



## **Contractor Award: Annual Grounds Maintenance and Snow Clearing Services for 24 Developments in the Former OUW (RFP 21006)**

Item 6C

June 23, 2021

Building Investment, Finance and Audit Committee

**Report: BIFAC:2021-57**

**To:** Building Investment, Finance and Audit Committee  
("BIFAC")

**From:** Vice President, Facilities Management

**Date:** May 27, 2021

### **PURPOSE:**

The purpose of this report is to seek the BIFAC's approval to award a contract for annual grounds maintenance and snow clearing services at 24 former Operating Unit W ("OUW") developments to Humberview Maintenance Group Ltd. based on Request for Proposal ("RFP") 21006.

BIFAC approval is required for this contractor award as it exceeds the \$2.5-million financial approval limit of TCHC's Procurement Award Committee ("PAC").

### **RECOMMENDATIONS:**

It is recommended that the BIFAC approve the following recommendations:

- (a) award the work for annual grounds maintenance and snow clearing service at 24 developments in the former Operating Unit W ("OUW") to Humberview Maintenance Group Ltd. for a term of 3 years and 7 months (19 months) with the option of two one-year contract extensions at TCHC's discretion, at the rate of \$4,173,064.00 (\$1,164,576.00 annually) (exclusive of taxes); and

- (b) authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**REASONS FOR RECOMMENDATIONS:**

The Architectural Grounds and Waste (“AGW”) Unit of the Facilities Management division is responsible for managing grounds maintenance and snow clearance service for all developments directly managed by Toronto Community Housing (“TCHC”). 24 developments formerly managed by contract management providers were brought back into the direct managed portfolio in 2020 within the West Region. Services at these 24 developments are currently being provided via a one-year direct award to Zegas Group Ltd., the company previously under contract by the former contract management provider. The in-housing of management at these communities necessitates the public procurement of grounds maintenance and snow clearing services reflective of community needs in line with TCHC standards.

The services provided would run parallel to TCHC’s main grounds maintenance and snow clearing program. Should the BIFAC approve these recommendations, the former OUW developments would be incorporated into TCHC’s main grounds maintenance and snow clearing program at the time of its next renewal, which would begin October 1, 2021 and run until April 30, 2023. This represents a 19-month term with the possibility of two additional one-year extensions at the discretion of TCHC management. This would allow all services, including those provided at the former OUW developments, to conclude simultaneously.

**PROCUREMENT PROCESS:**

An RFP was issued on February 2, 2021 and closed on March 5, 2021. Nine submissions were received before the closing period. The submissions were evaluated to determine the best price. The Confidential Attachment provides a summary of the submissions.

Humberview Maintenance Group Ltd. (“Humberview”) submitted the lowest price and is recommended for the work. Humberview’s submission satisfied all mandatory requirements and surpassed the standard required to permit consideration of its pricing proposal. The recommendation is based on awarding the work as per the RFP requirements.

Strategic Procurement staff, Facilities Management staff and Humberview Maintenance Group Ltd. confirmed the submitted pricing, capacity, timeline, and understanding of scope of the work.

The Procurement Award Committee (“PAC”) approved the recommendation to award the work to Humberview at its meeting on May 13, 2021, subject to BIFAC approval. At that time, the PAC took note of the following considerations:

- The award is within reasonable and acceptable range for the scope of work;
- The recommended proponent, a pre-qualified vendor, has performed similar work for TCHC with satisfactory results; and
- The recommended proponent has confirmed they have the capability and capacity to deliver the scope of work.

#### **IMPLICATIONS AND RISKS:**

The scope of work is recommended to bring the 24 former OUW contract-managed developments in line with TCHC standards for grounds maintenance and snow removal.

A public RFP was issued, and this recommendation is based on awarding the work as per the RFP requirements. This minimizes the risk of an unsuccessful proponent challenging the awarding of the contract. The recommended proponent will also execute a standard TCHC Master Services Agreement.

To mitigate operational risk, staff will continuously and rigorously monitor the performance of the vendor during the course of the project and will provide contract administrative services to ensure the work is delivered in line with the design and specifications, and is delivered both on budget and on time. Performance will be evaluated in accordance with TCHC’s Vendor Compliance Evaluation System. These results may be used to support decisions to remove underperforming vendors from TCHC’s rosters and/or future bidding opportunities.

Funding for this award is within the scope of the 2021 Operating Budget. Funding for years 2022 and 2023 will be requested within the Operating budgets for each of those years.

**SIGNATURE:**

*“Allen Murray”*

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Allen Murray  
Vice President, Facilities Management

**Attachment 1:** RFP Submissions

**Reason for Confidential Attachment:** Third party commercial information supplied in confidence and commercial information belonging to TCHC that has monetary value or potential monetary value and whose disclosure could reasonably be expected to be injurious to its financial interests

**STAFF CONTACT:**

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