



**City of Kingston  
Report to Council  
Report Number 18-090**

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**To:** Mayor and Members of Council  
**From:** Denis Leger, Commissioner, Corporate & Emergency Services  
**Resource Staff:** Speros Kanellos, Director, Facilities Management & Construction Services  
**Date of Meeting:** March 20, 2018  
**Subject:** Award of Contract for Janitorial Services for Specified City Locations

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**Executive Summary:**

The purpose of this report is to seek Council approval to award the contract for janitorial services at various City of Kingston locations. The following properties that are included in Request for Proposals (RFP) F31-CES-FMCS-2018-01 are 21 Court Street (Court House), 362 Montreal Street (Provincial Offences and Customer Contact Centre), 52 Church Street (Harold Harvey), 1211 John Counter Blvd(including 91/95 Lappans Lane) , 111 Norman Rogers Drive (Rodden Park Barn), and 85 MacCauley Street (Rideau Heights Community Centre).

Five (5) proposals were received and evaluated. Section 3.4 of By-Law 2000-134, "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston," as amended, states that when all the criteria for staff delegated authority have not been met, the award must be approved by Council. The recommended proposals are the highest scoring proposals for each specified location but not necessarily the lowest price in all cases.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to execute a two-year contract, in a form satisfactory to the Director of Legal Services, with a one-year renewal option on the same terms, conditions and pricing, subject to the various stakeholders' satisfaction for RFP F31-CES-FMCS-2018-01 janitorial services to Canadian Cleaning Services and Sales for 362 Montreal Street (Provincial Offences and Customer Contact Centre), 111 Norman Rogers Drive (Rodden Park Barn), and 85 MacCauley Street (Rideau Heights Community Centre); and

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**That** Council authorize the Mayor and Clerk to execute a two-year contract, in a form satisfactory to the Director of Legal Services, with a one-year renewal option on the same terms, conditions and pricing, subject to the various stakeholders' satisfaction for RFP F31-CES-FMCS-2018-01 janitorial services to Clean Confidence for 52 Church Street (Harold Harvey), and 1211 John Counter Boulevard, (including 91/95 Lappans Lane); and

**That** Council authorize the Mayor and Clerk to execute a two-year contract, in a form satisfactory to the Director of Legal Services, with a one-year renewal option on the same terms, conditions and pricing, subject to the various stakeholders' satisfaction for RFP F31-CES-FMCS-2018-01 janitorial services to Cheema Cleaning Services Ltd for 21 Court Street (Court House).

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Denis Leger, Commissioner, Corporate & Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Commissioner, Community Services

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Jim Keech, President & CEO, Utilities Kingston

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Desirée Kennedy, Chief Financial Officer & City Treasurer

Not required

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**Options/Discussion:**

RFP F31-CES-FMCS-2018-01 was issued and closed on January 17, 2018. Five (5) proposals were received in response to providing janitorial services at the following properties: 21 Court Street (Court House) , 362 Montreal Street (Provincial Offences and Customer Contact Centre), 52 Church Street (Harold Harvey), 1211 John Counter Blvd (including 91/95 Lappans Lane), 111 Norman Rogers Drive (Rodden Park Barn), and 85 MacCauley Street (Rideau Heights Community Centre).

An evaluation process was undertaken by a cross-section of City staff responsible for these properties using the following evaluation criteria.

Criteria	Weight
1. Pricing and Related Costs	50%
2. Methodology of Provision of Proposed Service and Equipment	40%
3. Company Profile and References	7%
4. Accessibility Standards for Customer Service, Ontario Regulation 429/7	3%

The recommended submission is identified as the shaded score with all relative rankings showing on Exhibit A – Evaluation Matrix, attached to this Report. Staff is recommending that Council approve the award of a two-year contract, with a one year renewal option on the same terms, conditions and pricing, subject to the various stakeholders' satisfaction.

The results are as follows:

Canadian Cleaning for 362 Montreal Street (Provincial Offences and Customer Contact Centre), 111 Norman Rogers Drive (Rodden Park Barn), and 85 MacCauley Street (Rideau Heights Community Centre);

Clean Confidence for 52 Church Street (Harold Harvey) and 1211 John Counter Blvd (including 91/95 Lappans Lane); and

Cheema Cleaning Services Ltd. for 21 Court Street (Court House).

The evaluation and scoring process considered the combined total weighting of the overall criteria. This focused heavily on price and company methodology. To complete the specifications as set out in the document the proponents were asked to provide details about their company and its ability to fulfill all duties as required, to meet the expectations of the various building services and occupants.

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As such in each case it is recommended that the highest scoring companies when measured against the evaluation criteria be awarded the respective contracts.

**Existing Policy/By-Law:**

By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

**Notice Provisions:**

There are no notice requirements for this report.

**Accessibility Considerations:**

The *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

**Financial Considerations:**

There are sufficient funds available in the Facilities Management & Construction Services and Recreation & Leisure Services operating budgets to cover the award as recommended in this report.

**Contacts:**

Speros Kanellos, Director, Facilities Management & Construction

Therol Peterson, Manager, Facilities Management & Construction Services

**Other City of Kingston Staff Consulted:**

Stephen Dickey, Deputy Treasurer, Financial Services

Luke Follwell, Director, Rec & Leisure Services

Adam McCluskey, Manager, Rec & Leisure Services

Holly Morrison, Supervisor, Recreation Facilities

Jeff Whitaker, Manager, Purchasing & Stores, Utilities Kingston

**Exhibits Attached:**

Exhibit A – Evaluation for RFP- RFP F31-CES-FMCS-2018-01 Janitorial Services for Specified City Locations.

Evaluation of Request for Proposal F31-CES-FMCS-2018-01  
Janitorial Services for specified City of Kingston locations  
Closing date: January 17, 2018

This document contains six (6) tables

**21 Court Street – Court House**

Vendor	Canadian Cleaning Services and Sales	GMW	Glacier Maintenance Inc.	Clean Confidence	Cheema Cleaning
Monthly Total for 21 Court Street, Court House	No price	\$7,400.00	\$6,900.00	\$6,900.00	\$6,990.00
Criteria Total for 1 (Pricing) 50/100	0/50	46.6/50	50/50	50/50	49.4/50
Criteria Total for 2,3,4 50/100	50/50	36/50	32/50	33/50	41/50
Ranking	<b>50</b>	<b>82.6</b>	<b>82</b>	<b>83</b>	<b>90.4</b>

**362 Montreal Street (Provincial Offences and Customer contact Centre)**

Vendor	Canadian Cleaning Services and Sales	GMW	Glacier Maintenance Inc.	Clean Confidence	Cheema Cleaning
Monthly Total for 362 Montreal Street	\$7,745.00	\$8,600.00	\$8,669.80	\$7,498.00	\$8,680.00
Criteria Total for 1 (Pricing) 50/100	48.4/50	43.6/50	43.2/50	50/50	43.2/50
Criteria Total for 2,3,4 50/100	50/50	36/50	32/50	33/50	41/50
Ranking	<b>98.4</b>	<b>79.6</b>	<b>75.2</b>	<b>83</b>	<b>84.2</b>

1211 John Counter Blvd and 95 Lappans Lane

Vendor	Canadian Cleaning Services and Sales	GMW	Glacier Maintenance Inc.	Clean Confidence	Cheema Cleaning
Monthly Total for 1211 JBC and 95 Lappans Lane	\$8,040.00	\$8,100.00	\$8,302.62	\$5,100.00	\$8,895.00
Criteria Total for 1 (Pricing) 50/100	31.7/50	31.5/50	30.7/50	50/50	28.7/50
Criteria Total for 2,3,4 50/100	50/50	36/50	32/50	33/50	41/50
Ranking	<b>81.7</b>	<b>76.5</b>	<b>62.7</b>	<b>83</b>	<b>69.7</b>

52 Church Street Harold Harvey

Vendor	Canadian Cleaning Services and Sales	GMW	Glacier Maintenance Inc.	Clean Confidence	Cheema Cleaning
Hourly Rate for Harold Harvey	No price	\$30.00	\$25.92	\$21.00	29.50
Criteria Total for 1 (Pricing) 50/100	0/50	35/50	40.5/50	50/50	35.6/50
Criteria Total for 2,3,4 50/100	50/50	36/50	32/50	33/50	41/50
Ranking	<b>50</b>	<b>71</b>	<b>72.5</b>	<b>83</b>	<b>76.6</b>

**Rodden Park Barn**

<b>Vendor</b>	<b>Canadian Cleaning Services and Sales</b>	<b>GMW</b>	<b>Glacier Maintenance Inc.</b>	<b>Clean Confidence</b>	<b>Cheema Cleaning</b>
<b>Hourly rate for Rodden Park Barn</b>	\$30.00	30.00	No Hourly rate provided	\$21.00	\$29.50
<b>Criteria Total for 1. (Pricing) 50/100</b>	35/50	35/50	0.4/50	50/50	35.6/50
<b>Criteria Total for 2,3,4 50/100</b>	50/50	36/50	32/50	33/50	41/50
<b>Ranking</b>	<b>85</b>	<b>71</b>	<b>32.4</b>	<b>83</b>	<b>76.6</b>

**Rideau Heights Community Centre**

<b>Vendor</b>	<b>Canadian Cleaning Services and Sales</b>	<b>GMW</b>	<b>Glacier Maintenance Inc.</b>	<b>Clean Confidence</b>	<b>Cheema Cleaning</b>
<b>Total for RHCC</b>	\$2,900.00	\$3,000.00	\$3,150.00	\$3,461.00	\$7,500.00
<b>Criteria Total for 1 (Pricing ) 50/100</b>	50/50	48.3/50	46/50	41.9/50	19.3/50
<b>Criteria Total for 2,3,4 50/100</b>	50/50	36/50	32/50	33/50	41/50
<b>Ranking</b>	<b>100.00</b>	<b>84.3</b>	<b>78</b>	<b>74.9</b>	<b>59.3</b>