

## **COMMITTEE OF THE WHOLE – FEBRUARY 1, 2011**

### **AWARD OF TENDER T10-460 PROVISION OF JANITORIAL SERVICES FOR THE NEW CITY HALL**

#### **Recommendation**

The Commissioner of Community Services, in consultation with the Directors of Purchasing Services and Building and Facilities recommends:

1. That T10-460, Provision of Janitorial Services for the New City Hall be awarded to National Cleaning Contractors for the amount of \$251,904.24 (including HST), for a contract period of one (1) year with an optional extension of one (1) additional year; and,
2. That the Mayor and City Clerk be authorized to sign the necessary documents.

#### **Contribution to Sustainability**

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan, Community Sustainability Environmental Master Plan, Objective 1.5:

- To reduce the amount of waste generated in City owned facilities and procure sustainable products for the City's use.

The project specifications call for the procurement and use of environmentally friendly cleaning products, the use of supplies that contain recycled materials and the use of energy efficient cleaning equipment. Cleaning methods and procedures will be carried out by the contractor to comply with LEED requirements.

The City's waste diversion programs will be implemented to reduce generated waste and recycling stations will be located throughout the building and serviced by the cleaning contractor.

#### **Economic Impact**

Funding is included in the 2011 Operating Budget.

#### **Purpose**

The purpose of this report is to seek Council approval to award tender T10-460 for the Provision of Janitorial Services for The New City Hall.

#### **Background – Analysis**

An RFPQ was issued in 2009 jointly with Vaughan Public Libraries for pre-qualification of cleaning contractors deemed qualified to provide the required level of services to various City buildings and Libraries. The RFPQ was advertised on Bidding, OPBA and the City webpage. Twenty-five (25) respondents submitted proposals.

The evaluation criteria consisted of mandatory requirements and evaluation scoring criteria as follows:

#### **Mandatory Requirements:**

- The business must be operating under the same name for at least three years.
- Company must have minimum of three years of janitorial services specifically in a unionized government environment.

- Company must have at least three current contracts valued at a minimum of \$75,000.00 per year that include administration buildings, community centres, fitness centres, libraries and non-administration buildings.
- Employees in the company must be bondable.
- The staff assigned had to demonstrate the ability to deal with contracted tasks, implement safety procedures and address administration issues in a timely manner.

Evaluation Scoring Criteria:

Firm's Profile	10%
Relevant Experience	30%
Operations	40%
Health and Safety	20%

In addition to the mandatory requirements, detailed specifications and Criteria are included in the tender documents. The successful contractor must submit security clearances in the form of a police criminal check for all of the employees of the contractor and provide evidence of all employees having been covered by a Fidelity Bond of not less than \$5000.00 for each individual upon commencement of the contract. The companies also had to submit operations information that included the number of full and part time employees and managers to crew ratio. They had to include a plan for service implementation, training, and to address staff absences due to vacation and illness. They had to be able to provide day porter services on short notice and include a list of their cleaning equipment and tools.

The evaluation team comprised of City and Library staff evaluated and selected the eight (8) highest scoring bidders that met the requirements as outlined in the evaluation section of the RFPQ.

Tender documents were prepared for the provision of janitorial services at the New City Hall and issued to the pre-qualified bidders with a mandatory site visit of the New City Hall.

Tenders were closed and publicly opened on Friday, January 7, 2011 at 3:30 p.m. with six (6) bids received. The bid results are as follows:

<u>Contractor</u>	<u>Total Tendered Price</u> (Including HST)
National Cleaning Contractors Toronto, Ontario	\$ 251,904.24
Kleenzone Ltd. Greenwood, Ontario	\$ 289,587.36
Empire Maintenance Industries Toronto, Ontario	\$ 293,035.76
Waterford Services Markham, Ontario	\$ 409,005.17
Koprash Inc. Burlington, Ontario	\$ 453,473.52

Biview Building Services Ltd.  
Mississauga, Ontario

\$ 514,421.20

**Relationship to Vaughan Vision 2020**

In consideration of the strategic priorities related to Vaughan Vision 2020, this project will provide:

- STRATEGIC GOAL:  
Service Excellence - Providing service excellence to citizens.
- STRATEGIC OBJECTIVE:  
Pursue Excellence in Service delivery - To deliver a high quality of services within approved service standards to all City stakeholders e.g. staff, citizens and businesses.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated.

**Regional Implications**

None

**Conclusion**

Building and Facilities and Purchasing Services staff have reviewed the bid submissions and have determined that the low bid contractor, National Cleaning Contractors, has met the requirements of the contract. This contract will commence immediately after Council approval and the completion of the necessary documents.

**Attachments**

None

**Report prepared by:**

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Respectfully submitted,

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Commissioner of Community Services