



**Public Works and Transportation Committee
Electronic Meeting**

**Council Chambers, City Hall
6911 No. 3 Road**

**Wednesday, December 20, 2023
3:00 p.m.**

Pg. # ITEM

MINUTES

PWT-4 *Motion to adopt the **minutes** of the meeting of the Public Works and Transportation Committee held on November 22, 2023.*



NEXT COMMITTEE MEETING DATE

January 24, 2024, (tentative date) at 4:00 p.m. in the Council Chambers.

AGENDA ADDITIONS AND DELETIONS

PLANNING AND DEVELOPMENT DIVISION

- 1. TRANSLINK 2024 COST-SHARE FUNDING APPLICATIONS –
TRANSPORTATION PROJECTS**
(File Ref. No. 10-6500-01) (REDMS No. 7431762)

PWT-8

See Page PWT-8 for full report

Designated Speaker: Sonali Hingorani

STAFF RECOMMENDATION

- (1) *That the submission of road, pedestrian and bicycle improvement projects as part of the TransLink 2024 Cost-Share Programs, as described in the report titled “TransLink 2024 Cost-Share Funding Applications – Transportation Projects”, dated November 22, 2023, from the Director, Transportation be endorsed; and*
- (2) *That the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the successful funding agreements.*



ENGINEERING AND PUBLIC WORKS DIVISION

2. AWARD OF CONTRACT 8157Q - SUPPLY AND DELIVERY OF JANITORIAL AND CLEANING SUPPLIES

(File Ref. No. 10-6000-01) (REDMS No. 7406625)

PWT-15

See Page PWT-15 for full report

Designated Speaker: Jeff Lee

STAFF RECOMMENDATION

- (1) *That Contract 8157Q – Supply and Delivery of Janitorial and Cleaning Supplies as detailed in the staff report titled “Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies” dated November 15, 2023 from the Director, Facilities and Project Development be awarded for a two-year term to ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada for a combined estimated annual amount of \$490,000.00 with an approximate total value of \$980,000.00 over a two-year period;*

- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial two-year term, up to the maximum total term of six years, for the maximum total amount of \$2,982,000.00 as described in the report titled "Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies," dated November 15, 2023, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada.*

☐

3. **MANAGER'S REPORT**

ADJOURNMENT

☐



Public Works and Transportation Committee

Date: Wednesday, November 22, 2023

Place: Council Chambers
Richmond City Hall

Present: Councillor Michael Wolfe, Vice-Chair
Councillor Carol Day (by teleconference)
Councillor Chak Au
Councillor Kash Heed
Councillor Alexa Loo (by teleconference)

Also Present: Councillor Andy Hobbs (by teleconference)
Councillor Bill McNulty (by teleconference)

Call to Order: The Vice-Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Public Works and Transportation Committee held on October 18, 2023, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. APPLICATION TO 2023/24 BC ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT PROGRAM

(File Ref. No. 10-6500-00) (REDMS No. 7348760)

In response to queries from the Committee, staff reported that (i) construction would begin in early 2024 with staff reporting back on the completion date, and (ii) there will be some overlap in construction between the Steveston Multi-Use Pathway and the No. 2 Road Multi-Use Pathway projects and that staff will work with stakeholders to ensure that traffic congestion is kept to a minimum.

Public Works & Transportation Committee
Wednesday, November 22, 2023

It was moved and seconded

- (1) *That the submission for cost-sharing to the 2023/24 BC Active Transportation Infrastructure Grant Program as described in the staff report titled "Application to 2023/24 BC Active Transportation Infrastructure Grant Program" dated October 23, 2023, from the Director, Transportation be endorsed;*
- (2) *That the Chief Administrative Officer and the General Manager, Planning and Development, be authorized on behalf of the City to execute the funding agreement should the above application be successful; and*
- (3) *That should the grant application be successful, the grant amount will be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.*

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

2. AWARD OF CONTRACT – DIRECT DIGITAL CONTROLS MAINTENANCE SERVICES

(File Ref. No. 06-2000-01) (REDMS No. 7368494)

It was moved and seconded

- (1) *That Direct Digital Controls Maintenance Services be awarded to Ainsworth Inc., in the amount of \$2,609,707.00 for a five-year term as described in the report titled "Award of Contract – Direct Digital Controls Maintenance Services," dated October 18, 2023, from the Director, Facilities and Project Development;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial five-year term, up to the maximum total term of seven years, for the maximum total amount of \$3,807,027.00 as described in the report titled "Award of Contract – Direct Digital Controls Maintenance Services," dated October 18, 2023, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with Ainsworth Inc.*

CARRIED

Public Works & Transportation Committee
Wednesday, November 22, 2023

3. AWARD OF CONTRACT 8200Q – ON-CALL FIRE SYSTEM SERVICES

(File Ref. No. 10-6000-01) (REDMS No. 7377194)

It was moved and seconded

- (1) *That Contract 8200Q – On-Call Fire System Services as detailed in the staff report titled “Award of Contract 8200Q – On-Call Fire System Services,” dated October 18, 2023, from the Director, Facilities and Project Development be awarded for a three-year term to Elite Fire Protection Ltd. for an estimated average amount of \$227,150.00 annually, with an approximate total value of \$681,450.00 over a three-year period;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term up to the maximum total term of five years, for the maximum total amount of \$1,157,450.00 as described in the report titled "Award of Contract 8200Q – On-Call Fire System Services," dated October 18, 2023, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract amendment and all related documentation with Elite Fire Protection Ltd. over the five-year term.*

CARRIED

4. UPDATE ON 2023/2024 SNOW AND ICE RESPONSE PREPARATIONS

(File Ref. No. 10-6000-01) (REDMS No. 7420249)

In response to queries from the Committee, staff noted (i) Main Road has hired more staff to respond to snow and ice events, (ii) City crews have also implemented additional snow and ice response measures, (iii) this is the first year that the road temperature sensors and the road friction sensors are in operation which alert City crews to respond to snow and ice events, and (iv) the public can google Richmond snow routes to find the online link to view the priority routes.

It was moved and seconded

- (1) *That the staff report titled “Update on 2023/2024 Snow and Ice Response Preparations”, dated November 6, 2023, from the Director, Public Works Operations, be received for information; and*
- (2) *That Policy 7013, updated to reflect servicing of bus stops, wheelchair letdowns and services at civic facilities, be adopted.*

CARRIED

Public Works & Transportation Committee
Wednesday, November 22, 2023

5. MANAGER'S REPORT

(i) *Knight Street Bridge Update*

In response to queries from Committee, staff noted that the Province is replacing the expansion joints on the Knight Street Bridge.

(ii) *Pedestrian Crosswalk Upgrades*

- A new pedestrian activated special crosswalk at the intersection of Mayflower Drive at Granville Avenue was completed.
- Discussion ensued in regards to the installation of a crosswalk at Kittiwake Drive and No. 2 Road. Staff confirmed that this project is in the capital program for Council consideration for installation in 2024.

(iii) *Traffic Signal Infrastructure Upgrades*

Traffic cameras have been installed at the intersection of Bridgeport Road and Sweden Way. In response to Committee, staff noted that these are traffic operational cameras only and not red light cameras.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:18 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Wednesday, November 22, 2023.

Councillor Michael Wolfe
Vice-Chair

Andrea Mizuguchi
Legislative Services Associate



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** November 22, 2023
From: Lloyd Bie, P. Eng.
Director, Transportation **File:** 10-6500-01/2023-Vol 01
Re: TransLink 2024 Cost-Share Funding Applications – Transportation Projects

Staff Recommendation

1. That the submission of road, pedestrian and bicycle improvement projects as part of the TransLink 2024 Cost-Share Programs, as described in the report titled “TransLink 2024 Cost-Share Funding Applications – Transportation Projects”, dated November 22, 2023, from the Director, Transportation be endorsed; and
2. That the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the successful funding agreements.

Lloyd Bie, P. Eng.
Director, Transportation
(604-276-4131)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

Each year, municipalities are invited to submit road, pedestrian and bicycle related projects for funding consideration from TransLink's cost-share funding programs. This staff report presents the applications from the City to TransLink's 2024 transportation related cost-share programs.

This report supports Council's Strategic Plan 2022-2026 Strategy #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.4 Work with all levels of government for grant and funding opportunities.

This report supports Council's Strategic Plan 2022-2026 Strategy #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous City.

2.4 Enhance Richmond's robust transportation network by balancing commercial, public, private and active transportation needs.

Analysis

TransLink Cost-Share Programs

TransLink provides cost-share funding to municipalities for multi-modal infrastructure projects via the following suite of programs:

- Major Road Network and Bike (MRNB) Upgrade Program: Allocated funding for capital improvements to roads that comprise the Major Road Network (MRN) and the construction of bicycle facilities both on and off the MRN.
- Bicycle Infrastructure Capital Cost-Sharing (BICCS) Program: Allocated and competitive funding for the construction of bicycle facilities.
- Bicycle Infrastructure Capital Cost-Sharing (BICCS) Recovery Program: Competitive funding for the construction of bicycle facilities that can be completed within one year.
- Walking Infrastructure to Transit (WITT) Program: Allocated and competitive funding for pedestrian facility upgrades within walking distance of frequent stops, stations, and exchange to promote the seamless integration of walking and cycling with transit.
- Bus Speed and Reliability (BSR) Program: Competitive funding for feasibility studies and capital projects that support improved bus speed reliability.

The call for applications related to the above noted programs commenced on September 15, 2023 with a deadline before November 1, 2023. Staff prepared the applications and submitted them to TransLink by the deadline.

The projects for cost-sharing considerations are described below.

Projects for the 2024 TransLink Cost-Share Programs

The following projects have been submitted to TransLink for consideration in the 2024 infrastructure cost-share funding programs. Collectively, these projects will fully utilize TransLink's funding allocated for the City of Richmond, which is estimated at approximately \$3.5 million for 2024.

Major Road Network and Bike (MRNB) Upgrade Program

TransLink's estimated 2024 allocation for Richmond is \$2,098,000 for the MRNB Program. The following projects have been submitted for consideration:

Removal of Channelized Right-Turns: The City's network screening study of collision-prone intersections presented to Council in June 2019 identified channelized right-turns as a safety hazard for pedestrians and cyclists. The scope of these projects include modification of the channelized island, increased pedestrian refuge areas and improved cyclist protections.

The channelized right-turn projects eligible for 2024 TransLink cost-sharing are:

- *Garden City Road and Alderbridge Way Intersection:* The removal of the northwest and southwest channelized right-turns at this intersection were approved by Council as part of the 2022 Capital Budget (2022 Arterial Roadway Improvement Program). The additional removal/modification of the southeast channelized right-turn is included in the 2024 Arterial Roadway Improvement Program to be considered as part of the 2024 budget process.
- *Westminster Highway and Cooney Road Intersection:* This project was approved by Council as part of the 2020 Capital Budget (2020 Arterial Roadway Improvement Program).

No. 4 Road and Westminster Highway Intersection Upgrade: This intersection is ranked #7 of the City's Top 20 Collision Prone Intersections report. Upgrades include increasing left-turn capacity along with pedestrian and cycling facility upgrades. This project was approved as part of the 2023 Capital Budget (2023 Top 20 Collision Prone Intersections – Implementation of Medium/Long-Term Improvements).

No. 2 Road and Blundell Road Intersection Upgrade: This intersection is ranked #10 of the City's Top 20 Collision Prone Intersections. Upgrades include increasing pedestrian refuge areas and modifications to centre median on south approach to increase safety at access points. This project was approved as part of the 2023 Capital Budget (2023 Top 20 Collision Prone Intersections – Implementation of Medium/Long-Term Improvements).

Steveston Highway Multi-Use Pathway (No. 2 Road to Railway Avenue): This project provides a 750m expansion of the multi-use pathway currently under construction on the south side of Steveston Highway from Shell Road to No. 2 Road. This project was approved under the 2023 Capital Budget and requires a 2-year accumulation of TransLink funds in the 2023 and 2024 program years to receive maximum available funding.

Gilbert Road Off-road Cycling Facility (Granville Avenue to Elmbridge Way): This project includes provision of a new protected cycling facility along Gilbert Road. The project will connect to cycling facilities on Granville Avenue and the existing bike lane on Gilbert Road north of Elmbridge Way. The City was awarded funding from the Government of Canada as part of the Active Transportation Fund earlier this year. This project will be considered as part of the 2024 budget process.

Bicycle Infrastructure Capital Cost-Sharing (BICCS) Allocated Program

TransLink's 2024 estimated allocation for Richmond is \$1,017,000 for the BICCS Program. The following projects have been submitted for consideration for the allocated component:

- *Steveston Highway Multi-Use Pathway (MUP)*: As described above for the MRNB Program.
- *Francis Road and McCutcheon Place*: The project includes widening of the existing sidewalk to create a multi-use path on the north side of Francis Road between McCutcheon Place and Schaefer Gate. This project was approved by Council in the 2022 Capital Budget (2022 Active Transportation Improvement Program). If this application is successful, the budget for the 2022 Active Transportation Improvement Program will be increased by the external contribution, and be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.

Walking Infrastructure to Transit (WITT) Program

TransLink's 2024 estimated allocation for Richmond is \$373,000 for the WITT Program. The following projects have been submitted for consideration for the allocated component:

- *Garden City Road and Alderbridge Way Intersection*: As described above for the MRNB Program.
- *Westminster Highway and Cooney Road Intersection*: As described above for the MRNB Program.

Bus Speed and Reliability (BSR) Program

TransLink will reimburse a municipality 100 per cent of the eligible costs for a BSR project. Funding for the BSR Program is available on a competitive basis. BSR projects to study the Garden City Road corridor for bus and traffic movement efficiency have been identified and submitted to TransLink for consideration. This includes study and functional design of bus priority opportunities at the Garden City Road and Granville Avenue, Cambie Road and Capstan Way intersections.

The estimated value of the BSR submission is \$400,000. Should the BSR study submissions be successful, these projects would be considered in the 2025 budget process to reflect the fully secured TransLink funding. Any road or traffic operational changes recommended by this study would be brought forward to Council for consideration prior to implementation.

Requested Funding and Estimated Project Costs

The total requested funding for the 2024 submissions to TransLink's cost-share programs is \$3,888,000, which will support projects with a total estimated eligible project cost of \$13,613,000 (Table 1). For most projects, the City can receive between 50 to 75 per cent of the estimated project cost from TransLink depending on the type of project and the components of the project that TransLink deems eligible for cost-sharing purposes.

Table 1: Projects Submitted to 2024 TransLink Cost-Share Programs

Project	2024 ⁽¹⁾ Potential TransLink Funding	Estimated Eligible Project Costs	2024 Estimated Per Cent of Project Costs
Garden City Road and Alderbridge Way – Intersection Improvements	\$618,000 <i>(additional funds to be submitted for 2025 cost-share)</i>	\$1,850,000	33%
Cooney Road and Westminster Hwy – Intersection Improvements	\$103,500	\$207,000	50%
No. 4 Rd and Westminster Hwy – Intersection Improvements	\$297,828 <i>(\$163,595 awarded in 2023)</i>	\$923,000	50%
No. 2 Rd and Blundell Rd – Intersection Improvements	\$141,672 <i>(\$45,828 awarded in 2023)</i>	\$375,000	50%
Steveston Hwy MUP Phase 3 (No. 2 Rd to Railway Ave)	\$1,290,000 <i>(\$2,985,000 awarded in 2023)</i>	\$5,700,000	75%
Gilbert Road Off-Road Cycling Facility	\$833,000 <i>(\$2,280,000 awarded from Federal grant)</i>	\$4,150,000	75% <i>(20% TransLink, 55% Federal)</i>
Francis Road and McCuthcheon Place	\$204,000	\$408,000	50%
Bus Speed and Reliability (BSR) Study	\$400,000 ⁽²⁾	\$0	100%
Total 2024 Estimated Funding	\$3,888,000	\$13,613,000	

⁽¹⁾ The amounts shown represent the anticipated funding contribution to be requested from TransLink based on the City's cost estimate for the project. The actual amount invoiced to TransLink follows project completion and is based on incurred costs.

⁽²⁾ BSR project funding is not allocated and is subject to a competitive process.

Should the submissions be successful, the City would enter into funding agreements with TransLink. Staff recommend that the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the agreements.

Projects Receiving Funding from 2023 TransLink Cost-Share Programs

Five pedestrian, cycling and road improvement projects in Richmond will collectively receive up to \$3.87 million from TransLink as part of its 2023 cost-share programs (Attachment 1).

Financial Impact

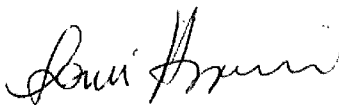
The City's portion of the cost for the Gilbert Road Off-Road Cycling Facility project and the removal/modification of the southeast channelized right-turn at Garden City Road and Alderbridge Way will be submitted to Council for consideration during the 2024 budget process. Should the application be successful, the Bus Speed and Reliability studies will be submitted to Council for consideration during the 2025 budget process.

Should the grant application for the Francis Road and McCuthcheon Place be successful, the budget of the capital project will be increased by the external contribution and will be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.

The City's portion of the costs of the remaining project applications will be funded from previously approved capital projects.

Conclusion

A number of road, pedestrian and bicycle route improvement projects have been submitted to TransLink's various cost-sharing programs for 2024. Maximizing external funding supports the implementation of local transportation improvements. Should these projects be approved by TransLink and Council, new infrastructure that provides safety and accessibility enhancements to those using sustainable travel modes will be achieved.



Sonali Hingorani, P. Eng.
Manager, Transportation Planning and New Mobility
(604-276-4049)

SH:ck

Att. 1: Prior Year (2023) TransLink Approved Cost-Share Funding

Prior Year (2023) TransLink Approved Cost-Share Funding

Project	2023 TransLink Funding Approved
Steveston Hwy MUP Phase 3 – No. 2 Rd-Railway Ave	\$2,985,000
No. 4 Rd-Alderbridge Way – Intersection Improvements	\$455,000
No. 4 Rd-Westminster Hwy – Intersection Improvements	\$163,595
No. 5 Rd-Westminster Hwy – Intersection Improvements	\$218,500 <i>(\$381,500 received in 2022)</i>
No. 2 Rd-Blundell Rd – Intersection Improvements	\$45,828
Total	\$3,867,923



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** November 15, 2023
From: Martin Younis, B. Eng., M. Eng. **File:** 10-6000-01/2023-Vol 01
Director, Facilities and Project Development
Re: **Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies**

Staff Recommendations

1. That Contract 8157Q – Supply and Delivery of Janitorial and Cleaning Supplies as detailed in the staff report titled “Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies” dated November 15, 2023 from the Director, Facilities and Project Development be awarded for a two-year term to ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada for a combined estimated annual amount of \$490,000.00 with an approximate total value of \$980,000.00 over a two-year period;
2. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial two-year term, up to the maximum total term of six years, for the maximum total amount of \$2,982,000.00 as described in the report titled "Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies," dated November 15, 2023, from the Director, Facilities and Project Development; and
3. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada.

Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
(604-204-8501)

Att. 1

REPORT CONCURRENCE		
ROUTED TO: Finance Community Services	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City requires supply and delivery of janitorial cleaning materials and equipment to maintain the City's facilities in good condition and to protect the health and safety of staff and the public. The current contract 5857Q with Bunzl Cleaning and Hygiene has expired and is being engaged on a month-to-month basis to meet the City's needs. It is necessary to secure dedicated contractors for the long-term to ensure the continuity of this service.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

Analysis

The City currently has 168 facilities that are used and occupied by the general public, various user groups and City staff. Supply and delivery of cleaning materials and equipment enables staff and contractors to meet cleanliness standards to protect public and worker health and safety and keep the City's facilities in good condition.

The City follows industry cleaning standards for facilities as established by the International Sanitary Standards Association (ISSA) and adapted to the City's specific needs. The ISSA standards recognize the different types of buildings, how they are used and their frequency of use to establish baseline cleaning practices. A building such as City Hall which has high interaction with staff and the public, will generally require more cleaning materials and equipment than another similar-sized building that experiences a lower-level of interaction with people.

The City issued 8157Q Supply and Delivery of Janitorial and Cleaning Supplies on June 16, 2023 and received bids by the closing date on July 31, 2023. The contract term tendered under 8157Q is for two years with an option to negotiate for an additional two (2) two-year terms. The evaluation of the tenders received was based primarily on cost, but was also scored on the bidders' capabilities, references for current and past clients and value added opportunities. A summary of bidders, the prices submitted, and contractor evaluation scores is summarized in Attachment 1.

Bidders also recognized that award of Contract 8157Q can be made to one or more contractors based on the City's assessment of the bids received.

Bid Evaluation

Seven responses were received for 8157Q Supply and Delivery of Cleaning Materials and Equipment. The bid cost items included supply and delivery of Core Items and Non-Core Items for two years (Years 1 and 2) as defined below. Contract 8157Q terms also include an option to extend the contract for an additional two (2) two-year terms (Years 3 to 4, and Years 5 to 6) through a negotiation between the City and the contractors.

Cost calculations are summarized in Tables 1 and 2. Staff are recommending award of the lowest price janitorial item from the recommended vendors (refer to Attachment 1).

Core Items

Core Items are the most common and frequent cleaning materials and equipment used by the City and include bag products, paper products, cleaning products/supplies and janitorial supplies/equipment. Costs submitted by each bidder for Core Items were used to calculate annual totals based on the City's historical quantity purchase of each product.

Non-Core Items

Non-Core Items are materials such as reusable/washable rags and equipment necessary to keep facilities clean and in good operating condition, but are infrequently purchased. Examples of Non-Core Items purchased in the past are floor polishers, scrubbers/buffers and vacuums/extractors. A Non-Core Items allowance of \$104,000.00 was included in the Contract 8157Q bid documents based on the City's historical annual spending. Staff will request and assess quotes for Non-Core Items from each contractor before completing purchase of Non-Core items.

Contingency

A contingency allowance is necessary for the transition from the current sole supplier BUNZL Cleaning and Hygiene, unforeseen demand for janitorial products and possible technological advances in sustainability and circular economy practices over the six-year Contract 8157Q term.

Table 1: Cost Calculation (Initial Years 1 and 2)

Contractor	Item	Cost (for two years)
ICS Clean Supplies Ltd.	Paper Products	\$269,840.36
Imperial Dade Canada Inc.	Bag Products	\$72,080.72
Bunzl Canada	Cleaning Products/Solutions	\$283,585.62
Bunzl Canada	Supplies and Equipment	\$37,076.28
Non-Core Items	Per 8157 Bid Documents	\$208,000.00
Subtotal		\$870,582.98
Contingency		\$109,000.00
Rounded Total (Years 1 and 2)		\$980,000.00

Table 2: Cost Calculation (Extension Years 3 to 6)

Cost bid to Extend to Year 3 and 4	Per Subtotal in Table 1	\$870,582.98
Cost bid to Extend to Year 5 and 6	Per Subtotal in Table 1	\$870,582.98
*Negotiation allowance to extend Contract 8157Q by four years		\$87,000.00
Contingency		\$174,000.00
Rounded Total (Years 3 to 6)		\$2,002,000.00
Rounded Total (Years 1 to 6)		\$2,982,000.00

*Negotiation Allowance to Extend Contract 8157Q: Contract 8157Q bidders are required to provide services for an initial two-years with an option for an additional four-years at the sole discretion of the City should the services be reliable and competitive. Pricing for an extension will be negotiated and implemented if the results represent good value to the City. An allowance for a negotiated five per cent annual increase has been included in Table 2.

Bid evaluation results show that the best value option for the City is to award Contract 8157Q Supply and Delivery of Cleaning Materials and Equipment to ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada. This approach has the added benefit to the City of having back-up suppliers should there be shortages or unacceptable product delivery schedules.

Sustainability and Circular Economy

The Contract 8157Q terms provided all bidders an opportunity to submit and be recognized for products and services that facilitate the City's sustainability and circular economy goals. Examples of specifics proposed by the recommended Contract 8157Q bidders, ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada follow below:

- use of recycled plastics and fibres which allow for a 70 per cent reduction in water consumption while manufacturing and packaging made from 90 per cent renewable resources;
- Eco-logo certified and packaged in 100 per cent recycled paper boxes;
- 100 per cent Canadian-owned companies with 65 per cent of manufacturing completed in Canada;
- 100 per cent biodegradable products;
- pioneering position in the development of sustainable programs and cleaning solutions;
- disposal container liners made from 100 per cent recycled post-consumer content; and
- 100 per cent recycled paper towels.

The City also has an opportunity to leverage technological advancements in the areas of sustainable supply of cleaning products and equipment during the six-year Contract 8157Q implementation period.

Financial Impact

The estimated cost to award Contract 8157Q to ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada for the first two years is \$980,000.00. The estimated cost to extend the contract by an additional four years is \$2,002,000.00. The total cost to award the contract for a six-year period is \$2,982,000.00.

Funding for this award of Contract 8157Q in 2023 can be accommodated in the current Facility Services, Project Development and Community Services departments' Council-approved operating budgets.

Conclusion

A call for supply and delivery of janitorial supplies and equipment for a six-year period was publicly tendered and seven bids were received. Bidders were required to outline their capabilities according to the City's desired sustainability practices and were evaluated on cost, capabilities, references for current and past contracts and value-added opportunities. The evaluation processes determined the best value scenario for the City is to award contracts to three different contractors.



Jeff Lee
Manager, Facility Services
(604-276-4027)

Att. 1: Contract 8157Q Annual Bid pricing summary for Years 1 and 2

ATTACHMENT 1

Contract 8157Q Annual Bid pricing summary for Years 1 and 2

	Bag	Paper	Cleaning Products/ Solutions	Supplies & Equipment	Total Pricing:	Pricing	Evaluation	Total:
Weight						45	55	100
ICS Clean Supplies Ltd.	\$42,811.56	\$134,920.18	\$150,317.50	\$18,539.98	\$346,589.22	45	41	86
Imperial Dade Canada Inc.	\$36,040.36	\$150,749.86	\$181,392.04	\$20,809.09	\$388,991.35	40.09	36	76.09
Bunzl Canada	\$40,385.97	\$165,346.12	\$141,792.81	\$18,538.14	\$366,063.04	42.61	30	72.61
Grainger Canada	\$57,589.43	\$222,097.06	\$213,249.56	\$23,624.66	\$516,560.71	30.19	30	60.19
Wood Wyant Canada Inc.	\$48,923.94	\$165,786.06	\$195,591.40	\$44,061.72	\$454,363.12	34.33	22	56.33
Swish Maintenance Limited	\$35,185.59	\$152,459.07	\$326,435.07	\$40,584.85	\$554,664.58	28.12	20	48.12
eSupply Canada Ltd.	\$66,868.96	\$258,167.37	\$353,988.63	\$28,218.15	\$707,243.11	22.05	4	26.05