

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** June 5, 2023

**Subject:** 64 Centennial – Janitorial Services Contract

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**RECOMMENDATION:**

THAT Council awards the 2024 – 2025 Janitorial Services Contract for 64 Centennial Drive to Bee-Clean Building Maintenance in the amount of up to \$3,666.19 per month plus GST for year one of the contract and up to \$3,757.85 per month plus GST for year two of the contract;

AND THAT if mutually agreeable, the option be approved to extend the contract up to an additional year;

AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.

**BACKGROUND:**

The District of Mackenzie provides janitorial cleaning services for the Courthouse, Service BC, and RCMP detachment facility at 64 Centennial Drive. The District published a request for proposals for janitorial cleaning services from March 4, 2024 to March 18, 2024 to allow time for the successful bidder to acquire required security clearances prior to the start date of June 1, 2024.

Three eligible submissions were received. Proponents were required to conduct an in-person site visit, not all applicants attended the site prior to submitting their proposal. Proposals were evaluated based on budget, experience, and references. Bee-Clean Building Maintenance scored the highest in this evaluation and is being recommended for contract award. Copies of the bid documents have been included in the Centre Table File for Council's further information.

**BUDGETARY IMPACT:**

Funds will be allocated from the Protective Services budget to support the recommendation. The RCMP and Province of BC pay for this service as part of their lease agreement.

**COUNCIL PRIORITIES:**

**Strong Governance and Finances**

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

**RESPECTFULLY SUBMITTED:**

Emily Kaehn, Director of Corporate Services

**Reviewed by:** Corporate and Financial Services

**Approved by:** Chief Administrative Officer