



Corporate Report

NO: R226

COUNCIL DATE: OCTOBER 22, 2007

REGULAR COUNCIL

TO: Mayor and Council DATE: October 22, 2007
FROM: General Manager, Planning and Development FILE: 0800-20 (City Hall)
SUBJECT: Award of Contract for Janitorial Services at City Hall

RECOMMENDATION

The Planning and Development Department recommends that Council approve the award of a contract to Lifestyle Maintenance Ltd. in the amount of \$540,612, excluding GST (\$180,204 per year), for regular janitorial services at City Hall, including the West Wing and North Annex, for three years, with the possibility of two one-year extensions, based on the performance of the contractor.

PURPOSE

The purpose of this report is to obtain Council approval to enter into a contract with Lifestyles Maintenance Ltd. for the regular cleaning of City Hall, including the West Wing and North Annex. The contract will be for three years, with the possibility of two one-year extensions, based on the performance of the contractor.

BACKGROUND

The existing janitorial contractor at City Hall is working month-to-month with no formal contract. With the completion of the renovations to the tower, the North Annex and Civic Street and the occupancy of the West Wing, it was appropriate to look for a formal contract for janitorial services.

Request for Proposals Process

A Request for Proposals (RFP) for City Hall Custodial Maintenance and Janitorial Services – Surrey City Hall was issued, with a closing date of June 19, 2007. Thirty-three firms were sent reminders of the RFP posting on the City website and the BC Bid website. Eighteen firms attended an information meeting held at City Hall on June 5, 2007. Ten companies submitted proposals.

Submissions were evaluated and ranked by a staff selection committee, based on cost, the response to specific issues in the RFP and references. Other evaluation criteria included experience in similar environments, the size of the company, completeness of the proposal, the contractor's understanding of the City's needs, and the contractor's proposal related to supervision of its staff.

Five companies were short-listed for further review, as follows:

E.S.K. Enterprises Ltd.
Omni Facility Services Canada Limited
A.M. Building Maintenance Ltd.
Executive Building Maintenance Inc.
Lifestyle Maintenance Inc.

Legal Services and the Purchasing Section have reviewed the RFP and evaluation of the proposals received and are in agreement with the process followed.

Implementation Schedule

Subject to Council approval, the City will enter into a contract with Lifestyles Maintenance Ltd. for the provision of janitorial services. A transition period will follow and it is anticipated that the new contractor will be in place by early December, 2007.

CONCLUSION

The Planning and Development Department recommends that Council approve the award of a contract to Lifestyle Maintenance Ltd. in the amount of \$540,612, excluding GST (\$180,204 per year), for regular janitorial services at City Hall, including the West Wing and North Annex, for three years, with the possibility of two one-year extensions, based on the performance of the contractor.

Jean Lamontagne
General Manager
Planning and Development

TN:saw

<http://surrey.ihostez.com/content/uploaded/2bc9bf2bb4e49ddb9278333545e629f-10161120-tn.doc>
M 7/16/10 11:05 AM