

# Town of Riverview

Date: March 14, 2024  
From: Parks, Recreation & Community Relations  
Prepared by: Martin Dubé



Subject: RFP #24-01A Janitorial Services – Contractor Award

## **BACKGROUND**

On January 28, 2024, the Town of Riverview released a Request for Proposal (RFP) seeking proposals from qualified proponents to provide Janitorial Services to the Town owned Facilities that will meet the needs of the Town. The RFP was advertised on the New Brunswick Opportunities Network (NBON). The Town received six (6) proposals in response to the RFP. Respondents included the following:

<b>Submissions</b>	
Sweep Country Canada	Maid-Exec Ltd.
SFM Floor Maintenance Inc.	United Janitorial Inc.
SBC Facility Services	Crystal Clean Maintenance Ltd.

The proposals were reviewed by a selection committee comprised of the Supervisor of Municipal Facilities and Assets, Manager of Public Works and Clerk Junior. As per the RFP, the selection committee evaluated proposals based on the following evaluation criteria and scoring grid:

<b>Criteria</b>	<b>Percentage</b>
References	20%
Response Time for urgent clean ups	15%
Quality Assurance Plan	25%
Equipment, janitorial supplies, and cleaning products	20%
Price	20%

After reviewing and scoring proposals independently, then collaboratively as a selection committee, the highest scoring proponent was identified as SBC Facility Services.

The proposed fee represents an increase of 32% or \$30,786 beyond the adopted 2024 Operating Budget. Given the start of a contract will fall later in 2024, as well as opportunities for savings at the time of negotiations, Staff believe this increase to be manageable within the overall Operating Fund.

### **Recommendation of staff:**

Town Council approve the award of RFP #24-01A to SBC Facility Services and the Town enter into negotiations to finalize the contract arrangements. The value of the RFP award will be up to a maximum of \$235,003.01 (plus HST) for a two (2) year term. Council give direction for the Mayor and Town Clerk to sign all necessary documentation.

  
Martin Dubé (Mar 13, 2024 11:53 ADT)

Martin Dubé  
Supervisor, Parks & Recreation

  
Colin Smith (Mar 13, 2024 11:22 ADT)

Colin Smith  
Chief Administrative Officer