

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #7/20, Friday, October 23, 2020

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: **GREEN CLEANING SERVICES**
Extension of Contracts #10005736 and #10004122

KEY ISSUE

Extension of Contract #10005736 for green cleaning services at Boyd Centre and Contract #10004122 for green cleaning services at Restoration Services Centre (RSC).

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) solicited quotations through a competitive process in 2017 for green cleaning services and awarded Contracts #10005736 and # 10004122 to Allcare Maintenance Service Inc. for Green Cleaning Services at Boyd Centre and RSC, respectively, under the 2013 Purchasing Policy;

AND WHEREAS TRCA is satisfied with the services provided to date under the existing contracts;

THEREFORE, LET IT BE RESOLVED THAT TRCA staff be directed to extend the contracts with Allcare Maintenance Service Inc. for green cleaning services at Boyd Centre and RSC for an additional year from November 1, 2020 to October 31, 2021;

THAT contract #10005736 be extended at a total cost not to exceed \$35,530 plus HST, plus 10% contingency and # 10004122 be extended at a total cost not to exceed \$27,380 plus HST, plus 10% contingency;

AND FURTHER THAT authorized TRCA officials be directed to take whatever action may be required to implement the contract extension, including the obtaining any necessary approvals and the signing and execution of any documents.

BACKGROUND

TRCA requires the provision of green cleaning services at the Boyd Centre and RSC to maintain a clean office environment and the health and well-being of TRCA employees and visitors.

In August 2017, TRCA solicited quotations for green office cleaning services at Boyd Centre and RSC and awarded the contracts for a period of one (1) year, with the option to extend for two (2) additional one-year periods. TRCA exercised its option to extend the contracts, and as such the contracts are due to expire on October 31, 2020. The three-year totals for these contracts were:

1. Boyd Centre - \$99,115
2. RSC - \$78,958

Item 7.3

Both contracts were approved by the Chief Executive Officer under the 2013 Purchasing Policy. Pursuant to section 3 of the current 2018 Procurement Policy, all contracts solicited under the provisions of the 2013 Purchasing policy are expected to follow the schedule set in that policy. Based on the value of the extensions and the revised contract value, Board of Directors approval is now required for the proposed 2021 extension.

RATIONALE

Due to the COVID-19 pandemic and the uncertainty this has on both the quantity of cleaning services required by TRCA and the competitive marketplace in the cleaning industry, TRCA staff are requesting approval to extend the current contracts for an additional year. TRCA has altered the cleaning cycles at facilities at various stages of the pandemic, with uncertain conditions expected to continue in the coming months. In addition, TRCA staff have been conducting daytime common touch point COVID-19 cleaning at Boyd Centre and RSC and TRCA staff have determined that a suitable course of action would be to extend the current contract for one year and undergo a fulsome Request for Quotation process in 2021.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategy set forth in the TRCA 2013-2022 Strategic Plan:
Strategy 11 – Invest in our staff

FINANCIAL DETAILS

The total anticipated value of the extension to both contracts is \$62,910, plus HST, plus 10% contingency. Allcare Maintenance Service Inc. has agreed to extend the two contracts under the same terms and conditions, and the value of the extensions assumes a 2% increase of unit rates. This value represents an upset limit based on full operations of the facilities. In the instances when services are reduced due to limited staff in facilities as a result of the pandemic, TRCA will be billed at a lower rate.

Funding is available from Restoration and Infrastructures project surcharge in account 123-05.

Report prepared by: Kathy Stranks, extension 5693

Emails: kathy.stranks@trca.ca

For Information contact: Kathy Stranks, extension 5693

Emails: kathy.stranks@trca.ca

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