RECOMMENDATION:
THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated August 12, 2019 regarding the outcome of a RFP for Cleaning Services for information;

AND FURTHER, THAT, Contract NHFAC 2019-02 for the provision of cleaning services be awarded to Weiler’s Cleaning and Restoration Ltd. in the annual amount of $31,020.00 plus applicable taxes for a period of three years.

EXECUTIVE SUMMARY
Earlier this year Staff Report OPS 2019-04 was presented to Council. The report outlined the outcome of a tender for janitorial services for the Townhall, Wingham Library, and North Huron Daycare. The report noted that no financially viable bids were received and sought authorization to investigate options for hiring an employee to perform the work. Authorization to post for the position was given under Resolution of Council No. M140/19.

A posting for cleaning staff was advertised and two candidates were interviewed by a panel consisting of two members of the Senior Management Team. After some consideration, the decision was made not to hire, after which the tender for janitorial services was advertised.

Two compliant tender responses were received as follows:

- SQM Janitorial Services - $92,490.60
- Weiler’s Cleaning and Restoration Services - $31,020.00

No bid irregularities were found in the submissions. It is recommended that the tender response submitted by Weiler’s Cleaning and Restoration be accepted.

DISCUSSION
This tender and contract was developed to achieve the following:

1. Establish clearly defined duties and responsibilities – discussions were held with municipal staff to ensure that the cleaning needs for the various facilities would be met under the new contract.
2. Clarify responsibility for consumable items – Some consumables were removed from the current process to minimize undue markup for readily accessible products and to allow for better controls.
3. Implement security measures surrounding access to Municipal facilities – The contract requires all personnel employed by the janitorial service company to be fully bonded. There is a condition included within the document which requires that all employees be identified and vetted by the municipality prior to access being granted.

4. Clearly define contract start and end dates – The contract term is three (3) years with an unrestricted termination clause whereby either party can terminate in six months with written notice.

In addition to the above noted parameters, bidders were asked to provide pricing for hourly work above and beyond the work identified in the scope.

Weiler’s have been performing the work satisfactorily for a number of years now.

**FINANCIAL IMPACT**

The existing janitorial services arrangement amounts to a total of $29,295.40 annually with costs distributed to:

- Town Hall – $6,732.32
- Library – $6,733.29
- Daycare – $15,829.79

The bid amount of $31,020.00 will result in a budget shortfall of $574.87 which will be distributed between the three cost centers.

**FUTURE CONSIDERATIONS**

None at this time.

**RELATIONSHIP TO STRATEGIC PLAN**

This project relates to **Goal No. 3** of the existing Strategic Plan in that the Township is healthy and safe, and **Goal No. 4**, that the administration is fiscally responsible and strives for operational excellence.

Sean McGhee, Director of Public Works  
Dwayne Evans, CAO