



Report to: General Committee

Date Report Authored: November 29, 2012

SUBJECT: Request for Proposal 186-R-12 Janitorial Services for Various Locations within the City

PREPARED BY: Brian Millar, Civic Centre Coordinator, ext. 6190
Patti Malone, Senior Buyer, ext. 2239

RECOMMENDATION:

- 1) THAT the report “Request for Proposal 186-R-12 Janitorial Services for Various Locations within the City” be received;
- 2) AND THAT Request for Proposal 186-R-12 for Janitorial Services be awarded to the highest ranked and second lowest priced bidder, Arsenal Cleaning Services Ltd. in the annual amount of \$378,926.07 inclusive of HST;
- 3) AND THAT staff be authorized to extend the contract for two (2) additional years at the same itemized pricing, subject to the supplier performance;
- 4) AND THAT the contract be funded from various City Department’s Operating Budgets;
- 5) AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain approval to award the contract for the janitorial services for various City locations.

BACKGROUND:

The City currently has a total of 16 locations requiring janitorial services with the services currently being performed by Arsenal Cleaning Services Inc.

This RFP was issued for the provision of Janitorial Services for the following locations:

- | | |
|------------------------------|------------------------------|
| • Anthony Roman Civic Centre | • West Parks Shop |
| • Markham Theatre | • Markham Train Station |
| • Operations Yard | • 8100 Warden Avenue |
| • Old Unionville Library | • Armadale Community Centre |
| • Women’s Institute | • Markham Village Library |
| • Warden House | • Thornhill Village Library |
| • Unionville Train Station | • Unionville Library |
| • Community Centre | • Thornhill Community Centre |
| • Central Parks Shop | |

There were a few revisions to the scope of work from the last contract. The Varley Art Centre has been removed and a porter for the operations yard, the waterworks laboratory and supplies for the forestry office was added. Therefore there are 18 locations for the period of January 1, 2013 to December 31, 2013.

PROPOSAL INFORMATION:

Advertised, place and date	ETN
Bids closed on	September 5, 2012
Number picking up bid documents	28
Number responding to bid	6

EVALUATION RESULTS:

The evaluation team for this RFP was comprised of staff from Asset Management Department with Purchasing staff acting as the facilitator.

The evaluation was based on the pre-established evaluation criteria as listed in the Request for Proposal: price 30%, operational practices 35%, and bidders experience 35%, for a total of 100% with resulting scores as follows:

BIDDER	Score (Out of 100)	Ranked Results
Arsenal Cleaning Services Ltd	91.32	1
National Cleaning Contractors Building Maintenance Services	83.30	2
Kleenway Services	78.57	3
Omni Facility Services Canada Limited	69.63	4
In-Pro Cleaning Services	68.50	5
United Services Group	47.38	6

Prices ranges from \$376,735.87 to \$541,463.78.

Arsenal Cleaning Services is the highest ranked and second lowest priced bidder who has proven experience, provided excellent operational practices (Scheduling of Work, Health & Safety, Environmental Protection within their submission, as well as providing qualified staff at a competitive price.

In comparison to the 2009-2012 Janitorial cleaning contract for the same locations, Arsenal Cleaning Services Ltd. bid submission equates to a price decrease of 9%.

ENVIRONMENTAL CONSIDERATIONS:

The bid document mandated that all cleaning products used throughout the City for this contract shall be Eco Logo "Green" certified cleaning solutions. The EcoLogo Program certifies products that compliment "green" cleaning programs and help to "green" the cleaning and janitorial sector. These criteria reflect environmental leadership in the cleaning and janitorial sector, and encourage reduced environmental impacts.

Advantages of Eco Logo certified products are, but not limited, to being readily biodegradable (better for the environment), contain very low VOC's (volatile organic composites) that keep indoor air pollution to a minimum.

FINANCIAL CONSIDERATIONS:

Award of \$378,926.07 will be funded from the 2013 Operating Budget and subject to Council approval of the 2013, 2014 & 2015 Operating Budgets.

There are no overall operational savings due to the renewal of this contract. The contract renewal was negotiated at a price reduction of 9%. However, based on growth from added locations the overall total impact is negligible.

HUMAN RESOURCES CONSIDERATIONS:

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

All affected business units have been consulted and have approved going forward with the award.

RECOMMENDED BY:

06/12/2012

12/4/2012


X

Gary Adamkowski
Director, Asset Management


X

Brenda Librecz
Commissioner, Community & Fire Services