

Date: November 20, 2007



TO: Board Members – Vancouver Park Board
FROM: General Manager – Parks and Recreation
SUBJECT: Janitorial Services Contract

RECOMMENDATION

That Park Board join with the City in awarding a contract for Janitorial Services to Executive Building Maintenance for a period of three years beginning December 17, 2007.

POLICY

Contracts over \$300,000 require Board approval.

BACKGROUND

Under a shared service arrangement between City and Park Board, staff issued a Request for Proposals to secure janitorial services at City and Park Board service yards and at two community centers (Coal Harbour and Roundhouse). An evaluation team with members from City Engineering Services and Park Board Purchasing recommended awarding to Executive Building Maintenance (EBM) over ten other proponents. This contract is for an initial period of three years with two one-year extensions possible. EBM scored highest on most evaluation criteria and they offered second lowest price. The proponent with the lowest price scored significantly lower on all other criteria except price.

EBM has provided janitorial services to Park Board since 2002 and staff members are pleased with the general service they have received. Problems have been rectified promptly. The contract award for City service yards was approved by Council at its June 26th meeting.

DISCUSSION

Over the previous three years Park Board has paid \$307,980 for janitorial services at these three locations. Under the proposed agreement Park Board will pay \$443,340 for the next three years. This represents a 44% increase – \$135,360 or \$45,120 per year. Funding for the additional costs associated with this new contract will be requested from the City.

SUMMARY

Staff recommend awarding the contract to Executive Building Maintenance. The new contract will increase costs for janitorial services at Park Board facilities by 44% but, while this increase is substantial, the purchasing process that was followed does ensure best value to the Board. A request for additional funds will be made to the City.

Prepared by:

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