

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** July 24, 2023  
**TO:** Mayor and Council  
**FROM:** Jim Gordon, P.Eng., Director, Engineering and Municipal Operations  
**SUBJECT:** Contract Award for Janitorial Services and Supplies (3 Year Term)

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**RECOMMENDATIONS**

THAT Council receive for information the corporate report dated July 24, 2023, from the Director of Engineering and Municipal Operations, titled “Contract Award for Janitorial Services and Supplies (3 Year Term);” and

1. Approve the award of a janitorial services and supplies (3-year term) contract to EnviroSafe Janitorial Inc. in the amount of \$1,357,750.50 (excluding GST).
  2. Authorize the Director of Engineering and Municipal Operations to execute all contract documentation required for the project.
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**EXECUTIVE SUMMARY**

The purpose of this report is to obtain Council’s approval to award a contract for janitorial services and supplies.

**PAST PRACTICE / POLICY / LEGISLATION**

The Council Policy #301 – “Procurement Policy” requires Council approval for contracts with values exceeding \$250,000.

**ANALYSIS**

The City posted a Request for Proposal (RFP #WR23-015) on May 12, 2023 for a 3-year janitorial services and supplies contract. This contract can be extended by two additional 1-year terms for a maximum contract term of five (5) years. The RFP closed on June 6, 2023. The City received six (6) proposals as shown in Table 1.

Table 1: Bid Summary

<b>Company</b>	<b>Janitorial Services</b>	<b>Janitorial Supplies</b>	<b>Annual Total</b>
EnviroSafe Janitorial	\$411K	\$42K	\$453K
Seneca Building Maintenance	\$445K	\$35K	\$480K
East West Building Maintenance	\$482K	\$48K	\$530K
Nutech Facility Services	\$519K	\$42K	\$561K

Dynamic Facilities Services	\$617K	\$56K	\$673K
Eco-Giants Construction Cleaning	\$2,038K	\$39K	\$2,077K

The RFP includes the cleaning of washrooms along the waterfront and at Centennial Park as well as public facility cleaning at the City Hall, RCMP, Kent Street Activity Centre, Centre for Active Living, the Library, and White Rock Community Centre. The Centennial Arena and Fire Hall are not part of the scope of services. These two facilities are serviced by in-house staff.

Staff conducted a technical evaluation of the four (4) shortlisted proposals that are within the City’s operating budget and based on the evaluation criteria outlined in Table 2.

Table 2: Evaluation Criteria

Criteria Description		Criteria Weighting
a)	Price	45%
b)	References and Company History	15%
c)	Products and Services	10%
d)	Warranties	5%
e)	Company Personnel	10%
f)	Added Value	10%
g)	Suitability for City	5%
<b>Total</b>		<b>100%</b>

All the shortlisted proponents presented well during the interview process. However, EnviroSafe Janitorial received the highest overall score due to their competitive pricing, as well as positive feedback from the City of Penticton. They have experience in serving public institutions throughout Western Canada with adequate staff holding Reliability Status Security Clearance for the RCMP facility. Additionally, they received Cleaning Industry Management Standard: Green Building (CIMS GB) certificate from ISSA and COR certificate from Government of Alberta.

On the basis of overall best value, staff recommends awarding the janitorial services contract to EnviroSafe Janitorial Inc.

**FINANCIAL IMPLICATIONS**

The 2023 to 2027 Financial Plan provides an annual budget of \$507.7K for janitorial services and \$41.1K for janitorial supplies for a combined amount of \$548.8K in 2023.

Assuming a contract start date of September 1, 2023, the projected cost for the year, incorporating the current janitorial contract, is approximately \$518K, which is \$31K under the current year budget.

Beginning in 2024 (first full year of the contract), the projected annual cost is \$453K, which is a saving of \$96K. The saving can be used as a contingency to cover the risks mentioned in the Risks Management section.

The Director of Financial Services has reviewed this report and concurs that the above 2023 funding sources are available and appropriate for this purpose.

**RISK MANAGEMENT**

The quantity of supplies in the contract are estimated based on average usage in City facilities and may increase or decrease based on actual usage.

It is also anticipated that additional unscheduled janitorial services will be required for special events, emergency cleaning, capital construction clean up, etc.

**CONCLUSION**

It is recommended that council authorize approval of this contract award to EnviroSafe Janitorial Inc. in the amount of \$1,357,720.50.

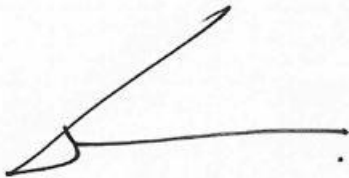
Respectfully submitted,

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Jim Gordon, P.Eng.  
Director, Engineering and Municipal Operations

**Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.

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Guillermo Ferrero  
Chief Administrative Officer