



**City of Kingston  
Report to Council  
Report Number 19-236**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer and City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Ahmed Zayan, Manager of Procurement  
**Date of Meeting:** September 3, 2019  
**Subject:** Award of Contract - Provision and Cleaning of Floor Mats

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**Executive Summary:**

The purpose of this report is to seek Council approval to award the contract for the provision and cleaning of floor mats for use at various City of Kingston facilities.

Section 3.4 of By-Law Number 2000-134, "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended, states that when all the criteria for staff delegated authority have not been met, the award must be approved by Council. As only one (1) submission was received and evaluated in response to Request for Proposal F31-CFO-FS-PS-2019-02, we are requesting Council's approval to award the contract for the provision and cleaning of floor mats to Cintas Canada Limited.

**Recommendation:**

**That** Council approve the award of contract for the provision and cleaning of floor mats (Request for Proposal F31-CFO-FS-PS-2019-02) to Cintas Canada Limited and authorize the Mayor and City Clerk to enter into a two (2) year contract with an optional (1) year extension, in a form satisfactory to the Director of Legal Services, with Cintas Canada Limited for the estimated annual amount of \$24,000 plus applicable taxes.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER  
AND CITY TREASURER

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**Desirée Kennedy, Chief  
Financial Officer and City  
Treasurer**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Interim Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Acting Commissioner, Community Services

*PH*

Jim Keech, President & CEO, Utilities Kingston

Not required

Sheila Kidd, Commissioner, Transportation & Public Works

*SK*

Deanne Roberge, Acting Commissioner, Corporate Services

*DR*

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**Options/Discussion:**

The City of Kingston utilizes a contract for the provision and cleaning of floor mats for use in City facilities. The various City departments receive mats on an "as and when required basis".

Request for Proposal F31-CFO-FS-PS-2019-02 was publicly advertised and closed on July 17, 2019 with one (1) submission being received and evaluated. The evaluation team consisted of representatives from the Cultural Services, Airport Services and Housing & Social Services departments.

The proposals were evaluated based on the predetermined evaluation criteria as outlined in the Request for Proposal (RFP) document:

<u>Evaluation Criteria</u>	<b>Weight</b>
Pricing and Related Costs	60%
Company Profile, Experience, and Qualifications	7%
Product Characteristics, Compliance with Specifications and Methodology	30%
Accessibility Standards for Customer Service, Ontario Regulation 429/7	3%

The evaluators rated Cintas Canada Ltd. 98 out of 100 points because they naturally had the lowest price but also demonstrated a strong ability to deliver on the requirements and specification defined in the RFP.

The Pricing and Related Costs criterion was scored based on a formula that allowed a maximum point value of sixty points. The points were allotted with consideration to the cost per mat and any additional delivery costs.

The Company Profile, Experience, and Qualifications criteria required details and information regarding the amount of experience and qualifications that was expected. This section also contained references relevant to similar projects from their past experience.

The Product Characteristics, Compliance with Specifications and Methodology criteria enclosed details of the product and delivery services being offered, as well as outlined how the proponent was to carry out the contract.

Cintas Canada Ltd. consistently demonstrated throughout their proposal and validated by their references that they were qualified to meet the requirements of this contract. Cintas Canada Limited's submission illustrated that they have the products, experience and resources to meet the City's requirements for these services.

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Cintas Canada Limited is being recommended for award of this contract. The contract will be for a period of two (2) years effective from the date of signing. Further extensions of one year may be requested at the sole discretion of the City of Kingston.

**Existing Policy/By Law:**

By-law Number [2000-134](#), "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

**Notice Provisions:**

There are no notice provisions for this report.

**Accessibility Considerations:**

The *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

**Financial Considerations:**

Expenditures for the provision and cleaning of floor mats are incorporated into annual operating budget estimates. It is projected that purchases awarded under this contract will be approximately \$24,000 annually.

**Contacts:**

Lana Foulds, Director of Financial Services 613-546-4291 extension 2209

Ahmed Zayan, Manager of Procurement 613-546-4291 extension 2229

**Other City of Kingston Staff Consulted:**

Dianne Zemba, Manager, Grand Theatre

Therol Peterson, Manager, Facilities

Jason Hollett, Supervisor, Solid Waste Disposal

Terry Gilmer, Supervisor, Recreation Facilities

Aron Winterstein, Supervisor, Airport Administration and Operations

**Exhibits Attached:**

There are no exhibits associated with this report.