

HALIFAX

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Item No. 15.1.1
Halifax Regional Council
November 23, 2021

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY:

Original Signed by 

Jacques Dubé, Chief Administrative Officer

DATE: October 29, 2021

SUBJECT: **Award - Request for Quotation 21-405, Janitorial Services – Sackville Sports Stadium**

ORIGIN

This report originates with the requirement to provide Janitorial Services to the Sackville Sports Stadium. 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 21-405, Janitorial Services – Sackville Sports Stadium to Imperial Cleaners Ltd. for a five-year total cost of \$1,714,337, net HST included.

BACKGROUND

RFQ 21-405, Janitorial Services - Sackville Sports Stadium, is for a five-year period January 1, 2022 to February 28, 2027 for a total of 62 months. To modify the start date for future janitorial contracts from January 1, year 1 was extended to 14 months as follows:

- Year 1 January 1, 2022 – February 28, 2023 (14 months)
- Year 2 March 1, 2023 – February 29, 2024* (leap year)
- Year 3 March 1, 2024 – February 28, 2025
- Year 4 March 1, 2025 – February 28, 2026
- Year 5 March 1, 2026 – February 28, 2027

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 the facility which includes hours of operation and site-specific requirements.

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

DISCUSSION

The RFQ was called and posted to the Province of Nova Scotia's Procurement website on October 4, 2021 with a closing date of October 28, 2021.

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

Bids were received as an annual lump sum for labour and for materials.

In addition to a fixed rate cost per annum for Janitorial services, bidders were required to provide an hourly rate for janitorial services provided over and above the contract deliverables. Evaluation was based on the sum of the five-year fixed rate and an estimated hourly service rate. A standing offer will be established for hourly rate service at the rates submitted for use on an as required basis.

Bids were received from four (4) companies as follows:

Contractor Name	Total Bid, net HST included
Imperial Cleaning Ltd.	\$ 1,714,337
ZM Supreme Cleaning Services Ltd.	\$ 2,073,310
Elejorde Cleaning Services Inc.	\$ 2,404,835
Dexterra Integrated Facilities Management	\$ 2,810,490

FINANCIAL IMPLICATIONS

Based on the **one-year fixed term bid price** of \$ 379,455, net HST included, funding is available in Facility Maintenance & Operations cost centre Z112.

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

Site	Address	Total 5-Year Cost (net HST incl.)	Variance from Previous
Sackville Sports Stadium	409 Glendale Ave Lower Sackville	\$ 1,680,444	8 % *
Variable Costs		\$ 33,893	
TOTAL		\$ 1,714,337	

* Current costs were pro-rated to 62 months in this calculation

The RFQ was estimated in the Approved 21/22 Operating Budget (Z112) at \$2,146,206 (net HST incl.) for a 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

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

ATTACHMENTS

No attachments.

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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