

**Grounds Maintenance and Snow Removal Services –  
Extension of Contract**

<b>Date:</b>	October 23, 2017
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

**SUMMARY**

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The purpose of this report is to request Toronto Public Library Board approval to extend the contract for grounds maintenance and snow removal services.

The initial three-year contract term expires November 30, 2017. Under the terms of the contract, two additional one-year extensions are available to the Library once the initial three-year term has been completed. It is recommended that the contract awarded to Jimricks Property Service be extended for one year with an option to extend for a further one year, subject to satisfactory vendor performance.

Jimricks has completed the first three years of the contract term in a manner satisfactory to the Toronto Public Library (TPL).

**RECOMMENDATIONS**

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

1. extends the contract for grounds maintenance and snow removal services with Jimricks Property Service for one year, December 1, 2017 to November 30, 2018, at a total cost of \$627,040, excluding Harmonized Sales Tax (HST).
2. grants authority to the City Librarian to exercise the option to extend the contract for grounds maintenance and snow removal services with Jimricks Property Service for an additional year, December 1, 2018 to November 30, 2019, at a total cost of \$627,040 excluding HST, subject to satisfactory vendor performance.

**FINANCIAL IMPACT**

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Over the course of the three years of the contract a number of increases in services have been made. These include:

- snow removal from Scarborough Civic Centre, McGregor Park, and S. Walter Stewart branches
- landscaping services at the Humber Summit Branch.

These service changes increased the cost of the contract for the year December 1, 2016 to November 30, 2017 to \$627,040, excluding HST or 5.9%. These costs were included in the 2017 operating budget.

The proposed cost of the one year contract extension of \$627,040, which represents no increase to the current budget, is included in the 2018 operating budget.

The cost to extend the contract for a second year will also be \$627,040.

## **DECISION HISTORY**

On September 8, 2014, the Library Board approved an award of contract for Grounds Maintenance and Snow Removal services for a three-year term, December 1, 2014 to November 30, 2017, to Jimricks Property Service.

<http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2014/oct20/04.pdf>

## **COMMENTS**

Under the terms of the contract for grounds maintenance and snow removal services with Jimricks Property Service, two additional one-year extensions are available to the Library once the initial three-year term has been completed. Jimricks Property Service performance has met the Library's expectations over the initial three years of the contract. By extending the contract for an additional one year with the option to extend for a second year, subject to satisfactory vendor performance, the Library will be securing 2016 pricing for grounds maintenance and snow removal services that protects the Library from an inflationary increase.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian