

Report To: Mayor and Council

From: Travis Rob, Chief Building Official, Facilities/Special Projects Coordinator

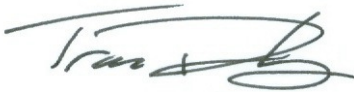
December 10, 2014

RE: Awarding of Janitorial Tender #14-PD-13 for provision of Janitorial Services in the Museum, Children's Complex, Library, Public Works and Civic Centre

At the Planning and Development Executive Committee Meeting held Monday December 8, 2014 the results of the Janitorial Tender number 14-PD-13 was reviewed and discussed. The administration recommendation was to accept the bid submissions from S&A Cleaners for the Library, Marianne Hellesoe for Public Works, Nicolson Janitorial for the Museum and Civic Centre and Tom Piotrowski for the Children's Complex For the years 2015 to 2017 inclusive.

Council Approval of this report will approve the bid submissions from S&A Cleaners for the Library, Marianne Hellesoe for Public Works, Nicolson Janitorial for the Museum and Civic Centre and Tom Piotrowski for the Children's Complex and authorize the agreements to be signed and appropriate by-laws prepared.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, EIT
CBO, Facilities/Special Projects Coordinator

Council Approval of this report will:

- 1. Approve the bid submissions from S&A Cleaners for the Library, Marianne Hellesoe for Public Works, Nicolson Janitorial for the Museum and Civic Centre and Tom Piotrowski for the Children's Complex**
- 2. Authorize the agreements to be signed and associated by-laws prepared**

Report To: Planning and Development Executive Committee

From: Travis Rob, Chief Building Official, Facilities/Special Projects Coordinator

December 2, 2014

RE: Janitorial Tender Results 14-PD-13 – Provision of Janitorial Services in the Museum, Children's Complex, Library, Public Works and Civic Centre

Tenders were advertised beginning November 13, 2014 for the three-year provision of janitorial services in the Fort Frances Museum, Children's Complex, Library, Public Works and Civic Centre/OPP with one addendum issued on November 28, 2014. A total of 7 janitorial contractors picked up tender packages, while 5 contractors submitted bids, which were opened publicly at 2:00pm on December 2, 2014. Bids were received from J. Scrub Professional Cleaning Service, S&A Cleaners, Marianne Hellesoe, Nicolson Janitorial, and Tom Piotrowski all of Fort Frances.

J. Scrub Professional Cleaning Service only included one complete copy of the tender, while S&A Cleaners provided two complete original copies with addendum noted. Marianne Hellesoe only provided one original copy with addenda noted with no Health and Safety agreement. Nicolson Janitorial supplied two complete original copies with addenda noted. The addenda was issued after submission of their bid, however they did not wish to make any alteration to their bid in light of the addendum. Tom Piotrowski submitted two complete copies, one original. The information that was not included in the original bids will all be obtained from the successful bidders prior to the contract start date of January 1, 2015 as the missing information was minor in nature. All successful bidders submitted bids for all three years of the contract, being 2015, 2016 and 2017 as well as providing a unit price for special call out services.

The following tables outline the bids and hourly call in rates as tendered for the services required. All prices are separate of HST unless otherwise noted.

Contract Price: J. Scrub Professional ** INCLUDES HST	2015		2016		2017	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Fort Frances Museum	\$ 1,158.25	\$ 13,889.00	\$ 1,158.25	\$ 13,889.00	\$ 1,158.25	\$ 13,889.00
Fort Frances Children's Complex	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Public Library & Technology Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Public Works	\$ 2,203.50	\$ 26,442.00	\$ 2,203.50	\$ 26,442.00	\$ 2,203.50	\$ 26,442.00
Fort Frances Civic Centre/OPP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hourly Rate Per Person:			\$ 28.50		
	Equipment Hourly Rate:			\$ -		
	Annual Rate Increase:			\$ -		

Contract Price: S&A Cleaners	2015		2016		2017	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Fort Frances Museum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Children's Complex	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Public Library & Technology Centre	\$ 2,300.00	\$ 27,600.00	\$ 2,350.00	\$ 28,200.00	\$ 2,350.00	\$ 28,200.00
Fort Frances Public Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Civic Centre/OPP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hourly Rate Per Person:			\$ 20.00		
	Equipment Hourly Rate:			\$ 20.00		
	Annual Rate Increase:			\$ -		

Contract Price: Marianne Hellesoe	2015		2016		2017	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Fort Frances Museum	\$ 600.00	\$ 7,200.00	\$ 600.00	\$ 7,200.00	\$ 625.00	\$ 7,500.00
Fort Frances Children's Complex	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Public Library & Technology Centre	\$ 2,708.33	\$ 32,500.00	\$ 2,776.04	\$ 33,312.48	\$ 2,803.80	\$ 33,645.60
Fort Frances Public Works	\$ 1,100.00	\$ 13,200.00	\$ 1,125.00	\$ 13,500.00	\$ 1,150.00	\$ 13,800.00
Fort Frances Civic Centre/OPP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hourly Rate Per Person:			\$ 25.00		
	Equipment Hourly Rate:			\$ 5.00		
	Annual Rate Increase:			\$ -		

Contract Price: Nicolson Janitorial	2015		2016		2017	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Fort Frances Museum	\$ 510.00	\$ 6,120.00	\$ 520.00	\$ 6,240.00	\$ 530.00	\$ 6,360.00
Fort Frances Children's Complex	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Public Library & Technology Centre	\$ 2,500.00	\$ 30,000.00	\$ 2,550.00	\$ 30,600.00	\$ 2,600.00	\$ 31,200.00
Fort Frances Public Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Civic Centre/OPP	\$ 5,100.00	\$ 61,200.00	\$ 5,200.00	\$ 62,400.00	\$ 5,300.00	\$ 63,600.00
	Hourly Rate Per Person:			\$ 25.00		
	Equipment Hourly Rate:			\$ 10.00		
	Annual Rate Increase:			\$ -		

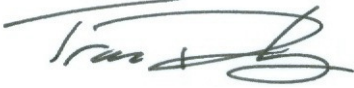
Contract Price: Tom Piotrowski	2015		2016		2017	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Fort Frances Museum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Children's Complex	\$ 2,740.00	\$ 32,880.00	\$ 2,740.00	\$ 32,880.00	\$ 2,740.00	\$ 32,880.00
Fort Frances Public Library & Technology Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Public Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fort Frances Civic Centre/OPP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hourly Rate Per Person:				\$ 25.00		
Equipment Hourly Rate:				\$ 10.00		
Annual Rate Increase:				\$ 2.00		

The following table summarizes the winning bidders and their bids for each of the facilities

Contract Price:	2015				2016				2017			
	Monthly	Annual	Town's Portion HST	Total Annual	Monthly	Annual	Town's Portion HST	Total Annual	Monthly	Annual	Town's Portion HST	Total Annual
Museum - Nicolson Janitorial	\$ 510.00	\$ 6,120.00	\$ 107.71	\$ 6,227.71	\$ 520.00	\$ 6,240.00	\$ 109.82	\$ 6,349.82	\$ 530.00	\$ 6,360.00	\$ 111.94	\$ 6,471.94
Children's Complex - Tom Piotrowski	\$2,740.00	\$ 32,880.00	\$ 578.69	\$ 33,458.69	\$ 2,740.00	\$ 32,880.00	\$ 578.69	\$ 33,458.69	\$ 2,740.00	\$ 32,880.00	\$ 578.69	\$ 33,458.69
Public Library & Technology Centre - S&A	\$2,300.00	\$ 27,600.00	\$ 485.76	\$ 28,085.76	\$ 2,350.00	\$ 28,200.00	\$ 496.32	\$ 28,696.32	\$ 2,350.00	\$ 28,200.00	\$ 496.32	\$ 28,696.32
Public Works - Marianne Hellesoe	\$1,100.00	\$ 13,200.00	\$ 232.32	\$ 13,432.32	\$ 1,125.00	\$ 13,500.00	\$ 237.60	\$ 13,737.60	\$ 1,150.00	\$ 13,800.00	\$ 242.88	\$ 14,042.88
Civic Centre/OPP - Nicolson Janitorial	\$5,100.00	\$ 61,200.00	\$ 1,077.12	\$ 62,277.12	\$ 5,200.00	\$ 62,400.00	\$ 1,098.24	\$ 63,498.24	\$ 5,300.00	\$ 63,600.00	\$ 1,119.36	\$ 64,719.36

Administration recommends that the contract for janitorial services for the years, 2015, 2016 and 2017 be awarded to: S&A Cleaners for the Library and Technology Centre, Marianne Hellesoe for Public Works, Nicolson Janitorial for the Museum and Civic Centre/OPP, and Tom Piotrowski for the Children's Complex.

Respectfully Submitted

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Travis Rob, EIT
CBO, Facilities/Special Projects Coordinator