

## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** Friday, February 26, 2016

**RE:** **Janitorial Tender 16-CS-02 – Sister Kennedy Centre & FF Children's Complex**

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The Community Services Division undertook a Request for Proposals (RFP) call for janitorial services to be performed at the Fort Frances Children's Complex & Sister Kennedy Centre for the remaining portion of 2016 (prorated as required) and 2017.

There were five tender packages that were picked up at the Civic Centre by interested parties and one picked up at the Memorial Sports Centre. There were three submissions received by the tender closing deadline of Tuesday, February 16, 2016 – 2:00pm.

Below is a summary of the submissions:

|  | HST<br>Included | 2016       |             | 2017       |             |
|--|-----------------|------------|-------------|------------|-------------|
|  |                 | Monthly    | Annual      | Monthly    | Annual      |
| <b>Sister Kennedy Centre</b>           |                 |            |             |            |             |
| J-Scrub Professional Cleaning Services | Yes             | \$922.08   | \$11,064.96 | \$922.08   | \$11,064.96 |
| RAS Maintenance Services               | No              | \$778.95   | \$9,347.40  | \$778.95   | \$9,347.40  |
| Ink Spotz Apparel +                    | Yes             | \$1,130.00 | \$13,560    | \$1,130.00 | \$13,560    |
| <b>Fort Frances Children's Complex</b> |                 |            |             |            |             |
| J-Scrub Professional Cleaning Services | Yes             | \$4,633.00 | \$55,596.00 | \$4,633.00 | \$55,596.00 |
| RAS Maintenance Services               | No              | \$2853.75  | \$34,242.00 | \$2853.75  | \$34,242.00 |

### Existing Janitorial Services

Sister Kennedy Centre – currently the facility is being serviced by Stacy Johnson & Frank Fraser at the rate of \$750/month. Stacy & Frank are willing to continue with the service in conjunction with the yard maintenance and snow clearing that they also perform at the Centre.

Fort Frances Children's Complex – currently the facility is being serviced by Marianne Hellisoe who took over from the previous contractor in December 2015 who was unable to continue with the contractual duties. Marianne is no longer able to offer janitorial services at the Complex.

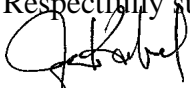
**RECOMMENDATION**

The Community Services Division recommends to Mayor & Council to award the janitorial RFP as follows:

Sister Kennedy Centre – No award to the submitted proposals but pursue a contract with Stacy Johnson & Frank Fraser to continue services at \$750/month.

Fort Frances Children's Complex - RAS Maintenance Services

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', written over the printed name.

Jason Kabel