



**Town of South Bruce Peninsula**

**Tender FIN 18-02**

**Cleaning Services – Town Hall & Ross Whicher Centre**

## **Town of South Bruce Peninsula**

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#### **Cleaning Services – Town Hall & Ross Whicher Centre**

The Town of South Bruce Peninsula is requesting tenders for cleaning services at South Bruce Peninsula Town Hall and the Ross Whicher Centre in Wiarton. Sealed bids will be received at the Town of South Bruce Peninsula Municipal Office until **3:00 pm** local time on **Tuesday, May 29, 2018**.

Bid packages and details may be obtained from the Town of South Bruce Peninsula Municipal Office, at the address below, or on the Town website at [www.southbrucepeninsula.com](http://www.southbrucepeninsula.com)

Tenders are subject to a formal contract being prepared and executed. Contract award is subject to Town of South Bruce Peninsula approval and subject to budgetary constraints. The lowest or any bid will not necessarily be accepted. The Town of South Bruce Peninsula acknowledges and strives to abide by the MASH Annex.

**Karmen Krueger, CPA CA**  
**Manager of Financial Services**  
**Town of South Bruce Peninsula**  
**315 George St., PO Box 310**  
**Warton ON N0H 2T0**  
**(519) 534-1400**

## Information to Bidders

### 1 General

Sealed tenders will be received until **Tuesday, May 29, 2018 at 3:00 pm** in a sealed envelope clearly marked with the following:

#### **Cleaning Services – Town Hall & Ross Whicher Centre**

Tender FIN 18-02

**Town of South Bruce Peninsula**  
**Attention: Karmen Krueger, CPA CA**  
**Manager of Financial Services**  
315 George St, PO Box 310  
Wiarton ON, N0H 2T0

The envelope is to include the bidding company name and return mailing address.

The bid must be submitted on the tender forms as provided by the Town of South Bruce Peninsula. No changes may be made to bids after they have been received. If more than one (1) tender is submitted by a bidder, the only one considered and opened will be the envelope with the most recent time/date of receipt. Electronically transmitted tenders (ie. fax or email) will not be considered.

### 2 Tender Requirements

The following **must** be completed and submitted with your bid:

- Tender Form T-1
- Tender Form T-2 – References and Related Experience
- References/Qualifications
- Statement by Bidder
- Addendum(s) (If any)

Bidders are required to prepare their bid in accordance with this tender document, as well as the Town of South Bruce Peninsula's Purchasing Procedures. The successful bidder will be required to enter into a contract with the Terms and Conditions as set out in the tender.

Bids shall be submitted on our tender form only.

Tenders that do not comply strictly with our terms and conditions or bids which are incomplete, obscure or made subject to further conditions or qualified may be rejected

as informal or disqualified by the Town of South Bruce Peninsula.

A bid may be withdrawn any time prior to closing.

The Town does not bind itself to accept the lowest or any tender. Bids must be legible and completed in ink or typewritten with all blanks filled in.

Within the bid submission, if the amount bid for an item does not agree with the extension of the estimated quantity and the bid unit price, the unit price shall govern and the amount of the total bid price shall be corrected accordingly.

### **3 Insurance**

Upon award of the contract, the successful bidder must furnish to the Corporation, at his/her cost, a certified copy of a liability insurance policy. All minimum coverage is detailed below:

- \$2 million – general liability policy
- \$2 million - automobile liability policy when the successful bidder's vehicle(s) is being used to perform work for the Municipality or on Municipal property.
- \$2 million – homeowners (e.g. for rental of facilities)
- \$2 million – professional errors and omissions liability

Such policy shall contain:

- a “Cross Liability” clause or endorsement;
- an endorsement certifying that The Town of South Bruce Peninsula and the successful bidder are included as additional named insured;
- an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Corporation.

The Liability Insurance Policy and/or endorsements shall be satisfactory to the Corporation. The insurance coverage noted above shall be maintained in force throughout the term of the successful bidder’s contract agreement. The bidder is responsible for providing a copy of the insurance coverage to the Town annually.

### **4 Equipment**

The successful bidder shall furnish and maintain all such equipment as is considered necessary for conducting the work in an acceptable manner and at a satisfactory rate of progress. All equipment, tools, and machinery used for handling materials and executing any part of the work shall be maintained in a satisfactory, safe efficient working condition. Equipment used by the successful bidder shall be such that no injury to the workers or property will result from its use. The successful bidder shall be

responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work and services performed hereunder. The successful bidder shall provide reasonable protection to prevent property loss or damage and/or personal injury to persons, including but not limited to employees performing such work and all other persons who may be affected thereby.

The successful bidder shall be responsible and accept all liability for the licensing, inspections and any compliance with federal, provincial or municipal laws as they pertain to the vehicles to be used. Furthermore, the successful bidder will furnish to the Town any and all vehicle safety certificates on the vehicles to be used under the contract if requested.

Where a vehicle is hauling material for use in the contract, in whole or in part upon a public highway and where motor vehicle registration is required for such vehicle, the contractor shall not cause or permit such vehicle to be loaded beyond the legal limit as specified under the *Highway Traffic Act*, whether such vehicle is registered in the name of the contractor or otherwise.

The equipment must be capable of adjustment to suit all operating conditions. Bidders shall make available all equipment for inspection by the Town prior to execution of the contract.

## **5 Bribery or Corrupt Practice**

Should the successful bidder or any of his agents give, or offer any gratuity to, or attempt to bribe any member of the Town Council, officers or servants of the Town, the Town of South Bruce Peninsula shall be at liberty to cancel the contract forthwith or to direct the Town to take the whole or any part of the works out of the hands of the successful bidder under the same provisions as those specified.

## **6 Assignment and Sub-Letting**

Potential bidders should be aware that the successful contractor shall not assign or sublet the contract or any part thereof or any benefit or interest therein or thereunder, without the written consent of the Town of South Bruce Peninsula.

## **7 Notice to Contractor**

The successful bidder shall provide adequate protection for workers and the public at all times under the applicable Federal and Provincial Statutes, in accordance with all municipal by-laws and regulations together with any additional safety measures that may be necessary. The successful bidder shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Workplace

Safety and Insurance Act and Occupational Health and Safety Act, and the Ontario Electrical Safety Code as applicable to the scope of work.

The successful bidder shall ensure that all employees are provided with and instructed in the use of safety equipment as required by the Occupational Health and Safety Act and by other regulations. Normal safety precautions should be observed while undertaking the work.

The successful bidder shall observe and comply with all Municipal and Provincial safety regulations and shall obtain and pay for all permits, fees, etc. that may be applicable in carrying out the work.

The successful bidder must ensure that during the performance of the work of the contract, its personnel are equipped and wear appropriate personal protective equipment.

## **8 Employees**

The successful bidder agrees that the Town of South Bruce Peninsula is not to be deemed the employer of the successful bidder nor its personnel under any circumstances whatsoever.

Should any overseer, mechanic, driver or workman employed on or about the work or in connection therewith give any just cause for complaint, the Town shall notify the successful bidder, in writing, stating the reasons therefore and the successful bidder shall dismiss such persons from the work forthwith and he shall not again be employed by the successful bidder on any Town of South Bruce Peninsula work without the written consent of the Town.

## **9 No Smoking Policy**

The successful bidder, as well as their employee(s), must at all times abide by the Town's No Smoking Policy, Policy D.6.1, as well as any and all provincial and federal no smoking regulations, when performing the work under the contract agreement.

## **10 Working Safely**

A copy of the Health and Safety Policies of the Town of South Bruce Peninsula is available to the successful bidder. The successful bidder is required to comply at a minimum with the safety standards of the Town of South Bruce Peninsula. The successful bidder shall provide a copy of their own Health and Safety Policy upon request.

The Town of South Bruce Peninsula retains the right to stop the successful bidder's work without penalty to the Corporation if the bidder does not comply with the Occupational Health and Safety Act, and the Health and Safety Policies and Procedures of the Town of South Bruce Peninsula, or creates an unacceptable health and safety hazard.

The successful bidder shall be responsible for and shall pay all dues and assessments payable under the *Workplace Safety and Insurance Act*, the *Employment Insurance Act* or any other *Act*, whether Provincial or Federal, in respect to all his employees or operations and shall, upon request, furnish the Town of South Bruce Peninsula with satisfactory evidence that as, the successful bidder, the provisions of any act have been complied with.

The successful bidder will provide to the Town a WSIB Clearance Certificate or proof of WSIB Independent Operator Status prior to the execution of any contract.

## **11 Accessibility Regulations for Contracted Services**

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained on the following:

1. How to interact and communicate with persons with various types of disability.
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person.
3. How to use equipment that is available on premises that may help in the provision of goods or services.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities.

Contracted employees, third party employees, agents and others that provide customer service on behalf of the Town of South Bruce Peninsula must meet the requirements of Ontario Regulation 429/07 with regard to training. In accordance with Ontario Regulation 429/07 a document describing the training policy, a summary of the contents of the training and details of training dates and attendees must be submitted to the Town of South Bruce Peninsula upon request.

## **12 Payments**

Payment by the Town of South Bruce Peninsula to the successful bidder will be made in accordance with the tender submission. Upon completion of the work the successful bidder will submit an invoice to the Town of South Bruce Peninsula. Payment by the Town of South Bruce Peninsula to the successful bidder will be made within forty five (45) days of the date of the delivery of the invoice.

### **13 Sales Tax**

The bidder will not include the Harmonized Sales Tax (HST) in the tender prices.

### **14 MASH Annex**

The Town of South Bruce Peninsula acknowledges that this tender is subject to the MASH Annex.

### **15 References and Related Experience**

On the attached form, please provide at minimum, three (3) references of municipalities that your company has provided similar services in the past. References will be equal or greater in value than service requirements outlined in this tender call. Bidders shall obtain permission from the references provided to use their names; the Town may contact any/all references provided and may contact others who are known to have used the services of the bidder and not furnished as a reference. Failure of bidders to provide references will invalidate the bid.

Bidders are required to enclose with their bid submission a list of any sub-contractors for work being performed; the Town reserves the right to approve or reject any/all sub-contractor(s).

## Scope and Specifications

### 1 Scope of Work

This request for tender is for cleaning services at South Bruce Peninsula Town Hall and the Ross Whicher Centre in Wiarton.

The successful bidder will enter into a **one-year** contract beginning August 1, 2018 and expiring July 31, 2019. A three-year extension of the contract may be considered by the Town based upon satisfactory performance and successful price negotiations.

### 2 Specifications for Cleaning Services at Town Hall

The successful bidder shall perform the following cleaning duties within Town Hall, located at 315 George Street in Wiarton:

#### Offices, Lunch Room and Council Chambers

Cleaning Schedule: Daily

- Empty all waste baskets and replace bags
- Dust all furniture and equipment
- Dust all window sills, partition ledges and other horizontal surfaces
- Dust mop all tile floors using dust control method
- Vacuum clean all carpeted areas
- Remove finger marks and smudges from all walls, doors, glass partitions, and other surfaces

#### Washrooms

Cleaning Schedule: Daily

- Clean all wash bowls, plumbing fixtures, and mirrors
- Clean and disinfect toilet bowls and seats
- Empty waste receptacles
- Wash floor with a disinfectant (detergent solution)

#### Public Areas (Corridors, Main Lobby)

Cleaning Schedule: Daily

- Sweep and damp mop all floors
- Remove finger marks and smudges from all glass, metal, and painted surfaces
- Vacuum clean all carpeted areas
- Dust all furniture and equipment

- Dust all window sills and other horizontal surfaces

### **Stairways**

Cleaning Schedule: Daily and Weekly, as indicated

- Sweep all stairs daily
- Damp wipe all hand railings daily
- Wash stairs weekly

### **Tile Floors**

Cleaning Schedule: As indicated

- Spray buff all tile floor surfaces twice weekly

### **Vertical Surfaces Other Than Walls**

Cleaning Schedule: As indicated

- Dust weekly

### **Wall Pictures**

Cleaning Schedule: As indicated

- Dust weekly

### **April Annually\***

- Clean and wash light fixtures, including lenses
- Complete wash of furniture, counters, shelving, and cabinets
- Carpet cleaning (hot water extraction method)
- Remove all wax from tile floors and refinish
- Wash walls, doors, and door frames
- Wash inside and outside of windows, window frames, and blinds

### **July Annually\***

- Wash inside and outside of windows, window frames, and blinds

### **October Annually\***

- Wash inside and outside of windows, window frames, and blinds
- Carpet cleaning
- Remove all wax from tile floors and refinish

**\*During the April, July and October cleanings, the successful bidder shall provide two weeks' notice to the Town.**

### **3 Specifications for Cleaning Services at the Ross Whicher Centre**

The successful bidder shall perform the following cleaning duties within the Ross Whicher Centre, located at 578 Brown Street in Wiarton:

#### **Library and Boardroom**

Cleaning Schedule: Monday, Wednesday, Friday

- Empty all waste baskets and replace bags
- Dust all furniture and equipment
- Dust all window sills, partition ledges, and other horizontal surfaces
- Dust mop all tile floors using dust control method
- Vacuum clean all carpeted areas
- Remove finger marks and smudges from all walls, doors, glass partitions, and other surfaces

#### **Offices**

Cleaning Schedule: Weekly

- Empty all waste baskets and replace bags
- Dust all furniture and equipment
- Dust all window sills, partition ledges, and other horizontal surfaces
- Dust mop all tile floors using dust control method
- Vacuum clean all carpeted areas
- Remove finger marks and smudges from all walls, doors, glass partitions, and other surfaces

#### **Washrooms**

Cleaning Schedule: Monday, Wednesday, Friday

- Clean all wash bowls, plumbing fixtures, and mirrors
- Clean and disinfect toilet bowls and seats
- Empty waste receptacles
- Wipe down toilet partitions
- Wash floor with a disinfectant (detergent solution)
- Clean and disinfect shower stall and room

#### **Public Areas (Corridors, Main Lobby)**

Cleaning Schedule: Monday, Wednesday, Friday

- Sweep and damp mop all floors
- Remove finger marks and smudges from all glass, metal, and painted surfaces

- Vacuum clean all carpeted areas
- Dust all furniture and equipment
- Dust all window sills and other horizontal surfaces

### **Stairways**

Cleaning Schedule: Daily and Weekly, as indicated

- Sweep all stairs daily
- Damp wipe all hand railings daily
- Wash stairs weekly

### **Tile Floors**

Cleaning Schedule: As indicated

- Spray buff all tile floor surfaces twice weekly

### **Vertical Surfaces Other Than Walls**

Cleaning Schedule: As indicated

- Dust weekly

### **Wall Pictures**

Cleaning Schedule: As indicated

- Dust weekly

### **April Annually\***

- Clean and wash light fixtures, including lenses
- Complete wash of furniture, counters, shelving and cabinets
- Carpet cleaning (hot water extraction method)
- Remove all wax from tile floors and refinish
- Wash walls, doors and door frames
- Wash inside and outside of windows, window frames and blinds

### **July Annually\***

- Wash inside and outside of windows, window frames and blinds

### **October Annually\***

- Wash inside and outside of windows, window frames and blinds
- Carpet cleaning (hot water extraction method)
- Remove all wax from tile floors and refinish

**\*During the April, July and October cleanings, the successful bidder shall provide two weeks' notice to the Town.**

#### **4 Labour and Materials**

It is hereby understood and agreed that the successful bidder will provide all necessary equipment and materials to be used for the performed work and that such equipment shall be suitable for these works. The equipment furnished is to be specifically designed for the use intended. Such equipment and materials may include, but shall not be limited to: vacuums, carpet cleaning equipment, mops, pails, ladders, miscellaneous small equipment, cleaning products and chemicals, waxes, wash rags, and garbage bags.

The successful bidder shall supply the appropriate M.S.D.S. (Material Safety Data Sheet) to the Town prior to work commencement.

## Tender Form T-1

Item	Item Description	Frequency	Quantity (A)	Monthly Unit Price (B)	Total Price (Excluding HST) (A X B)
1	Cleaning Services at Town Hall – August 1, 2018 to July 31, 2019	Monthly	12	\$	\$
2	Cleaning Services at the Ross Whicher Centre – August 1, 2018 to July 31, 2019	Monthly	12	\$	\$
<b>Total Price for Items 1-3 (Excluding HST)</b>					<b>\$</b>

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**Tender Form T-2**

**References and Related Experience**

Please provide at minimum, three (3) references of municipalities that your company has provided similar services in the past. References will be equal or greater in value than service requirements outlined in this tender call. Bidders shall obtain permission from the references provided to use their names; the Town may contact any/all references provided. Failure of bidders to provide these references will invalidate the bid.

Description of Project/Contract	Municipality, Contact Name and Phone Number	Value of Contract	Year and Month of Contract

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Bidder's Initials



## Statement by Bidder

Bid Document Name: Cleaning Services – Town Hall & Ross Whicher Centre

Bid Document Number: FIN 18-02

Bidder Company Name: \_\_\_\_\_

Bidder Company Address: \_\_\_\_\_

\_\_\_\_\_

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Position