



PUBLIC WORKS DEPARTMENT
REQUEST FOR TENDERS (RFT)
FOR
JANITORIAL SERVICES FOR THE
CORPORATION OF LANARK COUNTY

Public Works Contract #: PW-B-03-2023-27-E2

Issued on: October 14, 2022

Tender Submission Deadline: 11:00 am Local Time on November 17, 2022

Tender Submission Location: Lanark County **Public Works Department**
Public Works Building – Business Office
99 Christie Lake Road, Perth, Ontario K7H 3C6

Please note the following changes in administration for the 2022 Tenders;

1. All tenders must be submitted in electronic format.
2. All tenders must be submitted in electronic form by email to pwtenders@lanarkcounty.ca upon the documents provided, duly completed, and signed (where applicable), and shall be saved into a PDF document with the following file name format, "Company Name, Contract Number, Contract Name", before the Tender submission deadline and must include:
 - Tender Form
 - Schedule of Items and Prices
 - Ability and Experience

The County is not responsible for electronic bids that are not received or are incomplete.

3. There will be no public tender opening.

SECTION 1 – INFORMATION TO BIDDERS

1.1 Timetable

The following is the schedule for this Tender:

Issue date of RFT:	October 14, 2022
Bidder's Deadline for Questions:	4:00 pm on November 13, 2022
Deadline for Issuing Addenda:	November 14, 2022
<u>Tender Submission Deadline:</u>	<u>11:00 am on November 17, 2022</u>
Tender Opening:	Immediately following the Submission Deadline

The RFT timetable is tentative only and may be changed by the County, in its sole discretion, at any time prior to the Tender Submission Deadline.

A Bidder may withdraw their Tender at any time up to the Tender Submission Deadline by submitting a letter bearing the Bidder's signature, to an authorized representative of the County.

Freedom of Information:

Any personal information required on the Tender Form is received under the authority of the *Municipal Freedom of Information and Protection of Protection of Privacy Act*, RSO, 1990, CM.56, as amended. This information will be an integral component of the Tender submission.

All written Tenders received by the County become a public record, once a Tender is accepted by the County all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act*, RSO, 1990, CM.56, as amended, should be directed to:

Clerk / Deputy CAO, County of Lanark
99 Christie Lake Road, Perth, Ontario, K7H 3C6
Telephone 613-267-4200

The Clerk / Deputy CAO has been designated by The Corporation of the County of Lanark Council to carry out the responsibilities of the *Act*.

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PART "A" - TENDER REQUIREMENTS

PART "A" - TENDER REQUIREMENTS

1. TENDER REQUIREMENTS

- (a) Sealed Tenders, on the Forms and in the envelope provided, will be received by Public Works until **1:30 PM**, local time, on **Thursday**, the **17th** day of **November, 2022**, at the County Public Works Building, 99 Christie Lake Road, Perth, Ontario, for this Contract.
- (a) Tenders must be submitted, Part "D", using the Tender Label - Form 6 (to be affixed on your Tender Envelope). Tenders received by fax will be disqualified.
- (b) The Tender Form must be signed and witnessed, in the space provided on the Form, with the signature of the Bidder or of a responsible official of the organization bidding. If a joint bid is submitted, it must be signed and witnessed on behalf of each of the Bidders, and if the signing is vested in one individual, he shall sign, separately, on behalf of each Bidder. In the case of an incorporated company, the corporate seal must be affixed to the Tender Form.
- (c) The Tender must be legible, written in ink or typewritten and **ALL ITEMS, WITHIN A SCHEDULE, MUST BE BID**, on the "Form of Tender" with the unit price for every item and other entries clearly shown.
- (d) The Bid must not be restricted by a statement added to the Tender Form, or a covering letter, or alterations to the Tender Forms provided by the County.
- (e) Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the organization bidding.
- (f) A Bidder desiring to adjust a Tender must withdraw the Tender and/or replace it with another Tender before the time indicated in Paragraph I(a) above.
- (g) The Bidder acknowledges that the Owner shall have the right to reject any, or all, Tenders for any reason, or to accept any

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Tender which the Owner in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Tender will not necessarily be accepted, and the Owner shall have the unfettered right to:

- (1) Accept a non-compliant Tender in the event that:
 - (a) all Tenders submitted are non-compliant; or
 - (b) a single compliant bid exists whose bid amount exceeds budget and negotiation efforts have been unsuccessful.

 - (2) Accept a Tender which is not the lowest Tender;
 - (a) The Owner in its sole unfettered discretion has the right to evaluate submitted Tender(s) based on other criteria other than lowest price; such as, service/warranty, technical superiority, delivery, support, reference checks, financial stability, and total cost of the project.
 - (b) The use of the tender process does not oblige it to confine its purchases to a single supplier, should that supplier always submit the lowest quote.

 - (3) Reject a Tender that is the lowest even if it is the only Tender received (qualified or not).
- (h) The Owner reserves the right to consider, during the evaluation of Tenders:
- (1) Information provided in the Tender document itself;
 - (2) Information provided in response to enquiries of credit and industry references set out in the Tender;
 - (3) Information received in response to enquiries made by the Owner of third parties apart from those disclosed in the Tender in relation to the reputation, reliability, experience and capabilities of the Bidder;
 - (4) The manner in which the Bidder provides services to others;
 - (5) The experience and qualification of the Bidder's senior management and project management assigned to the Work;
 - (6) The compliance of the Bidder with the Owner's requirements and specifications;

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- (7) Innovative approaches proposed by the Bidder in the Tender.
- (i) The Bidder acknowledges and agrees that the County will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Bidder as a result or arising out of submitting a Tender for the proposed Contract or due to the County's acceptance or non-acceptance of their Tender.
- (j) Tenders which are incomplete, conditional, or obscure, or which contract additions not called for, alterations, or irregularities of any kind, may be rejected as informal.
- (k) Each item in the Tender Form shall be a reasonable price for such item. Under no circumstances will an unbalanced Tender be considered. The County will be the sole judge of such matters and should any Tender be considered to be unbalanced, then it will be rejected by the County.
- (l) It shall be the policy of the County that in any procurement of goods and services or construction invitations to Tender by the County, the County reserves the right to reject an offer to supply goods and/or services or Tenders presented in response to the County's procurement processes where the County determines, in its sole and unfettered discretion, that the entity making the offer has performed poorly on any County Contract during the previous five-year period. County Council may remove a Company's name from consideration for a Contract under this policy, for a period of up to five years, on the basis of documented poor performance or non-performance on a County Contract.

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PART "A" - TENDER REQUIREMENTS

2. TENDER PROCEDURES

Tenders will be called, received, evaluated, accepted and processed in accordance with the County's Policy for the Procurement of Goods and Services (By-Law No. 2007-57).

It is anticipated, subject to budget approval, that a Contract will be awarded in December, 2022.

3. PURPOSE

To provide janitorial services to the Lanark County Public Works Building, Public Works Garage and the Lanark County Administration Building located at 99 Christie Lake Road, Perth, ON.

4. SCHEDULE OF WORK

January 1, 2023 – December 31, 2027

5. INQUIRY

Any questions regarding this Tender should be directed to:

The Corporation of the County of Lanark
Public Works Department
99 Christie Lake Road
Perth, ON
K7H 3C6

**Attention: Mr. Jonathan Allen, RPA.
Facilities Coordinator**

Phone: (613) 267-1353
Toll Free: (888) 9LANARK
Fax: (613) 267-2793
E-mail: jallen@lanar.kcounty.ca
Website: www.lanar.kcounty.ca

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PART "A" - TENDER REQUIREMENTS

6. BIDDERS TO INVESTIGATE

A Non-Mandatory Site Tour will be held on **October 27th, 2022, from 9:00 AM until 10:30 AM**. The Tour will begin at the Public Works Building at 99 Christie Lake Road, Perth, ON.

Participants should call or e-mail the Facilities Coordinator to confirm their attendance. Contractors must satisfy themselves, by personal examination of the sites, and by such other means, as they may prefer, as to the actual conditions and requirements of the work.

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PART "B" - STANDARD TERMS & CONDITIONS**

1. DEFINITIONS

County	The Corporation of the County of Lanark, its successors, and assigns.
Company	The person(s), firm(s) or corporation(s) to whom The Corporation of the County of Lanark has awarded the Contract.
Contract	The Purchase Order authorizing the Company to do the work, the quotation call, the bonds or security (if any), the Company's Quotation, and Change Notices, Appendices and Addenda (if any).
Subcontractor	A person(s), firm(s) or corporation(s) having a Contract with the Company for any part of the work.
Equipment	The materials, machinery, assemblies, instruments, devices or articles, as the case may be, or components thereof, which are the subject of the Contract.
Work	All materials, equipment fixtures, services, supplies and acts required to be done, furnished and/or performed by the Company.

2. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

The Contract Documents shall consist of all the pages of the Tender Documents, issued by the County, and the Company's Tender. Do not remove any pages from the Tender Document.

These documents, and portions thereof, take precedence in the order in which they are named above, notwithstanding the chronological order in which they are issued or executed.

Amendments to the Contract, in the form of Change Notices, shall take precedence over the documents or portions thereof amended thereby.

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Change Notices, Appendices and Addenda to any Contract Document shall be considered part of such document.

The intent of the Contract is that the Company shall supply equipment, materials or services, complete and suitable for the County's intended use.

None of the conditions contained in the Bidder's Standard or General (printed) Conditions of Sale shall be of any effect unless explicitly agreed to by the County and set forth or specifically referred to therein.

The Contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

A Contract will be awarded to the successful Bidder by the County Council based upon the minimum qualification requirement reflected here within and not necessarily based on the lowest cost.

The Contract duration will be five (5) years with an additional two (2), one (1) year options.

3. **OPTIONAL CONTRACT EXTENSION**

Prior to September 1st, 2027, the Bidder will advise the County, in writing, whether he is prepared to offer the same services to the County for the 2028 and 2029, Janitorial Services, at the same unit price as the 2027 price and the County will accept or reject this offer prior to October 1st, 2027.

4. **CLARIFICATION OF TENDER DOCUMENTS**

Any clarification of the Tender Documents, required by the Bidder, prior to submission of its Tender, shall be requested through the County. The Bidder and the County hereby agree that in no case shall oral arrangements be considered.

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PART "B" - STANDARD TERMS & CONDITIONS

No Officer, Agent or Employee of the County is authorized to alter any portion of these documents. During the period, prior to submission of Tenders, alterations will be issued to Bidders as written Addenda. The Bidder shall list, in its Tender, all Addenda that were considered when its Tender was prepared.

5. PROOF OF ABILITY

The Contractor may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

6. DELIVERY

Time shall be material and of the essence of the Contract.

7. PRICING REQUIREMENT

Prices shall be in Canadian Funds.

All prices proposed shall include customs duty, excise tax, freight, insurance and all other charges of every kind attributable to the work.

All prices proposed shall include applicable taxes, save and except the Harmonized Sales Tax, which must be shown separately on the Tender Form.

8. TERMS OF PAYMENT

Contract expenditures shall be invoiced, monthly. Invoices must be received by the 15th day of the month following the month services were provided in and shall be payable thirty (30) days from the date of the invoice. The County shall have the right to withhold, from any sum otherwise payable to the Company, such amount, as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

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9. PATENTS AND COPYRIGHTS

The Company shall, at its expense, defend all claims, actions or proceedings against the County based on any allegations that the work or any part of the work constitutes an infringement of any patent, copyright or other proprietary right and shall pay to the County all costs, damages, charges and expenses, including its lawyers' fees, on a solicitor and his own client basis, occasioned to the County by reason thereof.

The company shall pay all royalties and patent license fees required for the work.

If the work or any part thereof is in any action or proceeding held to constitute an infringement, the Company shall forthwith either secure for the County the right to continue using the work or shall, at the Company's expense, replace the infringing items with non-infringing work or modify them so that the work no longer infringes.

10. ASSIGNMENT

The Company shall not assign the Contract, or any portion thereof, without the prior written consent of the County.

If the County agrees to the reassignment of the Contract, all Assignment Agreements will be prepared, at the sole cost of the Company, and under no circumstances will the County be responsible for these costs.

11. LAWS AND REGULATIONS

The Company shall comply with relevant federal, provincial, and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Company shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

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The Contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario. The Contractor shall conform to and enforce strict compliance with the *Occupational Health and Safety Act* and Regulations made under that Act.

12. CORRECTION OF DEFECTS

Not Applicable.

13. TENDER ACCEPTANCE

The County reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the Tender, and to award Contracts to one or more Bidders submitting identical Tenders as to price; to accept or reject any Tender in whole or in part; to waive irregularities and omissions. If in so doing, the best interests of the County will be served. No liability shall accrue to the County for its decision in this regard.

Tenders shall be irrevocable for thirty (30) days after the official closing time.

The acceptance of any Tender is subject to appropriate funding acceptable to the County.

The placing in the mail or delivery to the address given in the Tender of a notice of award to a Bidder, by the County, shall constitute notice of acceptance of Contract.

14. TENDER PROCEDURES

Tenders will be called, received, evaluated, accepted and processed in accordance with the County's Purchasing and Tender Procedures.

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15. DEFAULT BY COMPANY

- a) If the Company commits any act of bankruptcy or if a Receiver is appointed on account of its insolvency or in respect of any of its property; or if the Company makes a general assignment for the benefit of its creditors; then, in any such case, the County may, without notice, terminate the Contract.
- b) If the Company fails to comply with any request, instruction or order of the County, or fails to pay its accounts, or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities relating to the work, or fails to prosecute the work with the skill and diligence, or assigns or sublets the Contract or any portion thereof without the County's written consent, or refuses to correct defective work, or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, the County may, upon expiration of ten days (10) from the date of written notice to the Company, terminate the Contract.
- c) Any termination of the Contract, by the County, as aforesaid, shall be without prejudice to any other rights or remedies the County may have.
- d) If the County terminates the Contract, it is entitled to:
 - i. take possession of all of the work in progress and finish the work by whatever means the County may deem appropriate under the circumstances.
 - ii. withhold any further payments to the Company until its liability to the County is ascertained.
 - iii. recover from the Company's loss, damage and expense incurred by the County by reason of the Company's default (which may be deducted from any monies due or becoming due to the Company, any balance to be paid by the Company to the County).

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16. CONTRACT CANCELLATION

The County shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the County and the Company shall negotiate a settlement.

The County shall not be liable to the Company for loss of anticipated profit on the cancelled portion or portions of the work.

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PART "C" - SPECIFICATIONS

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1. WORK REQUIREMENTS

All Tenders must include the following information:

- Experience with similar contracts.
- Staffing and their experience.
- Demonstrated approach and understanding to complete the work.
- Cost to complete the janitorial requirements and any other costs.

Contractor shall order, manage, and stock cleaning materials and paper products/dispensers on behalf of The Corporation of the County of Lanark.

2. SCOPE OF WORK

1.0 GENERAL INFORMATION

1.1 Work Routine

The work is divided into four (4) categories:

- a. Routine Cleaning: This work consists of pre-determined tasks as outlined in Part "C" - Specifications.
- b. Scheduled Project Cleaning: These activities are always performed as determined by Public Works.
- c. "As and When Required" Cleaning: Contractor will offer "as and when required" cleaning services. There is no guarantee of the minimum or maximum amount of work.

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PART "C" - SPECIFICATIONS

- d. Emergency Cleaning: These activities are performed on a short notice. Upon notice by County's Representative of an emergency, Contractor will have sufficient and properly equipped Staff at the work site within 0.5 hours of notification. Contractor will offer "emergency" additional cleaning services.
- 1.2 Contractor will use three (3) different colour-coded cloths for cleaning of:
 - a. Toilets and urinals.
 - b. Washroom basins and kitchen sinks; and
 - c. Dusting.

2.0 SCHEDULES

- 2.1 Recommended frequencies for all activities are listed in Part "C" - Specifications. Notwithstanding the minimum frequencies shown in this Schedule, tasks shall be performed to ensure that the facilities maintain a clean, neat, and tidy appearance to the complete satisfaction of the County's Representative.
- 2.2 A proposed Schedule of Routines, for each facility, must be submitted with pricing and shall include a complete list of equipment and materials to be used in the performance of the tasks identified in Appendix "B" - Schedule of Services. The County reserves the right to request that certain materials or equipment be changed or not used in the provision of the services and the County also reserves the right to not award based the submitted information.

3.0 STAFFING LEVELS

- 3.1 In the opinion of the County's Representative, assigning three (3) employees to provide the Services outlined in this Agreement as the minimum requirement in order to consistently meet our quality standards. The Contractor must provide at a minimum, the Staff levels indicated.
- 3.2 Contractor will be required to replace any employees that are absent, unless otherwise approved by a County Representative.

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- 3.3 Contractor shall, immediately upon award of the Contract, designate a Supervisor. The Supervisor will be Contractor's Representative with the full responsibility and authority to manage workload. The Supervisor is also responsible and authorized to accept notice, consent, direction, decision, or other communication on behalf of Contractor. The Supervisor shall liaise regularly with the County's Representative.
- 3.4 The Contractor Supervisor shall be equipped with a cellular phone, demonstrated to work properly at the worksite. All expenses including installation, airtime, activating fees and the phone shall be at the expense of Contractor. An uninterrupted communication service is mandatory.
- 3.5 If the non-working Supervisor is not continuously present on site during the performance of the janitorial services, the Contractor shall nominate one of its employees on site to represent the Contractor in place of a non-working Supervisor. Anyone so nominated to replace the non-working Supervisor will have full rights and responsibilities of the Supervisor.
- 4.0 EXCLUDED AREA/WORK
- 4.1 The following areas do not form part of this Contract. The Contractor will instruct his Staff to not enter building service areas unless accompanied by a County Representative:
- a. Transformer, Mechanical, Elevator, Electrical, Penthouse Mechanical, Generator and Communications Rooms.
 - b. Server Rooms in the PW Office, PW Garage and Administration Building.
 - c. Human Resources File Room.
 - d. PW Garage area

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The areas below will be cleaned on an "as required basis" and as directed by the County's Representative:

- a. Social Services File Room.
- b. Public Works Vault Room.
- c. Human Resources File Room.
- d. Clerk's Office Storage Room.
- e. PW Garage Upper Secure Storage Room
- f. PW Garage Mechanics Storage Room
- g. PW Garage Lower Storage Room
- h. PW Garage Sign Room

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PART "C" - SPECIFICATIONS

5.0 WASTE MANAGEMENT

- 5.1 Waste collection and removal services, for each facility, shall be performed in accordance with the Building Waste Management and Recycling Program.
- 5.2 Duties shall include but not be limited to replacing dirty garbage bags, picking up litter and washing exterior surfaces of garbage and recycling receptacles on a regular basis.
- 5.3 The Contractor shall regularly report to the County's Representative all damaged or missing recycling containers used in the separation and storage of recycling materials.
- 5.4 The Contractor shall collect all materials, as scheduled, to avoid overfill and bad odour.
- 5.5 The Contractor shall be responsible for the removal and separation of all recyclable materials including, but not necessarily limited to mixed office paper, newspaper, old corrugated cardboard, aluminum and steel cans, plastics, wood, etc. and placing these in designated bins, as identified by the County's Representative, ready for removal from the building.
- 5.6 Recycling containers, provided by the County, shall be placed throughout the facilities, including locations such as Lunchrooms, Filing and Photocopying Rooms, and any other areas deemed appropriate by the County's Representative.
- 5.7 All garbage and food composting containers, where feasible, must be emptied daily. All containers must contain the appropriate liners and be replaced as necessary.
- 5.8 Employees of the Contractor must attend building specific waste management training for new recycling programs and re-

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education of existing recycling programs provided by the County's Representative. Training is also mandatory where frequent Staff turnover exists.

- 5.9 All Contractor Employees must be properly trained in Work Hazard Materials Information System (WHMIS) Guidelines. Proof of training must be provided annually.
- 5.10 The Contractor must maintain an updated Safety Data Sheets (SDS) Library, in each storage area within the Administration and Public Works Buildings. A copy must also be put into the master (SDS) binder at the main reception of the Administration Building.
- 5.11 Cleaning products and pricing will be submitted to the County's representative for approval. The products will be billed directly to the County from the Supplier. The Contractor is responsible to store properly and provide up to date SDS sheets.
- 6.0 TASKS AND FREQUENCIES: GENERAL
- 6.1 Entrances: Exterior and Interior
- 6.1.1 Daily Patrol
- Clean doors glass and windows, sashes and frames, on both sides, in entrances and exits.
 - Clean and polish entrance doors and push bars.
 - Sweep and keep clear of litter up to 10 meters from the building(s) (cigarette butts, paper, leaves, etc.) all entrances.
 - Empty contents of ashtrays, sand urns (replace silica sand if required) and butt stops into a separate metal container to keep outside of the buildings. Wash and polish chrome parts.
 - Empty contents of garbage cans, clean and disinfect and replace liners.
 - Vacuum carpets and Pedi Mats.
 - All areas shall be free of dust and cobwebs.
 - Air grills and air diffusers shall be clean, including the surrounding areas.
 - Remove overgrowth and deadhead flowers, in flowerpots, located near entrances. Water plants as required.

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PART "C" - SPECIFICATIONS

6.1.2 Scheduled Project

- Clean all exterior windows during the months of **May** and **September**.

6.1.3 Weekly

- Clean glass and sashes, on both sides, in entrance sidelights.

6.1.4 Hard Floor Surfaces (all types).

6.1.5 General

- Supply and visibly display **Danger Wet Floor Signs** when performing wet floor cleaning operations.
- Furniture and wastepaper baskets **are not to be** placed on desks, tables or workbenches during cleaning operations.

6.1.6 Daily

- All floor types shall have a clean appearance.
- Sweep and wash hard surface floors including stairways.

6.1.7 Scheduled Project Cleaning Floors

- Thoroughly wash floors **once a month**.
- Sweep, wet mop and spray buff non-carpeted floor areas **January** and **July**.
- Remove wax, scuff marks, and/or dust from baseboards **once a month**.

6.1.8 Work areas and Active Storage Areas: **(as required)**

- Sweep all floors using a dust control method and damp wash.
- Clean as per office space.
- Dust empty shelves.
- Strip and reseal unpainted concrete floors.

6.2 Carpeting and Rugs

6.2.1 The Supplier shall use "HEAVY-DUTY VACUUM CLEANERS" with the following features. Customer may have more stringent requirement that must be met:

- Low noise level
- High efficiency particulate Air Filters (Hepa Type).

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- Minimum 90 inches of water lift.
- Power head
 - Proper tools/accessories for floors and furniture.

6.2.2 The Supplier shall follow carpet and rug Manufacturer's specialty cleaning instructions.

6.2.3 General

- Clip loose threads during vacuuming operations.
- Sweep or vacuum exposed flooring during cleaning operations.
- Remove spot and stains from carpeting and rugs using methods and solutions approved by carpet Manufacturer's and clean spills, as soon as possible, after observation or notification.
- The Contractor's Employees must report all carpet stains, damaged or lifting carpets to the County's Representative on a daily basis.

6.2.4 Offices /office areas, Boardrooms, Conference Rooms, Meeting Rooms, corridors, Council Chambers: **Wednesday** and **Friday**. If this work falls on a Statutory Holiday, the work will be completed on the next working day.

- Pick up litter (paper, paperclips, elastics, etc.) off carpets.
- Vacuum traffic lanes.

6.2.5 Offices /office areas, Boardrooms, Conference Rooms, Meeting Rooms, corridors, Council Chambers: **Daily**

- Vacuum desk areas.
- Vacuum all carpeting and rugs on a full floor basis.
- All floor types shall have a clean appearance.

6.2.6 Scheduled Project Cleaning

- Clean all carpets and rugs in high traffic areas (such as common areas and hallways) using the carpet and rug Manufacturer's specialty cleaning instructions during the months of **March, June, September, and December**.
- Clean all carpets and rugs in office areas and low traffic areas using the same method mentioned above during the months of **June and December**.

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7.0 REDI-MATS

7.1 General

- The Supplier shall use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet and dry sand, salt, water, snow, etc. from mats.
- Mats are to be rolled up to complete floor cleaning operations. Clean the underside of the mats before replacing.

7.2 Daily

- Redi-mats shall be clean during inclement weather. Vacuum more often, immediately, upon discovery or when requested by the County.

8.0 ENTRANCES, EXITS, LOBBIES, MAIN FLOOR ELEVATOR LOBBIES AND ADJACENT CORRIDORS

8.1 General

- Keep free of litter and dust.
- Clean furniture as per office space.

8.2 Daily

- Clean both sides of door glass.
- Remove gum and other foreign residue.
- Sweep, wash and spray buff floors. Provide additional damp mopping of floor, during inclement weather, or when requested by the County.
- Vacuum floor, on a full floor basis, and provide additional vacuuming, during inclement weather, or when requested by the County.
- Clean both sides of glass windows and wood or metal surrounds.
- Dust mounted display case and frames.

8.3 Scheduled Project Cleaning

- Wet scrub, seal and refinish floors in entrances, exits, lobbies, main floor elevator lobbies and adjacent corridors in the months **July** and **January**.
- Strip, seal and refinish floors in **April**.

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9.0 ELEVATORS

9.1 Daily

- Wash (leaving no residue of oil) interior and exterior of cabs, doors, doorframes and walls including control panel.
- Scrape and vacuum door sill, track grooves in both cab and on each landing.
- Sweep and damp mop floors.
- Vacuum and remove gum.
- Wipe down telephone with germicide cleaner.

9.2 Schedule Project Cleaning

- Wet, scrub and seal floor in **July** and **January**.
- Strip, seal and refinish floor in **April**.

10.0 STAIRS AND LANDINGS

10.1 Daily (on all levels)

- Sweep and damp mop stairs and landings.
- Dust handrails, balusters, balustrades, baseboards, stringers and ledges.
- Spot clean walls.

10.2 Scheduled Project Cleaning

- Strip, seal, and refinish floors in the month of **April**.

11.0 MISCELLANEOUS

11.1 Daily

- Clean all bright metal surfaces: bright metal (copper, brass, stainless steel, brushed aluminum, etc.) shall have a clean shine without marks, stains, polish residue or verdigris (green/blue deposit), includes elevator frames and panels, clean with an approved product.

11.2 Quarterly

- Recess lights (grills) located in lobbies, to be vacuumed.
- Display cases to be cleaned (interior)

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11.3 Schedules Project Cleaning

- Vacuum exposed air ducts, pipes and other high areas, including tops of hanging light fixtures and conduit 1.8 meters or higher using a pack vacuum cleaner in the months of **February, May, September** and **December**.
- Clean air intake grills and surrounding dirty ceiling tiles and diffusers in the months of **May** and **December**. (Air intake grills and air diffusers shall not be removed during cleaning operations).

12.0 WASHROOMS

12.1 General

- All washrooms shall have been cleaned, disinfected and germicide on a daily basis.

12.2 Daily

- Ensure dispensers are filled/restock as necessary.
- Clean and dry all fixtures, spot clean mirrors, wipe counters and ensure that toilets and sinks are clean and there is no water or papers on floor.
- Sweep and damp mop floors.
- Dust top of partitions and spot clean.
- Remove all trash from strainers in base of urinals.
- Clean both sides of toilet seats, interior and exterior of bowls, urinals and washbasins, toilets and urinals shall be free of stains, water spots and scale.
- Clean all water taps, dispensers, doorplates, and flush valves.
- Clean flush tanks, shelves, high ledges, mirrors and exposed piping.
- Sinks and hardware (flush valves, handles, and escutcheons, etc.) will be clean and bright (free of corrosion or verdigris [green/blue deposit]).
- Wall particularly under dispensers near urinal and toilets will be clean and have no streaks.
- Doors will be clean and sanitized including handles, kick plates and push plates.
- Air grills and door grills will be clean and free of dust.
- Empty sani-cans, wash and disinfect, supply and insert new waxed bags of correct size.

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- Empty and damp wipe exterior of all waste receptacles, supply and insert new plastic bags of correct size.
- Supply and replenish soap, toilet paper and paper towel dispensers.
- Unclog all toilets with plungers. If necessary, report blockage to the County's Representative.
- Provide sufficient supplies for at least one full day's usage.
- All products, which are replenished, must fit current dispensers installed in washrooms.
- Remove graffiti within 24 hours of it having been discovered.

12.3 Weekly

- Spray buff floors.

12.4 Monthly

- Machine wash ceramic floors. Wash floors.
- Wash and disinfect wastepaper and refuse receptacles including metal containers.
- Wash both sides of partitions, partition doors and walls enclosed by partitions.

12.5 Scheduled Project Cleaning

- Wet scrub and refinish floors in the months of **January, July** and **October**.
- Strip, seal and refinish floors in the month of **April**.
- Wash all walls (leaving no streaks) in the months of **January, July** and **October**.
- Descale all toilet bowls and urinals during the months of **January, July** and **October**.

13.0 Showers:

13.1 General:

- All showers shall be cleaned and disinfected with a germicide product on as need basis (after use).
- Buy and replace shower curtains (HEAVY DUTY COMMERCIAL TYPE) with metal hooks (approved by the County) as required and/or as instructed.

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13.2 Daily

- Remove all pieces of soap and any debris (including hair) from the shower floor drain.
- Wash with a germicide and dry walls.
- The shower nozzles and taps will be clean and bright, free from calcium deposit.
- Scrub floors and duck boards.
- Report any blockage or leaks to the County.
- Air and door grills will be clean and free of dust.

13.3 Weekly

- Power wash walls, wash shower curtains USING GERMICIDE to remove soapscum.
- Scrub floors to remove soap residue using germicide.
- Wash and disinfect to full height all tiles, walls, partitions and doors.

13.4 Scheduled Project Cleaning

- Remove shower rubber flooring/matting, clean shower tiles, wash rubber flooring/matting and return to original placement.

14.0 KITCHENS

14.1 General

- This refers to the Four (4) kitchen areas(CAO Office main floor, Lower Level Administrative Building, PW Office and PW Garage).
- Cleaning includes dusting the surface of the vending machines and wiping down the outside of the water coolers, dishwashers and refrigerators.

14.2 Daily

- Clean up spillage as required.
- Sweep and damp mop floor.
- Dust all horizontal and vertical surfaces.
- Wash all furniture, tables, chairs, sink, counter, outside of refrigerator and inside of microwave.
- Empty, wash and disinfect garbage cans and waste receptacles and replace plastic bags with proper size bags.

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- Spot clean all walls, doors and exterior of cupboards.
- 14.3 Schedule Project Cleaning
- Wet scrub, seal and refinish floors in the months of **January, July and October.**
 - Strip, seal and refinish floors in the month of **April.**
 - Wash walls in the month of **March.**
 - Clean, defrost and disinfect inside of freezer and refrigerator during the months of **March and November.**

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**15.0 FURNITURE (OFFICES, BOARDROOMS, MEETING ROOMS,
COUNCIL CHAMBERS, RECEPTION)**

15.1 Preliminary Instructions

- Furniture with papers and files left on furniture shall not be disturbed by the cleaner.
- All furniture will be free of dust and damp wiped **weekly**. This includes the legs of the chairs and support pieces attached to the legs.
- Upon completion of the services on a floor, part of the floor, or an enclosed space equipped with light switches, the Supplier shall turn off the lights when the services are performed.
- All artwork in Council Chambers, offices and hallways are to be dusted with care.

15.2 Daily

- Clean furniture and place chairs so that the room appears to not have been used.
- Damp wipe tables and/or desk stains, wipe and/or vacuum chairs.

15.3 Weekly

- Wash boot trays, boot shelved and coat racks, as required.
- Clean top of rotating and/or mobile shelves.

15.4 Monthly

- Vacuum upholstered furniture including removal and vacuuming of cushions and cushion beds.

15.5 Scheduled Project Cleaning

- Clean leather, vinyl, fabric, leatherette and upholstered furniture in the month of **April** (as per Manufacturer's cleaning instructions).

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16.0 BLINDS AND DRAPES

16.1 Scheduled Project Cleaning

- Dust or vacuum blinds in the months of **February** and **September**.
- Damp wipe blinds in the month of **May** (or when window cleaning is scheduled).
- Vacuum drapes in the month of **July** (if applicable).

17.0 WASTE RECEPTACLES

17.1 General

- Supply and install plastic bags to correct size when dirty or torn in garbage cans and waste receptacles.

17.2 Tuesdays, Wednesdays, and Fridays

- Empty and damp wipe interior and exterior of garbage cans, waste receptacles, and/or desk side garbage. If this work falls on a Statutory Holiday, the work will be pushed out to the next working day.

18.0 INTERIOR GLASS

18.1 Daily

- Spot clean all glass doors, partition glass, glass topped furniture, bookcase glass, mirrors, draft reflectors and display boards.

18.2 Monthly

- Fully clean all mirrors and both sides of door glass and all surrounding glass.

18.3 Scheduled Project Cleaning

- Clean both sides of partition glass in the months of **May** and **October**.
- Remove and clean both sides of all glass or plastic plates covering furniture and clean tops of furniture before replacing plates in the months of **February** and **August**.

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- Clean and polish both sides of bookcase, glass door, convex mirrors and draft reflectors in the months of **February** and **August**.

19.0 WATER FOUNTAINS

19.1 Daily

- Clean and disinfect with calcium remover handles, spouts, drains, sides, behind and under with neutral odour disinfectant (free of corrosion or verdigris [green/blue deposit]).

20.0 WALLS. PARTITIONS. BASEBOARDS AND CEILINGS

20.1 Daily

- Spot clean walls, partitions, and glass partitions.
- Remove cobwebs from ceilings.
- Dust all baseboards, ledges, and moldings.
- Clean glass partitions.

20.2 Scheduled Project Cleaning

- Wash baseboards in the months of **January** and **July**.
- Clean and polish wood paneled walls using an approved product in the months of **April** and **November**.

21.0 DOORS AND DOOR FRAMES

21.1 Daily

- Spot clean doors, push bars, kick plates, hand plates and door frames.
- Dust door grills.
- Clean all bright metal surfaces: Bright metal (copper, brass, stainless steel, brushed aluminum, etc.) shall have a clean shine without marks, stains, polish residue or verdigris [green/blue deposit], includes elevator frames and panels, clean with a product that is approved for use on the material type.

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21.2 Monthly

- Damp wipe doors and door frames.
- Wash door grills.

21.3 Scheduled Project Cleaning

- Clean all door shining surfaces in the months of **January and August.**

22.0 EMERGENCY FIRE EQUIPMENT

22.1 Weekly

- Clean fire hose cabinets including glass and related equipment.
- Clean and wipe fire extinguishers.

23.0 SERVER ROOM

23.1 General -

- This area is only cleaned when requested by the County.
- The vacuum cleaner used in this area shall be of the industrial canister type equipped with a three-prong grounded plug and non-metallic floor tools. The filter is to be cleaned prior to each operation.
- CAUTION: Malfunctioning equipment will be immediately removed from the area and replaced so that the extremely sensitive nature of the computer equipment is not affected.
- Damp mopping - Use a mop, well wrung out in clean water and mild soap so that there will be no seepage under the equipment. The water shall be changed frequently during each operation and mops are to be washed and rinsed on completion of the work.
- Food and beverage are NOT permitted in the Server Room.
- While performing the underflow cleaning, cabling shall be disturbed as little as possible.
- Cleaning equipment shall not be plugged into any computer equipment or coloured electrical outlet (yellow/orange).
- Do not place anything on top of the computer equipment.
- Buckets of water are not permitted on this floor.

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23.2 Scheduled Project Cleaning

- Dust furniture and shelving.
- Clean doors and door frames.
- Clean all intake grills and air diffusers.
- Vacuum floor to remove dust and debris that has accumulated, with a hepa filter vacuum, approved by the County.

24.0 COMPUTER TRAINING ROOM

Wipe down computer screens and keyboards with proper cleaning solutions for computer screens and keyboards **weekly**.

25.0 SUPPLIER'S SPACE AND JANITOR'S CLOSET

25.1 Daily

- Maintain as per corresponding area in Scope of Work.
- Maintain floors and fixtures as per washrooms (section 12.0).
- Vacuum cleaners shall be emptied at the end of each shift (if applicable) and cord neatly wrapped.
- Trash container shall be clean and empty of trash, caddy clean and free of personal items.
- Floor buckets shall be emptied and cleaned, mops washed and mounted on racks where available or stood with head up to dry.
- All equipment stored in a neat organized manner all the time.
- All SDS product are to be labelled. The MSDS sheets shall be kept updated in the SDS Book located in the product storage area and front desk. All products to be stored correctly.
- Proper, secure shelving to be used.

25.2 Monthly

- Wash all walls and shelves.

26.0 GARBAGE/RECYCLING/RECUPERATION MATERIAL PICK-UP AREA

26.1 General

- Garbage stored in plastic bags or garbage cans must be placed at pickup point prior to scheduled garbage collection.

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26.2 Daily

- Empty all garbage into bulk-lift units, plastic bags or garbage cans, depending on the system in use.
- Sweep floor and damp mop after pick-up.
- Spot clean walls.

26.3 Weekly

- Wash and disinfect walls, doors and floors in Garbage Room.
- Wash and disinfect trash carts (green/blue trash cans), clean every **Friday** and shall be without any soil or marks present and shall be odour free.

27.0 PAPER SAVE AND RECUPERATIONS, MULTI-USE INSTALLATIONS

27.1 General

- Cardboard shall be flattened and shall be placed in the designated container.
- All paper shall be collected and placed in containers in the designated area, if required.
- No recyclable materials shall be disposed of as garbage.
- Outdated phone books shall be collected and placed in designated containers when required.
- The emptying of paper from shredding and supplying of bags are not part of this Contract.

27.2 Daily

- Remove surface contamination/garbage from recycling containers.
- Remove paper towels from washrooms and place in proper recycling containers for maintenance of the paper towel recycling program, if applicable.
- Collect paper from recyclable paper receptacles in high generation areas.
- Clean exterior of the recycling containers and multi-use recuperation.
- Collect recyclable materials from multi-use installation and store in designated area.
- Clean interior and sanitize of the recycling containers and multi-use recuperation receptacles.
- Collect paper from recycling containers at desks.

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28.0 TASKS AND FREQUENCIES: PUBLIC AREAS

28.1 Public Areas

28.1.1 Daily

- Pick up litter and fallen plant material in general areas.
- Empty trash from public areas.
- Sweep and wash hard surface floors and increase frequency in inclement weather.
- Remove gum.
- Clean/wash fixed and removable tables, furniture, and seats (including legs, frames and footrests).
- Sweep and wash stairs, dust/damp wipe railings/balustrades, wells, and normal emergency lights.
- Spot clean all doors, frames, railings, balustrades, glass and partitions.
- Clean and disinfect children play area and toys with germicide. Wipe down children's chairs, table and outside of toy box.
- Remove graffiti within 48 hours of observation.
- Spot clean elevator doors and frames.
- Hard surface floors are to be machine scrubbed with corner touch-up.
- Spot clean vertical surfaces including convectors and radiators.

28.1.2 Scheduled Project Cleaning

- Wet scrub and refinish floors in the months of **January, April, July, and October.**
- Strip, seal and refinish floors in the month of **April.**

29.0 DEFINITIONS

29.1 Routine Cleaning: Cleaning operations, which are specified to be performed monthly or more frequently such as weekly or daily.

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- 29.2 Scheduled Project Cleaning: Cleaning operations, which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually, or annually.
- 29.3 Project Cleaning: Cleaning operations, which are specified to be performed only when requested by the County's Representative.
- 29.4 Flight of Stairs: Includes steps and risers situated between two floor levels including landing(s).
- 29.5 Materials: Materials consist of items such as light bulbs, toilet tissue (two ply), paper hand towels, hand soap, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the buildings.
- 29.6 Trash: Includes the contents of waste receptacles, sand urns and sand cans. Also, paper clips, paper, mop strings, pins, staples, and discarded items on the floor or furniture.
- 30.0 QUALITY STANDARDS
- 30.1 Sweeping: All areas shall be free of trash and soil.
- 30.2 Hosing: All areas shall be clean after scheduled hosing with no water accumulation in low areas.
- 30.3 Dust Mopping: All areas shall be free of dust film and all furniture shall be relocated to its original location.
- 30.4 Damp Mopping: All areas shall be clean and free of surface stains, mop streaks and loose mop strands. Walls, baseboards, and other surfaces shall be free of watermarks and splashing.
- 30.5 Wash Floors: All areas shall be free of dirt, stains, splashing and cleaning solution.
- 30.6 Machine Scrub: All areas shall be free of dirt, stains, splashing and cleaning solution.

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- 30.7 Spray Buffing: All areas shall present an overall appearance of cleanliness, have a bright resilient shine and be dust free.
- 30.8 Buff Floors (Restore): All areas shall present an overall appearance of cleanliness, have a shine and be dust free.
- 30.9 Wet Scrub: All areas shall have an overall appearance of cleanliness, an even shine and be free of minor scrapes and marks by removing two coats of wax and reapplying two coats of wax.
- 30.10 Strip and Refinish: All areas shall present an overall appearance of cleanliness, a deep clean look and a crisp even shine and be free of scrapes and marks by removing all layers of wax reapplying four coats of wax.
- 30.11 Strip and Reseal: All areas shall present a clean appearance and shall be free of dirt, stains, and marks by removing all layers of wax, sealer and reapplying one coat of sealer and three coats of wax or two coats of sealer depending on the floor type.
- 30.12 Vacuuming:
- Carpet: All carpet surfaces shall present an overall appearance of cleanliness and shall be free of dust, dirt and soil.
 - Redi-mats: Walk-away mats shall be clean and free of dust and dirt.
 - Upholstered Furniture: Upholstered furniture shall be free of dust, dirt and other debris.
- 30.13 Stain Removal: All carpets, walk-away mats and upholstered furniture shall have no visible stains and no discoloration after stain removal operation.
- 30.14 Hot Water Extraction: All carpets, walk-away mats and upholstered furniture shall be clean and free of dust, dirt, sand, slush, salt and water.
- 30.15 Cleaning Floor Grills: All foot grills and recess pans shall present a clean appearance and be free of dirt, soil and trash.

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- 30.16 Glass Cleaning: All glass shall be clean on both sides and free of streaks and finger marks.
- 30.17 Cleaning of Stairways and Landings: All areas shall present an overall appearance of cleanliness and be free of dirt, dust streaks and trash.
- 30.18 Elevator Cleaning: All elevator cab surfaces shall be free of dust, marks and soil. Walls, ceilings, floors, handrails, and doors shall be free of soil, film, producing a freshly washed appearance.
- 30.19Dusting:
- Furniture, Fixtures and Equipment: All surfaces shall be free of dust, streaks, and finger marks.
 - High Dusting: All surfaces shall be free of dust accumulation.
 - Blinds and Drapes: Blinds and drapes shall be free of dust, cobwebs, watermarks, and dirt.
- 30.20 Metal Cleaning: All metal surfaces shall be free of marks, stain and have a clean shine.
- 30.21 Cleaning of Washrooms: All washrooms shall have a clean scent and no odor at all and be disinfected and sanitized. All surfaces shall be free of stains, water marks, scale and be clean and bright. All waste and sanitary receptacles shall be empty, clean and all dispensers replenished.
- 30.22Waste Receptacles: All waste receptacles shall be empty and the exterior surface wipes clean.
- 30.23White Boards: Chalk tray shall be clean and free of dust.
- 30.24Cleaning of Sand Urns and Butt Stops: All trash shall be removed from urns and butt stops and surfaces shall be clean with not visible stains or build up.
- 3025 Cleaning of Drink Fountains: All surfaces shall be clean with no visible stains or build up.

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- 30.26 Cleaning of Air Grills and Air Diffusers: All air intakes and air diffusers shall present a clean surface free of dirt, grime, stains, streaks, dust and cobwebs.
- 30.27 Cleaning of Light Fixtures: All light fixtures shall be free of dust, dirt, stains and streaks.
- 30.28 Cleaning of Garbage Room(s): Garbage Rooms and empty garbage containers shall be free of odours.
- 30.29 Supplier Space and Janitor Closet: All surfaces shall be free of waste paper, garbage, dust and stains and be free of odours.
- 30.30 Vacuum smoke detectors once a month.
- 30.31 A building inspection sheet will be developed by the Contractor and submitted to the County for approval prior to the start of the Contract work. Monthly surprise inspections will be completed by the Contractor's Management and submitted to the County for review. Any advanced notification of surprise inspections to Contractors employees will result in a poor performance rating added to the contract file.

Regular working hours are from 4:30 AM to 10:00 PM., Saturdays and Sundays are also available for work but must be planned with the County Facilities Coordinator or designate.

Building Square Footages:

Administration Building = 26,240 sq/ft

Engineering/PW Office/Building = 6,621 sq/ft

PW Garage Office Section = 3,870 sq/ft

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PART "D" - FORM OF TENDER



PART "D" - FORM OF TENDER

Name of Firm or Individual

Address

Telephone Number Fax Number

E-Mail Address

Name of Person Signing for Firm

Position of Person Signing for Firm

TENDERS RECEIVED BY:
The Corporation of the County of Lanark
Public Works Building
99 Christie Lake Road
Perth, ON
K7H 3C6
Attention: Mr. Jonathan Allen, R.P.A.
Operations Manager
Telephone: (613) 267-1353
Toll Free: (888) 9LANARK
Fax: (613) 267-2793
E-mail: roads@lanarkcountv.ca
Website: www.lanarkcountv.ca

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PART "D" - FORM OF TENDER

By my/our signature hereunder, I/we hereby certify this as the Tender to provide the provision of design drawings, specifications, Tender Forms, obtaining necessary approvals, contract administration and inspection services in accordance with Parts "A" - "D", of the subject Tender, executed by me/us and date this _____ day of November, 2022.

Witness
(If Corporate Seal Not Available)

Signed
(Must be signing Officer of Firm)

Print Name of Above Signing Officer

Position

Name of Firm

Please Affix Corporate or Legal Seal

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PART "D" - FORM OF TENDER

The undersigned agrees to provide Janitorial Services Parts "A" - "D", of this Tender Document, for the following price(s):

SCHEDULE OF UNIT PRICES - ALL ITEMS MUST BE BID - COSTS FOR JANITORIAL SERVICES

SECTION "A"

ACTIVITY- ADMINISTRATION BUILDING	2023	2024	2025	2026	2027
Cleaning, includes daily, weekly and monthly tasks	\$ <u> </u> lump sum cost	\$ <u> </u> lump sum cost	\$ <u> </u> lump sum cost	\$ <u> </u> lump sum cost	\$ <u> </u> /lump sum cost
Carpet cleaning	\$ <u> </u> lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> lump sum cost	\$ <u> </u> /lump sum cost
Window and glass cleaning	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost
Strip and refinish hard surface floors	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost	\$ <u> </u> /lump sum cost

**THE CORPORATION OF THE COUNTY
OF LANARK TENDER FOR
JANITORIAL SERVICES
CONTRACT #PW-B-03-2022-27-E2**

PART "D" - FORM OF TENDER

SECTION "A"

ACTIVITY - PUBLIC WORKS BUILDING AND GARAGE	2023	2024	2025	2026	2027
Cleaning, includes daily, weekly and monthly tasks	\$ lump sum cost	\$ /lump sum cost	\$ lump sum cost	\$ lump sum cost	\$ 'lump sum cost
Carpet Cleaning	\$ /lump sum cost	\$ lump sum cost	\$ /lump sum cost	\$ lump sum cost	\$ /lump sum cost
Window and Glass Cleaning	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost
Strip and refinish hard surface floors	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost	\$ <u>/lump</u> sum cost
Subtotal - Annual Lump Sum - Section A	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**THE CORPORATION OF THE COUNTY
OF LANARK TENDER FOR
JANITORIAL SERVICES
CONTRACT #PW-B-03-2014-18-E2**

PART "D" – FORM OF TENDER

The on-call hours, indicated below, are **estimates only**.

SECTION "B"
(Number of Hours x Hourly Rate = Total Bid)

ACTIVITY Admin. Bldg & PW Bldg. & Garage	ON-CALL REGULAR WORKING HOURS 25	2023		2024		2025		2026		2027	
		Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____
ACTIVITY Admin Bldg. &Public Works Bldg & Garage	ON-CALL OUTSIDE OF REGULAR WORKING HOURS 7	Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____	Hourly Rate \$ _____	Total Bid \$ _____
Subtotal Annual - Section B		n/a	\$ _____	n/a	\$ _____	n/a	\$ _____	n/a	\$ _____	n/a	\$ _____
GRAND TOTAL (Section A + Section B)		n/a	\$ _____	n/a	\$ _____	n/a	\$ _____	n/a	\$ _____	n/a	\$ _____

GRAND TOTAL BID FOR 5 YEARS (2023 – 2027) = \$ _____

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**THE CORPORATION OF THE COUNTY
OF LANARK TENDER FOR
JANITORIAL SERVICES
CONTRACT #PW-B-03-2022-27-E2**

PART "D" - FORM OF TENDER

H.S.T. will be paid in addition to the above Tender price
on applicable expenses.

The lowest or any Tender may not necessarily be accepted.

Prices must be rounded to two decimal places only.

**Part or whole of this Contract is contingent upon the budget
approval of the County.**

**THE CORPORATION OF THE COUNTY
OFLANARKTENDERFOR
JANITORIAL SERVICES
CONTRACT #PW-B-03-2022-27-E2**

PART "D" - FORM OF TENDER

TENDER LABEL - FORM 6

To help identify your Tender, please **cut out the label below and affix this label to the outside of your Tender Envelope:**

The Corporation of the County of Lanark Public Works Building 99 Christie Lake Road Perth, ON K7H 3C6 Attention: Jonathan Allen, R.P.A. Facilities Coordinator	
TENDER NUMBER: PW-B-03-2023-27-E2 - Janitorial Services	CLOSING DATE: November 17th, 2022
YOUR COMPANY'S NAME AND FULL ADDRESS: 	

- X Use the above label, for your envelope, when you submit your Tender Document.