

### **Non-Competitive Bridge Contract with Waterford Services Inc. for Continual Custodial Services**

**Date:** August 27, 2020

**To:** General Government and Licensing Committee

**From:** General Manager, Parks, Forestry and Recreation, Chief Procurement Officer, Purchasing and Materials Management Division

**Wards:** Wards 21, 22, 23, 24 & 25

#### **SUMMARY**

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The purpose of this report is to seek authority from City Council to approve a non-competitive bridge contract with Waterford Services Inc. for full Custodial services at various Parks and Recreation facilities in the Scarborough District for the period from November 1, 2020 to March 31, 2021 in a total amount of \$1,273,042.15 net of HST (\$1,295,447.69 net of HST recoveries).

The custodial services are critical and ensures our community centres, pools, arenas and parks facilities are clean, tidy, and safe as well as supplies enhanced cleaning during current the COVID-19 Pandemic.

The current custodial services Blanket Contract, # 47019674, expires on October 31, 2020. A new Request for Proposal (RFP) is scheduled to be issued in September 2020, and expected to have a contract in place by the end of March, 2021.

City Council approval is required in accordance with Municipal Code Chapter 195, Purchasing, where the current request exceeds the Chief Purchasing Officer's authority of the cumulative five year commitment limit for each vendor under Article 7, Section 195-7.3(D) of the Purchasing By-law or exceeds the threshold of \$500,000 net of Harmonized Sales Tax allowed under staff authority as per the Toronto Municipal Code, Chapter 71, Financial Control, Section 71-11a.

#### **RECOMMENDATIONS**

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The General Manager, Parks, Forestry and Recreation, and Chief Procurement Officer, Purchasing and Materials Management Division recommend that:

1. City Council authorize the General Manager, Parks, Forestry and Recreation to negotiate and execute a non-competitive contract with Waterford Services Inc. to provide full custodial services for the period from November 1, 2020 to March 31, 2021, in a total amount of \$1,273,042.15 net of HST (\$1,295,447.69 net of HST recoveries, on terms and conditions satisfactory to the General Manager, Parks Forestry and Recreation, and in a form satisfactory to the City Solicitor.

## FINANCIAL IMPACT

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The total estimated value of the contract award identified in this report is \$1,273,042.15 net of HST. The total estimated cost to the City is \$1,295,447.69 net of HST recoveries.

Funding for the requested bridge period amount is available in the 2020 Approved Operating Budget for Parks, Forestry & Recreation. Additional funding will be included in the 2021 Operating Submission for Parks, Forestry & Recreation. Additional funding details follow in the table to follow and Attachment #1.

Year	Cost Centre	Cost Element (G/L)	Recreation	Parks	Total (Net of HST)	Total (Net of HST Recoveries)
Nov 1 - Dec 31, 2020	Various (Attachment #1)	4415	\$486,401.75	\$29,209.90	\$515,611.65	\$524,686.41
Jan 1 - Mar 31, 2021	Various (Attachment #1)	4415	\$716,414.92	\$41,015.58	\$757,430.50	\$ 770,761.28
Grand Total					\$1,273,042.15	\$ 1,295,447.69

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

## DECISION HISTORY

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City Council, at its meeting of November 9, 2015 through GM8.12 approved the award of a three year contract with option for 2 additional years in the amount of \$13,887.453 net of all taxes and charges (\$14,131,872 net of HST recoveries).

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.GM8.12>

## COMMENTS

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The current blanket contract with Waterford Services Inc. approved under GM8.12 expires on October 31, 2020. A new RFP is in progress and the competitive contract is expected to be in place by the end of March, 2021. Therefore, a bridge contract is required to ensure continuity of custodial services until March 31, 2021.

Approval of this bridge contract will ensure vital custodial services continue between the expiry date of the current blanket contract (on October 31, 2020) to the new awarded contract start date, expected to be on April 1, 2021. This is especially important during the COVID-19 Pandemic to ensure enhanced cleaning and disinfecting services continue in our Pools, Community Centres, Camps and Parks locations.

The current supplier, Waterford Services Inc. has access to and is familiar with our facilities and is currently implementing our enhanced COVID-19 cleaning and disinfectant expectations. For the city's best interest, the Parks, Forestry & Recreation staff recommends that Waterford Services Inc. continue to supply weekly performance task updates and are in regular communication with the Parks, Forestry and Recreation liaison.

The Parks Forestry & Recreation staff have done its due diligence to ensure the pricing is fair and reasonable within the market range. Waterford was the low bid meeting specifications when the current contract was issued and the pricing for the bridge period is based on collective agreement rate increases.

The Fair Wage Office has reported that Waterford Services Inc. has reviewed and understands the Fair Wage Policy and Labour Trades requirements. They have also agreed to fully comply.

## CONTACT

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## **SIGNATURE**

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Janie Romoff  
General Manager  
Parks Forestry & Recreation

Michael Pacholok  
Chief Procurement Officer  
Purchasing & Material Management Division

## **ATTACHMENTS**

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Attachment #1 – Cost Centres List