

**Janitorial Services – Award of Contract**

<b>Date:</b>	October 17, 2011
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

**SUMMARY**

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To request Toronto Public Library Board approval to award the contract for janitorial services, as per the Toronto Public Library’s Request for Proposal (RFP) for janitorial services.

It is recommended that the contract for janitorial services for the Toronto Public Library be awarded to Topnotch Building Maintenance Ltd., having achieved the highest total score in the evaluation. The award is for a one-year period, January 1, 2012 to December 31, 2012, with an option for renewal for up to two subsequent years, in whole or in part.

**RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. awards the contract to Topnotch Building Maintenance Ltd. for a one-year period, January 1, 2012 to December 31, 2012 at a cost of \$1,370,676.02 [excluding Harmonized Sales Tax (HST)], with an option to renew based on satisfactory performance:
  - a. for the second one-year period, January 1, 2013 to December 31, 2013 at a cost of \$1,398,089.53; and
  - b. for the third one-year period, January 1, 2014 to December 31, 2014 at a cost of \$1,411,796.30;
2. authorizes staff to negotiate with Topnotch Building Maintenance Ltd. to add or delete services resulting from operational needs, subject to budget availability; and
3. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

## **Implementation Points**

The award of contract is subject to the review and approval of the City of Toronto Fair Wage Office. According to the terms of the RFP, the successful proponent will be required to comply with any successor legislation.

## **FINANCIAL IMPACT**

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The cost of the base janitorial contract for the first year is \$1,370,676.02. While this is \$196,576.32 lower than the contract for the current year, the savings will be used to offset budget pressures experienced in recent years resulting from unscheduled additional services such as cleaning after renovations, special cleaning for pest control, clean-up after environmental accidents (e.g. flooding after a storm), which are all billed separately. The proposed budget for janitorial services in 2012 of \$1.66 million, will accommodate the base contract and the estimated costs (based on recent experience) for unscheduled additional services. The recommendations in this report address both the approval of the base contract and the authorization for staff to add or delete services due to operational needs and subject to budget availability.

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

## **ISSUE BACKGROUND**

The current contract with National Cleaning Contractors expires on December 31, 2011. In order to ensure continued janitorial services, the Library has issued a RFP for janitorial services. The contract for cleaning services provides daily cleaning at all public and administration buildings; quarterly cleaning of carpets and stripping and refinishing of non-carpeted floors; day porter services at selected branches; afternoon washroom cleaning at selected branches; and litter abatement at selected branches.

## **COMMENTS**

On July 29, 2011, the Library issued a public RFP for janitorial services. Seven proponents submitted proposals. The proposals were evaluated based on criteria listed in the RFP: credibility and capability, qualifications and cost. The three (3) vendors with the highest scores from the evaluation, were invited to an interview. The proposal from Topnotch Building Maintenance Ltd. achieved the highest total score in the evaluation and the interviews, and is the lowest total cost proposal.

### **First year award costs**

The cost of the janitorial services contract award in the first year is \$1,370,676.02 (excluding HST).

The RFP required the proponents to submit costs for three years, to give the Library a projection of the inflationary costs in future years. The costs submitted by Topnotch based on the services described above are:

Year 1: \$1,370,676.02 (excluding HST);  
Year 2: \$1,398,089.53 (excluding HST);  
Year 3: \$1,411,796.30 (excluding HST).

## **CONTACT**

Ron Dyck; Director, Information Technology & Facilities; Tel: 416-393-7104;  
Fax: 416-393-7083; Email: [rdyck@torontopubliclibrary.ca](mailto:rdyck@torontopubliclibrary.ca)  
Gail Rankin; Senior Manager, Facilities; Tel: 416-395-5881; Fax: 416-395-5916  
Email: [grankin@torontopubliclibrary.ca](mailto:grankin@torontopubliclibrary.ca)

## **SIGNATURE**

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Jane Pyper  
City Librarian