

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 20, 2015

Item 7, 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.

7

**AWARD OF TENDER T14 – 253
PROVISION OF JANITORIAL SERVICES FOR
PART A: VAUGHAN CITY HALL
PART B: VAUGHAN PUBLIC LIBRARIES**

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

Recommendation

The Commissioner of Strategic and Corporate Services and the Director of Building and Facilities, in consultation with the CEO of Vaughan Public Libraries and the Director of Purchasing Services recommend:

1. That National Cleaning Contractors be awarded Tender No.T14-253 for Janitorial Services for Part A: Vaughan City Hall, \$636,756.26 and Part B: Vaughan Public Libraries, \$338,904.95 at a total cost of \$975,661.21 (excluding taxes) for a three (3) year period, with an option to extend the contract by two (2) one (1) 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, the use of supplies that contain recycled materials and the use of energy efficient cleaning equipment.

The City of Vaughan'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 the 2015 operating budget for the first year of the contract. 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 Tender No.T14-253, Janitorial Services for Part A: Vaughan City Hall and Part B: Vaughan Public Libraries, to National Cleaning Contractors.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 20, 2015

Item 7, CW Report No. 2 – Page 2

Background - Analysis and Options

The current contract with National Cleaning Contractors expired February 2013 and the City of Vaughan has since extended their contract on a month to month basis.

The subject Bid Advertisement was posted on Biddingo & OPBA on October 1, 2014, and on CityPage October 2, 2014, with the closing date of October 16, 2014. One (1) Addendum was issued to answer questions received. Eight (8) potential bidders picked up the documents and bids were received from six (6) companies of which one (1) was disqualified:

The Tender results are as follows:

Rank	Company	Bid Amount (pre-tax)
1	National Cleaning Contractors	\$ 975,661.21
2	Arsenal Cleaning Services Ltd.	\$ 998,673.33
3	Kleenzone Ltd.	\$ 1,066,293.72
4	SQM Janitorial Services Inc.	\$ 1,250,344.20
5	Commercial Cleaning Services	\$ 1,536,060.00

National Cleaning Contractors ranked the lowest bidder out of the five (5) 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 affect on the current and future operations of the City.

Regional Implications

Not Applicable.

Conclusion

Building and Facilities, Vaughan Public Libraries and Purchasing Services staff have reviewed the tender submissions and have determined that the low bidder, National Cleaning Contractors has met the requirements of the tender specifications. Therefore, it is recommended that Tender T14-253 in the amount of \$975,661.26 be awarded to National Cleaning Contractors.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 20, 2015

Item 7, CW Report No. 2 – Page 3

This contract will commence immediately after approval is granted and necessary documents completed.

Attachments

N/A

Report prepared by:

Leena Kapadia, Supervisor of Contract and Leases, Ext. 8894