



DISTRICT OF PORT HARDY

REQUEST FOR PROPOSAL JANITORIAL SERVICES

TENDER #TE-1220-20-520-2017

The District of Port Hardy invites quotes from those interested in providing janitorial services for the following municipal buildings:

- Municipal Hall
- Public Works Buildings
- Chamber of Commerce Public Washrooms
- Firehalls #1 and #2
- Storey's Beach Washrooms

Specifications of the janitorial services required for each building are attached. *A separate quotation for each building is required.*

Proposal submission:

Deadline: 4:00 pm, November 30, 2017

By Mail: In a sealed envelope marked JANITORIAL SERVICES, Tender TE-1220-20-520-2017

To: PO Box 68 Port Hardy, BC V0N 2P0

In Person: In a sealed envelope marked JANITORIAL SERVICES, Tender TE-1220-20-520-2017

To: 7360 Columbia Street Port Hardy, BC

By Email: Subject line JANITORIAL SERVICES, Tender TE-1220-20-520-2017

To: general@porthardy.ca

All email submissions must verify receipt by calling 250-949-6665.

The District of Port Hardy reserves the right to reject any or all proposals. The lowest or any bid may not necessarily be accepted.

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in the Request for Proposal and, by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

Heather Nelson-Smith, Director of Corporate and Development Services

District of Port Hardy

7360 Columbia Street

PO Box 68, Port Hardy, B.C. V0N 2P0

Telephone: 250-949-6665 fax: 250-949-7433

**DISTRICT OF PORT HARDY
JANITORIAL SERVICE SCHEDULE**

PUBLIC WORKS BUILDINGS – Office and Lunchroom – 8900 Park Drive

General cleaning on the premises shall be done once over the weekend.

SCHEDULE

General cleaning services shall include:

- Vacuum and clean all mats
- Sweep and damp mop all hard floor surfaces, including under mats
- Empty and clean litter bins
- Clean bathrooms
- Dusting
- Remove all garbage to the garbage bin

Weekly cleaning services shall include:

- Clean kitchen (all surfaces including microwave, fridge, counter top)

Cleaning services twice yearly, in the months of April and October, shall include:

- Wax floors, including stripping old wax where appropriate
- Fully clean interior and exterior of all windows

Other

- The janitorial contract will be for three (3) years commencing January 1, 2018.
- Cancellation of the contract may be given by either party on sixty (60) days written notice.
- All labour, cleaning equipment and cleaning supplies have to be supplied by the successful contractor.
- All cleaning shall be scheduled to not conflict with the day-to-day operations of each building.
- Successful proponents shall provide proof of liability insurance in the amount of two million dollars (\$2,000,000) with the District named as an additional insured and proof of WorkSafe BC coverage.
- The District of Port Hardy will supply all toilet paper and paper towels.

Having read the foregoing, we undertake to provide all janitorial works as described above and will also undertake to do the following:

at \$_____ per week

BONDED: Yes ____ No ____

Note: The successful bidder must undertake to obtain bonding prior to execution of the contract.

Contractor Signature

Date

Name: _____

Address: _____

Phone: Home: _____ Cell: _____

**DISTRICT OF PORT HARDY
JANITORIAL SERVICE SCHEDULE**

MUNICIPAL HALL – 7360 Columbia Street

General cleaning on the premises shall be done five times a week - Monday to Thursday and once over the weekend.

SCHEDULE

Daily cleaning services shall include:

- Sweep and damp mop all hard floor surfaces
- Vacuum all carpets
- Washrooms must be washed and cleaned, including stall walls
- Clean lunchroom daily: table, counters, coffee machine table, wash and put away all crockery and utensils, clean tea towels and dish cloths
- Clean entrance and lobby area
- Dust and clean all furniture and cabinets, including Council Chambers
- Spot clean interior and exterior of all windows
- Empty and clean litter bins
- Remove all garbage to the garbage bin

Monthly cleaning services shall include:

- All upholstered furniture to be vacuumed on a monthly basis
- Monthly de-frosting of fridge, cleaning of microwave, interior and exterior of cupboards and drawers
- Dust display items in Front Office and Mayor's Office

Cleaning services twice yearly, in the months of April and October, shall include:

- Wax floors, including stripping old wax where appropriate
- Fully clean interior and exterior of all windows
- Shampoo and steam clean carpet areas

Other

- The janitorial contract will be for three (3) years commencing January 1, 2018.
- Cancellation of the contract may be given by either party on sixty (60) days written notice.
- All labour, cleaning equipment and cleaning supplies have to be supplied by the successful contractor.
- All cleaning shall be scheduled to not conflict with the day-to-day operations of each building.
- Successful proponents shall provide proof of liability insurance in the amount of two million dollars (\$2,000,000) with the District named as an additional insured and proof of WorkSafe BC coverage.
- The District of Port Hardy will supply all toilet paper and paper towels.

Having read the foregoing, we undertake to provide all janitorial works as described above and will also undertake to do the following:

at \$ _____ per week

BONDED: Yes ____ No ____

Note: The successful bidder must undertake to obtain bonding prior to execution of the contract.

Contractor Signature

Date

Name: _____

Address: _____

Phone: Home: _____ Cell: _____

**DISTRICT OF PORT HARDY
JANITORIAL SERVICE SCHEDULE**

FIREHALLS #1 AND #2

The areas to be cleaned in the firehalls include foyers, washrooms, meeting rooms, laundry room, communication room and kitchens.

FIREHALL #1 – 8870 Central Street

Weekly cleaning services shall include:

- Washrooms cleaned, all surfaces including stall walls, showers and mirrors
- Sweep and damp mop all hard floor surfaces, including under mats
- Vacuum all carpets
- Clean kitchen, all surfaces including microwave, fridge and counter top
- Empty and clean litter bins
- Dusting
- Remove all garbage to the garbage bin

Cleaning services twice yearly, in the months of April and October, shall include:

- Wax floors, including stripping old wax where appropriate
- Fully clean interior and exterior of all windows
- Shampoo and steam clean carpet areas

FIREHALL #2 – 4985 Beaver Harbour Road

Cleaning services every two weeks shall include:

- Washrooms cleaned (all surfaces including stall walls, showers and mirrors)
- Sweep and damp mop all hard floor surfaces, including under mats.
- Sweep and damp mop staircase
- Clean kitchen, all surfaces including microwave, fridge and counter top
- Vacuum floor mats and carpet
- Remove all garbage to the garbage bin

Other

- The janitorial contract will be for three (3) years commencing January 1, 2018.
- Cancellation of the contract may be given by either party on sixty (60) days written notice.
- All labour, cleaning equipment and cleaning supplies have to be supplied by the successful contractor.
- All cleaning shall be scheduled to not conflict with the day-to-day operations of each building.
- Successful proponents shall provide proof of liability insurance in the amount of two million dollars (\$2,000,000) with the District named as an additional insured and proof of WorkSafe BC coverage.
- The District of Port Hardy will supply all toilet paper and paper towels.

Having read the foregoing, we undertake to provide all janitorial works as described above and will also undertake to do the following:

at \$ _____ per week

BONDED: Yes _____ No _____

Note: The successful bidder must undertake to obtain bonding prior to execution of the contract.

Contractor Signature

Date

Name: _____

Address: _____

Phone: Home: _____ Cell: _____

**DISTRICT OF PORT HARDY
JANITORIAL BID FORM**

PUBLIC WASHROOMS AT CHAMBER OF COMMERCE BUILDING – 7250 Market Street

The following is required:

1. Daily cleaning of washrooms from May 1 to September 30, between the hours of 6:00 p.m. and 9:00 a.m., seven (7) days per week.
2. Cleaning of washrooms from October 1 to April 30 between the hours of 5:00 p.m. and 9:00 a.m. Monday to Thursday and once over the weekend, excluding statutory holidays.
3. Unlocking and locking the washrooms for public access.
4. Call out rate for additional cleanings that may be required.

Other

- The janitorial contract will be for three (3) years commencing January 1, 2018.
- Cancellation of the contract may be given by either party on sixty (60) days written notice.
- All labour, cleaning equipment and cleaning supplies have to be supplied by the successful contractor.
- All cleaning shall be scheduled to not conflict with the day-to-day operations of each building.
- Successful proponents shall provide proof of liability insurance in the amount of two million dollars (\$2,000,000) with the District named as an additional insured and proof of WorkSafe BC coverage.
- The District of Port Hardy will supply all toilet paper and paper towels.

Having read the foregoing, we undertake to provide all janitorial works as described above and will also undertake to do the following:

at \$ _____ per week

BONDED: Yes _____ No _____

Note: The successful bidder must undertake to obtain bonding prior to execution of the contract.

Contractor Signature

Date

Name: _____
Address: _____

Phone: Home: _____ Cell: _____

**DISTRICT OF PORT HARDY
JANITORIAL BID FORM**

PUBLIC WASHROOMS AT STOREY'S BEACH PAVILLION

The following is required:

2. Daily cleaning of washrooms from May 1 to September 30, between the hours of 6:00 p.m. and 9:00 a.m., seven (7) days per week.

2. Cleaning of washrooms from October 1 to April 30 between the hours of 5:00 p.m. and 9:00 a.m. Monday to Thursday and once over the weekend, excluding statutory holidays.

3. Unlocking and locking the washrooms for public access.

4. Call out rate for additional cleanings that may be required.

Other

- The janitorial contract will be for three (3) years commencing January 1, 2018.
- Cancellation of the contract may be given by either party on sixty (60) days written notice.
- All labour, cleaning equipment and cleaning supplies have to be supplied by the successful contractor.
- All cleaning shall be scheduled to not conflict with the day-to-day operations of each building.
- Successful proponents shall provide proof of liability insurance in the amount of two million dollars (\$2,000,000) with the District named as an additional insured and proof of WorkSafe BC coverage.
- The District of Port Hardy will supply all toilet paper and paper towels.

Having read the foregoing, we undertake to provide all janitorial works as described above and will also undertake to do the following:

at \$ _____ per week

BONDED: Yes _____ No _____

Note: The successful bidder must undertake to obtain bonding prior to execution of the contract.

Contractor Signature

Date

Name: _____
Address: _____

Phone: Home: _____ Cell: _____