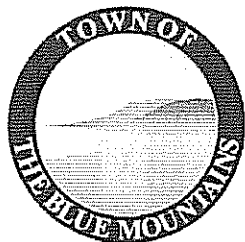


**STAFF REPORT:      Planning and Building Services**



**REPORT TO:                      Council**  
**MEETING DATE:                May 9, 2011**  
**REPORT NO.:                    B.11.22**  
**SUBJECT:                        Award of Tender #2011-13-T-COR for Janitorial Services at the Town Hall Administration and Police Services Offices**  
  
**PREPARED BY:                 David Finbow, Director of Planning and Building**

**A.    Recommendations**

THAT Council receive Staff Report B.11.22, and authorize the award of Tender for Janitorial Services at the Town Hall Administration and Police Services Offices to Morris Janitorial Services for the total tender price of \$33,331.92 (not including HST), for the first contract term May 16, 2011 until May 15, 2012 and;

THAT Council authorize the Director of Building and Planning and the Manager of Purchasing to renew the Janitorial Contract for two – one year renewals, pending price negotiations with Morris Janitorial and performance of the services rendered.

**B.    Background**

The Tender for Janitorial Services at the Town Hall Administration and Police Services Offices was coordinated and prepared by the Director of Planning and Building Services, the Manager of Purchasing and Sergeant Charlie Watts, Ontario Provincial Police. The Tender was issued March 30, 2011, with advertising in the Courier Herald, Enterprise Bulletin and on the Town's and Ontario Public Buyer's Association's (OPBA) respective websites. Five companies attended a mandatory site visit conducted for both locations on April 13, 2011.

The Tender closed on May 2, 2011 with only one tender was received by the Clerk. The Manager of Purchasing has reviewed the tender submission from Morris Janitorial Services and concludes that it is a compliant tender.

The Town's Purchasing Policy POL.COR.07.05 clause 13 a) Personal Purchasing of Goods and Services states:

*"No good or service in excess of \$500 in a fiscal year shall be purchased by the Town from any employee of the Town or member of Council without the express authority from Council."*

It is noted that the principal of Morris Janitorial Services is a Volunteer with the Town's Fire Department and therefore authority from Council is required prior to the award of this contract.

The Janitorial Services contract consists of a firm one year contract with an option to extend the term for two (2) additional years that will be awarded in one (1) year intervals.

The Tender required pricing increases for optional renewal years to provide staff with adequate information for budgeting purposes.

**C. The Blue Mountains' Strategic Plan**

Ensuring long-term financial sustainability

Providing a strong, well managed municipal government

**D. Environmental Impacts**

The Tender required the successful contractor to utilize only cleaning products that are Eco-Logo approved to ensure continued Gold LEED standards of the new Town Administration Office, and environmental stewardship.

**E. Financial Impact**

The Town's 2011 Budget approved annual janitorial services expenditures are as follows:

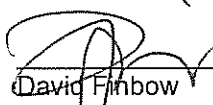
Town Admin \$27,000  
Police Services \$5,500

The Financial and Information Services Department has advised that the overage, approximately \$1,300, related to this award will be addressed by way of savings found in other tax funded programs.

**F. Attached**

1. Tender Submission from Morris Janitorial Services

Respectfully submitted,



David Finbow

For more information, please contact:

David Finbow  
dfinbow@thebluemountains.ca  
519-599-3131 ext. 246

PROPOSERS INFORMATION FORM

**BIDDERS must complete this form and include with the Tender Submission  
Please ensure all information is legible.**

1.	Company Name	MORRIS JANITORIAL SERVICES
2.	Bidder's Contact Individual	Andrew Morris
3.	Address (inc Postal Code)	F#206 CLARK ST, P.O. BOX 69 CLARKSBURG, ONT, N0H 1J0
4.	Office Phone #	519-599-6568
5.	Toll Free #	
6.	Cellular #	705-444-3472
7.	Pager #	
8.	Fax #	519 599 7628
9.	E-mail address	
10.	Website	
11.	HST Account #	R108681453

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda.

The following Addenda were received 1 2 for a total of 2  
(eg. 1, 2, 3, 4 or 1-4 for a total of 4 Addenda)

Check here if NO Addendum received.

Bidder/Vendor: MORRIS JANITORIAL SERVICES Date MAY 1/2 011

Signature: \_\_\_\_\_

**SCHEDULE I**

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. The Bid Prices shall include all costs incurred, excluding taxes.

<u>Location</u>	<u>Contract Term</u>	<u>Firm Monthly Rate</u>	<u>Annual Total (Monthly Rate x 12)</u>
Town Administration Office	Year 1 May 16/11 – May 15/12	\$ 2,166.66	\$ 25,999.99
The Blue Mountains OPP Detachment	Year 1 May 16/11 – May 15/12	\$ 611.00	\$ 7,332.00
Subtotal			\$ 33,331.99
HST			\$ 4,333.15
<b>GRAND TOTAL - ONE YEAR TENDER AMOUNT (BOTH LOCATIONS):</b>			<b>\$ 37,665.14</b>
<b>Hourly Rate per person for Special Call-in (outside the days/times mentioned in this RFT)</b>			<b>\$ 15.00</b>
Maximum Percentage Increase for Year 2012-2013 (over 2011-2012 rates)			3 %
Maximum Percentage Increase for Year 2013-2014 (over 2012-2013 rates)			3 %

