



Report
Staff Report
The Corporation of the City of Brampton
3/19/2025

Date: 2025-02-14

Subject: **Request to Begin Procurement for Janitorial Services at Various City Locations for a Three-Year Period**

Contact: Dale Turpin, Supervisor, Contracts and Client Services, Facilities, Operations and Maintenance

Report number: Public Works & Engineering-2025-173

RECOMMENDATIONS:

1. That the report from Dale Turpin, Supervisor, Contracts and Client Services, Facilities, Operations and Maintenance to the Committee of Council Meeting of March 19, 2025, re: **Request to Begin Procurement for Janitorial Services at Various City Locations for a Three-Year Period** be received; and
2. That the Purchasing Agent be authorized to commence the procurement for Janitorial Services at various City locations for a three-year period with the renewal options for two additional one-year periods.

OVERVIEW:

- **The purpose of this report is to obtain Council authorization to begin procurement for Janitorial Services at various City locations for a three-year period with renewal options for two additional one-year periods.**
- **The current contract is due to expire on May 31, 2025.**

BACKGROUND:

A public procurement process was conducted in 2021 to establish a contract for janitorial services for a two-year period at various City locations. The contract commenced June 1, 2021. This contract included two, one-year renewal options which were exercised.

CURRENT SITUATION:

The current contract will expire on May 31, 2025, and a new contract is required.

Facilities, Operations and Maintenance is ready to begin the procurement process to award a new contract for janitorial services at various City locations for a three-year period with the renewal options for two additional one-year periods. It is the City of Brampton's expectation that the facilities serviced through this contract receive a cost-effective corporate standard for janitorial services.

CORPORATE IMPLICATIONS:

Financial Implications:

This initiative will be funded from various accounts within the Corporation through operating account number 720000-001. Sufficient funding has been identified in the 2025 Operating Budget for year one of the contract. Departmental staff will ensure sufficient funds are requested for the future years of this contract through subsequent budget submissions and presented to the Mayor for his consideration.

Purchasing Implications:

A public procurement process will be conducted, and the submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

STRATEGIC FOCUS AREA:

This report achieves the Strategic Focus Area of Brampton's Health & Well-being by focusing on citizens' wellness and safety through managing service excellence for the janitorial services at various City locations.

CONCLUSION:

This report recommends that the Purchasing Agent be authorized to commence the procurement as described in this report.

Authored by:

Reviewed by:

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