



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 September 4

JANITORIAL SERVICES – CONTRACT AWARD

Recommendation

It is recommended that the Finance & Facilities Committee make recommendation to the Board of Health to award the following two year contracts for janitorial services:

- i) GDI Integrated Facility Services – for leased premises located at 50 King Street and 399 Ridout Street, London Ontario for a total amount of \$241,238.00, and further;*
- ii) Bee Clean Building Maintenance – for leased premises located at the Kenwick Mall, 51 Front Street, Strathroy, Ontario for a total amount of \$25,832.56.*

Key Points

- A tender for janitorial services was issued on July 31st, 2014. Part A of the tender included leased property at 50 King Street, and 399 Ridout Street in London, Ontario. Part B included leases property at 51 Front Street in Strathroy, Ontario.
- Contracts associated with the tender process will be two years in duration.
- Appendix A provides a summary of the 4 bids received on August 20, 2014

Background

The Health Unit currently engages two (2) janitorial contractors to provide services at the following leased premises:

- 1) 50 King Street offices - which includes leased meeting room space within the heritage county building at 399 Ridout Street, and
- 2) 51 Front Street, Kenwick Mall in Strathroy, Ontario.

Janitorial services for the leased space at 201 Queens Avenue is managed through Farhi Holdings Corporation.

2014 Request for Tender

On July 31, 2014, the Health Unit issued a Request for Tender for Janitorial Services. Notice of the procurement opportunity was provided directly to nine (9) known service providers and advertised on the Health Unit's website. A site visit was conducted on Wednesday, August 6, 2014 to enable bidders to review and verify the local conditions, facility structure, and address any foreseen difficulties they may encounter during the duration of the contract. The site visit was attended by six (6) potential bidders.

The tender was publically opened on Wednesday, August 20, 2014, and four (4) submissions were received.

Attached as [Appendix A](#) is a summary of the bids received. The recommendations are based on the lowest bid(s) which meets all terms, conditions and specifications as outlined in the tender. The tender pricing are inclusive of all labour, equipment and supplies and excludes HST.

Conclusion

As a result of the tender process undertaken, it is recommended that two contracts be awarded for janitorial services, each being two (2) years in duration to the following companies:

- 1) GDI Integrated Facility Services – for leased premises located at 50 King Street and 399 Ridout Street, London Ontario for a total amount of \$241,238.00, and further;
- 2) Bee Clean Building Maintenance – for leased premises located at the Kenwick Mall, 51 Front Street, Strathroy, Ontario for a total amount of \$25,832.56.

This report was prepared by Melody Couvillon, Manager of Procurement & Operations.



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