



City of North Bay Report to Council

Report No: CORP-2022-115

Date: November 25, 2022

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

Angela Russo, CPA, CGA
Administrative Supervisor

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2022-79 Janitorial Services

Closed Session: yes no

Recommendation

That City Council approves the award of a contract to C.A. Sellers Cleaning Services Ltd., for Janitorial Services at Public Works, North Bay Transit, City Hall, Wastewater Treatment Plant, and the Water Treatment Plant in the amount of \$378,351.00 for a term of three (3) years, with an option in favour of the City to extend the agreement for two (2) additional terms of up to one (1) year each.

Background

The City and District of Nipissing Social Services Administration Board (DNSSAB) contract out for janitorial services. The current contracts are expiring.

Financial/Legal Implications

A formal bid request, which closed November 8, 2022, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Eight proposals were evaluated by the Purchasing Manager, Facility and Parking Supervisor, Public Works Administrative Supervisor, and the Director of Corporate Services with DNSSAB. The evaluation considered company overview and experience, team members experience, roles and responsibilities, equipment, scheduling, QA/QC, safety, security, and price.

The results are as follows:

Ranking	Company	Overall Score
1	C.A. Sellers Cleaning Services Ltd.	95.50
2	SQM Janitorial Services Inc.	79.84
3	2371903 Ontario Corp. o/a BINX Professional Cleaning	79.75
4	2781203 Ontario Inc.	78.95
5	Reliable Window Cleaners (Sudbury) Limited	71.04
6	Titan Building Services (a division of La Maid Inc.)	62.20
7	Kleenway Building Maintenance Services Inc.	60.37
8	Green Maples Environmental Inc.	56.07

The bid price of \$493,551.00 (plus HST) from C.A. Sellers Cleaning Services Ltd. represents a total cost of \$378,351.00 (plus HST) for City facilities and \$115,200.00 (plus HST) for DNSSAB over the initial three-year term based on the requirements outlined the RFP.

The proposal from C.A. Sellers Cleaning Services Ltd. scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Funding for janitorial services provided under this contract is managed within the operating budgets of the various departments. Sufficient funding will continue to be requested in future years.

Corporate Strategic Plan

- Natural North and Near
- Affordable Balanced Growth
- Responsible and Responsive Government
- Economic Prosperity
- Spirited Safe Community

Specific Objectives

Maintain infrastructure across the city in a good state of repair.

Options Analysis

Option 1: That City Council approves the award of a contract to C.A. Sellers Cleaning Services Ltd., for Janitorial Services at Public Works, North Bay Transit, City Hall, Wastewater Treatment Plant, and the Water Treatment Plant in the amount of \$378,351.00 for a term of three (3) years, with an option in favour of the City to extend the agreement for two (2) additional terms of up to one (1) year each.

Option 2: Do not award a contract. This option is not recommended because the service is necessary to maintain operations.

Recommended Option

That City Council approves the award of a contract to C.A. Sellers Cleaning Services Ltd., for Janitorial Services at Public Works, North Bay Transit, City Hall, Wastewater Treatment Plant, and the Water Treatment Plant in the amount of \$378,351.00 for a term of three (3) years, with an option in favour of the City to extend the agreement for two (2) additional terms of up to one (1) year each.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

Name: Angela Russo, CPA, CGA

Title: Administrative Supervisor

We concur with this report and recommendation.

Name: Domenic Schiavone

Title: Director Public Works & Parks

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Angela Russo, CPA, CGA

Title: Administrative Supervisor