



## DEVELOPMENT & PROPERTY COMMITTEE

Wednesday, September 26, 2018

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A meeting of the Development & Property Committee was held on Wednesday, September 26, 2018, at 9:40 a.m., at the County of Renfrew Administration Building, Pembroke, Ontario.

Present were:                      Robert Sweet, Chair  
   Jennifer Murphy, Warden

and Committee Members:      Deborah Farr, Glenda McKay, Peter Emon, Sheldon Keller, Terry Millar

Regrets:                                Peter Emon

Staff Present:                        Craig Kelley, Director of Development & Property  
   Paul Moreau, Director of Social Services  
   Shelley Sheedy, Director of Long-Term Care  
   Kevin Valiquette, Manager of Real Property Assets  
   Evelyn VanStarkenburg, Administrative Assistant

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Chair Sweet called the meeting to order at 9:45 a.m. The roll was called and no pecuniary interests were disclosed.

Mr. Valiquette overviewed the Addendum to the Development & Property Committee Report attached as Appendix A.

Mr. Valiquette advised Committee that the proposals received for the janitorial services contract were evaluated on a range of criteria including overall cost, company profile and history, previous experience on assignments of a similar nature and size, past performance in the provision of services to the County or local municipalities in the County, and the overall quality of the submissions.

Mr. Valiquette noted that reference checks have been positive for GDI Services (Canada) LP showing a commitment to green products, efficient equipment, itemized cleaning routines, proper supervision and staff training programs.

**RESOLUTION NO. DP-C-18-09-79**

Moved by: Councillor Farr  
Seconded by: Councillor McKay

THAT the Development & Property Department recommends that County Council pass a By-law to enter into an agreement between the County of Renfrew and GDI Services (Canada) LP, Ottawa, Ontario for the provision of janitorial services for 7 and 9 International Drive in the amount of \$290,235.00 plus HST for the period November 1, 2018 to October 31, 2021.

AND FURTHER THAT By-law 79-15 is hereby repealed.

CARRIED.

**RESOLUTION NO. DP-C-18-09-80**

Moved by: Warden Murphy  
Seconded by: Councillor Keller

THAT this meeting adjourn and the next regular meeting be held on October 16, 2018 at the County of Renfrew Administration Building. Time – 9:50 a.m.

CARRIED.

**ADDENDUM TO  
DEVELOPMENT & PROPERTY COMMITTEE REPORT  
SEPTEMBER 26, 2018**

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**BY-LAWS**

14. Janitorial Contract – County Administration Building, Pembroke

**RESOLUTION NO. DP-CC-18-09-79**

Moved by Chair  
Seconded by Committee

THAT County Council pass a By-law to enter into an agreement between the County of Renfrew and GDI Services (Canada) LP, Ottawa, Ontario for the provision of janitorial services for 7 and 9 International Drive in the amount of \$290,235.00 plus HST for the period November 1, 2018 to October 31, 2021.

AND FURTHER THAT By-law 79-15 is hereby repealed.

**Background**

A Request for Proposal to provide janitorial services for the County Administration Building for the next three years (November 1, 2018 to October 31, 2021) was issued on August 30, 2018. The existing contract expires on October 31 of this year.

A mandatory site meeting was held on September 13, 2018 with four companies in attendance. The proposal closing date was September 20, 2018. A total of four bids were received as follows:

<b><u>Name</u></b>	<b><u>Bid Amount</u></b>	<b><u>Scoring</u></b>
Glacier Maintenance Inc., Belleville, Ontario	\$285,480.00	64.5
GDI Services (Canada) LP, Ottawa, Ontario	\$290,235.00	80.0
Hackett Janitorial, Pembroke, Ontario	\$302,748.03	56.2
Floor Clean, Renfrew, Ontario	\$417,478.44	75.5

The proposal from GDI Services (Canada) LP scored the highest in meeting the deliverables of the Request for Proposal. Procurement of the services included in this Request for Proposal followed the requirements set out in Corporate Policy GA-01 – Procurement of Goods and Services.

The contract amount is within the budget parameters for the Property Division allocations for the County Administration Building.

All of which is respectfully submitted.

Robert Sweet, Chair

And Committee Members: P. Emon, D. Farr, S. Keller, G. McKay, T. Millar, J. Murphy

**COUNTY OF RENFREW**

**BY-LAW NUMBER 107-18**

**A BY-LAW TO AUTHORIZE ENTERING INTO AN AGREEMENT FOR THE PROVISION OF  
JANITORIAL SERVICES AT 7 & 9 INTERNATIONAL DRIVE, PEMBROKE, ONTARIO**

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WHEREAS Sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to enter into agreements;

AND WHEREAS it is deemed desirable to enter into an agreement for the provision of janitorial services to the County of Renfrew Administration Building located at 7 and 9 International Drive, Pembroke, Ontario;

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. That the Council of the County of Renfrew approve the awarding of the janitorial services contract for the County of Renfrew Administration Building located at 7 and 9 International Drive, Pembroke, Ontario to GDI Services (Canada) LP, Ottawa, Ontario in the amount of \$290,235.00 plus HST for the period November 1, 2018 to October 31, 2021.
2. That the Warden and Clerk are hereby authorized to sign and seal all things, papers, and documents necessary or incidental to the execution of this By-law.
3. That the agreement marked as Schedule "I" attached to and made part of this By-law shall constitute an agreement between the Corporation of the County of Renfrew and GDI Services (Canada) LP.
4. That this By-law shall come into force and take effect upon the passing thereof.
5. That By-law 79-15 is hereby repealed.

READ a first time this 26th day of September 2018.

READ a second time this 26th day of September 2018.

READ a third time and finally passed this 26th day of September 2018.

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JENNIFER MURPHY, WARDEN

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W. JAMES HUTTON, CLERK

**AGREEMENT BETWEEN OWNER AND CONTRACTOR**

THIS AGREEMENT made in duplicate the **26th** day of **September, 2018** between the Corporation of the County of Renfrew, represented by the Warden and Clerk of the County of Renfrew

hereinafter called the "Owner".

and

**GDI Services (Canada) LP, Unit 1, 580 Industrial Avenue Ottawa, Ontario K1G 0Y9**

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hereinafter called the "Contractor:

shall be effective from the **1st** day of **November, 2018** to the **31st** day of **October, 2021** for a period of three (3) years.

WITNESSETH: that the Owner and the Contractor undertake and agree as follows:

**ARTICLE A-1**

The Contractor shall provide all labour, material, equipment and services necessary to perform all work described in the Contract Documents titled as:

**RFP PROPERTY 2018-08**

Janitorial Services  
County Administration Building  
9 International Drive  
Pembroke, Ontario K8A 6W5  
September 2018

**ARTICLE A-2**

The following is an exact list of Contract Documents referred to in Article A-1:

RFP Property 2018-08

Instructions to Tenders  
Tender Forms General Conditions Schedule of Services  
Agreement between Owner and Contractor

### **ARTICLE A-3**

The Owner shall pay the Contractor in consideration of the performance of the work of this Contract in lawful money of Canada the sum of:

Two hundred and ninety thousand, two hundred and thirty-five dollars

(\$290,235.00) for a three (3) year period in thirty-six (36) monthly installments of

Eight thousand and sixty-two dollars and eight cents

(\$8,062.08) each, subject to the conditions of the Contract. **(HST excluded)**

### **ARTICLE A-4**

The documents listed above thereto annexed and signed in duplicate by both parties, are all to be read into and form part of this Agreement and the whole shall constitute the Contract between the parties and it shall inure to the benefits of and be binding upon them and their successors, executors and administrators.

### **ARTICLE A-5**

All communications in writing between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Corporation for whom they are intended or if sent by post or telegram addressed as follows:

The Owner at **9 International Drive, Pembroke, Ontario, K8A 6W5**

The Contractor at **Unit 1, 580 Industrial Avenue Ottawa, Ontario K1G 0Y9**

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

SIGNED, SEALED AND DELIVERED

in the presence of

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Jennifer Murphy, Warden  
County of Renfrew

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Witness

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W. James Hutton, CAO  
County of Renfrew

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Witness

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Contractor