



**City of Kingston
Report to Council
Report Number 18-372**

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 21 Court Street (Court House)

Executive Summary:

The purpose of this report is to seek Council approval to award the contract for janitorial services at 21 Court Street (Court House) to Glacier Maintenance Inc. Council had previously approved the award of this work to Cheema Cleaning based on the recommendations in Report [18-090](#). Cheema Cleaning has subsequently failed to meet the security requirements for this facility, resulting in a termination of the contract.

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 "no contract shall be entered into and no work or supply under any procurement shall commence until all required security, insurance, and WSIB documentation are provided."

In this circumstance, all required information had been provided by Cheema Cleaning, but the staff scheduled to the site were neither listed in nor covered by the submitted documents. Section 9.9 of By-Law 2000-134, "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston," indicates that staff may recommend to Council to award the contract to the next lowest cost proposal, while retaining the bid bond submitted as part of the proposal. This report recommends awarding janitorial services at 21 Court Street to Glacier Maintenance Inc. which is the next lowest cost proposal.

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Recommendation:

That Council authorize the Mayor and Clerk to execute a one-year contract for janitorial services at 21 Court Street with Glacier Maintenance Inc., pursuant to RFP F31-CES-FMCS-2018-01, effective December 1, 2018 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 21 Court Street (Court House), Cheema Cleaning was awarded the work based on the evaluation process, which was undertaken by a departmental cross-functional team of City staff responsible for these properties, using the evaluation criteria as outlined in the RFP. This award was approved as part of the recommendations made in Report [18-090](#).

Subsequent to this award, through the audit process and tenant feedback, Cheema Cleaning was found to be in violation of the contract. Cheema Cleaning, without any indication to the City, scheduled staff to work at the Court House that did not have the required security clearance on file with the City. As a result of this, Cheema Cleaning was ordered to remove non-compliant staff from the site immediately and accordingly, the contract was terminated.

Glacier Maintenance Inc. is the next lowest priced contactor available that can provide the security clearances. This company has previously provided services to the City.

This created a time sensitive situation where a company capable of providing cleaning staff with security clearance that would satisfy the tenants needs was required immediately. The next lowest priced proposal, Glacier Maintenance Inc., was unable to meet this requirement on short notice, therefore a vendor that was providing services at another high security sensitive site and was working under contract with the City agreed to and was capable of satisfying this requirement on a short term basis. Therefore it was awarded the work on an interim basis via purchase order being issued for a four week period. Once Glacier Maintenance Inc. met this requirement, a purchase order has been issued in the interim until Council approval could be obtained.

As a result, staff is recommending that Council approve the award of a one-year contract, effective December 1, 2018, for cleaning services at the Court House to Glacier Maintenance Inc., 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.

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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 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