

Date December 5, 2017

Report To: Council

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 three scenarios prepared based on the low bids and three-year contracts. The tender allowed for optional bids of one, two or three years for janitorial services. The Civic Center was the only facility which had lowest bids include two contractors for a 2018 contract and a 2019/2020 contract. The other facilities had single contractor bids with three-year pricing for the tender.

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

The Planning and Development department prepared three 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.

Scenario three would award all facilities for a three-year contract. The Civic Centre would have a contract for 2018, as well as a second contract being awarded for 2019/2020. The two contracts would be the lowest bidding prices. The lowest bids would be awarded for all facilities in scenario three.

Planning and Development Executive Committee reviewed the tender document and bids on December 4, 2017. The three scenarios were discussed, and Scenario #3 is the recommendation for awarding the 13-PD-17 tender. All facilities to be awarded for a three year, low bid price.

**Council approval of this report will:** award the 13-RD-17 Janitorial Tender for three years for the Fort Frances Museum, Children's Complex, Library, Public Works, Sister Kennedy Centre and Civic Centre to RAS Maintenance, Nicolson Janitorial Services, S and A Cleaners and Marianne Hellsoe. The contracts will commence January 1, 2018. The awarded tender will be Scenario #3 as presented in the spread sheet attached to this report.

Respectfully submitted by,

Originally Signed

Tyson Dennis Chief Building Official and Municipal Planner