



STAFF REPORT ACTION REQUIRED

15.

Grounds Maintenance & Snow Removal Services – Award of Contract

Date:	September 8, 2014
To:	Toronto Public Library Board
From:	Acting City Librarian

SUMMARY

The purpose of this report is to request Toronto Public Library Board approval to award the contract for grounds maintenance and snow removal services, as per the Toronto Public Library's Request for Proposal (RFP) for Grounds Maintenance & Snow Removal Services.

It is recommended that the contract for grounds maintenance and snow removal services be awarded to Jimricks Property Services. Jimricks Property Services achieved the highest aggregate score among all bidders through the evaluation of proposals and the interview process. The award is for a three (3)-year term, beginning December 1, 2014 and ending November 30, 2017. The term of the agreement will be for four (4) months of snow removal service commencing December 1 and ending March 31, and eight (8) months of ground maintenance service commencing April 1 and ending November 30.

RECOMMENDATIONS

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

1. awards the contract to Jimricks Property Services for grounds maintenance and snow removal services, for a three-year term beginning December 1, 2014, at a cost of \$567,900 in the first year, \$567,900 in the second year and \$590,420 in the third year, for a total cost of \$1,726,220 [excluding Harmonized Sales Tax (HST)]; and
2. authorizes staff to negotiate with Jimricks Property Services to add or delete services resulting from operational needs, subject to budget availability; and
3. authorizes and directs Library staff to take the necessary action to give effect thereto.

Implementation Points

The award of contract is subject to the review and approval of the City of Toronto Fair Wage Office.

FINANCIAL IMPACT

The total three-year cost for grounds maintenance and snow removal service, beginning December 1, 2014, is \$1,726,220 (excluding HST):

- Year 1 - \$567,900
- Year 2 - \$567,900
- Year 3 - \$590,420

The first year of the contract represents a cost increase of \$29,818 and this has been provided for in the approved 2014 operating budget.

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

DECISION HISTORY

The most recent grounds maintenance and snow removal contract was awarded by the Board, at its November 21, 2011 meeting, to Jimricks Property Services. The award was for a three-year contract.

ISSUE BACKGROUND

The Library requirements for snow clearing and removal vary by location and are detailed for each branch in the RFP: snow removal services for the entire property, which includes adjoining City sidewalks, Library sidewalks, stairs, ramps, landings, exit doors, driveways and parking lots; snow clearing of sidewalks and walkways only; snow clearing of parking lots only. Library property is to be maintained in a manner consistent with patron and staff convenience and safety at all times. The specifications included participation in an audit of salt-spreading practices, with a goal to implementing improvements to decrease the use of salt while maintaining a safe and eco-friendly environment. Snow-clearing services are provided from December 1 to March 31.

Grounds maintenance services are provided on a weekly basis to various Library facilities to provide well maintained and trimmed lawns, gardens, hedges and sidewalks, ramps and parking lots free of weeds and litter. The use of non-toxic fertilizer and non-toxic and non-chemical methods for weed control are RFP requirements. Landscaping services are provided from April 1 to November 30.

COMMENTS

On July 17, 2014, the Library issued a public RFP for grounds maintenance and snow removal services. The RFP closed on August 8, 2014, and three proponents submitted proposals. One proposal was incomplete and was disqualified. The proposals were evaluated against the criteria in the RFP: ability to meet the RFP requirements for grounds maintenance and snow removal, ability to provide sufficient manpower, vehicles and equipment, details of how the proponent would maintain clear parking lots and walkways during a continuous long-term snowfall, ability to handle urgent calls for regarding snow removal and icy conditions, and cost.

The proposal from Jimricks Property Services achieved the highest total score in the evaluation and is the lowest cost proposal.

Proponents' scores by criteria, price comparison and a staff analysis of the evaluation results can be provided in an in-camera presentation, if requested by Board members.

The award for grounds maintenance and snow removal is for a three (3) year term, beginning December 1, 2014 and ending November 30, 2017, for a cost of \$1,726,220. The term of the agreement will be for four (4) months of snow removal service commencing December 1 and ending March 31, and eight (8) months of ground maintenance service commencing April 1 and ending November 30.

The Library will conduct an annual performance evaluation of the service provider to ensure contract compliance and to determine whether satisfactory performance has been met.

CONTACT

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SIGNATURE

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