

NO: R088

COUNCIL DATE: April 18, 2016

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **April 14, 2016**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **6030-01**

SUBJECT: **Award of Contract No. 1220-040-2015-088 for Restroom Housekeeping and Sanitation Services - City Parks**

RECOMMENDATION

The Parks, Recreation and Culture department recommends that Council:

1. Approve the award of Contract No. 1220-040-2015-088 to Acom Building Maintenance Ltd. for restroom housekeeping and sanitation services at various City park washrooms, in the amount of \$481,396.00 including GST for the term March 1st, 2016 to February 28th, 2018, inclusive (two years);
2. Set the expenditure authorization limit, including contingency for this Contract at \$515,039.00, including GST; and
3. Authorize the General Manager, Parks, Recreation and Culture, or designate to execute a two (2) year contract and execute up to four (4) one-year extensions in favour of the City, subject to satisfactory performance and any other related considerations to a maximum of \$270,763.50 including contingency and GST per year, plus annual Consumer Price Index (CPI) rate increases.

INTENT

The intent of this report is to obtain Council's approval to award a two-year contract for restroom housekeeping and sanitation services at various City parks and to authorize the General Manager, Parks, Recreation and Culture, or designate, to execute the two-year contract and extensions in accordance with the information contained within this report.

BACKGROUND

Restroom housekeeping and sanitation services, including all cleaning services within Surrey's park washrooms and change room facilities is an important element of the Park Facility operations maintenance program within the City of Surrey. The frequency and scope of this service varies between parks, with effective service delivery required to best meet the diverse needs of park visitors, sport user groups, City sponsored events and emergency

services. Currently, housekeeping and sanitation services are delivered in 45 parks, including a total of 58 washroom facilities and 8 change room facilities.

Procurement Process

In September 2015, a public competitive procurement process was undertaken; this resulted in the City receiving a total of 4 quotations.

The following table summarizes the quotations received and the price from each quotation:

Contractor	Price, excluding GST	*Adjusted Price, excluding GST
Evergreen Building Maintenance Inc.	\$312,078.00	\$311,116.00
Acom Building Maintenance Ltd.	\$459,597.20	\$458,472.38
Nutech Facility Services Ltd.	\$459,888.24	\$458,791.36
Paradise Building Maintenance	\$1,680,420.00	\$1,675,240.00

*Adjusted Price reflects a reduction in scope of services.

Evaluation Process

The above referenced quotations were evaluated through the work of an evaluation team facilitated by the Purchasing Section, consistent with the criteria disclosed in the solicitation document as follows:

- (a) Experience, Reputation and Resources;
- (b) Technical; Approach and Methodology, including Time Schedule; and
- (c) Financial.

Based on these criteria, Acom Building Maintenance Ltd.'s quotation was determined to provide the best overall value. They demonstrated the capacity, knowledge, skills and ability to carry out all aspects of the restroom sanitation work outlined in the RFQ's Scope of Services. Furthermore, their inclusion of a quality assurance plan, low rates for on-call services, and demonstrated experience in delivering a high quality of service in conjunction with sufficient capacity in human resources and equipment to undertake the work resulted in Acom Building Maintenance Ltd. providing the best overall value to the City relative to the other quotations received.

Funding for the Contract

Funding in support of this contract is available within the Park Facility Operations' operating budget.

SUSTAINABILITY CONSIDERATIONS

The work of this contract will assist in achieving several Socio-Cultural objectives of the City's Sustainability Charter which are focused on creating a City that is safe and secure, promoting social connections and supporting a range of gathering places both in diverse neighbourhoods and at a City-wide level:

- Socio-Cultural objectives SC5, SC6, SC7 and SC13,

CONCLUSION

The Parks, Recreation and Culture department recommends that Council:

- Approve the award of Contract No. 1220-040-2015-088 to Acom Building Maintenance Ltd. for restroom housekeeping and sanitation services – various City parks washrooms, in the amount of \$481,396.00 including GST for the term March 1st, 2016 to February 28th, 2018, inclusive (two years);
- Set the expenditure authorization limit, including contingency for this Contract at \$515,039.00, including GST; and
- Authorize the General Manager, Parks, Recreation and Culture, or designate to execute a two (2) year contract and execute up to four (4) one-year extensions in favour of the City, subject to satisfactory performance and any other related considerations to a maximum of \$270,763.50 including contingency and GST per year, plus annual CPI rate increases.

Laurie Cavan
General Manager,
Parks, Recreation and Culture