

Cleaning Services – Extension of Contract

Date:	April 21, 2008
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to obtain Toronto Public Library Board approval for a month-to-month extension of the existing cleaning contract with the existing contractor, National Cleaning Contractor.

The month-to-month extension of the existing cleaning contract will allow the Employee and Labour Relations Committee and the Board to consider the Union’s proposal for contracting in cleaning services. Library staff have negotiated an extension with National Cleaning Contractor, subject to Board approval.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the month-to-month extension of the existing cleaning contract with National Cleaning Contractor, not to exceed six months, at a cost of \$101,832.45 per month excluding Goods and Services Tax (GST); and
2. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

FINANCIAL IMPACT

At its March 7, 2005 meeting, the Board awarded a two-year contract to the lowest bidder, National Cleaning Contractors, to supply janitorial services over two years. At its January 29, 2007 meeting, the Board approved a one-year renewal with National Cleaning Contractors, to supply janitorial services at a total cost of \$1,221,989.37 excluding GST.

This month-to-month extension to the cleaning contract will have no financial impact beyond what has already been approved in the current year’s budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

The contract with National Cleaning Contractors expired on March 31, 2008. The Library notified the Union on December 20, 2007, that it would be issuing a RFP for cleaning services. The Union made a brief presentation to the Board on February 25, 2008, and at the suggestion of the Board, deferred a fuller discussion to the Employee and Labour Relations Committee meeting scheduled for February 28, 2008.

The Employee and Labour Relations Committee considered the matter at its two meetings on February 28, 2008 and March 25, 2008. At its March 25, 2008 meeting, the Committee directed Library staff to negotiate a month-to-month extension to the existing cleaning contract and to seek approval of the Library Board at its April 21, 2008 meeting.

ISSUE BACKGROUND

A full exploration of the Union's proposal for contracting in options, the costing of those options and consideration by the Employee and Labour Relations Committee and the Library Board will take some time. A report on the options is targeted for the May 20, 2008 Toronto Public Library Board meeting. A month-to-month extension of the existing contract with National Cleaning Services will give the Committee and the Board adequate time to consider the options.

COMMENTS

Library staff have met with the existing cleaning contractor, National Cleaning Contractor to negotiate a month-by-month extension to the cleaning service. The contractor is willing to provide cleaning services on a month-to-month basis at the existing rate of \$101,832.45 per month excluding GST. This extension is up to six months, subject to Board approval. Any further extension, if needed, would require approval by the Board.

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SIGNATURE

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