

NO: R114

COUNCIL DATE: May 28, 2018

REGULAR COUNCIL

TO: Mayor & Council **DATE: May 24, 2018**

FROM: General Manager, Parks Recreation & Culture **FILE: 8000-01**

SUBJECT: Extension of Contract No. 1220-060-2015-003 Janitorial and Custodial Supplies for Recreation Facilities

RECOMMENDATION

The General Manager, Parks, Recreation & Culture recommends that the Council:

1. Approve the extension of Contract No. 1220-060-2015-003 for the period of February 15, 2018 to February 14, 2019 to A&G Supply Ltd. in the amount of \$478,400 including contingency and applicable taxes; and
2. Authorize the General Manager, Parks, Recreation & Culture to execute and sign Contract No. 1220-060-2015-003 for the remaining renewal periods of:
 - February 15, 2019 to February 14, 2020; and
 - February 15, 2020 to February 14, 2021.

In favour of the City, subject to satisfactory performance and any other related considerations by A&G Supply Ltd. to a maximum amount of \$535,000 including contingency and applicable taxes

INTENT

The purpose of this report is to obtain Council approval to execute a one (1) year extension and authorize up to two (2) additional one (1) year extensions to Contract No. 1220-060-2015-003.

BACKGROUND

The City's recreational facilities have been purchasing janitorial supplies from A&G Supply Ltd. since February 2016 to date, and staff have been fully satisfied with the contract. A&G Supply Ltd. has sufficient resources and expertise and is committed to sustainability and safety.

DISCUSSION

Amalgamation of the purchasing of cleaning products that are used throughout the City's recreation facilities (pools, arenas, halls, community and recreation centres) creates a consistent, systematic approach to facility cleanliness. The specific benefits of this Contract are as follows:

- Maximizing operational and staffing efficiency by standardizing janitorial products, equipment and procedures;
- Improving overall cleanliness at the community and recreation services facilities through consistent cleaning expectations and procedures;
- Reducing janitorial and custodial supply costs as a result of increased volume;
- Reducing the occupational health and safety incidents through standardized training and reduced number of controlled products; and
- Increasing the use of environmentally responsible products.

The Corporate Report No. R240;2015, attached as Appendix “I”, for the award of Contract No. 1220-060-2015-003 included estimates to supply all current and future facilities with janitorial supplies. Due to the challenge of amalgamating previous year expenditures at various janitorial vendors for all facilities, as well as preparing for a phased-in two year implementation, an amount for two (2) years was initially requested.

The 2018 requested amount was calculated by using the 2016/2017 annual average of \$462,000 as shown in Appendix “II”, plus CPI increases for 2016-2018 resulting in a revised amount of \$478,400, inclusive of tax and contingency.

Anticipated new facilities will add to the contract on a pro-rated basis per the target opening dates of:

- North Surrey Sport and Ice Complex (opening fall 2019);
- Cloverdale Sport and Ice Complex (opening fall 2020); and
- Clayton Community Centre will be included in the next Request for Proposal for the 2021 year as the target opening date is fall 2022.

SUSTAINABILITY CONSIDERATIONS

The subject contract extension will support the Community Theme of “Built Environment and Neighbourhoods in the City’s Sustainability Charter 2.0” in particular this Contract extension supports the following Desired Outcomes (DO):

- Buildings and Sites - DO13: Buildings are healthy and energy and resource efficient.
- Buildings and Sites - DO15: All new buildings, public places and outdoor spaces are welcoming, safe and universally accessible.

FUNDING

Custodial and janitorial supplies are currently funded in the recreation facilities operating supplies and materials budget.

CONCLUSION

Based on the above discussion, the General Manger, Parks, Recreation & Culture recommends that Council:

- Approve the extension of Contract No. 1220-060-2015-003 for the period of February 15, 2018 to February 14, 2019 to A&G Supply Ltd. in the amount of \$478,400 including contingency and applicable taxes; and
- Authorize the General Manager, Parks, Recreation & Culture to execute and sign Contract No. 1220-060-2015-003 for the remaining renewal periods of:

- February 15, 2019 to February 14, 2020; and
- February 15, 2020 to February 14, 2021.

In favour of the City, subject to satisfactory performance and any other related considerations by A&G Supply Ltd. to a maximum amount of \$535,000 including contingency and applicable taxes.

Laurie Cavan,
General Manager
Parks, Recreation & Culture

Appendix "I" – Corporate Report No. R240;2015

Appendix "II" – 2016/2017 Annual Average Cost of Janitorial Supplies

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CORPORATE REPORT

NO: **R240**

COUNCIL DATE: **December 14, 2015**

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **December 10, 2015**
FROM: **General Manager, Parks Recreation and Culture** FILE: **8000-01**
SUBJECT: **Award of Contract #1220-060-2015-003 for Provision of Janitorial and Custodial Supplies for Recreation Facilities**

RECOMMENDATION

The Parks, Recreation, and Culture Department recommend that Council:

1. Award Contract #1220-060-2015-003 to A&G Supply Ltd. in the amount of \$840,000 including GST, for the provision of janitorial and custodial supplies for recreation facilities; and
2. Set the expenditure authorization limit for Contract #1220-060-2015-003 at \$924,000 including contingency and GST.

INTENT

The purpose of this report is to obtain Council approval to award a contract to A&G Supply Ltd. to provide janitorial and custodial supplies for the recreation facilities.

BACKGROUND

Amalgamation of the purchasing of cleaning products that are used throughout the City's recreation facilities (pools, arenas, halls, community and recreation centres) will create a consistent, systematic approach to facility cleanliness. The specific benefits of this contract are as follows:

- Maximizing operational and staffing efficiency by standardizing janitorial products, equipment and procedures;
- Improve overall cleanliness at the Community and Recreation Services facilities through consistent cleaning expectations and procedures;
- Reducing janitorial and custodial supply costs as a result of increased volume;
- Reducing the Occupational Health and Safety incidents through standardized training and reduced number of controlled products; and
- Increasing the use of environmentally responsible products.

DISCUSSION

Request for Expressions of Interest (RFEOI)

A Request for Expressions of Interest (RFEOI) was conducted in July 2014 (1220-050-2014-009). Nine Expressions of Interest were received as follows:

1. A&G Supply Ltd.;
2. Acklands-Grainger Inc.;
3. Busy-Bee Sanitary Supplies Ltd.;
4. Corporate Express Canada Inc.;
5. Grand and Toy Limited;
6. Mills Stationery and Printing Co. Ltd.;
7. Swish Maintenance Limited;
8. Unisource Canada Inc.; and
9. Wood Wyant Inc.

The Pre-Solicitation Notice of Intent was advertised on the City's website and was posted on the BC Bid website. This process was designed to provide respondents with the opportunity to register with the City their interest in, and corporate profile, for the upcoming competitive procurement process.

Evaluation

The evaluation team throughout this process was comprised of staff from the Finance Department, and Community and Recreation Services.

The first stage of evaluation was to review and evaluate submissions from the nine proponents. The evaluation criteria used in the selection process to shortlist were as follows:

- Respondent Profile;
- Demonstrated Understanding of Needs;
- Qualifications Statement;
- Experience, Reputation and Resources;
- Service Capability;
- Work Plan and Resources; and
- Sustainability and Green Products.

The result of the first stage of the evaluation was a shortlist of three proponents that submitted proposals that met the criteria required. Following the first phase of the evaluation process, the three janitorial and custodial maintenance suppliers were shortlisted for the 2015 Request for Applications for Standing Offer Agreement (RFA-SOA 1220-060-2015-003).

The proponents were:

1. A&G Supply;
2. Busy Bee Sanitary Supplies Ltd.; and
3. Swish Maintenance Limited.

The second stage of the evaluation process was to thoroughly review the three shortlisted Standing Offer Agreement submissions. After this review it was determined that A&G Supply Ltd

and Swish Maintenance Limited demonstrated a strong commitment to environmentally friendly products, the best staff training modules as well as advanced online ordering capabilities and were moved to the final stage of the evaluation process.

The third stage of the evaluation process (April of 2015) included 60 minute interviews that were conducted separately with Swish Maintenance Ltd. and A&G Supply Ltd.

The fourth stage of the evaluation process was a pricing exercise that was completed by staff, comparing prices on a sampling of frequently used products. The prices were supplied by the proponents and included the City of Surrey proposed discounts.

Of the nine commonly used items sampled, A&G Supply Ltd. had the lowest price for five of the items.

It should be noted that A&G Supply Ltd. has stated that if successful, they have committed to auditing the volume of the products being used across the division for the purpose of securing additional volume discounting on highly used products.

Summary of Evaluation

Through the four stages of evaluation process the evaluation team unanimously felt that A&G Supply Ltd. has the understanding, the qualifications, experience and capability to be the janitorial supply provider to the City's recreation facilities.

The application from A&G Supply Ltd. satisfied all requirements specified in the RFA-SOA and is viewed as offering the best overall value to the City.

SUSTAINABILITY CONSIDERATIONS

The project supports the sustainability objectives of the City's Sustainability Charter:

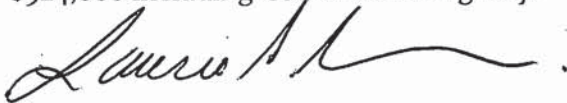
- EN5 *Green Procurement Policies and Practices*
- EN2 *Waste Reduction*

Funding

Custodial and janitorial supplies are currently funded in the recreation facilities operating budget.

CONCLUSION

The Parks, Recreation, and Culture Department recommends that Council Award Contract #1220-060-2015-003 to A&G Supply Ltd. for janitorial and custodial supplies in the amount of \$840,000 including GST; and set the expenditure authorization limit for Contract #1220-060-2015-003 at \$924,000 including GST and contingency.



Laurie Cavan
General Manager
Parks, Recreation & Culture

G. CORPORATE REPORTS

The Corporate Reports, under date of December 14, 2015, were considered and dealt with as follows:

Item No. R240 Award of Contract #1220-060-2015-003 for Provision of Janitorial
and Custodial Supplies for Recreation Facilities
File: 8000-01

The General Manager, Parks, Recreation and Culture was recommending approval of the recommendations outlined in the report.

It was

Moved by Councillor Gill
Seconded by Councillor Steele
That Council:

1. Award Contract #1220-060-2015-003 to A&G Supply Ltd. in the amount of \$840,000 including GST, for the provision of janitorial and custodial supplies for recreation facilities; and
2. Set the expenditure authorization limit for Contract #1220-060-2015-003 at \$924,000 including contingency and GST.

RES.R15-2382

Carried

Annual Average Cost of Janitorial Supplies 2016/2017

Facility	Amount 2016/2017	GST	Total 2016/2017	Annual Average
Surrey Sport and Leisure Arena	\$67,900	\$3,395	\$71,295	\$35,600
North Surrey Arena	28,600	1,430	30,030	15,000
Newton Arena	18,300	915	19,215	9,600
Cloverdale Arena	28,300	1,415	29,715	14,900
South Surrey Arena	20,300	1,015	21,315	10,700
Chuck Bailey Recreation Centre	20,000	1,000	21,000	10,500
North Surrey Pool	40,000	2,000	42,000	21,000
Bridgeview Community Centre	15,300	765	16,065	8,000
Fraser Heights Recreation Centre	22,000	1,100	23,100	11,600
Guildford Recreation Centre	47,300	2,365	49,665	24,800
Guildford Aquatics	50,000	2,500	52,500	26,300
Fleetwood Recreation Centre	34,300	1,715	36,015	18,000
Surrey Sport and Leisure Aquatics	85,000	4,250	89,250	44,600
Cloverdale Recreation Centre	37,300	1,865	39,165	19,600
Don Christian Recreation Centre	22,000	1,100	23,100	11,600
Kensington Prairie Community Centre	20,000	1,000	21,000	10,500
South Surrey Recreation and Arts Centre	42,600	2,130	44,730	22,400
South Surrey Pool	30,000	1,500	31,500	15,800
Grandview Heights Aquatics Centre	84,000	4,200	88,200	44,100
Newton Wave Pool	65,000	3,250	68,250	34,100
Newton Seniors Centre	21,800	1,090	22,890	11,300
Subtotal	\$800,000	\$40,000	\$840,000	\$420,000
Add: 10% Contingency	\$80,000	4,000	84,000	42,000
Total 2016/2017 - Estimated	\$880,000	\$44,000	\$924,000	\$462,000

Estimated Annual Cost Including Tax, Contingency, and New Facilities for 2018, 2019 and 2020

Total, inclusive of tax and contingency and CPI increases, for 2018	\$478,400
Plus: North Surrey Sport and Ice Complex (prorated 4/12 x \$43,600)	14,600
Total, inclusive of tax and contingency and CPI increases, for 2019	\$493,000
Plus: North Surrey Sport and Ice Complex (prorated 8/12 x \$43,600)	29,000
Plus: Cloverdale Sport and Ice Complex (prorated 4/12 x \$39,000)	13,000
Total, inclusive of tax and contingency and CPI increases, for 2020	\$535,000