

TO: CITY MANAGER **DATE:** 2016 November 15
FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: 76-05/15
SUBJECT: CONTRACT AWARD
HOUSEKEEPING SERVICES - BURNABY BETTER AT HOME PROGRAM

PURPOSE: To obtain Council approval to award four contracts for housekeeping services for the Burnaby Better at Home program.

RECOMMENDATION:

1. **THAT** Council approve one year contract awards to four contractors: 0893967 BC Ltd. dba Comfort Keepers, Scott Health Services dba Nurse Next Door, Bayshore HealthCare Ltd., and North Shore Senior Services Inc. dba Always Best Care for housekeeping services. The annual estimated cost of all four contracts is \$275,000.00 including GST in the amount of \$13,095.24. Final pricing will be based on actual services purchased.

REPORT

Six submissions to a Request for Standing Offer were received by the closing time on 2016 September 27. The work of this contract includes housekeeping services for Burnaby seniors under the Burnaby Better at Home Program. Burnaby seniors may apply and receive subsidized housekeeping services based on their financial assessments. Direct operating costs pertaining to delivery of housekeeping services for the Burnaby Better at Home Program are funded through an annual grant from the United Way.

The four contract awards are for a one year term from 2017 January 01 to 2017 December 31 with options to renew for four additional one year terms. Three of the four recommended companies, 0893967 BC Ltd dba Comfort Keepers, Scott Health Services dba Nurse Next Door and Bayshore HealthCare Ltd. have provided housekeeping services in the past with a proven track record of performance and reliability to the satisfaction of the City. The recommended company North Shore Senior Services Inc. dba Always Best Care has not previously undertaken a contract with the City; however, reference checks and interviews with the contractor done by City staff indicate the contractor has the equipment and personnel capability to successfully complete the work required under this contract. The Deputy City Manager concurs with this recommendation.

Funding for this requirement is included in the 2016 – 2020 Annual Financial Plan under the annual grant from the United Way.



Denise Jorgenson
DIRECTOR FINANCE

GC:SL/tis

Copied to: Deputy City Manager