



**REGIONAL DISTRICT
of Fraser-Fort George**

GM: “PW”

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REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BUI CON 1.0
 FROM: Bryan Boyes, Utilities Leader
 DATE: November 4, 2020
 SUBJECT: Item: ES-20-21 Janitorial Services – 155 George Street
 SUMMARY: Purpose: Consider Award of Contract

PREVIOUS REPORTS: Item No. 11.1, September 2020 (see Agenda for link)

ATTACHMENT(S): Backgrounder

RECOMMENDATION(S):	ENTITLEMENT	HOW VOTE COUNTED
1. THAT the report be received.	All 1 Director/1 vote	Majority
2. THAT Contract ES-20-21 Janitorial Services – 155 George Street be awarded to ACME Janitor Service Ltd. for the tendered price of \$5,149 (excluding taxes) per month.	All Weighted	Majority

ISSUE(S):

At the September 2020 Board meeting, a competitive bid process for janitorial services for the Regional Districts' 155 George Street office building was authorized. One (1) completed bid was received from a qualified service provider.

The Board is being asked to consider award of Contract ES-20-21 – Janitorial Services – 155 George Street to ACME Janitor Service Ltd. for the tendered amount of \$5,149 (excluding taxes) per month.

RELEVANT POLICIES:

1. Delegation Bylaw No. 3082, 2018:
 - Provides for the delegation of authority to the Chair and Corporate Officer to execute contracts as per Bylaw
 - 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 ALIGNMENT:

- Climate Action
 Economic Health
 Indigenous Relations
 Strong Communities
 None – 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 janitorial services on a regular basis to provide a safe and clean working environment.

FINANCIAL CONSIDERATION(S):

Budget implications for this service are reflected in the proposed 2021 Building (1412) budget.

OTHER CONSIDERATION(S):

Contract ES-20-21 is for a three year term with the option of two one year renewals.

DECISION OPTIONS:

1. Approve recommendations.
 - Contract ES-20-21 Janitorial Services – 155 George Street will be entered into with ACME Janitor Service Ltd.

Other Options:

- a. do not award Contract ES-20-21 Janitorial Services – 155 George Street
 - the Regional District would not have janitorial services for 155 George Street after December 31, 2020

COMMENTS:

Environmental Services Administration recommends that the Janitorial Services at 155 George Street be awarded to ACME Janitor Service Ltd. in the amount of \$5,149 per month, excluding taxes. ACME Janitor Service Ltd. is familiar with the facility and has provided janitorial services in the past.

Respectfully submitted,

'Bryan Boyes'

Bryan Boyes, Utilities Leader
Environmental Services

BB:jt

BACKGROUND

The Regional District issued an Invitation to Tender for Janitorial Services – 155 George Street which was made available on the Regional District web page and the Provincial BCBid® website on October 21, 2020. The Invitation to Tender deadline was Wednesday, November 4, 2020.

One (1) qualified bid was received from the competitive bid process.

Name	Score out of 100
ACME Janitor Service Ltd	100

ACME Janitor Service Ltd has demonstrated a high level of service in fulfilment of the janitorial services at the 155 George Street Office building in the past.