

NO: R154

COUNCIL DATE: July 26, 2021

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## REGULAR COUNCIL

**TO: Mayor & Council** **DATE: July 22, 2021**

**FROM: General Manager, Parks, Recreation & Culture** **FILE: 0710-07**

**SUBJECT: Award of Contract No. 1220-060-2020-007 Provision of Janitorial and Custodial Supplies at Parks, Recreation & Culture Facilities**

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## RECOMMENDATION

The Parks, Recreation, & Culture Department recommends that Council:

1. Award Contract No. 1220-060-2020-007 to A&G Supply Ltd. for the provision of janitorial and custodial supplies for use at Parks, Recreation & Culture facilities for a one-year term in the amount of \$554,600 (including GST and PST);
2. Approve the option to extend Contract No. 1220-060-2020-007 for four additional one-year terms at the City's discretion to provide janitorial and custodial supplies for use at Parks, Recreation & Culture facilities;
3. Set the expenditure authorization limit for Contract No. 1220-060-2020-007, and subsequent one-year terms at \$610,000 (including all applicable taxes and contingency) plus annual Consumer Price Index ("CPI") rate adjustments; and
4. Authorize the General Manager, Parks, Recreation & Culture to execute Contract No. 1220-060-2020-007 and approve up to four optional one-year term extensions related to Contract No. 1220-060-2020-007 within the approved annual expenditure authorization limit of \$610,000 (including all applicable taxes and contingency), plus annual CPI rate adjustments.

## INTENT

The purpose of this report is to obtain Council's approval to award a Contract for the provision of janitorial and custodial supplies for use at Parks, Recreation & Culture ("PRC") facilities to A&G Supply Ltd.

## BACKGROUND

PRC uses a common commodity of janitorial and custodial supplies at all of its facilities in order to maintain a consistent and high standard of cleanliness within all facilities including indoor pools, arenas, recreation centres, arts and culture buildings and outdoor parks washrooms.

## DISCUSSION

The purchasing of cleaning products that are used throughout PRC facilities (parks, pools, arenas, halls, community and recreation centres and cultural venues) creates a consistent, systematic approach to facility cleanliness. The specific benefits of this approach are:

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

### **Request for Applications for Standing Offer Agreement (“SOA”)**

A request for Applications for Standing Offer Agreement (“SOA”) was initiated in December 2020 (Solicitation No. 1220-060-2020-007). Eight submissions were received as follows:

1. A&G Supply Ltd.
2. Alpha Cleantech Labs Inc.
3. Eco Sanitizer
4. Fusion UV-Clean
5. ICS Clean Supplies Ltd.
6. Swish Maintenance Ltd.
7. Transtar Sanitation Supply Ltd.
8. Wood Wyant Canada Inc.

## EVALUATION

The evaluation team throughout this process was comprised of staff from the Finance Department and PRC Department.

The first stage of evaluation was to review and evaluate submissions from the eight proponents to determine which proponent offers the best overall value to the City. The evaluation criteria used in the selection process were as follows:

- Experience (Resources, references and reporting capability);and
- Financial (Overall value).

Based on the initial evaluation, four proponents were shortlisted:

1. A&G Supply Ltd.
2. ICS Clean Supplies Ltd.
3. Swish Maintenance Ltd.
4. Wood Wyant Canada Inc.

Additionally, the City issued two Requests for Additional Information to all proponents in order to have a better analysis of the discounts provided in their submission and to effectively compare between submissions. The City requested pricing details on a cross section of commonly purchased, high-dollar value items used in PRC facilities.

### **Summary of Evaluation**

Upon evaluating all submissions against the criteria outlined above, the evaluation team determined that A&G Supply Ltd. demonstrated overall best value for the City of Surrey. The evaluation team reviewed the pricing details provided by each respondent and based on the City's cost analysis of the top 10 commonly used items in PRC facilities, which comprised 71% of the estimated annual total costs, it was determined that A&G Supply Ltd had the lowest price. Additionally, A&G Supply Ltd.'s application also illustrates value added services that contribute to ongoing savings for the City in staff labour, efficiencies and enhanced workplace safety over the course of the Contract.

A&G Supply Ltd. is the incumbent contractor. All completed Contractor Performance Assessment Reports from the previous contract period have had exceptional or very good ratings and A&G Supply Ltd. has met or exceeded expectations since being awarded the previous contract in 2016. The evaluation team unanimously determined that A&G Supply Ltd. has the understanding, qualifications, experience, resources and capability to be the janitorial supply provider to the City's PRC facilities.

### **Legal Services Review**

This report has been reviewed by Legal Services and they have no concerns.

### **SUSTAINABILITY CONSIDERATIONS**

The work of this Contract supports the objectives of the City's Sustainability Charter 2.0. In particular, this work relates to Sustainability Charter 2.0 themes of Built Environment and Neighbourhoods, Infrastructure, Materials and Waste, and Economy. Specifically, this project supports the following Desired Outcomes ("DO") and Strategic Directions ("SD"):

- DO13: Buildings are healthy and energy and resource efficient;
- DO15: All new buildings, public places and outdoor spaces are welcoming, safe and universally accessible;
- DO2: Infrastructure systems provide safe, reliable and affordable services;
- DO3: Infrastructure systems are designed to protect health, preserve environmental integrity, and be adaptable to climate change impacts;
- SD13: Work with local businesses and organizations to maximize the recovery and use of local materials and waste products as part of the circular economy;
- SD6: Facilitate connections between businesses to support sourcing of local services, expertise and products; and
- SD9: Expand the sharing economy opportunities in Surrey.

## **FUNDING**

The funding for this Contract is available in the approved 2021 PRC Department's Annual Operating Budget.

Laurie Cavan  
General Manager  
Parks, Recreation & Culture

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