

TENDER EVALUATION REPORT MODB1907

Description of Tender

This tender is for the provision of janitorial services for a three-year period at various municipal buildings located throughout the Municipality.

Details of Invitation

Tender invitation method: Open tender posted on the Nova Scotia Procurement website.

Tender invitation date: November 15, 2019

Tender closing date: November 28, 2019

Tender packages were opened on November 28, 2019 at 2:00 p.m. In attendance: Chris Frotten (Chief Administrative Officer), Suzy Atwood (Recorder) and two representatives of Buff Zone Cleaning Services Inc.

Tenders Received

Number of Tenders Received: 2

Details of Tenders Received:

Tenderers	Tendered Sums for First Year* (lowest first) + HST				
	Admin Ctr.	Library	Rec Ctr.	Arena	VIC
Enslow's Maintenance & Cleaning Services	\$20,780.00	\$7,969.50	\$11,413.75	\$10,171.75	\$2,909.50
Buzz Zone Cleaning Services Inc.	\$47,541.00	\$19,527.00	\$23,473.80	\$37,970.70	\$6,009.90

*The costs increase by approximately 1.5% - 2.0% each year for the duration of the agreement.

Compliance with Tender Specifications

Tenderers (in order of tendered sum)	Compliance with tender specifications	Details of any non-compliance
Enslow's Maintenance and Cleaning Services	Yes	N/A

Buzz Zone Cleaning Services Inc.	Yes	N/A
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Budget Implications

The annual budgeted amount for this service is typically \$35,000 but this year, it was increased to \$40,000. The new annual cost for the same service for the first year would be \$40,163.25.

Added Locations

Two new locations – the Arena and the VIC – were added to this tender to assess the feasibility of procuring janitorial services for these locations. The Arena is currently cleaned by one of the two Arena Technicians. It is very difficult for the arena technicians to keep pace with the regular cleaning requirements in the washrooms, change rooms and public spaces – especially after large events/gatherings. For this reason, the cleaning has been inconsistent and is sometimes completed by volunteers. The VIC is open from May-September but does not receive regular cleaning during those months. Most of the minimal cleaning is performed by the seasonal employees of the VIC. Although this has met the minimum requirements, we were interested in learning what the cost may be provide a more consistent and higher level of service.

Outsourcing Analysis

Upon an outsourcing analysis, it is recommended to continue outsourcing this service. However, based on the increasing costs, it is suggested to analyze this in great detail before the completion of this contract.

Recommendation

It is recommended that the tender submitted by Enslow's Maintenance & Cleaning Services, without the cleaning of the Arena and VIC, be selected for the following reasons:

1. Upon evaluating the two tenders using the prescribed evaluation criteria, Enslow's Maintenance & Cleaning Services attained the most points.
2. The tendered cost of janitorial services for the Arena and VIC does not justify the procurement of this service.