



## STAFF REPORT ACTION REQUIRED

13.

### Cleaning Services – Extension of Contract

<b>Date:</b>	September 15, 2008
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### SUMMARY

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The purpose of this report is to obtain Toronto Public Library Board approval for a further month-to-month extension of the existing cleaning contract with the existing contractor, National Cleaning Contractor.

The month-to-month extension of the existing cleaning contract will continue cleaning services for the time period required by the Library to issue a RFP for cleaning services and the Board to award the contract.

### RECOMMENDATIONS

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

1. Approves the further month-to-month extension of the existing cleaning contract with National Cleaning Contractor, not to exceed three months, at a cost of \$101,832.45 per month excluding Goods and Services Tax (GST); and
2. Authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

### FINANCIAL IMPACT

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At its March 7, 2005 meeting, the Board awarded a two-year contract to the lowest bidder, National Cleaning Contractors, to supply janitorial services over two years. At its January 29, 2007 meeting, the Board approved a one-year renewal with National Cleaning Contractors, to supply janitorial services at a total annual cost of \$1,221,989.37, or \$101,832.45 per month, excluding GST.

This month-to-month extension to the cleaning contract will have no financial impact beyond what has already been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this Financial Impact statement and is in agreement with it.

## **DECISION HISTORY**

The contract with National Cleaning Contractors expired on March 31, 2008. The Library Board approved a month-to-month extension, not to exceed six months, at its April 21, 2008 meeting, to give the Employee and Labour Relations Committee and the Library Board adequate time to consider the contracting-in options for cleaning services.

## **ISSUE BACKGROUND**

The Employee and Labour Relations Committee has received a report on contracting-in options from Library staff at its September 8, 2008 meeting. At the same meeting, the Union presented its proposal for contracting-in of cleaning services. The committee requested additional information about cleaning contract options to be brought to the committee in October. The Library needs to ensure continued cleaning services while the options are considered and budget approval is sought for any recommended option.

## **COMMENTS**

The existing cleaning contractor, National Cleaning Contractor, has agreed to a further month-by-month extension to the cleaning service. The contractor is willing to provide cleaning services on a month-to-month basis at the existing rate of \$101,832.45 per month excluding GST. This extension is up to a further three months, subject to Board approval.

The extension would allow the Library to issue a RFP for cleaning services, for a one-year term, with the option to renew annually, to a maximum term of three years.

## **CONTACT**

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## **SIGNATURE**

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Jane Pyper  
City Librarian