

MUNICIPALITY OF TWEED

CONTRACT NO. 2017-04

TENDER - Janitorial Services at Municipal Building

TENDER FOR: Janitorial services for the Tweed Municipal Building, 255 Metcalf Street including offices and rooms on main floor and upper floor. Attached schedule of services forms part of this tender.

TENDERS DUE: 4:00 p.m. on Tuesday, June 20, 2017

SUBMIT TO: Municipality of Tweed
Postal Bag 729
255 Metcalf St.
Tweed, ON K0K 3J0
Attention: Betty Gallagher, CAO/Clerk-Treasurer
613-478-2535

TIME FRAME: Contract to be awarded following the June 27th Regular Council Meeting. Contract duties to commence August 1, 2017.

Successful tender will be subject to negotiation of an acceptable agreement between the Municipality and the Contractor.

The lowest tender will not necessarily be accepted.

CONTRACT CONDITIONS:

- Twice weekly and other than weekly janitorial services for all offices, rooms, lobbies, stairwells and hallways in the Municipal Building.
Annual contract fee will be paid in twelve equal monthly instalments.
Contractor will be responsible for all expenses of operation, including supply of labour, cleaning equipment and supplies excluding paper towels, bathroom tissue and hand soap.
Contractor will be responsible for all applicable licences, liability insurance, and workplace health and safety requirements.
Certificate of liability insurance in an amount not less than 2 million dollars (\$2,000,000.) and Certificate of WSIB coverage and/or WSIB Clearance Certificate to be submitted with tender.
Term of contract will be three (3) years commencing August 1, 2017.

CONTRACTOR REQUIREMENTS:

- submit insurance certificate and WSIB Clearance Certificate with tender.
provide annual price for each year of the three year contract.

TENDER PRICES:

August 1, 2017 to July 31, 2018: \$ _____ plus HST \$ _____ = Total \$ _____
August 1, 2018 to July 31, 2019: \$ _____ plus HST \$ _____ = Total \$ _____
August 1, 2019 to July 31, 2020: \$ _____ plus HST \$ _____ = Total \$ _____

CONTRACTOR:

Name: _____
Address: _____
Phone: _____ Email: _____
Signature: _____

Tenders due by 4:00 pm on Tuesday, June 20, 2017

MUNICIPALITY OF TWEED

CONTRACT NO. 2017-04

JANITORIAL SERVICES - Tweed Municipal Building

SCHEDULE OF SERVICES

The services included in this schedule shall form part of the contract for janitorial services for the Tweed Municipal Building for the contract term **August 1, 2017 to July 31, 2020**.

Services shall include the supply of all labour and cleaning equipment and supplies necessary for the performance of the janitorial duties to the satisfaction of the Municipality of Tweed Council and/or the designated representative.

Paper towels, bathroom tissue and hand soap will be provided by the Municipality.

<u>LOCATION:</u>	Tweed Municipal Building, 255 Metcalf Street, Tweed, ON		
Main Floor:	Municipal offices Kitchen Washrooms Council Chambers Committee Room	Upper Floor:	Municipal offices Kitchen Washrooms Eastern Ontario Trails offices
Both Floors:	Hallways and Lobbies Elevator East & west end stairwells	Exterior:	Doors and windows Entrance, doorways, ramp

SCOPE OF SERVICES:

Twice (2X) per week:

Municipal offices and Trails offices	Empty all waste baskets. Dust all furniture and equipment. Dust all window sills and other horizontal surfaces. Vacuum all carpeted floors. Remove all finger marks and smudges from all walls, doors and other surfaces. Damp mop chair mats.
Kitchens	Empty all waste baskets. Vacuum / damp mop floors.
Washrooms	Clean all wash bowls, plumbing fixtures and mirrors. Clean and disinfect toilet bowls and seats. Empty waste receptacles. Wash floors with disinfectant / detergent solution as required. Stock paper supplies.
Hallways and Lobbies	Dust and damp mop tiled floors. Vacuum all carpeted floors. Remove finger marks and smudges from all walls, doors, glass, metal and painted surfaces. Dust all furniture and equipment. Dust all window sills and other horizontal surfaces.
Elevator	Vacuum carpeted floor. Clean walls.
Stairwells	Dust and damp mop floors and stairs. Dust hand rails and horizontal surfaces.

Once (1X) per week:

Garbage & Recycling	Gather and set out for pickup all household garbage weekly. Gather and set out for pickup all recyclables weekly.
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Bi-Weekly (every other week):

Vacant offices and rooms on main and upper floors:	Vacuum floors. Dust surfaces.
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Other:

Terrazzo Floors	Remove wax and refinish once per year.
Windows	Wash inside and outside two times per year (spring and fall).
Carpets	Remove spots as required. Steam clean carpets and upholstered chairs once per year.
Exterior	Sweep walks as required. Clean and polish exterior fixtures, metal work and entrance doors.