

NO: R049

COUNCIL DATE: March 8, 2021

REGULAR

TO: **Mayor & Council** DATE: **March 3, 2021**

FROM: **General Manager, Policing Transition** FILE: **7400-01**

SUBJECT: **Award of Contract No. 1220-040-2020-061 for Janitorial and Custodial Maintenance Services – Police Facilities**

RECOMMENDATION

The Policing Transition Department recommends that Mayor and Council:

1. Receive this report for information;
2. Award Contract No. 1220-040-2020-061 to Acom Building Maintenance Ltd. for annual janitorial and custodial maintenance services for identified police facilities for a one-year term in the amount of \$560,000 (including contingency and applicable taxes);
3. Approve the option to extend the Contract No. 1220-040-2020-061 for up to four additional one-year terms, at the City's discretion to provide annual janitorial and custodial maintenance services;
4. Set the annual expenditure authorization limit for Contract No. 1220-040-2020-061 at \$630,000 (including GST and contingency) plus annual CPI increases; and
5. Authorize the General Manager, Policing Transition Department, to execute Contract No. 1220-040-2020-061 and approve all optional extensions related to Contract No. 1220-040-2020-061 within the approved annual expenditure authorization limit subject to satisfactory service provision by Acom Building Maintenance Ltd.

INTENT

The purpose of this report is to obtain approval to award the Contract No. 1220-040-2020-061 (the "Contract") to Acom Building Maintenance Ltd. For a one-year term for the provision of annual janitorial and custodial maintenance services ("the Services") for police facilities, with an option of up to four additional one-year terms at the City's discretion.

BACKGROUND

The Services are to be provided to police facilities that include: the main office, annex buildings, cell block, district offices, Surrey Outreach Team Trailer and West Main building. The Contract is for a one-year period with the option for up to four additional one-year terms at the City's sole discretion.

The Services have been divided into the following packages:

- Package A - Main Detachment Building, Annex Building;
- Package B - Cell Block;
- Package C - Surrey Outreach Team Trailer;
- Package D - District 1 City Centre – Whalley District Office;
- Package E - District 2 Guildford - Fleetwood District Office;
- Package F – District 3 Newton;
- Package G - District 4 Cloverdale;
- Package H - District 5 South Surrey; and
- Package I - West Main Detachment.

DISCUSSION

Police Transition

Following the transition of police services from the Surrey RCMP to the Surrey Police Service (“SPS”), all current police facilities will continue to be utilized for police operations. The City will retain responsibility for maintenance of these facilities once they have transitioned to the SPS.

Procurement Process

Through a preceding request for expressions of interest/statements of qualification, the following were identified as eligible to participate in a further competitive procurement process:

- Acom Building Maintenance Ltd.;
- Alpine Building Maintenance Inc.; and
- Nutech Facility Services Ltd.

In October 2020, a Request for Quotations (“RFQ”) Ref. #1220-040-2020-061 was issued to the above prequalified Contractors for the provision of janitorial and custodial maintenance services for police facilities.

RFQ Results

CONTRACTOR	PROPOSED AMOUNT (including all applicable taxes) (FOR ALL PACKAGES)
Acom Building Maintenance Ltd.	\$507,947.00
Alpine Building Maintenance Inc	\$703,952.16
Nutech Facility Services Ltd.	\$744,733.68

Evaluation

The City's evaluation team, which included staff from the Surrey RCMP, Policing Transition and Finance Department, reviewed the quotations for accuracy and completeness. After a thorough review and evaluation of all the submissions, followed by an interview process with the prequalified Contractors, the Evaluation Team recommends Acom Building Maintenance Ltd. as the preferred Contractor based on its reputation of providing reliable and consistent janitorial and custodial maintenance services for police facilities.

The Quotation from Acom Building Maintenance Ltd. satisfied all the requirements specified in the RFQ and is viewed as offering the best overall value to the City.

Acom Building Maintenance Ltd.'s past performance on the services provided has been satisfactory. They have no outstanding legal claims against the City and continue to provide the best overall value to the City. It is recommended that Acom Building Maintenance Ltd be awarded the Contract No. 1220-040-2020-061.

Funding

Funding for this Contract is available in the approved RCMP Support Services Operating Budget for 2021.

SUSTAINABILITY CONSIDERATIONS

The work of the Policing Transition Department supports the objectives of the City's Sustainability Charter 2.0. In particular, this project supports the Sustainability Charter 2.0 theme of Public Safety. Specifically, this project supports the following Desired Outcome ("DO") and Strategic Direction ("SD"):

- Public Safety SD3: Ensure programs, policies and initiatives exist along the public safety continuum, and support the entire community.

CONCLUSION

The Policing Transition Department recommends that Council award Contract No. 1220-040-2020-061 to Acom Building Maintenance Ltd. for annual janitorial and custodial maintenance services for police facilities for a one-year term with an option of up to four additional one-year terms at the City's discretion.

Original signed by

Terry Waterhouse
General Manager, Policing Transition