

Date: January 4, 2017  
To: Colin Smith, CAO  
From: Annette Crummey, Town Clerk  
Re: Supply of Janitorial Services for Three Year Period



Six (6) tenders were received on December 13, 2016 at 2:30 p.m. for janitorial services for the majority of Town of Riverview buildings, including Town Hall, Fire Department, RCMP Building, Operations Centre, Parks & Recreation Offices, Community Hall, Skate Park and Bridgedale Centre.

Of the tenders, four were disqualified due to non-compliance of the tender requirements. The two remaining compliant bids were:

Cleaners on the Move .....\$424,800.00 plus HST

Maid-Exec Ltd.....\$258,384.00 plus HST

The tenders were reviewed to confirm completeness of the submission and were found to be complete. The lowest acceptable bid was submitted by Maid-Exec Ltd. for \$258,384.00 plus HST for a three year period. The years are broken down as follows:

2017 - Year One.....\$85,320.00 plus HST

2018 – Year Two.....\$85,320.00 plus HST

2019 – Year Three .....\$87,744.00 plus HST

The submission from Maid-Exec Ltd. represents a decrease of approximately 4.4% over the cost of janitorial services for 2016.

It is recommended that the Town of Riverview enter a three year contract with Maid-Exec Ltd. for the supply of janitorial services based on their tender submission.

A handwritten signature in black ink, reading "Annette Crummey". The signature is fluid and cursive.

Annette Crummey  
Town Clerk

I agree with the above mentioned recommendation.

A handwritten signature in black ink, reading "Colin Smith". The signature is bold and cursive.

Colin Smith, CAO