



**SUBMISSION DEADLINE: 4:00 P.M. WINNIPEG TIME, JANUARY 9, 2004**

If your company name and address are not correctly shown below, please enter or correct it before submitting your Bid.

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUYER: DEBBIE SHKOLNY /d  
TELEPHONE NO. (204) 986-2249**

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**PROVISION OF BUILDING CLEANING SERVICES AT BROOKSIDE CEMETERY, 3001 NOTRE DAME AVENUE**

— Please quote prices on the attached Form B: Prices. —

Mandatory site meeting: See Clause 4.1 of the Specifications.

This Request for Quotation includes Drawings:  
DRAWING 1

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**THE BID SUBMISSION MUST INCLUDE THIS PAGE (COMPLETED AND SIGNED)**

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**TERMS AND CONDITIONS ATTACHED APPLY EXCEPT AS  
SUPERSEDED ABOVE OR BY SPECIFICATIONS (IF ANY) ATTACHED.**

**Early payment discount:** \_\_\_\_\_ % \_\_\_\_\_ days  
(See 1.5 of the Terms and Conditions attached.)

RETURN TO:

**THE CITY OF WINNIPEG 629-2003  
CORPORATE FINANCE DEPARTMENT  
MATERIALS MANAGEMENT DIVISION  
185 KING ST MAIN FLOOR  
WINNIPEG MB R3B 1J1**

**Contact Person:** (print) \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Facsimile Number:** \_\_\_\_\_

The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out in this Bid.

The Bidder agrees that the Request for Quotation in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid.

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract.

No. 1       No. 2       No. 3       No. 4

This offer shall be open for acceptance, binding and irrevocable for a period of thirty (30) days following the Submission Deadline.

**Signature:** \_\_\_\_\_

## TERMS AND CONDITIONS – SERVICES

### 1. BIDDING PROCEDURES

- 1.1 The Bid must be submitted on the forms provided, with all required entries made clearly in ink.
- 1.2 If the Bidder finds discrepancies or omissions in the Request for Quotation or any part thereof, or is unsure of the meaning or intent thereof, he shall notify the Buyer. The Buyer will, if he deems it necessary, issue addenda to all Bidders. The Bidder is advised to direct all enquiries or comments to the Buyer at least five (5) business days prior to the Submission Deadline to allow time for the preparation and distribution of necessary addenda.
- 1.3 The Bidder is responsible for investigating the site, the nature of the Work to be done and all local conditions that might affect his Bid or his performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such investigation.
- 1.4 The Contract is based on the design, methods and materials specified and any proposed substitutes must be clearly identified in the Bid. Where the phrases "or equal" or "or alternative" occur in the Request for Quotation, the Bidder is advised to submit descriptive matter in sufficient detail to permit a judgment as to the merits of any "equal" or "alternative" offered.
- 1.5 The Bidder may, but is not required to, offer a prompt payment discount. If prompt payment discounts are offered, they will be considered in determining the lowest evaluated responsive Bid.
- 1.6 The Bid must be submitted enclosed and sealed in an envelope clearly marked with the RFQ Number and the Bidder's name and address. Each envelope must contain only the Bid for one Request for Quotation.
- 1.7 The Bid must be submitted to the Materials Management Division at the address specified no later than the Submission Deadline specified. Bids received after the Submission Deadline will not be considered.
- 1.8 The Bid may be withdrawn without penalty at any time prior to the Submission Deadline.
- 1.9 The Bid shall be open for acceptance, binding and irrevocable for the period of time specified on the cover page. A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the City considers appropriate in the circumstances.
- 1.10 The City may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Bid or waive technical requirements if the interests of the City so require. The City may reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified. A responsible and qualified Bidder is one that meets the qualifications specified and is not suspended, debarred or in default under any contract with the City.
- 1.11 Where the Contract is proposed in separate sections or with alternatives, the City shall have the right to award any section separately or to choose any alternative which is in its best interests.
- 1.12 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive. Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- 1.13 The Buyer will give notice of the award of the Contract by issuing a Purchase Order to the successful Bidder, or will give notice that no award will be made.
- 1.14 The Request for Quotation, including but not limited to the specifications, drawings and addenda, and the Contractor's Bid shall be deemed to be incorporated in and to form a part of the Purchase Order notwithstanding that they are not necessarily attached to or accompany said Purchase Order.
- 1.15 The name of the successful Bidder and the Contract amount will be made available, upon request, to Bidders only after award of Contract.

### 2. SCOPE OF WORK

- 2.1 The Work to be done under this Contract shall consist of the supply of labour and materials in accordance with applicable specifications, drawings and addenda.
- 2.2 The Contractor shall provide and pay for all labour, materials, equipment, tools, temporary works, utilities, licenses and fees necessary to complete the Work. Any work not explicit in the specifications, drawings and addenda, which is reasonably implied, necessary and usually included for such work, shall be deemed to be included in the Work.

### 3. MATERIALS & WORKMANSHIP

- 3.1 Materials and workmanship shall be fit for the purpose intended and shall equal or exceed the quality specified.
- 3.2 All materials to be incorporated in the Work shall be new.
- 3.3 The Contractor shall be responsible for the storage, transportation and handling of materials until the Work is accepted by the City.

### 4. ASSIGNMENT

- 4.1 The Contractor shall not assign the Contract or any payment thereunder without the prior written approval of the City.

### 5. SUBCONTRACTING

- 5.1 If the Contractor subcontracts any portion of the Work, he shall:
  - a) employ only Subcontractors who have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, or who are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
  - b) enter into contracts or written agreements with his Subcontractors to require them to perform their work in complete conformance with and subject to the terms and conditions of the Contract; and
  - c) be as fully responsible to the City for acts and omissions of his Subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by him.

### 6. INDEMNITY

- 6.1 The Contractor shall save harmless and indemnify the City for twice the contract price plus two million dollars, unless specifically stated otherwise in the contract documents, against all costs, damages or expenses arising from actions, claims, demands and proceedings, by whomsoever brought, made or taken as a result of acts or omissions of the Contractor, his subcontractors, employees or agents in the performance or purported performance of the Work, and more particularly from:
  - a) accidental injury to or death of any person whether retained by or in the employ of the Contractor or not, arising directly or indirectly by reason of the performance of the Work, or by reason of any trespass on or damage to property;
  - b) damage to any property owned in whole or in part by the City, or which the City by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain;
  - c) damage to, or trespass or encroachment upon, property owned by persons other than the City;
  - d) failure to pay and obtain a discharge of a notice of claim for lien served upon the City in accordance with the requirements of The Builders' Liens Act;
  - e) failure to pay a workers compensation assessment, or federal or provincial taxes;
  - f) unauthorized use of any design, device, material or process covered by letters patent, copyright, trademark or trade name in connection with the Work;
  - g) inaccuracies in any information provided to the City by the Contractor.
- 6.2 The City has the right, acting reasonably and upon notice to the Contractor, to settle any such action, proceeding, claim or demand and charge the Contractor with the amount so paid or to be paid in effecting a settlement.
- 6.3 The Contractor shall pay to the City the value of all legal fees and disbursements required to settle any such claim or to defend the City against any such claim, action, proceeding, claim or demand notwithstanding that the settlement or defence of the said action, proceeding, claim or demand was undertaken on behalf of the City by a salaried employee of the City.
- 6.4 If the Contractor fails to make any payment required to be made to the City hereunder, the City shall be entitled to deduct the amount of such payment from any payment required to be made by the City to the Contractor under the Contract or take whatever other remedies against the Contractor that the City may have at law.

### 7. EVENTS OF DEFAULT

- 7.1 An event of default will be deemed to have occurred if the Contractor:
  - a) abandons the Work; or
  - b) is adjudged bankrupt or files for bankruptcy, becomes insolvent, makes a general assignment for the benefit of his creditors, or has a receiver or liquidator appointed in respect of his assets; or
  - c) in the judgment of the City, is not performing or has not been performing the Work, or any part thereof, in a sound and workmanlike manner and in all respects in strict conformity with the Contract; or
  - d) in the judgment of the City, is not progressing continuously with the Work or any part thereof, and in such a manner as to ensure the completion of the Work or any part thereof, in accordance with the work schedule; or
  - e) fails to take down, rebuild, repair, alter or amend any defective or deficient Work, or to remove any defective or deficient material; or
  - f) fails to remedy defects or deficiencies during the warranty period in the manner and within the time periods specified by the City; or
  - g) fails to make prompt payment to his subcontractors, his employees or on account of the purchase or rental of equipment or materials; or
  - h) fails to promptly secure a discharge of a lien or trust claim served upon the City pursuant to The Builders' Liens Act; or
  - i) fails to comply with any laws, by-laws or statutory regulations; or
  - j) fails to provide competent supervision for the Work; or
  - k) fails to submit any schedules, documents or information required by the Contract; or
  - l) refuses or neglects to comply with an order given by the City;
  - m) commits any other breach of the Contract.
- 7.2 Any provision of the Contract may be waived only by express waiver in writing by the City. No express waiver of any provision shall imply the waiver of any other provision.
- 7.3 If an event of default has occurred, the City may do any one or more of the following:
  - a) withhold or retain the whole or part of any payment;
  - b) take the whole of the Work, or any part or parts thereof out of the hands of the Contractor;
  - c) demand payment for any amount owed to the City.

- 7.4 The duties and obligations imposed upon the Contractor by the Contract and the rights and remedies available to the City hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed upon the Contractor or available to the City at law.

### 8. PRICES AND PAYMENT

- 8.1 Prices bid shall be gross prices including all applicable duty, freight, cartage, Provincial and Federal Taxes [except Goods and Services Tax (GST)], which shall be extra where applicable] and all charges governmental or otherwise paid, and including profit and all compensation which shall be due to the Contractor.
- 8.2 If the Contractor charges GST, he must show his registration number and the amount of GST separately on the invoice.
- 8.3 Where The Builders' Liens Act is applicable to the Contract, payments will be subject to such holdbacks as are required to be made thereunder. Interest on holdback amounts will be credited, and holdback amounts will be released, in accordance with said Act.
- 8.4 Payment will be in Canadian funds net thirty (30) days from receipt of acceptable goods, or receipt and approval of the Contractor's invoice, whichever is later.

**FORM B: PRICES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE PER MONTH
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1.	Labour: March 1, 2004 - December 31, 2004	10	Month	_____
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Minimum person hours per month \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder

## SPECIFICATIONS

### 1. GENERAL

1.1 These Specifications shall be applicable to the Work and shall take precedence over the Terms and Conditions.

### 2. DEFINITIONS

2.1 When used in this Request for Quotation:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Buyer**" means the person authorized to represent the City in respect of the Request for Quotation;
- (c) "**Calendar Day**" means the period from one midnight to the following midnight;
- (d) "**Contract**" means the combined documents consisting of the Request for Quotation package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (e) "**Contract Administrator**" means the person authorized to represent the City in respect of the Contract and is identified at the time of award of the Contract;
- (f) "**Contractor**" means the person undertaking the performance of the Work under the terms of the Contract;
- (g) "**Site**" means the lands and other places on, under, in or through which the Work is to be performed;
- (h) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (i) "**Work**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done by the Contractor pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all equipment, facilities, material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract;
- (j) "**Working Day**" means any Calendar Day, other than a Saturday, Sunday or a Statutory or Civic Holiday, on which the Contract Administrator determines atmospheric and Site conditions are such that the Contractor is able to work at least seven (7) hours.

2.2 Further to 2.1(b), the Buyer is:

DEBBIE SHKOLNY  
(204) 986-2249

### 3. WORK

#### General

3.1 The Contractor shall provide labour for building cleaning services to the Brookside Cemetery, in accordance with the requirements hereinafter specified.

3.2 The Contractor shall:

- (a) Provide once a week (weekly) building cleaning service;
- (b) The Contractor shall provide the Contract Administrator with a detailed work schedule no later than seven (7) Calendar Days from notification of the award of the Contract, including the following:
  - (i) Day of Week
- (c) Have Cleaners:
  - (i) sign in (upon arrival) and sign-out (upon completion of the Work) in the book provided at the front counter;
  - (ii) in the event the boardroom is occupied, access through the boardroom must be done in a timely courteous manner, or the cleaner may use the side door entrance (South side of the building) to gain access inside the building;
  - (iii) provide the clerical staff 10 minutes notice prior to vacuuming. (The clerical staff will forward phones during this time as well as prepare any customers to wait until the vacuuming is complete); and

- (iv) when possible, close the doors to the boardroom when vacuuming inside the boardroom.

### **Regular Cleaning Requirements**

- 3.3 Building Cleaning Services shall include hard-surface floor sweeping or dry mopping prior to damp-floor mopping; carpet vacuuming; disinfecting; spot cleaning; dusting furniture in boardroom; washroom cleaning including, but not limited to, mirrors, sinks, urinals, toilet bowls and tanks; cleaning of refuse containers and disposal of contents; glass cleaning; restock dispensers; wash kitchen floor, and as identified on Appendix A.

### **Drawings**

- 3.4 Drawing 1 shows:
  - (a) areas to be cleaned, shown shaded, approx. 2,215 sq. ft.;
  - (b) address: Brookside Cemetery, 3001 Notre Dame Avenue:
    - (1) Main Floor Plan

## **4. SITE INVESTIGATION**

- 4.1 Bidders are advised that the site investigations are **Mandatory** and the Bidder may chose either date to attend the Site tour at the address as follows:
  - (i) Address: 3001 Notre Dame Avenue
  - (ii) Date: January 6, 2004 or January 7, 2004
  - (iii) Time: 9:00 A.M. – 9:30 A.M.
- 4.2 The Bid of any Bidder not having attended will be rejected on the basis that it is non-responsive.
- 4.3 Attendance by the Bidder or their representative at any previous Site meeting does not relieve the Bidder from the requirement to attend the Site meetings.
- 4.4 Bidders are advised that the Site meeting includes a walk-through, review of the attached floor plan and the Work that needs to be done.
- 4.5 Bidders shall familiarize themselves with the location, extent and purpose of the proposed Work and shall determine for himself/herself the conditions and requirements of the Work.
- 4.6 Opportunities will be provided for Bidders to raise questions regarding the Site and Work to be done at the Site.
- 4.7 Questions raised at the Site tours will be recorded and the written answers will be issued as an Addendum to this document. Any other changes or revisions to the quotation required by the City will be issued in writing to all Bidders as a formal Addendum to this call.
- 4.8 Bidders shall not be entitled to rely on any information or interpretation received at the Site Meeting unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

## **5. DURATION OF CONTRACT**

- 5.1 The Contract shall be for the period of March 1, 2004 to December 31, 2004.
- 5.2 Notwithstanding Clause No. 5.1, the type and quantity of work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2003.
- 5.3 Notwithstanding Clause No. 5.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of Work performed under this Contract, or may terminate the Contract upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

## **6. ADDENDA**

- 6.1 The Buyer may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Quotation, or clarifying the meaning or intent of any provision therein.
- 6.2 The Buyer will issue each addendum to all Bidders by:
- (a) publication at the Materials Management Division's Bid Opportunities internet website at <http://www.winnipeg.ca/matmgt/bidopp.asp>.
- 6.3 The Bidder is responsible for ensuring that he/she has received all addenda and shall acknowledge receipt of each addendum on the Request for Quotation cover page. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- 6.3.1 The Bidder is advised to check the Materials Management Division's Bid Opportunities internet website for addenda shortly before submitting his/her Bid.

## **7. BID SUBMISSION**

- 7.1 The Bid Submission consists of the following components:
- (a) Request for Quotation cover page completed and signed;
  - (b) Form B: Prices.
- 7.2 Bids may be submitted by:
- (a) mail, courier or personal delivery to the address shown on the Request for Quotation cover page; or
  - (b) facsimile transmission (fax) to (204) 949-1178.
- 7.2.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- 7.2.2 Bids submitted by internet electronic mail (e-mail) will not be accepted.

## **8. PRICES**

- 8.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- 8.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.
- 8.3 The quantities for which payment will be made to the Contractor are to be determined by the work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.
- 8.4 The Bidders shall specify the monthly price of labour required to provide building cleaning services in accordance with the Specifications, in the Unit Price column of Form B: Prices.
- 8.5 The Bidders shall specify the minimum number of person hours that they will require to provide building cleaning services at the location specified and in accordance with the Specifications.

## **9. INVOICES**

- 9.1 The Contractor shall submit invoices to the City of Winnipeg, Planning Property & Development Department, 3<sup>rd</sup> Floor, 65 Garry Street, Winnipeg, MB R3C 4K4.
- 9.2 Invoices must clearly indicate, as a minimum:
- (a) the City's Purchase Order (PO) number or Standing Purchase Order Release Authorization (SPORA or RA) number, if issued;
  - (b) date(s) of Work;
  - (c) Site(s) or address(es) of Work;
  - (d) description, quantity and unit price(s) of Work performed;

- (e) total amount payable with GST and PST, where applicable, shown as separate amounts; and
- (f) where applicable, the Contractor's GST registration number.

9.3 The City will bear no responsibility for delays in approval of invoices that are improperly submitted.

## **10. RECORDS**

10.1 The Contractor shall keep detailed records of the Work performed under the Contract.

10.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

- (a) User name(s) and addresses;
- (b) order date(s);
- (c) Work date(s); and
- (d) description and quantity of Work performed.

10.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

## **11. INSURANCE**

11.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products and completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period;
- (b) maintain and pay for an Employee Dishonesty Bond in an amount of not less than ten thousand dollars (\$10,000.00) covering all of the Contractor's employees, agents, and subcontractors involved in providing the services, for any direct loss of money or other property caused by a fraudulent or dishonest act, or acts, of the Contractor, Contractor's employees, agents or subcontractors. The Contractor is to provide a certified true copy of the bond, satisfactory to the Contract Administrator, prior to commencement of Work.

11.2 Deductibles shall be borne by the Contractor.

11.3 The Contractor shall provide the Contract Administrator with a Certificate of Insurance for each policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.

11.4 The Contractor shall not cancel, materially change, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

11.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

## **12. WORKERS COMPENSATION**

12.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

## **13. SECURITY CLEARANCE**

13.1 Each person proposed to perform Work under the Contract within City facilities shall be required to obtain a security clearance by the police service having jurisdiction at his/her place of residence.

13.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement persons are proposed to perform Work, the Contractor shall supply the Contract Administrator with a written security

clearance, obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof for each person proposed to perform Work within City facilities.

- 13.3 No person for whom a security clearance is not provided, or who has any convictions or pending charges related to property offences or crimes against another person, will be permitted to perform any Work within City facilities.
- 13.4 Any security clearance obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- 13.5 The City may, at its sole discretion, require a records search at any time during the term of the Contract. Any person who fails to obtain security clearance as a result of a repeated records search shall not be permitted to continue to perform Work under the Contract.

**14. EVALUATION CRITERIA**

- 14.1 Award of this Contract will be based on the following evaluation criteria:
  - (a) conformance of the Bid with the requirements of the RFQ pass/fail;
  - (b) qualifications of the Bidder pursuant to 1.10 of the Terms and Conditions pass/fail;
  - (c) total contract price 100%.
- 14.2 Further to 14.1(a), the Bidder shall, within two (2) Business Days of a request by the Buyer, provide representative samples of the materials proposed to be used in the Work.
- 14.3 Further to 14.1(b), the Bidder shall:
  - (a) submit, within two (2) Business Days of a request by the Buyer, proof satisfactory to the Buyer of the qualifications of the Bidder and of any proposed subcontractor;
  - (b) provide, on the request of the Buyer, full access to any of the Bidder's equipment and facilities to confirm, to the Buyer's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.
- 14.4 Further to 14.1(c), total contract price will be evaluated on the basis of the approximate quantities shown on Form B: Prices considering early payment discounts if offered.



## DETAILED SPECIFICATIONS

### 15. GENERAL

15.1 These Specifications shall apply to the Work.

15.2 The Drawing is applicable to the Work.

15.2.1 Areas to be cleaned are shown shaded.

### 16. WORK - CLEANING STANDARDS

16.1 **INTERIOR OF BUILDING :** Vestibule, waiting area, boardroom, office area, kitchen, and storage room.

#### 16.1.1 WEEKLY TASK

(a) **WASTE RECEPTACLES AND CONTAINERS:**

- (i) Empty all contents;
- (ii) Remove liners;
- (iii) Clean both interior and exterior with germicidal detergent;
- (iv) Replace liner; and
- (v) Return waste receptacles and/or containers in their correct place;
- (vi) Place closed refuse bags outside front entrance and place at curbside.

(b) **HARD SURFACE FLOORING:**

- (i) Clean floors as follows:
  - A) Sweeping/vacuuming; and
  - B) Damp/wet mopping.

(c) **CARPETED AREAS, INCLUDING STAIRS AND MATS:**

- (i) Vacuum:
  - A) Vacuum wall to wall carpets; and
  - B) Vacuum only the entrance mats.
- (ii) Move all light furniture, excluding desks and cabinets;
- (iii) Do not move boxes on the floor (vacuum around only); and
- (iv) Dust/damp mop "carpet saver" mats.

(d) **WALLS, DOORS, WOODWORK, GLASS PARTITIONS:**

- (i) Spot clean and remove smudges.

16.2 **WASHROOM FACILITIES:** All public and private washrooms and other areas where sinks and/or dispensers are installed.

#### 16.2.1 WEEKLY TASK

(a) **INTERIOR AND EXTERIOR SURFACES:**

- (i) Clean with germicidal detergent: wash basins; toilet seats; bowls and bases, toilet seat hinges; exposed flush tanks; urinals; and plumbing fixtures (including exposed pipes); polished chrome, brass or similar fixtures, (do not clean bath tub);
- (ii) Use separate and identifiable cleaning cloths for the cleaning of washrooms from other facilities. Toilets and urinals are to be cleaned using separate equipment or cloths;
- (iii) Non acid bowl cleaners are permitted, however, when a phosphoric acid bowl cleaner is used, it must be dispensed using a flip top or a foaming trigger spray head only; and

(b) **TOILET TISSUE HOLDERS AND DISPENSERS:**

- (i) Clean interior and exterior of dispensers with germicidal detergent; and
- (ii) Then, restock all toilet tissue holders, soap, and towel dispensers.

(c) **FLOORS:**

- (i) Wet mop floors and wall bases with a non filming detergent solution;

- (ii) Clean floors, wall bases, and corners;
- (d) **MISCELLANEOUS:** enamel surfaces, doors and ledges.
  - (i) Spot clean with germicidal cleaner;
  - (ii) Clean with germicidal cleaner;
  - (iii) Clean and polish all mirrors, frames, powder shelves and bright work, including flush meters and piping.

16.3 **ALL RESILIENT AND NON-RESILIENT FLOORS:** Vinyl, ceramic.

16.3.1 WEEKLY TASK

- (a) **FLOORS:**
  - (i) Wash with neutral detergent.
- (b) **CORNERS, BASES AND EQUIPMENT:**
  - (i) Wipe all surfaces of spray residue.

16.4 **FURNITURE:**

16.4.1 WEEKLY TASK

- (a) **FURNITURE:**
  - (i) Clean and polish furniture framing and legs: table in boardroom only;
  - (i) Fabric upholstered furniture – vacuum fabric, dust frames.

16.5 **WINDOWS:** Glass

16.5.1 WEEKLY TASK

- (a) **INTERIOR:**
  - (i) Spot clean all interior glass surfaces (Cleaning the exterior glass of the vestibule is not required).

16.6 **STORAGE AREA:** Storage areas, including storage room (stationery room) off the Boardroom

16.6.1 WEEKLY TASK

- (a) **FLOORS:**
  - (i) Sweep and damp mop with a neutral detergent.
- (b) **CARPETS:**
  - (i) Vacuum carpets without moving boxes or furniture, except light furniture (ie: chairs).

16.7 **JANITORIAL AREAS:** Paper and Waste Storage Areas, Men's Washroom storage area:

16.7.1 WEEKLY TASK

- (a) **ALL ROOMS:**
  - (i) Keep rooms/areas tidy;
  - (ii) Empty mop pails after use;
  - (iii) Sweep and mop floors, ensure all excess water is removed;
  - (iv) Empty waste containers;
  - (v) Clean interior and exterior of waste containers;
  - (vi) Clean sinks; and
  - (vii) Keep rooms, particularly sinks and waste containers, free from offensive odours.
- (b) **EQUIPMENT:**
  - (i) Clean equipment;
  - (ii) Place equipment in an orderly manner;
  - (iii) Clean mops and cloths;
  - (iv) Store mops and cloths neatly;
  - (v) Store chemicals, paper products, equipment and materials neatly;

- (vi) No soiled mops or cleaning cloths shall be left in use on site.

## 16.8 CLEANING RESULTS:

### 16.8.1 ***The objective of the City and expected results of the building cleaning service performed by the Contractor, shall be the Contractor shall ensure that:***

- (a) All surfaces (horizontal and vertical) clean and free of: finger marks, mop and/or detergent streaks, surface stains, water marks, black marks, soap scum, mildew/mould; dust, spots, surface stains, loose and caked soil; debris, loose paper, mop strings; odours, cleaning solution, spray residue, water spillage, washing line marks, and scars from equipment (hand and/or machine);
- (b) Surfaces are clean and bright and in a condition equal to that of the intended finish of the surface, where reasonably possible;
- (c) All rooms/areas specified in 16.1 through and including 16.7 and 18 are clean, neat and tidy and free of debris, to present an overall attractive appearance of cleanliness;
- (d) All debris and/or other soil matter is removed from wall corners, around the edges of carpet or "T" mats, under furniture, tables, chairs, behind doors, and along baseboards;
- (e) No waste or recycle holding containers or baskets are to be placed upon desks or tables during cleaning operations;
- (f) Corners, edges and crevices are clean;
- (g) Bare hands are not used to handle or sort any waste/recyclables for health and safety reasons;
  - (i) Liners are to be removed holding them away from the body.
- (h) For Floors:
  - (i) To clean under furniture and equipment without marring or damaging same;
  - (ii) All light furniture moved prior to cleaning, must be returned to their original locations.

## 17. EXCLUSIONS

### 17.1 General :

- (a) Copying machines;
- (b) Adding machines;
- (c) Interac machine;
- (d) Plants;
- (e) Computer equipment, including:
  - (i) keyboards;
  - (ii) printers;
  - (iii) servers;
  - (iv) monitors;
- (f) Art objects;
- (g) Personal accessories, including but not limited to:
  - (i) Ceramics;
  - (ii) Ornaments; and
  - (iii) free standing pictures.
- (h) Bath tub in main washroom;
- (i) Mechanical area;
- (j) Boiler room; and
- (k) Storage rooms (does not include stationery room off the Boardroom).

## 18. LOCATION AND SCHEDULE OF WORK

### 18.1 **ITEM NO. 1 – 3001 Notre Dame Avenue – Brookside Cemetery:**

(a) **LOCATION:** Main Floor

(b) **SCHEDULE OF WORK**

Wednesday or Thursday between 08:30 hours and 11:30 hours

(c) **ADDITIONAL WEEKLY TASKS**

(i) Remove spider webs, etc. from inside building.

**19. CLEANING FREQUENCY**

19.1 The Contractor shall provide cleaning services in accordance with Appendix A -Cleaning Requirements herein.

19.2 The frequency of cleaning shall be as indicated by the following code:

<u>Code</u>	<u>Frequency</u>
-------------	------------------

W.....	Weekly – each Wednesday or Thursday
--------	-------------------------------------

**20. HOLIDAYS OBSERVED**

20.1 Normally no cleaning services will be required on the following holidays, unless otherwise stated in 18:

- New Years Day - January 1\*
- Good Friday
- Monday following Easter Sunday
- Victoria Day
- July 1st\*
- 1st Monday in August
- 1st Monday in September
- Thanksgiving Day
- Remembrance Day - November 11\*
- Christmas Day - December 25\*
- Boxing Day - December 26\*

\* or the first subsequent working day if these statutory holidays fall on a Saturday or a Sunday.

**21. MATERIALS**

21.1 The City will supply and maintain all the cleaning supplies required for each location, and with the materials meeting the requirements of Canadian General Stations Board (CGSB) as follows:

- |        |  |  |
|--------|--|--|
| 21.1.1 | CAN/CGSB-2.1-96                                      | Skin Cleaning Lotion, Type 1   |
| 21.1.2 | CAN/CGSB-2.46-95                                     | Toilet Bowl and Urinal Cleaning Compound, Type 1   |
| 21.1.3 | CAN/CGSB-2.55-97                                     | Glass Cleaner  |
| 21.1.4 | CAN/CGSB-2.60-92<br>and Amendment<br>dated Apr. 1995 | Remover for Water Emulsion Floor Polish and Wax  |
| 21.1.5 | CAN/CGSB-2.107-92                                    | General Purpose Built Liquid Detergent   |
| 21.1.6 | CAN/CGSB-2.160-95                                    | General Purpose, Germicidal, Liquid Detergent, Type 3  |
| 21.1.7 | CAN/CGSB-25.10-96                                    | Furniture Polish, Type 1   |
| 21.1.8 | CAN/CGSB-9.14-94                                     | Paper Towels for Institutional Use   |
| 21.1.9 | CAN/CGSB-9.13-94<br>and Amendment<br>dated Nov. 1996 | Paper Toilet Tissue for Institutional Use, Type 1 - Rolls<br>except that it shall be:<br>a) two ply;<br>b) minimum grammage shall be 25.0 g/m <sup>2</sup> ; |

- c) roll length shall not be less than 40 m/ approximately 131.24 feet; and
- d) rolls shall be individually wrapped.

21.2 The City will monitor all cleaning materials.

21.3 The Contractor shall ensure that all dispensers are filled to adequate levels with the supplies identified in Clause No. 21.1.1, 21.1.8 and 21.1.9.

## **22. EQUIPMENT**

22.1 The City will supply all necessary equipment to perform the Work.

22.2 The Contractor shall ensure that all employees engaged in the execution of this Contract are properly trained in the handling of all equipment, including use, maintenance and storage according to the manufacturer's instructions.

## **23. WORKMANSHIP**

23.1 The Contractor shall ensure that all services expressly described and reasonably implied in this Contract in the opinion of the Contract Administrator, and the equipment to be provided, meet the optimum standard of workmanship, cleanliness, sanitation, safety and efficiency and shall without limitation:

- (a) ensure that no surfaces are damaged by materials or their application;
- (b) ensure all residues of cleaning materials, dust and other matter are removed at the completion of each cleaning; and
- (c) remove all waste/trash resulting from cleaning and deposit all refuse into the designated bins.

## **24. STORAGE**

24.1 The City of Winnipeg will provide a designated janitorial closet/storage area for the purpose of storing the cleaning materials and equipment for the Contractor to use during the term of this Contract.

24.2 The Contractor shall:

- (a) store materials and equipment in the designated areas only;
- (b) ensure that all equipment and tools are properly cleaned and stored at the end of each daily cleaning operation in such a manner as not to present any fire hazard or cause any unsanitary or unsafe condition or odour.

24.3 All containers will be clearly identified by the City as to the material content and the City shall post the Material Safety Data Sheets (MSDS's) in a conspicuous place in the designated storage areas.

## **25. DEFECTIVE WORK**

25.1 The sum fixed for Defective Work for this Contract, per scheduled Working Day, per location, as follows:

- (a) 3001 Notre Dame Avenue           \$ 30.00

## **26. PERSONNEL**

26.1 The Contractor shall ensure that all their employees engaged in the execution of this Contract are experienced janitors and are properly trained in the handling of cleaning materials and equipment including use and storage according to manufacturer's instructions.

26.2 The Contractor shall supervise their employees and shall ensure that all such employees behave at all times in a manner appropriate to persons in a Civic facility and shall without limitation ensure that all the Contractor's employees:

- (a) are dressed in a clean, neat and respectable manner;
- (b) personal hygiene meets acceptable standards;
- (c) behave in a courteous and polite manner to City personnel and other persons in the facility;

- (d) are careful with all property that is in or a part of the facility;
- (e) do not smoke while on the premises;
- (f) are able to communicate effectively in English; and
- (g) refrain from using profanity.

26.3 The Contractor shall ensure that all its employees working in these facilities have proper identification in the form of:

- (a) a uniform bearing the name of the company (only);
- (b) a photo identification badge, must be worn at all times while on the premises.

## **27. COMMUNICATION**

27.1 The Contractor shall have on the Site, a minimum of one (1) of its employees during all service scheduled Work, who can receive and carry out written and verbal instructions in English or requests that fall within the Contract requirements, and to effectively relay in a timely manner any which fall outside the Contract requirements, such as flooding, plumbing needs, etc.

- (a) Further, it is expected that this person will be familiar with the site Task Schedule and the Cleaning Requirements, all of which form part of the Contract.
- (b) The Contractor shall provide to the Contractor's employees performing Work at the site, a copy of: Specifications, Drawing, and Appendix A – Cleaning Requirements, and shall be kept in the Janitor's Storage Room for their referral.

## **28. INQUIRIES DURING CONTRACT**

28.1 The Contractor shall provide a local Winnipeg, or toll-free, telephone number and facsimile number where available at which orders may be placed.

28.2 The Contractor shall make provisions to receive orders, by any of the means identified in 28.1 above, at all times between 8:30 a.m. and 4:30 p.m., on Business Days.

**APPENDIX A  
CLEANING REQUIREMENTS**

PLANNING PROPERTY & DEVELOPMENT DEPARTMENT

BROOKSIDE CEMETERY  
3001 NOTRE DAME AVENUE

<b>LOCATION</b>	<b>Sweep with Broom and/or Treated Mop,</b>	<b>Wash with cleaner</b>	<b>Remove Spots and Stains</b>	<b>Wipe with Cleaner</b>	<b>Vacuum</b>	<b>Dust</b>	<b>Refill Dispenser</b>	<b>Disinfect</b>	<b>Empty refuse, replace plastic bags, remove refuse to designated area</b>
Floor Tile (Asphalt, Vinyl, Mastic)	W	W	W						
Ceramic Tile – Unglazed	W	W	W					W	
Carpet – Wall to Wall					W				
Door Mats					W				
Sheet Flooring	W	W	W						
Carpet Savers		W							
Plaster, Drywall (painted/unpainted)			W	W					
Base Cove			W	W					
Doors, Frames and Hardware			W	W					
Waste Receptacles including Kitchen Receptacle			W	W				W	W
Sinks			W	W				W	
Dispensers: Paper towel, toilet tissue & soap			W	W			W	W	
Toilet Tanks, Seats Hinges & Bases			W	W				W	
Urinals			W	W				W	
Plumbing Fixtures (chrome)			W	W				W	
Mirrors			W	W					
Interior Glass (up to normal door height)			W	W					
Janitor Sink in Men's washroom			W	W				W	
Tables & Legs (in Boardroom)						W			
Counter Tops & Sides (main entrance only)			W	W				W	
Furnishings: finished wood surfaces						W			
Furnishings: chrome surfaces			W	W				W	

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W – Weekly