

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON  
MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

REPORT  
RAPPORT

Our File/N/Réf.  
Your File/V/Réf.

DATE 25 September 1996

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 AWARD**

### DEPARTMENTAL RECOMMENDATION

**That the Corporate Services and Economic Development Committee and Council approve the award of a two year (01 November 1996 to 31 October 1998) cleaning contract, Tender M. 0910-39-T1/96 for Facility Cleaning Services at the Robert O. Pickard Environmental Centre, to Ability Janitorial Services Limited, Ottawa, in the amount of \$342,704.62.**

### BACKGROUND

The Robert O. Pickard Environmental Centre (ROPEC), consists of approximately 45,000 square meters (484,000 square feet) of facility space which requires cleaning. This area is spread over 34 structures at ROPEC and 14 pumping stations across the Region.

The Robert O. Pickard Environmental Centre is essentially an industrial processing site which treats wastewater. During the normal course of work activities, most of the 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 cleaning contractor.

A standard regional cleaning specification was used for the preparation of this tender to insure a consistent level of service with other Regionally operated facilities. The intent is to provide a clean building environment for staff, extend the life of the facilities and maintain a healthy and hygienic work area. Tender number M.0910-39-T1/96 was called this Fall for the janitorial cleaning of all the sites.

Prior to this tender, the facilities were cleaned under two separate contracts. An industrial cleaning tender for the process areas, and a janitorial cleaning tender for the office/storage/common areas. The amalgamation of these two contracts into one represents a savings of over \$100,000 for WEPD.

### DISCUSSION

The following tenders (excluding GST) for Tender No. M.0910-39-T1/96 were received as follows:

Ability Janitorial Services Limited, Ottawa	\$306,266
Empire Maintenance, Ottawa	338,306
Modern Building Cleaning, Ottawa	349,005
S.H. Cleaners Ltd, Ottawa	354,556
Galactica Cleaning, Ottawa	369,664

The low bidder for Tender No. M.0910-39-T1/96 is Ability Janitorial Services Limited. The requested contract award of \$306,266 plus an allowance of \$15,000 for contingencies to cover any miscellaneous 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 \$21,438.62 for GST allowance, brings the total contract award to \$342,704.62.

### CONSULTATION

The consultation process is not applicable.

### EXPENDITURE JUSTIFICATION

The benefits of performing a 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.

### FINANCIAL STATEMENT

	\$
Approved Budget to Date	284,500
Total Paid & Committed	<u>(232,858)</u>
Balance Available	51,642
THIS REQUEST	<u>(28,559)</u>
Balance Remaining	<u>22,083</u>

Funds in the amount of \$28,558.72 are available in the 1996 Operating Budget, Account Number 252-42412-2397 - Buildings and Grounds, Repair and Maintenance. The remaining funds in the amount of \$171,352.30 and \$142,793.58 represents a pre-commitment to the 1997 and 1998 Operating Budgets, respectively, in Account Number 252-42412-2397 - Buildings and Grounds, Repair and Maintenance.

*Approved by D. Brousseau  
on behalf of M.J.E. Sheflin*

SUPPLY MANAGEMENT DIVISION

*Approved by P. Andrews  
on behalf of the Manager, Supply Management Division*

FINANCE DEPARTMENT COMMENT

Funds for the 1996 portion of the contract are available as indicated. The remainder of the contract represents a precommitment against the 1997 Draft Operating Estimates.

Subject to Council Approval.

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