

# **Grey Sauble Conservation Authority**

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## **ADMINISTRATION CENTRE CLEANING TENDER DOCUMENT**

**January, 2017**

The Grey Sauble Conservation Authority hereby outlines the specifications and conditions for the cleaning services of the Administration Centre at Lot 12, Concession 1, Township of Georgian Bluffs, (formerly Derby Township) County of Grey, including approximately 8,000 square feet of floor space.

**Sealed tenders must be forwarded to or dropped off at the Administration Centre, and will be accepted until 4:00 p.m., on Friday, January 13<sup>th</sup>, 2017.**

**Viewing(s) of the Administration Centre are available, at the time(s) and date(s) outlined in the tender advertisements.**

The following general conditions apply to and govern this contract:

1. The work in this contract shall include all labour, materials and services necessary for the execution and completion, to the Authority's satisfaction, of the cleaning and housekeeping herein specified at the Grey Sauble Conservation Authority Administration Centre, 237897 Inglis Falls Road, R.R.#4, Owen Sound, Ontario. This contract will be in effect from February 1<sup>st</sup>, 2017, to January 31<sup>st</sup>, 2020 (with possible extension(s) at the discretion of the Conservation Authority) and subject to all conditions of the contract being met to the satisfaction of the Conservation Authority, who will carry out routine checks.
  
2. **Hours of Work**  
Cleaning in the building shall be performed once weekly on a regular schedule between 4:30 p.m. Friday and 7:30 a.m. Monday. There are occasional weekend Special Events at the Grey Sauble Conservation Authority Administration Centre, and in this case the Administrative Assistant will let the successful cleaning company know and arrange an alternate cleaning schedule if needed.
  
3. **Supplies**
  - a) the Authority shall supply all hand soap, paper towels, clear and regular garbage bags, and toilet tissue. It is the contractor's responsibility to notify the Authority when stock needs to be replaced.
  - b) the contractor shall supply at his/her own costs all other cleaning tools and supplies to execute the work outlined in the Sections below.
    - o All cleaning supplies on the premises shall comply with Workplace Hazardous Materials Information System (WHMIS) regulations.

- All materials supplied for the work by the contractor will be ecologically friendly products that display the “Environmental Choice Program” logo established by Environment Canada, or an equivalent eco-certification approved as acceptable by Grey Sauble Conservation Authority.



#### **4. Weekly Cleaning**

- A) General Overall (Upper and Lower Levels)**
- a) vacuum all floors and steps. Note in particular to include:
    - corners
    - slush mats and floors underneath
  - b) remove spots on carpets, if possible. Spots which cannot be removed by normal means shall be reported to the Authority’s representative
  - c) wash tiled floors, including under sinks
  - d) empty garbage cans and place bagged garbage upstairs outside cloakroom
  - e) empty downstairs boardroom blue box(s) and place contents in a clear garbage bag upstairs outside cloakroom
- B) Kitchen and Lunchroom Area**
- a) clean and polish exteriors of stove, refrigerator and microwave oven
  - b) clean kitchen counters, sink and table tops (cleaning products used must be safe for food preparation areas)
- C) Washrooms (Upper and Lower Levels)**
- a) check and spot clean toilet partitions
  - b) replenish toilet paper, paper towels and liquid soap, including backup supplies in washroom cupboards
  - c) clean and disinfect toilet seats and bowls, urinals, taps, washbasins, and counters
  - d) dust and clean dispensers, garbage cans, mirrors and shelves
- D) Stairwells:**
- a) clean and polish brass kick plates and hand plates on doors
  - b) check and spot clean doors, including the glass
- E) Exterior General**
- a) check and spot clean doors and windows beside door
  - b) sweep down spider webs at the visitor entrance and the employee entrances

A log book for comments to and from the contractor and the Authority’s representative is located on the Administrative Assistant’s desk and will be

checked weekly for comments/questions. An e-mail address is also requested (this information can be provided at the end of the document) to ensure information is expedited in a timely manner.

## **5. Periodic Cleaning**

### **A) Monthly:**

- a. dust and/or vacuum high ledges, tops of partitions, light globes on posts and other high areas where dust and cobwebs collect
- b. check and spot clean interior painted walls and baseboards
- c. clean kitchen table and chair legs

### **B) Every two weeks:**

- d. dust baseboards, window sills, desks, counters, and tables upstairs and downstairs

## **6. Additional Work**

Contractor will also agree to an annual cleaning of walls, floors, windows, etc., as requested by the Authority at a cost to be agreed upon by the Authority and the contractor.

## **7. Contractors Liability Responsibility and Liability Insurance**

The contractor shall indemnify and save harmless the Authority against any and all liability claims and costs of whatever kind and nature for injury to or death of any person or persons and for loss or damage to any property resulting from the negligent acts, carelessness, incompetent acts, faults or omissions of the contractor, any subcontractor, or any employee, agent or representative of the contractor or any sub-contractor in the performance of work and for any infringement.

The successful contractor shall provide proof of general liability insurance (\$1,000,000).

## **8. Workers Compensation**

The contractor shall provide proof of paid up Workers Compensation coverage or if not available, be included with the Authority's coverage and agree to the premium of said coverage being deducted from monthly payment at the current premium rate being paid by the Authority.

## **9. Responsibility**

- A) The contractor shall also be held responsible for any damage to buildings or its contents which may occur during the work where such damage may be attributable to the use of equipment or materials of all kinds on the part of his or her employees or for any other type of damage caused by his employees. Damages shall be made good by new materials as required to match the existing work in kind, quality, and workmanship.
- B) The contractor shall, when the cleaning of the office is completed, turn off all lights and lock all doors and set the alarm as instructed by the Authority.
- C) The contractor shall ensure that no alcoholic beverages or illegal drugs shall be brought on to Authority premises or consumed by her or his employees, at any time during this contract. The use of, or to be under the influence of, alcohol or illegal drugs while on Authority premises shall provide cause for the immediate termination of this contract.
- D) The Authority retains the right to terminate the contract with two (2) months notice without cause and to terminate the contract immediately for any misdemeanour or breach of contract. The contractor must provide two (2) months written notice to terminate the contract.

## **10. Confidentiality**

The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement. Any confidential information obtained through work in the administration centre shall not be disclosed to anyone unless required to do so by law.

## **11. Bonding**

The successful contractor shall provide proof of bonding for he/she and his/her on site employees of not less than \$5,000.00 (five thousand dollars) of a bona fide Security Company for the duration of this contract.

## **12. Payment Schedule**

The Authority shall make a monthly payment as agreed upon in the letter accompanying this contract, which payment will be made within 30 days of the month following the last day of monthly cleaning of the Administration Building.

**NOTE: Lowest or any tender not necessarily accepted.**

**GREY SAUBLE CONSERVATION AUTHORITY OFFICE  
CLEANING CONTRACT SIGNING PAGE**

*[This page is to be filled out and signed upon contract award to the successful contractor]*

The contract period commences on February 1<sup>st</sup>, 2017, through to January 31st, 2020, with a possible extension with the Authority's approval.

The amount of \$\_\_\_\_\_ + the applicable HST, will be paid to

\_\_\_\_\_ per month.  
(name of contractor)

Attached hereto is the successful contractor's proof of bonding and insurance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Witness for Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness for Conservation Authority

\_\_\_\_\_  
Signature

Grey Sauble Conservation Authority  
R.R.#4, 237897 Inglis Falls Road  
Owen Sound, Ontario  
N4K 5N6

**GREY SAUBLE CONSERVATION AUTHORITY OFFICE  
CLEANING TENDER QUOTE FORM**

*[This page and the reference contacts page are to be filled out, signed and submitted by  
bidders]*

I have read and understand the specifications of this tender application and agree to the stipulated conditions.

My company's employment references are enclosed with this quote.

I understand that proof of applicable insurance, employee names, and bonding are required prior to the signing of the contract with the successful contractor.

My tender quote for a three-year period commencing February 1<sup>st</sup>, 2017, and ending January 31<sup>st</sup>, 2020, with possible extension(s) with the Authority's approval is:

\$ \_\_\_\_\_ per month, plus HST.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address (including postal code):

\_\_\_\_\_  
\_\_\_\_\_

e-mail address: \_\_\_\_\_

## Reference Contacts

The following three references are provided to permit the Grey Sauble Conservation Authority to contact the references regarding the cleaning capabilities, thoroughness, and general acceptability of past work by the bidding company.

## References

	Reference Name	Company	Reference Name	Contact	Contact Phone No.	Number of Years Employed by Reference Company
<u>1.</u>						
<u>2.</u>						
<u>3.</u>						