

Grand River Conservation Authority

Report number: GM-03-25-29

Date: March 28, 2025

To: Members of the Grand River Conservation Authority

Subject: Administration Centre Complex Cleaning Services RFP Results

Recommendation:

THAT the Grand River Conservation Authority retain Corporate Mirror Inc. / Cleaning Masters Canada to provide cleaning services at the Administration Centre Complex for \$152,083.00 excluding HST over a term of three years.

Summary:

Not applicable

Report:

In 2022, SQM Janitorial Services Inc. was retained through a public Request for Proposal (RFP) for cleaning services at the administration buildings for a term of three years. This three year contract with SQM Janitorial Services Inc. will expire in April 2025.

On February 12, 2025 the Grand River Conservation Authority (GRCA) issued a public RFP for cleaning services for a term of three years. The RFP was advertised on the Biddingo electronic procurement website with a close date of February 26, 2025. Proposal submissions were opened at 1:00 p.m. on February 26, 2025 with an opening committee consisting of Sonja Radoja, former Manager of Corporate Services, Kayleigh Keighan, Manager of Finance, and Paul Lucier, Supervisor of Maintenance and Operations. Proposal submissions were opened in the presence of the opening committee while sharing the screen through Microsoft Teams.

Eight proposals were received by the closing date and evaluated based on the following criteria and weighting which was documented in the RFP:

- Relevant Company Experience – 15%
- Supervisor Qualifications – 10%
- Cleaning Products Proposed – 10%
- References (incl. past GRCA experience with the Proponent) – 25%
- Fees (weighted as a percentage of lowest fee proposal) – 40%

Corporate Mirror Inc. / Cleaning Masters Canada had the highest scoring proposal and the lowest bid price as summarized in the table below.

	Ranking based on total RFP score
Corporate Mirror Inc. / Cleaning Masters Canada	1
Elite Facilities Group	2
SQM Janitorial Services Inc.	3
Bee-Clean Building Maintenance	4
Service Master of Guelph	5
Intergroup Facility Services Inc.	6
GBC Facility Services	7

An eighth proposal was received; however, it did not meet the requirements outlined in the RFP and therefore was rejected and not evaluated.

Financial Implications:

The costs associated with the Administration Centre cleaning are included in the annual operating costs budgets for the Administration Centre.

Other Department Considerations:

Administration Centre staff were involved in defining the scope of work included in the RFP.

Prepared by:

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Approved by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer