



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: September 16, 2024
Prepared by: Rodney Klie, Manager, Parks and Facilities
Report Number: Parks and Facilities-2024-06
Subject: Results from RFP-CS-24-003, Supply of Janitorial Services for Town of Essex Facilities
Number of Pages: 4

Recommendation(s)

That Parks and Facilities-2024-06 entitled Results from RFP for Supply of Janitorial Services for Town of Essex Facilities prepared by Rodney Klie, Manager, Parks and Facilities dated September 16, 2024, be received, and

That Council award the Supply of Janitorial Services RFP-CS-24-003 to Bee-Clean Building Maintenance until July 31, 2026, and

That Council allow the contract to be extended until 2028, pending Bee-Clean Building Maintenance fulfills the RFP requirements throughout the initial term.

Purpose

In accordance with the Town's Procurement and Purchasing By-Law Number 2129 a Request for Proposal was issued for the Supply of Janitorial Services for cleaning seven (7), Town of Essex Facilities, with an option to extend. After conducting Evaluations of all proposals and

then conducting Interviews with the top evaluated venders. Bee-Clean Building Maintenance was selected as the successful proponent.

Background and Discussion

The Town of Essex has a total of seven (7) locations requiring janitorial services, the Essex Town Hall, the Gesto Office, the Essex Recreation Complex, Fire Station 1 and 2, Essex Centre OPP Station, and the Harrow OPP Station.

A Request for Proposal following the guidelines as set out in the **Town's Procurement By-Law** Number 2129 was posted, and closed on July 03, 2024, at 3:00:00 pm.

The seven (7) proposals received by the Town were evaluated using a scoring matrix approach, taking into consideration the fee proposal, experience with similar projects, qualifications of key personnel and staff availability, understanding of the proposal scope, quality of the proposal, ability of proponents, proposal work plan and methodology. After all proposals were evaluated the top 3 venders were brought in for interviews.

The proposal evaluation and interview process included a team made up of:

- Jackson Tang, Assistant Manager, Business Services
- Cynthia Cakebread, Manager, Culture and Recreation
- Vince Murphy, Assistant Manager, Parks and Facilities
- Rodney Klie, Manager, Parks and Facilities

After evaluation of each proposal and conducting interviews, Bee-Clean Building Maintenance scored the highest. Bee-Clean addressed all areas of the scope as identified in the request for proposal. Reference checks have been performed and the Town is satisfied with the positive response.

Financial Impact

The estimated total cost of all seven facilities for one year, including all applicable taxes, as submitted by Bee-Clean Building Maintenance is \$140,029.08.

The cost for the remainder of 2024 should be covered in the 2024 approved operating budgets and the following years budgets will be adjusted accordingly. The contract will be adjusted annually based on the year over year change in the Total Consumer Price Index as published by the Bank of Canada.

Consultations

Jackson Tang, Assistant Manager, Finance and Business Services

Rodney Klie, Manager, Parks, and Facilities

Jake Morassut, Director, Community Services

Kate Giurissevich, Director, Corporate Services/Treasurer

Doug Sweet, CAO

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and** economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Results from RFP for Supply of Janitorial Services for Town of Essex Facilities - Parks and Facilities-2024-06.docx
Attachments:	
Final Approval Date:	Sep 11, 2024

This report and all of its attachments were approved and signed as outlined below:



Jake Morassut, Director, Community Services - Sep 11, 2024 - 9:12 AM



Kate Giurissevich, Director, Corporate Services - Sep 11, 2024 - 2:11 PM



Doug Sweet, Chief Administrative Officer - Sep 11, 2024 - 2:22 PM