



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
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 Toll Free: 1-800-667-1959 / <http://www.rdffg.bc.ca>

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: BUI CON 1.0

FROM: Bryan Boyes, Utilities Leader

DATE: October 5, 2023

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

Attachments: Acknowledgment letter received September 8, 2023 from ACME Janitor Service Ltd.
Previous Reports: Item 12.1, November 2020 Regular Board Meeting

RECOMMENDATION(S):

1. THAT the report and acknowledgement letter received September 8, 2023 from ACME Janitor Service Ltd. be received
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, 2024 to December 31, 2024.

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

ISSUE(S):

The contract for janitorial services at 155 George Street that was entered into November 2020 expires December 31, 2023. 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 first under this contract and would be at the 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, 2024 to December 31, 2024.

RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
 - provides for the delegation of authority to the Chair and Corporate Officer to execute any contract authorized to be entered into by the Board and as per Bylaw; and
 - 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 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 will be extended for one year, January 1, 2024 – December 31, 2024.

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, 2023; 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, 2024, to December 31, 2024.

Respectfully submitted,

“Bryan Boyes”

Bryan Boyes
Utilities Leader

BB:jt



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Municipalities:
McBride
Mackenzie
Prince George
Valemount

Electoral Areas:
Chilako River-Nechako
Crooked River-Parsnip
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

September 5, 2023

BUI CON 1.0

Karen Richards


Dear Ms. Richards:

**Re: Contract Extension ES-20-21
Janitorial Services – 155 George Street**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of Contract E-20-21 Janitorial Services – 155 George St. The extended period of work would be from January 1, 2024 – December 31, 2024, at the tendered rates in Contract ES-20-21.

The renewal terms in the contract are set out in Section 25, Duration of Contract. Each extension will be for a one year period and the total Contract duration will not exceed five (5) years. This will be the first contract extension under this contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it to our office at your earliest convenience. I would like to prepare a report for the October 19, 2023 Regional Board meeting to request approval for an extension of the current Contract, or permission to tender a new contract.

Yours truly,



Laura Zapotichny
General Manager of Environmental Services

Telephone: 250-960-4400
Facsimile: 250-562-8676

LZ:jt

I, Karen Richards, accept the extension with above mutually agreed upon terms of Contract ES-20-21 – Janitorial Services – 155 George Street at the tendered rates as set out in the Schedule of Prices for the duration of January 1, 2024 to December 31, 2024.



Karen Richards

September 8, 2023
Date