

Staff Report to Council

Title: Cleaning Services Contract Award – CS- 2023-18

Report Number: Parks & Facilities-2024-02

Director: Community Services

Manager: Manager.

Meeting Date:
Wednesday, January 24, 2024

Date to be considered by Council:
Wednesday, January 24, 2024

Recommendation:

That Council award the contract for Cleaning Services of Various Municipal Facilities to Clean Crysta Services Inc in the amount of \$174,555 for a 3-year term.

Executive Summary:

Council is being asked to award the proposal to the highest scoring bidder, Clean Crysta Services Inc., in the amount of \$174,555 over a 3-year term (\$58,185 annually). A total of 4 bid submissions were received for this Request for Proposals.

Strategic Priorities:

D.14-Ensure the organization has the optimal number of engaged human resources to support municipal operations and deliver excellent services

Financial Considerations:

The 2024 operating budget for 7 municipal buildings, including the Municipal Administration Centre (MAC), allocates \$61,700.00 for cleaning services annually. The low bid of \$174,555.00 over a 3-year term will realize an annual cost of \$58,185.00, garnering an annual savings of \$3,515.00 across the 7 facilities.

Policy:

GG.2.17 Purchasing and Procurement Policy

Context and Background Information:

The Municipality initiated a Request for Proposals (RFP) process for cleaning services for the following municipal facilities for a 3-year term:

- Municipal Administration Centre
- Ward 1 Shop
- Ward 2 Shop
- Ward 3 Shop
- Water Plant
- Kincardine Library
- Kincardine Cemetery Office

Proposals were evaluated based on criteria set out in the RFP including experience, capacity, and pricing. The RFP closed on December 5, 2023, and in total there were 4 bid submissions received.

Staff is recommending that the contract be award to the highest scoring bidder, Clean Crysta Services Inc., in the amount of \$174,555 over a 3-year term (\$58,185 annually).

Consultation Overview:

N/A

Origin:

Operating Budget

Implementation Considerations:

Currently, there is a service provider that provides cleaning services for the 7 municipal facilities included in this RFP. This provider administers this service outside of a formal contract, on a scheduled basis. The preferred provider will need time to mobilize staff and equipment. This transition period is anticipated to take 30 days after the award of the contract.

Risk Analysis:

The operations staff in the Community Services Department do not have the capacity to provide cleaning of these additional facilities. In the absence of a cleaning service provider, it is likely that the cleaning standards would fall in these facilities resulting in public complaints, as well as health and safety concerns for staff.

Attachments: None

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