



**City of Kingston  
Report to Council  
Report Number 15-188**

---

**To:** Mayor and Members of Council

**From:** Denis Leger, Commissioner, Transportation, Facilities and  
Emergency Services

**Resource Staff:** Speros Kanellos, Director, Facilities Management and  
Construction Services

**Date of Meeting:** March 24, 2015

**Subject:** Award of Contract for Janitorial Services at 1211 John Counter  
Blvd., 85 Lappan's Lane, 91 Lappan's Lane, 95 Lappan's Lane

---

**Executive Summary:**

The Facilities Management and Construction Services Department issued a Request for Proposals (RFP) for janitorial services at 1211 John Counter Blvd.(municipal office building), 85 Lappan's Lane (Utilities Kingston building), 91 Lappan's Lane (Utilities Kingston service centre warehouse) and 95 Lappan's Lane (Utilities Kingston vehicle service and maintenance garage).

Four proposals were received and evaluated. The proponent that provided the highest-ranked and lowest-priced submission has indicated that it is unable to proceed to enter into a contract for the provision of these services and has requested the withdrawal of its submission. City staff has agreed to the request and is now in the position to recommend the award of the contract to the proponent that has provided the second-ranked, second-lowest priced submission.

Had staff been successful in agreeing to a contract with the proponent with the highest-ranked, lowest-priced submission, it would have done so pursuant to the provisions of staff delegated authority under the City's purchasing bylaw. As the delegated authority provisions can no longer be satisfied, City staff must now present a recommendation to award which requires Council approval.

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 delegated authority is not present, the award must be approved by separate report to Council.

March 24, 2015

Page 2 of 4

**Recommendation:**

**That** Bubbles Cleaning Services Inc. be awarded a one year contract for janitorial services (RFP F31-TFES-FMCS-2014-16) commencing April 15, 2015 ending April 14, 2016 for buildings located at 1211 John Counter Blvd., 85 Lappan’s Lane, 91 Lappan’s Lane and 95 Lappan’s Lane, in the amount of \$128,700 per year plus HST; and

**That** the Mayor and Clerk be authorized to execute the contract in a form satisfactory to the Director of Legal Services.

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,  
Transportation, Facilities &  
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

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

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

March 24, 2015

Page 3 of 4

**Options/Discussion:**

The Facilities Maintenance and Construction Services Department issued a Request for Proposals (RFP) requesting submissions for the provision of janitorial services at 1211 John Counter Boulevard (municipal office building), 85 Lappan's Lane (Utilities Kingston building), 91 Lappan's Lane (Utilities Kingston service centre warehouse) and 95 Lappan's Lane (Utilities Kingston vehicle service and maintenance garage). Four bids were received and evaluated by staff using the following criteria:

Pricing and Related Costs	45%
Methodology of Provision of Proposed Services	35%
Company Profile and References	15%
Accessibility Standards for Customer Service, Ontario Regulation 429/7	5%

The results of the evaluation were as follows:

Rank	Proponent	Annual Price (Excluding HST)
1	Service Master Clean of Kingston	\$121,483.00
2	Bubbles Cleaning Services Inc.	\$128,700.00
3	Glacier Maintenance Ltd.	\$151,920.00
4	Janiking The King of Clean	\$210,647.76

The submission of Service Master Clean of Kingston Contract Services (Service Master Clean) received the highest ranking as well as offered the lowest price. As the purchasing bylaw provisions of staff delegated authority to award the contract would have been met, the successful proponent would have been awarded the contract without staff having to obtain Council approval.

Prior to entering into a contract with Service Master Clean, staff received a request to have its submission withdrawn. City staff has agreed to the withdrawal and is recommending the award of contract to the second highest-ranked, second-lowest priced submission. As the purchasing bylaw conditions for delegated authority are no longer satisfied, Council approval is required to award the contract.

Bubbles Cleaning Services Inc. received the next highest ranking and as well represents the second-lowest price. It is a reputable company that has successfully provided services to the City in the past and therefore is being recommended by staff.

March 24, 2015

Page 4 of 4

**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 approved in the 2015 operating budget to proceed with award of contract for this service and the portion of cost for services which overlaps to the 2016 calendar year will form part of that year's operating budget submission.

**Contacts:**

Therol Peterson, Manager, Facilities Management & Construction Services – Ext. 1291

**Other City of Kingston Staff Consulted:**

Alan McLeod, Senior Legal Counsel, Legal Services

**Exhibits Attached:**

N/A