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**Halifax Regional Council**  
**December 12, 2006**

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
Dan English, Chief Administrative Officer

  
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Wayne Anstey, Deputy Chief Administrative Officer - Operations

**DATE:** November 28, 2006

**SUBJECT:** RFQ # Q06C367, Janitorial Service for Bus Terminals

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### **ORIGIN**

The contract for janitorial services for bus terminals expired and it was necessary to issue a request for quotation.

### **RECOMMENDATION**

1. It is recommended that Council award RFQ # Q06C367, Janitorial Services for ten (10) Bus Terminals to Janasco Ltd., for a two (2) year price of \$172,519.57 including net HST; and
2. allow a third year option for RFQ # Q06C367 subject to an acceptable performance review by HRM Staff for a single additional year to Janasco Ltd, for a 1 year price of \$86,109.67 including net HST.

## **BACKGROUND.**

The Scope of Work is to provide janitorial services for all of the Bus Terminals as per the quotation specifications. Staff developed the new cleaning specification and conducted a supplier site meeting to ensure a uniform and high standard which will meet HRM Customer Service Level criterion.

The principle enhancement over the previous specification is frequency of attendance. Each Terminal will now be attended to daily, the previous contract provided service three (3) days per week. In addition, the new specification provides cleaning of the washrooms at the Sackville and Portland Hills Terminals three (3) times per day.

### **List of Locations:**

|                               |                           |                              |
|-------------------------------|---------------------------|------------------------------|
| Dartmouth Bus Bridge Terminal | Highfield Bus Terminal    | MicMac Mall Bus Terminal     |
| Penhorn Mall Bus Terminal     | Tacoma Drive Bus Terminal | Barrington St Bus Terminal   |
| Lacewood Drive Bus Terminal   | Cobequid Bus Terminal     | Lower Sackville Bus Terminal |
| Portland Hills Bus Terminal   |                           |                              |

## **DISCUSSION**

Request for Quotation Q06C367 was advertised on October 4<sup>th</sup> and October 7<sup>th</sup>, and closed on October 26<sup>th</sup>. The closing date was extended once to maximize the exposure to the market. Five companies attended one of the two organized site meetings, where the scope of work was described to ensure that HRM's requirements were clearly understood.

|               |  |
|---------------|--|
| <u>Bidder</u> | <u>Total Price for Two (2) Years (including Net HST)</u> |
| Janasco Ltd.  | <b>\$172,519.57</b>                                      |

Two other companies submitted bids, but they did not meet tender specifications. Based on a comparison of past contract prices, and the enhanced specification, the total price is reasonable.

Following Close of the Request for Quotation, a Test Period from November 1<sup>st</sup> until November 17<sup>th</sup> was carried out with Janasco (formerly known as Jani King), who is the existing Contract Provider, and the performance was reviewed by staff and found it to be satisfactory.

The quotation provides for an option to renew for an additional year at the same annual price, subject to a satisfactory performance review.

## **BUDGET IMPLICATIONS**

Funds are available in, Account Number W130-6304, Real Property, Transportation & Public Works, Contract Services

The budget availability has been confirmed by Financial Services.

**FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

**ALTERNATIVES**


There are no recommended alternatives.

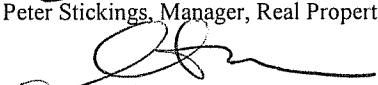
**ATTACHMENTS**

None

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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