

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 20, 2015**

Item 19, Report No. 2, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on January 20, 2015.

**19**

**AWARD OF TENDER T14-312  
PROVISION OF JANITORIAL AND SETUP SERVICES FOR  
VARIOUS UNMANNED PROPERTIES**

**The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Strategic & Corporate Services and the Director of Building and Facilities, dated January 13, 2015:**

**Recommendation**

The Commissioner of Strategic & Corporate Services and the Director of Building and Facilities, in consultation with the Director of Purchasing Services, recommend:

1. That National Cleaning Contractors be awarded Bid No.T14-312 for Janitorial and Setup Services for Various Unmanned Properties for the City of Vaughan at a cost of \$965,640.00 (excluding taxes) for a three (3) year period, with option to extend for two (2) one year periods; and,
2. That the Mayor and City Clerk be authorized to sign the necessary documents.

**Contribution to Sustainability**

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan, Community Sustainability Environmental Master Plan, Objective 1.5:

- To reduce the amount of waste generated in City owned facilities and procure sustainable products for the City's use.

The project specifications call for the procurement and use of environmentally friendly cleaning products and the use of supplies that contain recycled materials.

The City's waste diversion programs will be implemented to reduce generated waste and recycling stations will be located throughout the buildings and serviced by the cleaning contractor.

**Economic Impact**

Funds have been allocated in both the 2014, and 2015 operating budgets for the services already rendered between September 1, 2014 and December 31, 2014, and the first year of the contract in 2015. Funds for the remaining two year term will be allocated in the respective budget years.

**Communications Plan**

Not applicable

**Purpose**

The purpose of this report is to recommend that Council award Bid No.T14-312, Janitorial and Setup Services for Various Unmanned Properties to National Cleaning Contractors for a three (3) year period, with an option to extend for two (2) additional one year periods and authorize the payment for cleaning and setup services in unmanned buildings for the period of September 1, 2014 to January 31, 2015.

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#### **Background - Analysis and Options**

A tender was issued on April 17, 2014, and closed on May 8, 2014, with seven (7) submissions. However, due to unforeseen issues the tender was cancelled.

T14-312, was issued and posted in Bidding, OPBA and CityPage on September 10, 2014, with a closing date of September 24, 2014. Three (3) Addenda were issued to answer questions received and the closing was extended to October 2, 2014. Eleven (11) potential bidders picked up the documents and bids were received from seven (7) companies:

The Tender results are as follows:

<b>Rank</b>	<b>Company</b>	<b>Bid Amount (pre-tax)</b>
1	National Cleaning Contractors	\$ 965,640.00
2	Cheema Cleaning Services Ltd.	\$ 1,103,454.00
3	Kleenway Building Maintenance Services Inc.	\$ 1,185,944.40
4	GreenCare Janitorial Systems Ltd.	\$ 1,190,280.00
5	SQM Janitorial Services Inc.	\$ 1,205,292.00
6	Arsenal Cleaning Services Ltd.	\$ 1,212,960.00
7	Commercial Cleaning Services	\$ 1,361,042.40

National Cleaning Contractors ranked the lowest bidder out of the seven (7) compliant Bids received. As National Cleaning Contractors is currently the janitorial services contractor for both Vaughan City Hall and Vaughan Public Libraries, the need for reference checks was waived in consultation with Purchasing Services.

#### **Relationship to Vaughan Vision 2020 / Strategic Plan**

- STRATEGIC GOAL:  
Organizational Excellence: High performance through continuous improvement.
- STRATEGIC THEMES:  
Manage Corporate Assets – Continuous assessment of infrastructure requirements to ensure a sustainable future.

Ensure Financial Sustainability – Using financial resources wisely by making informed decisions that take into consideration the effect on the current and future operations of the City.

#### **Regional Implications**

Not Applicable.

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**Conclusion**

Staff have reviewed the bid submissions and have determined that the low bidder, National Cleaning Contractors, has met the requirements of the tender specifications. Therefore, tender T14-312 in the amount of \$965,640.00 should be awarded to National Cleaning Contractors.

**Attachments**

N/A

**Report prepared by:**

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