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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** April 4, 2002  
**File No.:**  
**To:** City Manager  
**From:** Recreation Supervisor  
**Subject:** Awarding Tender Bid for Janitorial Services – Parkinson Recreation Centre

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### **RECOMMENDATION:**

THAT Dianne & Don's Building Maintenance Company be awarded a five-year contract in the amount of \$419,640.00. plus GST to perform janitorial services at the Parkinson Recreation Centre.

### **BACKGROUND:**

Recreation Services prepared the tender (File No. T02-15) with additional special condition requirements attached. A pre-bid site tour of the building was mandatory for all bidders. Six pre-qualified firms were invited to tender. A review team evaluated the bids on the preset criteria of annual estimated quantities. Actual annual quantities may vary up or down. The summary results of the tender bid are as follows:

Companies	Total dollars for all five years
Dianne & Don's Building Maintenance	\$419,640.00
The Cleaning Company	\$732,456.00

The total dollar amount shown is for everything but the Project & Miscellaneous Work. That work will be negotiated separately. The low bid falls within the 2002 budget allocation.

Dianne & Don's Building Maintenance are well qualified and have performed the contract at PRC satisfactorily during the past five years.

The new contract will start on May 1, 2002 and go to April 30, 2007.

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Jean Miles  
Recreation Supervisor  
Recreation Services

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Director of Parks and Leisure Services  
Acting Recreation Services Manager  
Manager Purchasing and Stores