

**Date:** 2020-12-21

**Subject:** **Begin Procurement Report - Janitorial Services For various Facilities for a two (2) year period. (File ACX.JS)**

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**Report Number:** Public Works & Engineering-2021-052

**Recommendations:**

1. That the report titled: Begin Procurement Report Update – Janitorial Services for various Facilities for a two (2) year period (File ACX.JS), to the Committee of Council Meeting of January 20<sup>th</sup> , 2021, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for Janitorial Services for various Facilities for a two (2) year period.

**Overview:**

- **Council approved a request to begin procurement for janitorial services at its Council Meeting of July 8, 2020 (Resolution # R172/2020).**
- **The report outlined the services to be provided at various City facilities that include Facilities Operations & Maintenance, Parks, Recreation and Fire.**
- **The purpose of this report is to update the begin procurement report to include Transit Facilities in the Request for Proposal and obtain Council authorization to commence the procurement for Janitorial Services for various Facilities (Facilities Operation & Maintenance, Parks, Recreation, Fire and Transit) for a two (2) year period.**
- **The Request for Proposal will be divided into two groups, which will be awarded to two different vendors.**

**Background:**

The City manages its cleaning of various Facilities Operations & Maintenance (FOM), Fire, Parks, Recreation and Transit facilities by way of contracted janitorial services. Currently there are two separate contracts to manage these services. One contract is utilized by FOM, Fire, Parks and Recreation. This current contract for janitorial services will terminate in the Spring of 2021. The Contract Services team is currently updating and preparing a new contract for the FOM, Fire, Parks and Recreation stakeholders. The second Janitorial Services contract is utilized by Brampton Transit and the contract term is set to expire on February 28<sup>th</sup>, 2021. As a result, the City is seeking to commence procurement with one Request for Proposal that will be divided into two groups, which will include all City facilities and awarded to two different vendors. This contract term will be for a two (2) year period with the renewal options for two additional one year periods.

Council approved a request to begin procurement for janitorial services for FOM, Parks, Recreation and Fire at its Council Meeting of July 8, 2020 (Resolution # R172/2020).

**Current Situation:**

The COVID pandemic has drastically changed cleaning and disinfecting industry standards, as well as public and stakeholder expectations. In order to address these new service level requirements, the Contract Services team is currently revising and editing a large portion of the contract document including, rewriting the scope of work in order to capture new service level requirements and align with industry standards for disinfection. In order to ensure that janitorial services are provided in a consistent manner at all City facilities for all stakeholders, the decision was made to engage Transit Operations and integrate the two contracts into one RFP. As a result, the City is seeking to commence procurement with one Request for Proposal that will be divided into two groups, which will include all City facilities and awarded to two different vendors. This contract term will be for a two (2) year period with the renewal options for two additional one year periods.

**Corporate Implications:**Purchasing Comments:

A public procurement process will be conducted and the submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Financial Implications:

This service will be funded through various operating cost centers throughout the Corporation. Departmental staff will ensure that sufficient funds are requested through the subsequent budget submissions for this contract, subject to Council approval.

Other Implications:

**Term of Council Priorities:**

Term of Council Priorities are the steps to move our city towards that goal over the next four years. Brampton is a Well-Run City Continuously improving the day-to-day operations of the corporation by streamlining service delivery, effectively managing municipal assets, and leverage.

Living the Mosaic – 2040 Vision

This report aligns with the 2040 Vision by streamlining service delivery and effectively managing municipal assets as a well-run city.

**Conclusion:**

This report recommends that the Purchasing Agent be authorized to commence the procurement as described in this report.

Authored by:

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**Attachments:**

Appendix 1 – Janitorial Services Contract Locations – Two Groups