



**City of Kingston
Report to Council
Report Number 19-109**

To: Mayor and Members of Council
From: Jim Keech, President and CEO, Utilities Kingston
Resource Staff: Sheila Kidd, Deputy Commissioner Operations - Transportation Services
Date of Meeting: April 16, 2019
Subject: Award of Contract – Sidewalk and Bus Shelter Pressure Washing

Executive Summary:

The purpose of this report is to seek Council approval to award the Sidewalk and Bus Shelter Pressure Washing contract. Public Works issued a Request for Proposal (RFP) for the pressure washing of downtown sidewalks and city bus shelters. Council approval is required as staff received only one submission for this project.

It is recommended that the contract be awarded to Dedicated Environmental Services Inc. (Dedicated) who submitted a complete proposal, demonstrated a clear understanding of the contract scope of work, and was the highest scoring proponent based on the evaluation criteria as set out in the RFP document. Dedicated has also been the incumbent contractor for this contract since 2015, completing all aspects of the contract to the satisfaction of the City of Kingston.

Section 3.4 iv) of the Purchasing By-law requires that approval be sought by separate report to Council when the only one proposal is received.

Recommendation:

That Council authorize the Mayor and Clerk to enter into a contract, in a form satisfactory to the Director of Legal Services, with Dedicated Environmental Services Inc. for Sidewalk and Bus Shelter Pressure Washing, for one year commencing May 01, 2019 with an option to renew for one additional year, at the City's sole discretion, under the same terms and conditions.

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Authorizing Signatures:

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

**Jim Keech, President & CEO,
Utilities Kingston**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Acting Chief Administrative
Officer**

Consultation with the following Members of the Corporate Management Team:

Gary Dyke, Commissioner, Corporate & Emergency Services	Not required
Peter Huigenbos, Acting Commissioner, Community Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

On March 27, 2019, one Request for Proposal (RFP) submission was received for RFP No. F31-TIS-PW-2019-03 Sidewalk and Bus Shelter Pressure Washing. The proposal was reviewed by staff and scored on the criteria set out in the RFP. The proposal was evaluated on proposed methodology, project schedule, understanding of the project scope requirements, company profile, and accessibility considerations. The scope and complexity of the services for sidewalk and bus shelter pressure washing was clearly described in the RFP. The contract period is for one year, generally between May 1 and mid-September. The RFP includes an option to renew for one additional year, under the same terms and conditions, at the sole discretion of the City.

The following table identifies the weightings specified in the RFP for the evaluations. The weighting for the financial component of the RFP was determined to be 60% and is within the range of 25% to 75% as prescribed within the City’s purchasing policy. This is an acceptable weighting for the financial component and reflects a reasonable balance between price, methodology, qualifications, and accessibility as described in the proposals received.

Evaluation Criteria	Weighting
Stipulated Price	60%
Proposed Methodology, Project Schedule	25%
Company Profile, Experience	10%
Accessibility for Ontarians with Disabilities Act	5%
Total	100%

The scope of work for this contract was expanded to provide a higher service level to some additional high traffic areas in the downtown. The expanded areas include Bagot Street from Queen Street to Brock Street, and Market Street from King Street to Ontario Street. Princess Street from Division to Ontario will also receive a full pressure wash approximately twice a month between May and mid-September. New bus shelters at the Kingston Transit downtown transfer point on Bagot Street were also added to this contract.

Dedicated Environmental Services Inc. (Dedicated) provided a complete submission in response to the RFP. Dedicated provided a qualified team with appropriate experience and three relevant references in support of this contract. They also provided a detailed project execution plan and methodology clearly explaining their understanding of the scope of work and process for completing the project on schedule. Dedicated has supplied the City of Kingston with these services for the last four years and they have fulfilled all of the contract requirements to the satisfaction of the City. Dedicated’s proposal scored 91points.

The table below provides the final score of the submission from the proponent including both qualification and price.

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Proponent	Rank (using criteria in RFP)	Total Score	Bid Price Submitted. Price per Full Wash (HST excluded)
Dedicated Environmental Services Inc.	1	91	\$10,360.47

Existing Policy/By-law:

By-Law 2000-134 a By-law to Establish Purchasing Policies and Procedures.

Notice Provisions:

Not applicable.

Accessibility Considerations:

Accessibility was one of the criteria used to evaluate the proposals. The proponent demonstrated a good understanding of the current accessibility legislation and its application to this project.

Financial Considerations:

Sufficient funding for the sidewalk and bus shelter pressure washing is contained in the approved operating budgets of Public Works and Kingston Transit.

Contacts:

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Troy Stubinski, Operations Manager, Public Works Services, 613-546-4291, Ext. 2183

Other City of Kingston Staff Consulted:

Jeremy DaCosta, Director, Transit and Fleet Services, 613-546-4291, Ext. 1310

Exhibits Attached:

Not applicable.