

To: Toronto Public Library Board – January 29, 2007

From: City Librarian

Subject: **Janitorial Services – Exercise of Renewal Option**

Purpose:

To report to the Toronto Public Library Board concerning options regarding the janitorial services contract before exercising the one-year renewal option with National Cleaning Contractors.

Funding Implications and Impact Statement:

There is no increase in the cost of the cleaning contract, for the one-year renewal. The cost of the cleaning contract is part of the proposed operating budget for 2007, submitted by the Board to the City.

Recommendation:

It is recommended that:

- (1) the Toronto Public Library Board approve the one-year renewal with National Cleaning Contractors, to supply janitorial services at a total cost of \$1,295,308.73, including Goods and Services Tax of \$73,319.36;
- (2) the appropriate Library staff be authorized and directed to take the necessary action to give effect thereto.

Background:

At its March 7, 2005 meeting, the Board awarded a two-year contract to the lowest bidder, National Cleaning Contractors, to supply janitorial services for 94 TPL locations, at an annual cost of \$1,297,652.91 or \$2,424,277.81 over two years, including Goods and Services Tax (GST). The Board also approved a recommendation that staff report to the Board concerning options regarding the janitorial services contract before exercising the one-year renewal option with National Cleaning Contractors.

At the March 7, 2005 meeting Local 416 C.U.P.E. made a presentation to the Board, outlining the benefits of the Union's proposal for a janitorial pilot project in the West Region only. Library management analyzed the cost impact of the Union's proposal for a janitorial pilot project in the West Region, and reported on the cost analysis. At the time, the Union's proposal for the West Region was costed at \$358,856 annually which was \$194,715 in excess of National Cleaning's annual cost of \$164,141. The Board received the presentation and directed staff to report on

options regarding the janitorial services contract before exercising the one-year renewal option with National Cleaners Contractors.

Comments:

The current contract covers cleaning services for 91 branches and three service buildings. The Library does not have direct responsibility for cleaning the remaining eight buildings. The cleaning contract also covers additional services, including additional day porter hours, washroom cleaning, carpet cleaning and exterior grounds abatement at selected branches.

The daily cleaning and upkeep of 99 public service branches and three administrative buildings is a challenging task, whether contracted staff or in-house staff are employed. With over 17 million visitors per year, Library branches are well used. Every effort is being made to ensure that the specifications of the janitorial contract are met, and that staff concerns are addressed in a timely and effective manner.

The one-year renewal cost is \$1,295,308.73, including GST of \$73,319.36. The one-year cost is slightly lower than that approved in 2005, due to the decrease in the GST rate. The cost of the cleaning contract is part of the proposed operating budget for 2007, submitted by the Board to the City.

Library management wrote to Local 416 C.U.P.E. on November 17, 2006, indicating that it would be reporting to the Board at its January 2007 meeting, and recommending the one-year renewal option.

Conclusion:

The current arrangement for cleaning of the 99 public branches and three administrative buildings provides satisfactory cleaning services at a cost that can be accommodated within the 2007 operating budget. It is recommended that the current contract with National Cleaning Contractors be renewed for a one-year term.

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Josephine Bryant  
City Librarian

List of Attachments:

Not applicable.