

HALIFAX

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Item No. 11.1.11
Halifax Regional Council
August 31, 2021

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed by 

Jacques Dubé, Chief Administrative Officer

DATE: August 17, 2021

SUBJECT: Award - Request for Quotation 21-356, Janitorial Services – Multiple Sites

ORIGIN

This report originates with the requirement to provide Janitorial Services to various HRM locations. This falls under the 2021-22 and future years' budget of Facility Maintenance & Operations.

LEGISLATIVE AUTHORITY

The Municipality may spend money for municipal purposes in accordance with section 79A of the HRM Charter. The recommended contract award complies with all of the pre-requisites for awarding contracts as set out in section 26 of Administrative Order 2020-004-ADM, the *Procurement Administrative Order*.

Section 28 of the *Procurement Administrative Order*, provides that Halifax Regional Council may approve contract awards of any amount.

RECOMMENDATION

It is recommended that Halifax Regional Council award RFQ 21-356, Janitorial Services – Multiple Sites, for a five-year total cost of \$3,437,252 as follows:

1. Seascope Building Maintenance Inc. for a five-year total price of \$706,294, net HST included, for Group 1;
2. Imperial Cleaners Ltd. for a five-year total price of \$884,085, net HST included, for Group 2;
3. Elejorde Cleaning Services Inc. for a five-year total price of \$526,644, net HST included, for Group 3;
4. Imperial Cleaners Ltd. for a five-year total price of \$927,071, net HST included, for Group 4; and
5. Elejorde Cleaning Services Inc. for a five-year total price of \$393,158, net HST included, for Group 5.

Funding is available from Facility Maintenance & Operations Cost Centre W200, as outlined in the Financial Implications section of this report.

BACKGROUND

RFQ 21-356, Janitorial Services - Multiple Sites, is for a five-year period. Facilities Maintenance & Operations has transitioned to a five-year term contract from a three-year plus two option year format. This change supports improved budget forecasting as well as provides increased security for the vendors.

The RFQ is subject to the Living Wage requirements described in Section 8 of Halifax Regional Municipality’s Supplier Code of Conduct.

The Contractor is responsible for supplying all necessary equipment, labour and materials. Janitorial service contracts are performance based and the Contractor is required to adhere to cleaning schedules and quality standards outlined in the RFQ. An information sheet is provided to the vendor for each location included in this RFQ which includes hours of operation and site-specific requirements.

Contractor compliance is monitored through a Monitoring Program developed by Facilities Maintenance & Operations. This includes regularly scheduled cleaning inspections and requirements to address deficiencies in non-compliant inspections.

The quotations were evaluated by group. The locations included in each group in this tender are as follows:

Group 1	
Fire Station 09 Metropolitan Ave.	1 Metropolitan Ave., Lower Sackville
Bedford Lion’s Club Pool	277 Shore Dr., Bedford
Gordon R. Snow Community Centre	1359 Fall River Rd., Fall River
Group 2	
HRM Fleet Repair Centre	150 Thornhill Dr., Dartmouth
Turner Drive Depot	11 Turner Dr., Dartmouth
Fire Fleet Maintenance	196 Waverley Rd., Dartmouth
Group 3	
Emera Oval Pavillion	5775 Cogswell St., Halifax
The Commons Pavillion (Lower Level)	5816 Cogswell St, Halifax
Larry O’Connell Playground	6691 Fourth St., Halifax
Isleville Street Playground	3460 Isleville St., Halifax
Group 4	
George Dixon Recreation Centre	2501 Gottingen St., Halifax
Chocolate Lake Community Centre	14 Purcells Cove Rd., Halifax
Group 5	
Cowie Hill Depot	375 Cowie Hill Rd., Halifax
Fire Station 07 Knightsridge	45 Knightsridge Dr., Halifax
Adventure Earth Centre	68 Parkhill Rd., Halifax

DISCUSSION

The RFQ was called and posted to the Province of Nova Scotia’s Procurement website on July 8, 2021 with a closing date of August 3, 2021.

Bids were received as an annual lump sum. Bidders were not required to bid on all Groups.

Bidders were required to provide an hourly service rate for service requests over and above the contract deliverables. The total bid includes a five-year fixed rate for scheduled services and a five-year (hourly) rate for requested services over and above the contract. Evaluation was based on the total bid.

Bids were received from five (5) companies as follows:

Group 1

Contractor Name	Total Bid (net HST included)
Seascope Building Maintenance Inc.	\$ 706,294
Imperial Cleaners Ltd.	\$ 712,346
Dexterra Integrated Facilities Management	\$1,378,112

Group 2

Contractor Name	Total Bid (net HST included)
Imperial Cleaners Ltd.	\$ 884,085
Dexterra Integrated Facilities Management	\$1,139,192
ZM Supreme Cleaning Services Ltd.	\$1,182,147
Seascope Building Maintenance Inc.	\$1,343,795

Group 3

Contractor Name	Total Bid (net HST included)
Elejorde Cleaning Services Inc.	\$ 526,644
Seascope Building Maintenance Inc.	\$1,415,525

Group 4

Contractor Name	Total Bid (net HST included)
Imperial Cleaners Ltd.	\$ 927,071
Dexterra Integrated Facilities Management	\$ 941,247
ZM Supreme Cleaning Services Ltd.	\$1,133,133

Group 5

Contractor Name	Total Bid (net HST included)
Elejorde Cleaning Services Inc.	\$ 393,158
Seascope Building Maintenance Inc.	\$ 570,000
Imperial Cleaners Ltd.	\$ 572,478
ZM Supreme Cleaning Services Ltd.	\$ 819,492

FINANCIAL IMPLICATIONS

Based on the one-year bid price of \$135,453 plus net HST of \$5,806 for Group 1, \$169,550 plus net HST of \$7,267 for Group 2, \$101,000 plus net HST of \$4,329 for Group 3, \$177,794 plus net HST of \$7,620 for Group 4, and \$74,800 plus net HST of \$3,206 for Group 5, funding is available in Facility Maintenance & Operations Cost Centre W200.

Funding for years two (2) to five (5) will be accommodated through future approved operating budgets. Budget availability for costs has been confirmed by Finance.

Group 1 - SEASCAPE BUILDING MAINTENANCE INC.

Location	Total 5-Year Cost (net HST incl.)	
Fire Station 09 Metropolitan Ave.	\$ 54,794	
Bedford Lion's Club Pool	\$ 202,041 *	
Gordon R. Snow Community Centre	\$ 404,082	
Hourly Rate	\$ 45,377	
TOTALS	\$706,294	5.6% increase from previous * excludes Bedford Lions club pool

Group 2 - IMPERIAL CLEANERS LTD.

Location	Total 5-Year Cost (net HST incl.)	
HRM Fleet Repair Centre	\$ 399,520	
Turner Drive Depot	\$ 361,977	
Fire Fleet Maintenance	\$ 94,170	
Hourly Rate	\$ 27,418	
TOTALS	\$ 884,085	185% increase from previous

Group 3 - ELEJORDE CLEANING SERVICES INC.

Location	Total 5-Year Cost (net HST incl.)	
Emera Oval Pavillion	\$ 366,044	
The Pavillion (Lower Level)	\$ 36,500	
Larry O'Connell Playground	\$ 43,800	
Isleville Street Playground	\$ 43,800	
Hourly Rate	\$ 36,500	
TOTALS	\$ 526,644	22% decrease from previous

Group 4 - IMPERIAL CLEANERS LTD.

Location	Total 5-Year Cost (net HST incl.)	
George Dixon Recreation Centre	\$ 433,997	
Chocolate Lake Community Centre	\$ 464,657	
Hourly Rate	\$ 28,417	
TOTALS	\$ 927,071	94.4% increase from previous

Group 5 - ELEJORDE CLEANING SERVICES INC.

Location	Total 5-Year Cost (net HST incl.)	
Cowie Hill Depot	\$ 219,000	
Fire Station 07 Knightsridge	\$ 43,800	
Adventure Earth Centre	\$ 93,858	
Hourly Rate	\$ 36,500	
TOTALS	\$ 393,158	.05 % decrease from previous

Overall increase 100.18% due to living wage, increase in costs for cleaning, cleaning supplies and menstrual products.

This RFQ was estimated in the Approved 2021/22 Operating Budget (W200) at \$3,447,594 (net HST included) for the five-year term.

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this report. The risks considered rate is low. To reach this conclusion, consideration was given to financial, legal and compliance, and service delivery risks.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Council may choose to not award this contract however this work is required to ensure clean and safe facilities.

ATTACHMENTS

None.

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

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