



TOWN OF LADYSMITH

A Special Meeting of the
Council of the Town of Ladysmith
will be held in Council Chambers at City Hall on

MONDAY, AUGUST 30, 2010
4:45 P.M.

A G E N D A

Page

CALL TO ORDER

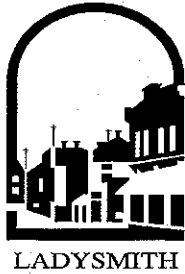
1. AGENDA APPROVAL

2. STAFF REPORT

2.1 Janitorial Services for Town Buildings

1 - 3

ADJOURNMENT



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: August 26, 2010
File No:

Re: JANITORIAL SERVICES FOR TOWN BUILDINGS

RECOMMENDATION:

THAT Council award the contract for janitorial services for City Hall, Development Services and Public Works to ABM Janitorial Services and that the Town of Ladysmith enter into a two-year contract with ABM Janitorial Services at the rate of \$1,592 per month plus HST.

INTRODUCTION/BACKGROUND:

Janitorial services for City Hall, Development Services and Public Works are currently provided by Sheila's Janitorial Services. Sheila Williams has given notice that she is retiring effective August 31, 2010. A request for proposals was issued on August 6, 2010 for janitorial services for the three work sites and eight proposals were received.

The proposals were assessed on the basis of the following criteria:

- Fee
- Overall company experience
- Staff experience on similar projects
- Quality & completeness of proposal
- Ability to provide 'green' supplies and cleaning products

ABM Janitorial is based in Vancouver. The site supervisor is a Ladysmith resident.

ALTERNATIVES:

Council can choose to award the contract to another bidder.

FINANCIAL IMPLICATIONS:

The proposed fee is comparable to what the Town is currently paying for janitorial services.

The cost is \$1,783 per month, including HST, or \$42,792 over two years.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The janitorial services will be provided at three Town locations - City Hall, Development Services and Public Works. The contract will be managed by the Corporate Services Department.

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

SUMMARY:

Eight responses were received to a Request for Proposals to provide Janitorial Services for three Town worksites. It is recommended that Council award the two-year contract to the low-bidder, ABM Janitorial Services.

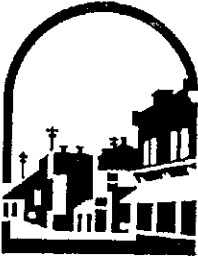
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Janitorial RFP Summary Sheet.



TOWN OF LADYSMITH

SUMMARY OF RFP OPENING

RFP #CS 2010-04

BID OPENING DATE:

Thursday, August 19, 2010 2:00 p.m.

Present: Sandy Bowden
Joanna Winter

NAME	AMOUNT	COMMENTS
SOS New Home Cleaning	\$6,831.63	incl. HST.
AllPro Building Maintenance	\$2,128.	/month incl. HST.
SBS Cleaning & Maint.	\$3,380	/mth. + HST.
Arkuda Services Inc.	\$3,115	/mth. + HST.
ABM Canada	\$1,592	/mth + HST.
MasterCare	\$2,355	+ HST.
Big Island Building Svs.	\$2,234.40	+ incl. HST.
Goodwin Janitorial	\$4,800	+ HST.