

# Municipality of East Ferris

## Report to Council

Report No.: COMM-2023-03

Date: January 10, 2023

Originator: Greg Kirton, Director of Community Services

Subject: Cleaning Services RFP

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### RECOMMENDATION

1. That the Municipality of East Ferris enter into an agreement for cleaning services in five (5) municipal facilities with RJ Janitorial Services (5035054 Ontario Inc.) as outlined in their Request for Proposal (RFP) submission dated December 7, 2022.
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### BACKGROUND

The Municipality of East Ferris released an RFP for cleaning services for a number of our facilities in mid-November 2022. Staff initiated the review of our cleaning services contracts to coincide with our move into the new municipal office in January 2023. The RFP was seeking bids from cleaning service providers for five (5) municipal facilities including:

- New Municipal Office
- Former Municipal Office/Fire Hall
- Corbeil Park Hall
- OPP Training Facility
- New Public Works Garage (Administrative Area Only)

Our current cleaning services provider was notified that we were releasing an RFP and they were invited to submit a proposal. They notified the municipality that due to staff shortages they have decided not to participate in the bidding process and would cease providing services when a new provider was chosen.

The RFP included tweaks to the cleaning schedule to better suit the needs of each facility as well as a new cleaning schedule developed to fit the needs of the new municipal office.

Staff hosted a mandatory walkthrough of all municipal facilities subject to the RFP on November 24, 2022, with the exception of the future public works garage which is under construction. Four (4) representatives from four (4) different cleaning companies were present at the walkthrough.

Submissions in response to the RFP were due by 2:00pm on December 12, 2022. Staff received submissions from two (2) of the companies present at the walkthrough. Each submission contained a complete breakdown of the costs associated with each facility as requested and each submission indicated that they would be capable of meeting the cleaning objectives outlined in our RFP document.

The submissions were as follows:

### **Wild Cherry Cleaning**

Owner: Nicole Lockhart

Corbeil Park Hall - \$18,700+HST (\$1,200 monthly / \$4,300 fee for annual services)

Former Municipal Office/Fire Hall - \$23,700+HST (\$1,600 monthly / \$4,500 fee for annual services)

Public Works Facility - \$19,200+HST (\$1,600 monthly / no fee for annual services)

New Municipal Office - \$54,173.48+HST (\$4,247.79 monthly / \$3,200 fee for annual services)

OPP Training Facility - \$35,600+HST (\$2,800 monthly / \$2,000 fee for annual services)

Total Fees - **\$151,373.48+HST** yearly (includes all monthly and annual fees)

### **RJ Janitorial Services**

Owner: Rosie and Jake Fehr

Corbeil Park Hall - \$5,400+HST (\$450 monthly / annual services fee inc. in monthly)

Former Municipal Office/Fire Hall - \$4,920+HST (\$410 monthly / annual services fee inc. in monthly)

Public Works Facility - \$3,600+HST (\$300 monthly / annual services fee inc. in monthly)

New Municipal Office - \$14,400+HST (\$1,200 monthly / annual services fee inc. in monthly)

OPP Training Facility - \$19,800+HST (\$1,650 monthly / annual services fee inc. in monthly)

Total Fees – **\$48,120+HST** yearly (includes all monthly and annual fees)

Each cleaning company that submitted a bid has the required insurance and additional coverages that we require as well as references from existing clients and a history of successful work in the cleaning field. Each proponent has indicated in their submission packages that they are able to meet the required cleaning schedule for all facilities as outlined in our RFP document.

Based on the submissions, staff recommend that Council proceed with an agreement with RJ Janitorial Services for cleaning services.

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## **OPTIONS**

1. Option 1

That the Municipality of East Ferris enter into an agreement for cleaning services for five (5) municipal facilities with RJ Janitorial Services (5035054 Ontario Inc.) as outlined in their RFP submission dated December 7, 2022.

2. Option 2

That the Municipality of East Ferris enter into an agreement for cleaning services for five (5) municipal facilities with Wild Cherry Cleaning as outlined in their RFP response submission dated December 10, 2022.

3. Option 3

That the Municipality of East Ferris not enter into an agreement for cleaning services with either provider. This option would leave the municipality without any cleaning services for our facilities going forward.

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## **FINANCIAL IMPLICATIONS**

The RFP process to select a new company to provide cleaning services will result in the municipality spending additional money beyond what we currently spend on cleaning. The recommended option of \$48,120+HST represents an increase of \$27,483.07 over our total spent on cleaning services in 2022 of \$20,636.93+HST. However, it is difficult to compare the costs directly due to the significant differences between the current cleaning regime and the one proposed through the RFP. We are adding 2 full new facilities (New Municipal Office and Public Works Garage) and adjusting the cleaning schedule for the OPP Training Facility to increase

frequency and add additional cleaning tasks. These facilities represent a large majority of the floor area that we are requesting cleaning for, which is not represented in our past cleaning services agreements.

To provide a general comparison, the recommended option from the RFP process indicated a fee of \$30,120 for cleaning for the facilities that were cleaned in 2022. The remaining \$18,000 in the current submission is entirely dedicated to new facilities that we have not been providing cleaning services for in the past. In conjunction with recent inflation related price increases and our past contract having pricing locked in from 2016, staff are of the opinion that the recommended option represents a fair value for money for cleaning services.

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## RECOMMENDATION

It is recommended that the Municipality of East Ferris enter into an agreement for cleaning services in five (5) municipal facilities with RJ Janitorial Services (5035054 Ontario Inc.) as outlined in their RFP submission dated December 7, 2022.

Respectfully Submitted,

I concur with this report,  
and recommendation.



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Greg Kirton  
Director of Community Services

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Jason H. Trottier, HBBA, CPA, CMA  
CAO/Treasurer