

5. JANITORIAL SERVICES CONTRACT EXTENSION
TENDER M. 0910-39-T1/96
-

COMMITTEE RECOMMENDATION

That Council approve a one-year extension (01 November 1998 to 31 October 1999) of tender M.0910-39-T1/96 for the Facility Cleaning Contract at the Robert O. Pickard Environmental Centre to Ability Janitorial Services Limited, Ottawa, for a total contract provision of \$168,852.

DOCUMENTATION:

1. Environment and Transportation Commissioner's report dated 15 Sep 98 is immediately attached.

REGION OF OTTAWA CARLETON
RÉGION D'OTTAWA CARLETON

REPORT
RAPPORT

Our File/N/Réf. **50 01-98-1103-AA**

DATE 15 September 1998

TO/DEST. Co-ordinator
 Corporate Services and Economic Development Committee

FROM/EXP. Environment and Transportation Commissioner

SUBJECT/OBJET **JANITORIAL SERVICES CONTRACT**
 TENDER M.0910-39-T1/96
 CONTRACT EXTENSION AWARD

DEPARTMENTAL RECOMMENDATION

That the Corporate Services and Economic Development Committee and Council approve a one-year extension (01 November 1998 to 31 October 1999) of tender M.0910-39-T1/96 for the Facility Cleaning Contract at the Robert O. Pickard Environmental Centre to Ability Janitorial Services Limited, Ottawa, for a total contract provision of \$168,852.

BACKGROUND

The Robert O. Pickard Environmental Centre consists of approximately 45,000 square meters (484,000 square feet) of facility space. This area is spread over 34 structures at the Robert O. Pickard Environmental Centre and 17 pumping stations across the Region. Tender M.0910-39-T1/96 was called in the Fall of 1996 for the janitorial cleaning of all the sites.

The standard Regional cleaning specifications were used in preparing this tender in order to ensure a consistent level of service with other Regionally-operated facilities. The intent is to provide clean buildings for staff, to extend the life of the facilities, and to maintain a healthy and hygienic environment in which to work.

DISCUSSION

The Robert O. Pickard Environmental Centre is essentially an industrial processing site which treats wastewater. During the normal course of work activities, most building areas become soiled with dirt, grease, oil, feces, and scum. In order to maintain a healthy work environment it is essential to implement an industrial cleaning program. The scope of the work requires the services of an experienced, well-equipped industrial cleaning contractor.

This report requests the extension of the contract based on the original 1996 tender M.0910-39-T1/96 as permitted in the original tender documents in accordance with the rates, terms and conditions specified. There is no increase in rate associated with this extension. Ability Janitorial Services Limited has provided satisfactory work for the past two years and therefore a one-year extension to the contract is recommended.

CONSULTATION

The public consultation process is not applicable.

EXPENDITURE JUSTIFICATION

The benefits of performing an industrial cleaning program as outlined in the scope of work for this tender will ensure that the site facilities are maintained at an appropriate level of cleanliness and minimize any health and hygiene concerns. Additionally, maintaining a clean building will extend the useful life of the process facilities, thus minimizing potential future capital costs.

The requested contract extension award of \$153,133.00, plus an allowance of \$5,000.00 for contingency to cover any miscellaneous industrial cleaning work required as a result of a process equipment failure or non-routine cleaning required outside the scope of the maintenance cleaning contract, and \$10,719.31 for GST, brings the total contract award to \$168,852.31.

FINANCIAL STATEMENT

	\$
Approved Budget to Date	184,800
Total Paid & Committed	<u>(140,793)</u>
Balance Available	44,007
THIS REQUEST	(<u>28,142</u>)
Balance Remaining	<u>15,865</u>

Funds in the amount of \$28,142.05 are available in the 1998 Operating Budget account No. 252-42412-2397 - Laundries & Janitorial. The remaining funds in the amount of \$140,710.26 represent a pre-commitment to the 1999 Operating Budget, respectively in account No. 252-42412-2397 - Laundries & Janitorial, Finance and Operational Support Branch, WEPD.

Approved by
M. J. E. Sheflin, P. Eng.

FINANCE DEPARTMENT COMMENT

Funds for the 1998 portion of this contract are available as indicated. The 1999 portion of this contract represents a pre-commitment against the 1999 Sewer Operating Budget.
Subject to Council Approval.

*Approved by T. Fedec
on behalf of the Finance Commissioner*