



Item.....
Meeting..... 2020 Feb 24

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2020 February 18
FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: RFSO #34-02/16
**SUBJECT: CONTRACT EXTENSION
HOUSEKEEPING SERVICES – BURNABY BETTER AT HOME
PROGRAM**

PURPOSE: To obtain Council approval for a one year contract extension for housekeeping services for the Burnaby Better at Home Program.

RECOMMENDATION:

1. **THAT** Council approve a one year contract extension to Comfort Keepers for an estimated value of \$168,000.00 for housekeeping services as outlined in this report. Final payment will be based on actual quantity of goods and services purchased.

REPORT

In 2017 January, the City awarded a contract to 0893967 BC LTD doing business as Comfort Keepers for a total cost of \$117,000. The initial contract was for the period 2017 January 01 to 2017 December 31, with options of up to four individual one year extensions at the discretion of the City. The work of this contract includes providing 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 the delivery of housekeeping services for the Burnaby Better at Home Program are funded through an annual grant from United Way. Since the award of this contract, there have been two individual one year contract extensions and one change order for increased volume of work due to the continued success of the Better at Home program for a total of \$355,000.00 as outlined in the table below.

This recommendation is for the third, one year contract extension effective 2020 January 01 to 2020 December 31 in the amount of \$168,000.00. Due to market conditions, Comfort Keepers has increased their hourly rate pricing by 6%. City staff have reviewed pricing and agree that the pricing is at fair market value and consistent with other service providers. The overall contract extension value has reduced to meet the current number of seniors in the program. The total estimated contract value will be \$640,000.00.

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Contract History	Term	Amount
Original Contract Award	2017 Jan 01 – 2017 Dec 31	\$117,000.00
Contract Extension	2018 Jan 01 – 2018 Dec 31	\$125,000.00
Contract Increase - Volume	2018 Jan 01 – 2018 Dec 31	\$43,000.00
Contract Extension	2019 Jan 01 – 2019 Dec 31	\$187,000.00
Contract Extension	2020 Jan 01 – 2020 Dec 31	\$168,000.00
TOTAL		\$640,000.00

Comfort Keepers has previously performed this work to the satisfaction of City staff. The Director Corporate Services concurs with this recommendation.

Funding for this requirement is included in the 2020 – 2024 Provisional Financial Plan and will be covered within the annual grant provided for this program from United Way.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:GC:SL / ts:md

Copied to: Director Corporate Services