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Date: March 25, 2019
To: Mayor and Council
Author: Dan Wolicki, Manager of Facilities and Properties
RE: Janitorial Maintenance Contract
Report No.: MS 2019-15

AIM

To award the janitorial maintenance contract of various municipal buildings.

BACKGROUND

The Parks and Facilities Division under the Municipal Services Department had advertised the Janitorial Maintenance Contract in requesting interested parties to submit proposals prior to the closing date of February 26th, 2019 at 11:00am.

The contractor provides for all personnel, equipment and cleaning solutions in executing the regular janitorial services to the following seven (7) municipal buildings:

Town Hall
OPP Kingsville
OPP Cottam
Unico Community Centre
Kingsville Fire Hall
Cottam Fire Hall
Carnegie Hall

The frequency of service is dependent upon the level of use for the facility and ranges from daily to bi-weekly cleanings.

Currently, routine janitorial maintenance of selected municipal buildings is provided through contract services with R. Moir Cleaning for the past 4 years. Janitorial maintenance has been under contract services since 2011.

In 2018, the Town's contract with R. Moir Cleaning had been extended along with servicing additional buildings on a month-to-month basis to prevent any gaps in services while in review of operational strategies and developing a comprehensive request for proposals (RFP) process.

DISCUSSION

The advertised tender document included the description of desired services and the facilities, and a provision for a site inspection to which six (6) prospective bidders attended. Furthermore, the document requested for each bidder to provide pricing for a term of three (3) years.

The contract term is to commence upon award of contract for three (3) years beginning on April 1st, 2019 through March 31st, 2022.

As a result of advertising the service contract to public prospects, six (6) janitorial contractors submitted the following pricing (excluding HST):

Vendor Name	Total Price
Cheema Cleaning Services Ltd.	\$221,004.00
1145277 Ontario Limited (Huron Shores Cleaning Company)	\$238,410.00
Commercial Cleaning Services	\$247,272.00
R. Moir Cleaning	\$286,200.00
City Center Maintenance and Janitorial	\$376,770.33
721685 Ontario Inc. (Service Master Clean)	\$436,805.07

Each prospect was evaluated based upon their completion of mandatory requirements, experience and references, and overall price proposal.

Cheema Cleaning Services Ltd. was able to demonstrate positive results with respect to the above criteria while providing the lowest cost proposal. Several references have been contacted from facilities currently maintained by Cheema Cleaning Services Ltd. and the feedback has been positive and exhibits the capabilities of maintaining a high quality of cleanliness in buildings.

LINK TO STRATEGIC PLAN

Improve recreational and cultural facilities and opportunities within the Town of Kingsville.

FINANCIAL CONSIDERATIONS

Cheema Cleaning Services provided a quote in the amount of \$221,004.00 (excluding HST) for janitorial services from April 1st, 2019 until March 31st, 2022.

In the 2019 annual operating budget, \$91,500.00 has been approved for janitorial services for the seven (7) identified municipal buildings and in comparison to the annual cost submitted by Cheema Cleaning Services Ltd. will amount to a savings of \$17,832.00 for 2019.

Table 1 provides the annual cost for each municipal building:

Table 1

Location	Annual Cost	3yr Contract Total
Town Hall (Including Public Works)	\$27,000.00	\$81,000.00
OPP Kingsville	\$22,668.00	\$68,004.00
OPP Cottam	\$3,360.00	\$10,080.00
Unico Community Centre	\$4,920.00	\$14,760.00
Kingsville Fire Hall	\$4,200.00	\$12,600.00
Cottam Fire Hall	\$2,160.00	\$6,480.00
Carnegie Hall	\$9,360.00	\$28,080.00

CONSULTATIONS

Municipal Services
Fire Chief
OPP Detachment Manager

RECOMMENDATION

That Council approve the award of the janitorial maintenance contract of various municipal buildings as identified in Table 1 to Cheema Cleaning Services Ltd. beginning on April 1st, 2019 through March 31st, 2022; and that the by-law authorizing the Mayor and Clerk to execute the janitorial maintenance contract be adopted at the next Regular Meeting of Council.

Dan Wolicki

Dan Wolicki
Manager of Municipal Facilities and Properties

G. A. Plancke

G.A. Plancke, Civil Eng. Tech (Env.)
Director of Municipal Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer