



Date: November 30, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **PROVISION OF JANITORIAL SERVICES IN THE MUSEUM, CHILDREN'S COMPLEX, LIBRARY, PUBLIC WORKS, CIVIC CENTRE AND SISTER KENNEDY CENTRE**

Tender 13-PD-17 was advertised in October 2017 for a potential three-year provision of janitorial services in the Fort Frances Museum, Children's Complex, Library, Public Works Sister Kennedy Centre and Civic Centre/OPP with one addendum issued on November 8, 2017. A total of 6 janitorial contractors picked up tender packages, while 5 contractors submitted bids, which were opened publicly at 2:00pm on November 14, 2017. Bids were received from RAS Maintenance Services, Bee-Clean, Nicolson Janitorial Services, S and A Cleaners, Marianne Hellesoe.

The bids for tender 13-PD-17 are shown in a spread sheet attached to this report. There have been two scenarios prepared based on the low bids and three-year contract bids. The tender allowed for option to bid one, two or three years for outlined facilities. This has been an option in past tender schedules. The Civic Center was the only facility which had lowest bidding contractor tender a one-year contract. The difference between the next lowest contractor bid was \$1729.66 for 2018. The other facilities and contractors placed bids with three-year pricing for the tender.

The attached spread sheet outlines the bids as tendered for the services required. All prices are separate of HST.

The Planning and Development department has prepared two scenarios. Scenario one has all facilities being awarded for three years other than the Civic Centre. Civic Centre would be a single year tender with tender being advertised again in late 2018 for the 2019 and 2020 years.

Scenario two would award all facilities listed in the tender for a three-year duration as a lowest bidder being awarded to all facilities other than the Civic Center which is \$1729.66 more annually for the 2018 year.

Please examine the two scenarios and direct administration on a recommendation for awarding the 13-PD-17 Janitorial Tender for the Fort Frances Museum, Children's Complex, Library, Public

Works Sister Kennedy Centre and Civic Centre to be presented to Council December 11, 2017 at its regular meeting.

Respectfully submitted by,

Tyson Dennis Chief Building Official and Municipal Planner