proponent, be selected for the award of 2021-12-OP Janitorial Services at Various Locations in the City of Kawartha Lakes for a three-year term at a first year cost for services of \$598,078.00 not including HST;

That Council approve the three (3) – one (1) year optional renewal periods, with C.A. Sellers Janitorial Ltd., based on contract terms, annual budget approval, mutual agreement and successful completion of the initial three-year term;

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement to award the contract; and

That the Procurement Division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City of Kawartha Lakes has approximately 51 building locations that require cleaning at various levels of service. A procurement process was required to replace an expiring contract for janitorial services.

In January, 2021, a prequalification process was completed that prequalified five companies to bid on a future request for proposal process for janitorial services.

In March 2021, request for proposal 2021-12-OP Janitorial Services at Various Locations in the City of Kawartha Lakes was released and closed, with Launa Macey, Supervisor of Procurement opening the responses. All five of the prequalified companies submitted a response as per the table below:

Company Name	Submitted
C.A. Sellers Cleaning Services Ltd.	Yes
Cheema Cleaning Services Ltd.	Yes
ServiceMaster Clean of Peterborough	Yes
Green Maples Environmental Inc.	Yes
SQM Janitorial Services Inc.	Yes

Submissions were evaluated based on the proposal document with two respondents being disqualified for not submitting mandatory requirements in their proposal submission. References were checked during the prequalification process with no issues identified.

Rationale:

Staff recommends that C.A. Sellers Cleaning Services Ltd., being the highest scoring proponent and lowest price, be selected for the award of 2021-12-OP Janitorial Services at Various Locations in the City of Kawartha Lakes for a three-year term at a first year cost for services of \$598,078.00 not including HST. The pricing does not include consumable products such as toilet paper, paper towels, hand soap, garbage bags, etc.

Consumable products will be invoiced separately based on the City's usage at an estimated first year cost of \$26,000.

The first year of the three-year initial contract term will be a fixed price. The two remaining years and any additional renewal terms will be based on an annual increase applied to the unit pricing using the annual percentage change in the Consumer Price Index (CPI) – All Items – Ontario, up to a maximum of 3% at the time of renewal.

Other Alternatives Considered:

No other alternative is being considered as the recommendation to award was achieved through an open, fair and transparent competitive procurement process.

Alignment to Strategic Priorities

The recommendation set out in this report helps to improve the City's environmental impact by implementing and promoting the use of environmentally friendly cleaning products and also helps to maintain City assets. Therefore, the following two strategic priorities are supported:

1. Healthy Environment
2. Good Government

Financial/Operation Impacts:

Funding for Janitorial Services is approved in the annual Community Services operating budget. The Building and Property Division will administer the budget and expenditures to ensure that adequate funds are available for this work. They will also ensure requirements are incorporated into yearly operating budgets and monitor service delivery and provide corporate oversight, as this contract will provide services to facilities across departments.

Consultations:

Supervisor, Facility Management Operations
Manager, Building and Property

Department Head email: cshanks@kawarthalakes.ca

Department Head: Craig Shanks

Department File: 2021-12-OP