

## **Grounds Maintenance and Snow Removal Services Award of Contract**

<b>Date:</b>	November 25, 2019
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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The purpose of this report is to seek Toronto Public Library (TPL) 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.

The contract for grounds maintenance and snow removal services is being awarded to Jimricks Property Services. Jimricks Property Services was the only qualified bidder on this RFP process. The award is for a three year (3) term, beginning December 1, 2019 and ending November 30, 2022, plus two possible extension years at the sole discretion of the City Librarian, for a total of five (5) years.

The cost for the proposed contract represents a significant increase from the current contract, which is reflective of inflationary pressures on labour, materials, and insurance as well as an increased scope of requirements.

### **RECOMMENDATIONS**

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

1. awards the contract to Jimricks Property Services for grounds maintenance & snow removal services, for a three-year term beginning December 1, 2019, plus two possible extension years at the sole discretion of the City Librarian, for a total cost of \$4,648,011.59 (excluding Harmonized Sales Tax).

## **FINANCIAL IMPACT**

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The total three-year contract costs for ground maintenance and snow removal service, beginning December 1, 2019, is \$2,694,909.97 (excluding HST):

- Year 1 - \$871,885.20
- Year 2 - \$898,041.76
- Year 3 - \$924,983.01

The cost of the two extension years of the contract costs beginning December 1, 2022, is \$1,953,101.62 (excluding HST):

- Year 4 - \$952,732.50
- Year 5 - \$1,000,369.12

The first year of the contract represents a cost increase of \$227,037.20 over the 2018/2019 season and this is included in the 2020 operating budget submission.

Reasons for the increase in cost for the first year of the new contract are:

- Increase scope that was needed to meet changing branch needs;
- Inflation compounded from 2016-2019;
- Costs for equipment, maintenance of equipment, and supplies (includes GPS tracking functionality);
- Salaries and insurance.

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

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

## **DECISION HISTORY**

The last grounds maintenance and snow removal services contract was awarded by the Board, at its September 8, 2014 meeting, to Jimricks Property Services. The award was for a three-year contract plus two optional years. The Library exercised the two optional years in 2017 and 2018.

## **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 customer 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, with options for pay for service before and after this period.

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 requirements in the RFP. Landscaping services are provided from April 1 to November 30.

## **COMMENTS**

On August 21, 2019, the Library issued a public RFP for grounds maintenance and snow removal services. The RFP closed on Sept 17, 2019, and two proponents submitted proposals. One proposal was incomplete and was disqualified. The remaining proposal was evaluated against the criteria in the RFP: ability to meet the RFP requirements for ground 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 snow removal and icy conditions; and cost.

The proposal from Jimricks Property Services achieved a passing score in the evaluation and was the only complete submission.

The Library conducts periodic inspections and evaluations of the service provided to ensure contract compliance and satisfactory performance. The contract includes new requirements for electronic reporting of all service data to be provided to TPL for monitoring service and verifying invoices.

## **CONTACT**

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## **SIGNATURE**

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City Librarian