



**City of Kingston  
Report to Council  
Report Number 18-139**

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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:** November 6, 2018  
**Subject:** Award of Contract for Janitorial Services for 1211 John Counter Blvd.

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**Executive Summary:**

The purpose of this report is to seek Council approval to award the contract for janitorial services at 1211 John Counter Blvd (including 91-95 Lappans Lane) to the second highest scoring proposal. Council had previously approved the award of this work to Clean Confidence as part of the recommendations in Report [18-090](#). However, the vendor has subsequently decided not to sign a contract for these locations as a result of a mistake made in its submission which led to a value that it is not able to commit to.

Section 9.9 of By-Law 2000-134, "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston," as amended, states that when a Vendor fails to sign a contract that has been awarded to them, that the City may recommend to Council to award the contract to the next lowest cost proposal. This report recommends awarding janitorial services at 1211 John Counter Blvd (including 91-95 Lappans Lane) to Canadian Cleaning Services & Sales, being the second highest scoring proposal for this location.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to execute a contract for janitorial services at 1211 John Counter Blvd. (including 91-95 Lappans Lane) with Canadian Cleaning Services & Sales, pursuant to RFP F31-CES-FMCS-2018-01 for the period of December 1, 2018 to June 26, 2020, with a one-year renewal option on the same terms, conditions and pricing, in a form satisfactory to the Director of Legal Services.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

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

Lanie Hurdle, Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	√

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**Options/Discussion:**

As described in Report [18-090](#) presented to Council on March 20, 2018, RFP F31-CES-FMCS-2018-01 for janitorial services 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).

For the property at 1211 John Counter Blvd (including 91-95 Lappans Lane), Clean Confidence was awarded the work based on the evaluation process, which was undertaken by a departmental cross-section of City staff responsible for these properties using the evaluation criteria as outlined in the RFP. This recommendation was approved as part of the recommendations made in Report [18-090](#).

Subsequent to this award, Clean Confidence indicated that it provided an incomplete price schedule as part of their submission for this property. Because of this omission, it would not be able to do the work for the prices included in its proposal, and accordingly withdrew its submission.

As per the City's Purchasing By-Law 2000-134, in these situations city staff may recommend to council that the contract be awarded to the next lowest bid which also happens to be the next highest ranked proposal, that of Canadian Cleaning Service & Sales. As such, the provision for services was on an interim basis awarded to this firm via a purchase order, dated April 13, 2018.

Staff is now recommending that the award be approved for cleaning services at 1211 John Counter Blvd (including 91-95 Lappans Lane) to Canadian Cleaning Services & Sales via contract for the remainder of the term, with an expiry date of June 26, 2020 with a one year renewal option on the same terms, conditions and pricing.

**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.

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**Financial Considerations:**

There will be sufficient funds in the Facilities Management & Construction Services operating budget and future years' submissions to cover the award as recommended in this report.

**Contacts:**

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**Other City of Kingston Staff Consulted:**

Andrew Reeson, Associate Legal Counsel

Ahmed Zayan, Purchasing Manager, Financial Services

**Exhibits Attached:**

Not Applicable