Report of the Standing Policy Committee on Public Works dated October 30, 2001

Award of Building Cleaning Services Contracts for the following facilities under Tender No. 676-2001

A) 699 Broadway B) 2020A Corydon Ave.
C) 6 Fermor Ave. D) 1086 St. Mary's Rd.
E) 100 Main St. F) 219 Provencher Blvd.
G) 233 Provencher Blvd. H) 180 King St.
I) 378 Portage Ave. J) 1910 Portage Ave.
K) 765 Keewatin St. L) 1155 Pacific Ave.
M) 33 Warnock St. N) 1085 Main St.
O) 3-1050 Henderson Hwy. P) 1500 Plessis Rd.

File GL-9 (Vol. 17) [c/r FB-1 (Vol. 7)]

1. The Standing Policy Committee on Public Works has been advised that the tender call for building cleaning services at the above-referenced locations was initiated by the Public Works Department, Building Services Division in September 2001. The bid closed on September 25, 2001 and the bid prices are open for acceptance until November 24, 2001.

In response to the tender call, eight companies returned bids.

BIDDER	ALTERNATIVE 1 AWARD AS A WHOLE	ALTERNATIVE 2 AWARD BY SECTION
Correia Enterprises t/a Bee Clean	Locations A-P $726,441.00	Locations A-P $726,441.00
A. Leader Building Cleaning Services of Canada Ltd.	Locations A-P $408,102.40	Locations A-P $408,102.40
SMS Modern Cleaning Services	No Bid	Locations A-P $527,048.87
TITAN Building Maintenance Ltd.	Locations A-P $591,696.00	Locations A-P $591,696.00
MacDonald Building Maintenance	No Bid	Location C only $25,470.00
JLS Cleaning Company	Locations A, B, D, H, I, L $234,750.00	Locations A, B, D, H, I, L $234,750.00
Rokel Janitorial Service	Non-responsive	Non-responsive
Just Spotless By Neen Cleaning	Non-responsive	Non-responsive

Materials Management has identified on the Comparison of Tenders form, that four submissions were accompanied by Bid Bonds, one by a Letter of Credit for $5,000.00 and one by a Certified Cheque in the amount of $2,547.00. All have been certified by the Legal Services Division.

The bid submitted by A. Leader Building Cleaning Services of Canada Ltd. with respect to Locations A, B, C, D, E, F, G, H, I, J, K, N, O and P is the low responsive bid and meets all the qualifications.

The bid submitted by TITAN Building Maintenance Ltd. with respect to Location L is the low responsive bid and meets all the qualifications.

With respect to Location M both A. Leader Building Cleaning Services of Canada Ltd. and TITAN Building Maintenance Ltd. submitted bids with the identical total-bid price. The Contract Administrator is of the opinion that it would be in the best interest of the City to award Location M to A. Leader

Building Cleaning Services of Canada Ltd. since this company is presently performing the work on a temporary basis.

The Contract Administrator is of the opinion that both A. Leader Building Cleaning Services of Canada Ltd. and TITAN Building Maintenance Ltd. have the necessary resources and experience to perform all of the work in accordance with the specifications.

Two other bids were also received, one from Rokel Janitorial Services and the other from Just Spotless by Neen Cleaning, both of which were determined to be non-responsive by the Manager of Materials because of insufficient securities.

Also noted in the remarks section of the Comparison of Tenders form were:

1. A. Leader Building Cleaning Services of Canada Ltd. did not sign Form A of the Tender submission.

   Materials Management later advised that A. Leader Building Cleaning Services of Canada Ltd. had submitted a signed copy of Form A of the Tender submission, prior to the opening of the Tenders. This copy did not accompany the Tender submission at the time of the Tender opening which resulted in the above comment on the Comparison of Tenders form.

2. A. Leader Building Cleaning Services of Canada Ltd. did not initial price changes on Form B. This informality is not considered material.

3. TITAN Building Maintenance Ltd. did not initial price changes on Form B. This informality is not considered material.

JLS Cleaning Company submitted a partial bid for Alternative 1 (Award as a Whole).

These contracts cover building cleaning services at all 16 locations for a thirty (30) month term commencing January 1, 2002 to June 30, 2004.

The total cost to the City for the full term of these contracts is $393,104.40 plus G.S.T.

Yearly estimated costs are as follows:

2002	$157,241.76
2003	$157,241.76
2004	$ 78,620.88

Funding for these contracts has been identified in account number 53-552103-251102.

The Financial Impact Statement is outlined on Appendix “A”.

City Council must approve the awarding of these contracts as funds are being committed from future budgets

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The Standing Policy Committee on Public Works recommends:

I. That a contract be awarded to A. Leader Building Cleaning Services of Canada Ltd. for building cleaning services at Locations A, B, C, D, E, F, G, H, I, J, K, M, N, O and P for a thirty (30) month period commencing January 1, 2002 to June 30, 2004, in the amount of $322,154.40 plus G.S.T.

II. That a contract be awarded to TITAN Building Maintenance Ltd. for building cleaning services at Location L for a thirty (30) month period commencing January 1, 2002 to June 30, 2004, in the amount of $70,950.00 plus G.S.T.

III. That the Manager of Materials be authorized to issue Purchase Orders for the above contracts.

IV. That the Proper Officers of the City be authorized to do all things necessary to implement the foregoing, including the execution of any documents related thereto.

Appendix "A" referred to in Clause 1 of the Report of the Standing Policy Committee on Public Works

Financial Impact Statement

Date: October 19, 2001

Project Name:

First Year of Program 2002

Award for Building Cleaning Contracts Under Tender #676-2001

	2002	2003	2004	2005	2006
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 168,249	$ 168,249	$ 84,124	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ 168,249	$ 168,249	$ 84,124	$ -	$ -
Less: Existing Budget Amounts	168,249	168,249	84,124	-	-
Net Budget Adjustment Required	$ 0	$ 0	$ 0	$ -	$ -

Additional Comments:

Original Signed by D. Stewart
Manager of Finance & Administration

dated October 30, 2001

Approved by Divisional Accountant Trainee: X