

Janitorial Services Contract Extension

Date:	October 22, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval for a one (1) year extension of the Library's Janitorial Services contract with TBM Service Group (TBM). This extension will provide TPL with the opportunity to learn from the City's procurement process currently underway for janitorial services.

The total cost of the Janitorial Services contract for the one (1) year extension is \$2,784,028 excluding applicable Harmonized Sales Tax (HST).

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. extends the TBM contract for janitorial services for one (1) additional year at a total cost of \$2,784,028, excluding HST.

FINANCIAL IMPACT

The cost for the one (1) additional year of service is \$2,784,028 (excluding HST), which represents a \$56,791 or 2.1% increase over the current contract. Funding for this is included in the 2020 operating budget submission.

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

ALIGNMENT WITH STRATEGIC PLAN

The cleaning contract at TPL helps to achieve various strategic plan priorities and goals including:

- Advance State of Good Repair projects to provide welcoming, well-maintained and efficient public space.
- Create in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation.

DECISION HISTORY

TPL's janitorial services contract expired in December 2018. At the December 10, 2018 meeting, the Board extended the contract for one year. That extension would have allowed the Library to participate in the first major joint TPL/City of Toronto Facilities, Real Estate, Environment and Energy (FREE) procurement initiative for janitorial services while still receiving service from our current contractor.

<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2018/dec10/14-janitorial-services-extension-of-contract.pdf>

COMMENT

Throughout 2019, the Library contributed to the City of Toronto Facilities Management and Purchasing and Materials Management divisions' efforts to define a new custodial standard that would also meet the needs of multiple city divisions. This work continues to-date with the Library assessing our requirements to the City's new service standards and gathering property level information. The City's procurement process is under way and expected to be complete in April 2020.

By extending our contract one additional year, the Library will learn the outcome of the City's tender, assess the implications of switching cleaning standards and finally, issue an RFP, all while continuing to receive janitorial service from our current vendor.

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SIGNATURE

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