



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

**Report No.: 10-224**

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**TO:** Mayor and Council

**FROM:** Denis Leger, Commissioner of Transportation, Properties and Emergency Services

**RESOURCE STAFF:** Speros Kanellos, Director, Real Estate and Construction  
John Johnson, Manager, Facilities Management Division

**DATE OF MEETING:** July 20, 2010

**SUBJECT:** Award of RFP No. F31-RCS-FM-2010-4  
Janitorial Services for the Police Headquarters Building at 705 Division Street, Kingston

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**EXECUTIVE SUMMARY:**

The purpose of this report is to recommend award of a two-year janitorial service agreement for the police building at 705 Division Street.

Given the complexities associated with the cleaning of a LEED Gold Certified mixed use facility of this size, the City of Kingston Facilities Management Division worked closely with the Kingston Police to develop a comprehensive janitorial scope of work for a Request for Proposals (RFP) that was issued by the City of Kingston and closed on June 23, 2010. Four proposals were received ranging in price from \$15,819.30/month to \$18,995.00/month, net of taxes, for a two-year term.

The weighted evaluation criteria against which the proposals were assessed were contained within the RFP. The joint evaluation team was comprised of City Facilities Management staff and Kingston Police. This award is before City Council because it is a City of Kingston RFP for services management by its Facilities Management Division and because the evaluation team is recommending that the two-year janitorial contract be awarded to Eco Living Incorporated who is not the lowest bidder.

For greening and LEED solutions, Eco Living makes and supplies all of their own cleaning products which are 100% compliant with Green Seal programs.

All budgetary costs associated with the operation of the building including the cleaning contract remain within the Police budget and will be part of ongoing budget submissions.

**RECOMMENDATION:**

**THAT** Council authorize the Mayor and Clerk to execute a contract for janitorial and custodial services for the police headquarters located at 705 Division Street to Eco Living Incorporated for a two-year term totaling \$379,978.70 plus applicable taxes in a form satisfactory to the Director of Legal Services.

**AUTHORIZING SIGNATURES:**

<p>ORIGINAL SIGNED BY COMMISSIONER</p> <p>Denis Leger, Commissioner, Transportation, Properties &amp; Emergency Services</p>
<p>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</p> <p>Gerard Hunt, Chief Administrative Officer</p>

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Growth &amp; Sustainability</i>	N/R
Terry Willing, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	N/R
Jim Keech, President, <i>Utilities Kingston</i>	N/R

*(N/R indicates consultation not required)*

**OPTIONS/DISCUSSION:**

The care and control of the Police Headquarters is with the Police Service Board and its staff. However, in an effort to leverage current City of Kingston procurement practices, standard purchase orders and/or service agreements, the City of Kingston's Facilities Management Division and Kingston Police have partnered for the delivery of operations and maintenance management services. To that end, a service protocol between the two groups has been in place since the building opened.

The service protocol outlines the joint roles and responsibilities for each group relative to the ongoing maintenance of 705 Division Street. The City of Kingston Facilities Management Division is responsible primarily for the structural maintenance, operations of the major building systems and the building automated systems sufficient to meet the ongoing needs/standards for an environmentally sustainable LEED (Leadership in Energy and Environmental Design) building. The City of Kingston Facilities Management Division is also responsible for securing service contracts/agreements sufficient to meet the day-to-day operational requirements of this building.

The current custodial services are provided by OMNI Facility Services at a rate of \$17,117.95 per month (totaling \$205,415.40 per year). This contract expires on September 30, 2010.

A Request for Proposal (RFP) for janitorial services was issued and closed on June 23, 2010. Four proposals were received. The submissions were evaluated by a joint evaluation team consisting of City and Police staff based on the following evaluation criteria, which were contained within the RFP.

Company Profile and References	15%
Proposed Methodology and Approach	15%
Financial Component	65%
Ontarians with Disabilities Act	5%

The submissions were ranked in the following order:

Ranking	Proponent	Evaluation Score (out of 100)	Monthly Costs	Contract Costs 2 Years
1	Eco Living Inc.	94	\$15,832.45	\$379,978.70
2	OMNI Facility Services	90	\$17,033.44	\$408,802.56
3	Impact	89	\$15,819.30	\$379,663.20
4	Dirt Busters	70	\$18,995.00	\$455,880.00

The overall proposal submitted by Eco Living Inc. was professional, customer specific and demonstrated a clear understanding of the scope of work, the LEED needs and the unique security requirements of working within a police facility.

It is staff's opinion that Eco Living Inc. is the best suited cleaning service provider for the new police facility at 705 Division Street, Kingston, even though Eco Living Inc. was not the lowest bid by \$315.50 the joint evaluation team recommends award to Eco Living Inc.

**EXISTING POLICY/BY LAW:**

By-law No. 2000-134, Purchasing By-law, as amended.

**NOTICE PROVISIONS:**

N/A

**ACCESSIBILITY CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

The financial implications exclusive of taxes for the contract years (2010 and 2011) are as follows:

Year 1 October 1, 2010 to September 30, 2011	\$189,989.35
Year 2 October 1, 2011 to September 30, 2012	\$189,989.35
<b>Total</b>	<b>\$379,978.70</b>

Sufficient funds have been budgeted in the 2010 budget.

**CONTACTS:**

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**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Alan McLeod, Senior Legal Counsel	613 546-4291 Ext. 1237
Stephen Dickey, Manager, Accounting Services	613 546-4291 Ext. 2370

**EXHIBITS ATTACHED:**

N/A