



**JANITORIAL SERVICES
Tender ADMIN-001-23**

at

**The Township of Algonquin Highlands Administrative Office
1123 North Shore Road
Algonquin Highlands, ON K0M 1J1**

Name of Firm of Individual (Hereinafter referred to as the Contractor)

Address of Firm

Postal Code

Telephone Number

Fax Number

Name and Position of Person Signing for Firm (please print)

Signature

Dated

Submissions will be received until Monday, May 15, 2023 at 3:00 p.m.

Angie Bird, CAO
1123 North Shore Road,
Algonquin Highlands, ON K0M 1J1
Email: abird@algonquinhighlands.ca
Phone: (705) 489-2379 Ext. 322

Electronic or Fax submissions will not be accepted.

a) **ENTRANCES/EXIT AREAS and LOBBY**

WEEKLY SERVICES

- All door knobs, door handles and push bars will be damp-wiped using a germicidal agent.
- Monitor for cloth furniture to be spot-wiped if required and proceed with spot removal.
- Chair legs and chair bases will be damp-wiped to remove dust and smudges.
- All furniture, ledges and similar surfaces will be wiped to removed dust and smudges.
- Walk areas will be sprayed with rug cleaner to remove traffic area soil marks.
- Monitor for dust webs and remove.
- Non carpeted flooring will be swept and washed.
- All door mats and runners will be vacuumed.
- All doors, frames and walls will be monitored and damp-wiped to remove smudge and finger marks.
- All waste receptacles will be emptied and washed as required.
- All carpeted areas will be vacuumed.

MONTHLY SERVICES

- All fabric furniture will be vacuumed.
- Vacuum all *floor* heating/cooling vents to remove dust and debris.
- All entrance way windows will be monitored and cleaned on both sides to remove smudges and fingerprints where required.

YEARLY SERVICES

- All other non-carpeted flooring will be thoroughly cleaned and sealer applied in December during the Christmas closure.
- All carpeted flooring will be thoroughly steam cleaned and a sealer applied in December during the Christmas closure.

Note: Non fulfillment of any service will be brought to the Contractors attention. If the service is still not fulfilled, Page 10 Section 12 will be enforced.

b) **WASHROOMS**

WEEKLY SERVICES

- Door knobs and handles will be damp-wiped using a germicidal agent.
- Partitions will be damp-wiped with germicidal agent.
- Paper towel and toilet paper receptacles will be damp-wiped.
- All mirrors, counters, shelves and exposed plumbing will be damp-wiped.
- Monitor for dust webs and remove.
- Floors will be swept and thoroughly washed using a germicidal agent.
- All basins, toilet bowls and urinals will be cleaned and disinfected.
- Both sides of all toilet seats will be cleaned and disinfected.
- All toilet tissue holders, soap dispensers will be replenished as required.
- Doors and door frames will be monitored and damp-wiped to remove smudges.
- Wall area around toilet bowl and urinal will be damp-wiped with germicidal agent.
- All waste receptacles will be emptied.

MONTHLY SERVICES

- Light fixtures and grills will be cleaned.
- All baseboards will be damp-wiped to remove scuff marks and dust.

YEARLY SERVICES

- All other non-carpeted flooring will be thoroughly cleaned and a sealer applied in December during the Christmas closure.

Note: Non fulfillment of any service will be brought to the Contractors attention. If the service is still not fulfilled, Page 10 Section 12 will be enforced.

c) **KITCHEN**

WEEKLY SERVICES

- Top and sides of refrigerator will be damp-wiped.
- Bases and tops of tables will be damp-wiped.
- Chairs will be damp-wiped to remove smudges and dust.
- Monitor for dust webs and remove.
- Sinks, counter tops & microwave will be cleaned with a germicidal agent.
- Remove stains and spills from doors, walls and floors.
- All waste receptacles will be emptied and washed as required and liners replaced.
- Floors will be swept, using a dust-preventative product and washed.

MONTHLY

- Dusting of horizontal surfaces **beyond** five feet in height.
- All baseboards will be damp-wiped to remove scuff marks and dust.
- Cleaning of the refrigerators.

YEARLY

- Non-carpeted floors will be thoroughly cleaned and a sealer applied in December during the Christmas closure.

Note: Non fulfillment of any service will be brought to the Contractors attention. If the service is still not fulfilled, Page 10 Section 12 will be enforced.

d) **OFFICES**

WEEKLY SERVICES

- Telephones (especially the receiver) will be wiped clean with a germicidal agent.
- All door knobs and door handles will be damp-wiped using a germicidal agent.
- Glass in office rooms will be cleaned on both sides.
- Spots will be removed from carpet. Walk areas will be sprayed with rug cleaner to remove soil marks.
- Legs of all chairs will be damp-wiped.
- Monitor for dust webs and remove.
- All non-carpeted flooring will be swept using a dust-preventative product and washed.
- Plastic floor chair mats will be damp-wiped.
- All carpeting will be vacuumed in traffic lanes.
- All waste paper receptacles will be emptied and liners replaced as necessary.
- Finger marks and smudges will be removed from walls and office doors (eye level and below).
- All work tables and counters will be damp-wiped using a germicidal agent. Wax is not to be used.

MONTHLY SERVICES

- Sides of desks and file cabinets will be dusted. Wax will not be used on these surfaces.
- Window ledges will be damp-wiped.
- Wall hangings, tops of doors, high ledges, exit signs, wall clocks and similar items will be dusted.
- All fabric chairs will be vacuumed.
- Carpeted floors will be thoroughly vacuumed wall-to-wall, corners and edges.
- All baseboards will be damp-wiped.
- Vacuum *floor* heating/cooling pipes to remove dust and debris.

YEARLY SERVICES

- All carpeted flooring will be thoroughly steam-cleaned and a sealer applied in December during the Christmas Closure.
- All Mini blinds will be dusted once per year in December during the Christmas closure.

Note: Non fulfillment of any service will be brought to the Contractors attention. If the service is still not fulfilled, Page 10 Section 12 will be enforced.

e) **STAIRWELL AND LANDING**

WEEKLY SERVICES

- All hand railings will be damp-wiped using a germicidal agent.
- All hand railing ledges will be damp-wiped (area at base of hand railing).
- Monitor for dust webs and remove.
- Door handles and push-bars will be damp-wiped using a germicidal agent.
- All door glass in doors that lead off stairwells will be cleaned on both sides.
- Stairs and landings will be vacuumed to remove sand and dust and mopped.
- All doors and walls will be monitored for finger prints and smudges and damp-wiped (eye level and below).

MONTHLY SERVICES

- Light fixtures will be dusted.

YEARLY SERVICES

- All carpeted flooring will be thoroughly steam cleaned and a sealer applied in December during the Christmas closure.

Note: Non fulfillment of any service will be brought to the Contractors attention. If the service is still not fulfilled, Page 10 Section 12 will be enforced.

f) **COUNCIL CHAMBERS**

WEEKLY SERVICES

- Cloth chairs will be wiped to remove dust.
- Legs of Council chairs and boardroom chairs will be damp-wiped to remove dust and scuff marks.
- Door knobs and handles will be damp wiped using a germicidal agent.
- Monitor for dust webs and remove.
- Empty waste receptacles and wash as needed.
- All carpeting will be vacuumed and spots will be removed.
- Council tables and boardroom tables will be wiped.

MONTHLY SERVICES

- Wooden door in Council Chambers will be cleaned on both sides.
- All fabric chairs will be vacuumed.
- Wall hangings, tops of doors, ledges and exit signs will be dusted.
- Window ledges will be damp wiped.

YEARLY

- All carpeted flooring will be thoroughly steam cleaned and a sealer applied in December during the Christmas closure.

Note: Non fulfillment of any service will be brought to the Contractors attention. If the service is still not fulfilled, Page 10 Section 12 will be enforced.

PROVISIONS AND CONDITIONS

1123 North Shore Road,
 Algonquin Highlands, ON K0M 1J1
 Email: abird@algonquinhighlands.ca
 Phone: (705) 489-2379 Ext. 322 Fax: (705) 489-3491

- 1) The term of this Contract will be for **two (2) calendar years** commencing April 3, 2023.
- 2) The Township Representative for the purpose of administering this Contract throughout its term is the CAO.
- 3) Payment of the Total Contract sum will be paid monthly upon receipt of an invoice from the Contractor to the Contract Administrator.
- 4) The Township reserves the right to reject any or all Contract submissions in whole or in part.
- 5) Contracts may be automatically rejected for any of the following reasons:
 - a) Contracts received after the closing date.
 - b) Contracts received on other than the Contract Form supplied.
 - c) Contracts not completed in ink or typed.
 - d) Qualified or conditional Contracts.
 - e) Contracts not properly signed.
 - f) Proof of required insurance coverage not submitted within one week of contract acceptance.
 - g) Proof of coverage under the Workplace Safety & Insurance Board **or** a Worker's Compensation Clearance Certificate as stated in page 10 section 15.
- 6) All work shall be performed in accordance with all applicable Federal, Provincial and Municipal laws, codes, standards, regulations, By-laws and practices.
- 7) All work is to be performed outside of regular office hours unless otherwise arranged with the Township's Representative.
- 8) The Township will supply replacement garbage bags, liquid hand soap, paper hand towels and toilet paper.
- 9) Prior to the commencement of work, the Contractor will provide a list of those products controlled under WHIMIS which he/she expects to use on this Contract. Related Material Safety Data Sheet shall accompany the submission. All containers used in the application of products controlled under WHIMIS will be labeled.
- 10) The Contractor will at all times indemnify and save harmless the Township and its officers and employees from and against all claims prosecuted in any manner

based upon the performance of work of the Contractor, and for this purpose shall maintain insurance acceptable to the Township, subject to limits of not less than \$2,000,000.00 inclusive per occurrence. The Contractor shall maintain comprehensive general liability insurance covering premises and operators liability. The policy shall include the Township as an additional named insurance in respect of and during operations performed by the Contractor. The Contractor shall submit proof of such insurance in the form of a certificate from his/her insurance company prior to commencing work on the Contract.

- 11) The Township will not be responsible for any loss of Contractor's supplies or equipment being used in work or stored on the site.
- 12) The parties agree that if the Contractor shall be in contravention of any of the terms of this agreement, the Township of Algonquin Highlands may give Notice in writing stating the nature of the default with reasonably sufficient particulars and requiring the said default to be remedied. If such default is not remedied by the Contractor within seven (7) days, after the receipt of such notice, or such longer period as may be deemed appropriate, this agreement may be terminated.
- 13) The parties agree that either party upon ninety (90) days written notice of intent to the other party may terminate this agreement.
- 14) The Contractor **shall not** sub-contract any part of the work without written authorization from the Township.
- 15) The Contractor shall, upon the award of this Contract, furnish a certificate of coverage from the Workplace Safety and Insurance Board, in the event the bidder is a registered company in the Province of Ontario.
- 16) The Contractor agrees to report any damage to, or deterioration of the building, to the Contract Administrator.