Minutes – Executive Policy Committee – July 9, 2014

Minute No. 476
Report – Standing Policy Committee on Downtown Development, Heritage and Riverbank Management – July 7, 2014

Item No. 2 **Award of Contract for the Provision of Building Cleaning Services for 251 Donald Street (Millennium Library Building and Skywalk Bridges), Bid Opportunity 142-2014 (Fort Rouge-East Fort Garry Ward)**

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Downtown Development, Heritage and Riverbank Management and submitted the following to Council:

1. That a contract for Provision of Building Cleaning Services at 251 Donald Street (Millennium Library Building and Skywalk Bridges) for the period from August 1, 2014 to July 31, 2016, be awarded to Polar Building Cleaning (2001) Ltd., the bidder who submitted the most advantageous bid, in the amount of $371,694.96 plus GST and MRST.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report – Standing Policy Committee on Downtown Development, Heritage and Riverbank Management – July 7, 2014

DECISION MAKING HISTORY:

Moved by Councillor Pagtakhan,

That Rule 10(3) of The Procedure By-law No. 50/2007 be suspended in order that the following item, which was received less than 96 hours preceding the committee meeting, be considered by Committee.

Carried

Moved by Councillor Pagtakhan,

That the recommendation of the Standing Policy Committee on Downtown Development, Heritage and Riverbank Management be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On July 7, 2014, the Standing Policy Committee on Downtown Development, Heritage and Riverbank Management concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: **Award of Contract for the Provision of Building Cleaning Services for 251 Donald Street (Millennium Library Building and Skywalk Bridges), Bid Opportunity 142-2014**

Critical Path: **Standing Policy Committee on Downtown Development, Heritage and Riverbank Management - Executive Policy Committee - Council**

AUTHORIZATION

Author	Department Head	CFO	CAO
B. Erickson	B. Thorgrimson	M. Ruta	M. Jack A/CAO

RECOMMENDATIONS

That a contract for Provision of Building Cleaning Services at 251 Donald Street (Millennium Library Building and Skywalk Bridges) for the period from August 1, 2014 to July 31, 2016 be awarded to Polar Building Cleaning (2001) Ltd., in the amount of $371,694.96 plus GST and MRST, the bidder who submitted the most advantageous bid.

REASON FOR THE REPORT

As the total conditional amount to be paid by the City pursuant to the contract is for a purchase that obligates the City to expenditures on future budgets, Council must approve the award of contract pursuant to B8.2.3 of the Materials Management Policy.

Bid Opportunity 142-2014 erroneously omitted the contract language that provides that the City may alter the requirements for work under the Contract. As such, Council approval is required to commit the required funds for this Contract associated with future year's budgets.

IMPLICATIONS OF THE RECOMMENDATIONS

Financial:

The total cost to the City for the total twenty-four (24) month term of the Contract is $371,694.96 plus MRST and GST where applicable.
Estimated costs before MRST and GST in each year of the Contract are as follows:

2014	$92,923.74
2015	$185,847.48
2016	$92,923.74
TOTAL	**$371,694.96**

Funds for the 2014 portion of the Contract are budgeted.

Legal (Contracts):

This is a multi-year Contract for a term of twenty-four (24) months. The City may elect to extend the Contract for three (3) mutually agreed upon one (1) year extensions. Three (3) months prior to the expiry date of the initial term of the Contract, the City will provide written notice of its intention to extend and fees for the additional year shall be negotiated at that time.

HISTORY

The City requires building cleaning services at 251 Donald Street (Millennium Library Building and Skywalk Bridges) as noted in this report. The work to be performed under the Contract consists of building cleaning for a term of twenty-four (24) months in accordance with the specifications in accordance with the Bid Opportunity 142-2014.

Bid Opportunity 142-2014 was initiated by the Planning, Property and Development Department in March 2014.

Final receipt of bids was 4:00 p.m. on March 27, 2014. Nine (9) companies submitted bids as follows:

Bidder	**Bid Price**
Polar Building Cleaning (2001) Ltd.	$ 371,694.96
J.G. Janitorial Services Ltd.	$ 379,688.40
Correia Enterprises Ltd. dba/Bee Clean	$ 418,056.91
Lisbon Cleaning Services and Supplies Ltd.	$ 447,632.64
Cox Building Cleaning Services	$ 399,672.00
PM Ventures Inc.	$ 679,442.40
Titan Building Maintenance Ltd.	$ 595,511.28
Tandem Investments dba/Jani-King of Manitoba	$ 543,553.92
4 Kleen Building Maintenance	$ 353,709.72

Bid Opportunity 142-2014 stated the award of contract shall be based on the following bid evaluation criteria:

- Compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail).

- Qualification of the Bidder and the Subcontractors, if any, pursuant to B11 (pass/fail).
  Total Bid Price 40 points
  Technical Plan in accordance with B12. 60 points

- Economic analysis of any approved alternative pursuant to B7. None of the Bidders requested analysis of an approved alternative.

Municipal Accommodations Division staff evaluated the bids submitted by the nine (9) Bidders on the basis of the above criteria.

It is recommended that the contract be awarded to Polar Building Cleaning (2001) Ltd., the responsive bidder meeting the specifications and submitting the most advantageous offer.

The Contract Administrator has met with representatives of Polar Building Cleaning (2001) Ltd. and has determined that the bidder has the ability and the resources available to perform the work outlined in Bid Opportunity 142-2014.

The requirements for Bid Security and the Execution of Formal Contracts were waived for this purchase in accordance with the authority delegated pursuant to Administrative Standard FM-002.

Bids from Polar Building Cleaning (2001) Ltd., Correia Enterprises Ltd o/a Bee Clean, and J.G. Janitorial Services Ltd. have been extended and are open for acceptance until July 31, 2014.

The previous contract was extended for three (3) months to provide time to finalize the subject new contract. The new contract start date will be August 1, 2014 to July 31, 2016.

FINANCIAL IMPACT

Financial Impact Statement **Date:** June 3, 2014

Project Name: **First Year of Program** **2014**

Approval to Award a Contract for the Provision of Building Cleaning Services for 251 Donald Street (Millennium Library Building and Skywalk Bridges)

	2014	2015	2016	2017	2018
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 100,358	$ 200,715	$ 100,358	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ 100,358	$ 200,715	$ 100,358	$ -	$ -
Less: Existing Budget Amounts	100,358	200,715	100,358	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Direct costs consist of the estimated cost of cleaning services of $371,695 plus MRST of $29,736 for the 24 month period from August 1, 2014 to July 31, 2016.

original signed by
Mike McGinn, CA
Manager of Finance

CONSULTATION

In preparing this report there was consultation with:

Materials Management Division
Legal Services Department (as to legal issues)

SUBMITTED BY

Department:	Planning, Property and Development
Division:	Municipal Accommodations
Prepared by:	Kevin McMullen
Date:	June 13, 2014
File No.:	MA2014-105

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