



REGIONAL DISTRICT of Fraser-Fort George

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REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Gina Layte Liston, Senior Manager of Environmental Services

DATE: November 1, 2024

SUBJECT: Contract ES-20-21 Janitorial Services – 155 George Street
SUMMARY: Purpose: Consider Contract Extension

File No.: BUI CON 1.0

Attachments: Letter dated October 22, 2024 from ACME Janitor Service Ltd.

Previous Reports:

1. Item 12.2, October 2023
2. Item 12.1, November 2020

RECOMMENDATION(S):

1. THAT the report dated November 1, 2024 in regard to “Contract ES-20-21 Janitorial Services – 155 George Street” be received for information.
2. THAT Contract ES-20-21 Janitorial Services – 155 George Street be approved for a one-year contract extension for the term of January 1, 2025 to December 31, 2025.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority

ISSUE(S):

The contract for janitorial services at 155 George Street expires December 31, 2024. The current contract allows for two (2) one-year contract extensions with the total duration of the contract not to exceed five years. The proposed extension would be the final extension under this contract and would be at the tendered rates as set out in the Schedule of Prices attached to and forming part of the original contract.

The Board is being asked to consider a one-year extension of Contract ES-20-21 Janitorial Services - 155 George Street for the term January 1, 2025 to December 31, 2025.

RELEVANT POLICIES:

1. Regional District of Fraser Fort-George Delegation Bylaw No. 3276, 2022:
 - requires contracts over \$100,000 in value to be considered for approval by the Board.
2. Policy RD-03-09: Procurement of Goods and Services
 - provides for procurement levels and limits

STRATEGIC PRIORITIES ALIGNMENT:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

SERVICE RELEVANCE:

The facility at 155 George Street is the main office for all services of the Regional District and requires custodial services on a regular basis to provide a safe and clean working environment.

FINANCIAL CONSIDERATION(S):

The Contract value is approximately \$61,788 (excluding tax) per year. Budget implications for this service are reflected in the Building Budget (1412).

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - Contract ES-20-21 Janitorial Services – 155 George Street to be extended for one year, January 1, 2025 to December 31, 2025

Other Options:

- a. do not approve the contract extension for janitorial services at 155 George Street
 - the Regional District would not have janitorial services for 155 George Street after December 31, 2024; and
 - a competitive bid process for the provision of janitorial services for 155 George Street would be required

COMMENTS:

ACME Janitor Services Ltd. has demonstrated a high level of service in fulfilment of the janitorial services at 155 George Street since being under contract with the Regional District in November 2020. Environmental Services Administration recommends extending the current Contract for a one-year period, January 1, 2025 to December 31, 2025.

Respectfully submitted,

“G. Layte Liston”

Gina Layte Liston
Senior Manager of Environmental Services

GLL:jt