

REQUEST FOR TENDER

TENDER: [Drumheller Facilities Janitorial Services 2023-2025]

DATE: [October 12, 2022]

INITIATOR: [Reg Bennett, Facilities Manager]

DATE TENDER REQUIRED:

YEAR: [2022] MONTH: [November] DAY: [1] TIME: [2:00 PM Local Time]

Submit Tender via email to: purchasing@drumheller.ca

with the subject line: "RFT - Drumheller Facilities Janitorial Services 2023-2025"

Proponents should submit one (1) electronic copy, in PDF format. Submissions shall be a maximum of 100MB in total. Zip files will not be accepted.

This Request for Tender document is comprised of:

- RFT General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Technical Specifications
- Schedule C – Mandatory Site Visit Form

If you do not have all of these components the RFT package is incomplete - please contact the Initiator.

A mandatory site visit will take commence at 12:15 pm on October 20, 2022, in the main lobby area of Town Hall, 224 Centre Street, Drumheller.

Your firm is invited to submit a Tender, pursuant to the general conditions for the scope of work as described. This Tender shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Tenders for the provision of professional Janitorial Services for multiple Town Facilities for the years 2023 through 2025. Please refer to Schedule B – Specifications for complete scope and specification information.

A **Mandatory Site Visit** will take place on October 20, 2022 at 12:15 pm, at the main lobby of Town Hall – 224 Centre Street, Drumheller, Alberta.

The supplier is required to complete all necessary sections of this Request for Tender. Alternative methodologies or equipment will only be evaluated if submitted by the successful Bidder, no other work alternatives will be reviewed.

SECTION #2 COST: (TO BE COMPLETED BY CONTRACTOR)

1. Cost of Tender Project excluding GST:

FACILITY	COST PER YEAR (excluding GST)			TOTAL COST 2023-2025
	2023	2024	2025	
Public Works				
Town Hall				
RCMP Detachment				
Water Treatment Plant				
Total Cost				

2. Per hour rate, excluding GST: \$ _____

(please provide an hourly rate for any additional work requested that is out of scope of the contract)

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Tender;
2. All issued Addenda;
3. Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR);
4. List of applicable Safe Work Procedures (SWP);
5. Table of Contents of the Corporate Safety Manual;
6. Workers Compensation Board (WCB) Coverage Letter;
7. Proof of Commercial Liability Insurance;
8. Town of Drumheller Business Licence – to be obtained within three (3) business days upon award of project.

Note:

The Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) must remain current during the time of the contract. Failure to do so will result in termination of the contract.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

SECTION #5 - INSURANCE:

Insurance

The Town of Drumheller requires that all Tenders include proof of \$ 5,000,000.00 Commercial Liability Insurance.

SECTION #6 - EVALUATION CRITERIA:

The lowest, or any evaluated Tender, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Tenders or to accept the Tender evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A - Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A - Evaluation Criteria.

By submitting a Tender, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

By submitting a Tender, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Tender meets all requirements of *the Town*.

SECTION #7 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

SECTION #8 - INTENT:

The undersigned contractor hereby provides a Tender to supply the services as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: | _____ |

Signature: | _____ |

DATE: YEAR [2022] MONTH [] DAY []

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

SCHEDULE A – EVALUATION CRITERIA

Section A.1 – Evaluation Criteria Breakdown:

Item	Weighting
Cost Proposal	60%
Technical Proposal	40%

Technical Evaluation Criteria	
Qualifications & Experience	20
Quality Control	15
Resources (Resume for each employee)	5
Technical Evaluation Total	40

Section A.2 – Evaluation Criteria Definitions:

Cost: 60%

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

Technical Evaluation: 40%

Qualifications & Experience		
Name and complete address of three (3) past clients by whom the bidder was contracted within the past 10 years, as well as the complete contact info of their respective contract managers there;	5	20
Length of time bidder has rendered services for each of the three (3) named organizations above, and their contract period (starting date and ending date);	5	
List all types and extent of janitorial services the bidder has gained experience in, as well as when and where, within the past 5 years;	5	
List all types of operating environments the bidder has worked in, as well as when and where, i.e. factory, office, care/medical facility etc.;	2.5	
Square footage of area for which service is / was provided, and mention when and where.	2.5	

Quality Control		
Inspection, reporting and follow up procedures;	5	15
Methods used for quality control;	5	
Complaints/Service Calls management system.	5	
Resources		
Resumes for each employee	5	5

Within the technical portion, each proponent shall provide the following information:

1. Name and complete address of three (3) past clients by whom the bidder was contracted within the past 10 years, as well as the complete contact information of their respective contract managers there;
2. Length of time bidder has rendered services for each of the three (3) named organizations above, and their contract period (starting date and ending date);
3. List all types and extent of janitorial services the bidder has gained experience in, as well as when and where;
4. List all types of operating environments the bidder has worked in, as well as when and where, i.e. factory, office, care/medical facility etc.;
5. Square footage of area for which service is / was provided, and mention when and where;
6. Resume for each employee;
7. Sample Weekly/Monthly, quarterly, yearly janitorial service log sheet;
8. Defined methods used for quality control;
9. Defined section on how complaints/service calls are managed.

SCHEDULE B – SPECIFICATIONS

Section B.1 – Specifications:

A. Overview:

The Contractor is to carry out and complete all its work to the specifications and satisfaction of the Town of Drumheller and according to generally accepted high standards of competency in the field of endeavor carried on by it or others who provided equivalent services.

The Contractor undertakes and agrees to furnish all personnel, labour, cleaning materials (please inform the Town of Drumheller of materials used and WHMIS particulars), supplies, equipment, tools, ladder(s), implements and transportation (unless otherwise expressly stated in this agreement) together with all work incidental thereto, necessary or required to perform all services. Note that the Contractor must be prepared to purchase and stock all paper products, hand cleaners, and refuse bags that are compatible with what exists in the facility. The Contractor is solely responsible for informing itself as to, and shall bear all costs arising as a result of, any and all conditions and circumstances that may relate to or have impact on the proper carrying out and completion of this agreement.

The Contractor shall (unless otherwise expressly stated in this agreement) be responsible for obtaining, at its own cost and expense, any permits, approvals and licences required for the performance of the services. Note that Contractor staff must all have security clearance. Proof of such clearance is at the Contractor's expense and must be on file with the Town of Drumheller, Reg Bennett, prior to commencement of the contract. Security of the RCMP Detachment shall be at the discretion of the Staff Sergeant/NCO in Charge and whatever requirements he/she imposes shall be strictly adhered to. Those workers that will be working at this facility will require the full RCMP SECRET security check.

The Contractor agrees that it shall not assign this agreement, or subcontract any of the work on the services, without the prior written approval of the Town of Drumheller and any assignment or subcontract made without that consent shall be of no effect.

Service is expected to be delivered on a daily basis throughout the term of the contract. The actual cleaning hours will be negotiated with the successful bidder to best accommodate programming, staffing, and continual building hygiene.

B. Insurance

The Contractor shall, at its own expense and without limiting its liabilities herein, provide and maintain the following insurance coverage:

General Liability in an amount not less than \$5,000,000 per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof.

The Contractor shall have the required insurance in full force and in effect prior to the execution of this agreement. The Contractor shall provide the Town of Drumheller with evidence satisfactory to the Town of Drumheller of all required insurance prior to the commencement of the work in the form of a Certificate of Insurance. On request, the Contractor shall promptly provide the Town of Drumheller with a certified true copy of each policy. All such insurance policies shall state that the coverage provided shall not be materially changed or cancelled until 30 days after written notice of any such change or cancellation has been given to the Town of Drumheller.

The Contractor acknowledges that these are the minimum insurance requirements that have been established by the Town of Drumheller. No representation or warranty of any kind is made by the Town of Drumheller as to the completeness or suitability of this insurance and the Contractor shall determine and satisfy itself that it has appropriate and sufficient coverage to satisfy its own risk and insurance requirements, and to cover its obligations under this agreement.

The Contractor shall require and ensure that each subcontractor provide evidence of comparable insurance and shall provide evidence of same to the Town of Drumheller upon request.

C. Term and Termination

The Contractor shall commence performance of the services on January 1, 2023, and shall complete the performance of services on or about December 31, 2025.

The term of this Agreement may be extended up to a period of two (2) years, should the parties mutually agree on or before October 31, 2025. Upon a mutual agreement to extend the Contract, the unit prices for 2026 and 2027 shall be based on the 2025 rates with adjustments made according to the Alberta Consumer Price Index (annual calendar method from previous year).

The Town of Drumheller may terminate this agreement at any time without notice to the Contractor if:

- a) The Town of Drumheller, in its sole discretion, is at any time not satisfied with the conduct or performance of the services;
- b) The Contractor breaches any term, condition or provision of the agreement, whether such term, condition or provision is major or minor or otherwise, and regardless of the significance or degree of such breach;
- c) The Contractor engages in any business, enterprise or undertaking that interferes with its ability to perform the services under this agreement;
or
- d) The Contractor is adjudged bankrupt or makes a general assignment for the benefit of creditors, or if a receiver of any type is appointed on account of the Contractor's insolvency, or if in the opinion of the Town of Drumheller the Contractor appears to be insolvent.

Upon or after such termination the Town of Drumheller:

- a) shall be entitled to realize and call upon the guarantee and security in such amount or amounts as the Town of Drumheller deems appropriate, in the manner appropriate to the form of guarantee and security;

- b) may seek compensation for such additional damages as the Town of Drumheller establishes;
- c) shall be discharged from and have no further obligations under this agreement; and
- d) shall not be deemed or considered to have released the Contractor from any provisions of this agreement which expressly or by necessary implication survive termination of this agreement.

The rights, remedies and privileges in this agreement given to the Town of Drumheller:

- a) are cumulative and any one or more may be exercised;
- b) are without prejudice to and are in addition to and apply notwithstanding any other provisions in this agreement; and
- c) are not and shall not be dependent or conditional upon, or in any way lessened, restricted or affected by any other provisions of this agreement.

The Town of Drumheller may without cause terminate this agreement upon seven days' notice in writing to the Contractor and where the Town of Drumheller gives notice under this clause.

- All work completed up to and including the effective date of the termination becomes the property of the Town of Drumheller;
- The Town of Drumheller shall only be obliged to pay the Contractor for the value of the services rendered by the Contractor up to the effective date of the termination, such value to be determined using the rates provided herein, and the Town of Drumheller shall have no further obligation or liability to the Contractor.

D. Payment

Payment of amounts that become payable to the Contractor under this agreement shall, in any event, be subject to:

- a) The Contractor submitting a satisfactory invoice together with such time sheet summaries and other supporting documentation as the Town of Drumheller requests;
- b) The Town of Drumheller may withhold any amount that it deems appropriate until is satisfied that the Contractor has satisfactorily performed the services and complied with the obligations of this agreement; and
- c) The Town of Drumheller may retain up to a 10% holdback until the later of forty-five (45) days following satisfactory completion of the services, and the Contractor providing, a statutory declaration or other evidence satisfactory to and in a form required by the Town of Drumheller certifying that all debts, claims or liabilities for labour, equipment, materials, services, insurance, Workers' Compensation Board contributions and other obligations arising from or related to the performance of the services have been paid in full.

Release of the holdback or any part thereof or the making of any payment by the Town of Drumheller shall not be construed as an acknowledgement or admission by the Town of Drumheller that no default or deficiency exists in the Contractor's performance or delivery of the services or goods to be delivered pursuant hereto, and shall not prevent the Town of Drumheller from later claiming for any default or deficiency.

If in the opinion of the Town of Drumheller, the Contractor:

- a) fails to perform the services in accordance with the terms and conditions of this agreement, or
- b) fails to complete the services or to supply any materials required under this agreement on or before the work completion date prescribed in this agreement, the Town of Drumheller shall, in addition to any sum

withheld pursuant to any holdback provisions, be entitled to withhold all or any of the monies remaining to be paid under this agreement and to enforce and realize upon any guarantee and security for performance.

The Contractor shall, at its own expense and without recourse against the Town of Drumheller, bear, pay and be responsible for any and all taxes, excise and charges of a like nature that may be imposed on the sale, transfer or provision to the Town of Drumheller of the services or on any goods used or provided in the connection with or as part of the services.

E. Performance Guarantee

The Contractor shall at its own expense provide an irrevocable letter of credit in a form and with carriers satisfactory to the Town of Drumheller in the amount of one month's service as a guarantee and security for the due and faithful performance of the agreement by the Contractor and to protect the Town of Drumheller against any loss or damage arising by reason of acts and omissions of the Contractor. The Town of Drumheller shall not pay interest on any such guarantee and security.

Any letter of credit accompanying the bid or tender submitted by the Contractor in this matter may be held and applied by the Town of Drumheller as further guarantee and security for the due performance of the agreement by the Contractor.

Any letter of credit shall name as obligee or beneficiary the Town of Drumheller and must be issued by a chartered bank, the Province of Alberta Treasury Branch, or a credit union. The letter of credit shall, in any event, be irrevocable, unconditional and be in a form, content and effective term satisfactory to the Town of Drumheller.

In addition to and without restricting the rights of the Town of Drumheller given elsewhere in this agreement, it is expressly agreed that upon any default or failure of the Contractor to faithfully perform this agreement, the Town of Drumheller shall be entitled to realize, enforce, and call upon the guarantee and security in such amount or amounts as the Town of Drumheller deems appropriate, in the manner appropriate to the form of guarantee and security,

and such amount shall be forfeit to the Town of Drumheller. Such realization shall be in addition to any other remedies to the Town of Drumheller.

F. Statutory Compliance and Occupational Health and Safety

The Contractor shall comply with the provisions of:

- 1) any Act of the Legislature of the Province of Alberta and of the Parliament of Canada now in force or enacted hereafter;
- 2) any bylaw or resolution of the Town of Drumheller;
- 3) any applicable permits, licenses, and approvals; and
- 4) any legislation, rules, policies, and standards that expressly or by implication, apply to the Contractor in respect to this agreement and the provision of services.

The Contractor shall inform itself, and cause its employees to inform themselves, as to their respective legal responsibilities under the Occupational Health and Safety Act and regulations.

Where the Contractor enters into an agreement with another party or parties, subcontractor, to perform work included in this agreement the Contractor acknowledges that it is a “prime contractor” and shall as a condition of this contract implement a system or process to ensure compliance with the Occupational Health and Safety Act and regulations by other Contractors and/or Employers present on the worksite. Prior to performance of the services in this agreement the Contractor shall submit to the Town of Drumheller a copy of a valid “Certificate of Recognition” or “Small Employer Certificate of Recognition”, by the subcontractor.

The Contractor shall maintain a valid account with the Workers’ Compensation Boards covering all workers involved with the contract, or shall provide the Town of Drumheller with documents verifying that the Workers’ Compensation Board has denied the Contractors’ application for an account. The Contractor shall provide evidence of standing with the Workers’ Compensation Board during the contract upon request by the Town of Drumheller.

The Contractor shall immediately report to the Town of Drumheller all work related accidents resulting in medical aid, disabling injury or fatality and

serious occurrences (defined in section 13 (1.1) of the Occupational Health and Safety Act) as a result of any services provided under this contract. The Contractor shall further ensure that, where required by regulations, accidents shall be reported to the Workers' Compensation Board and to Alberta Human Resources and Employment.

Where the Town of Drumheller determines and notifies the Contractor that work does not comply with the Occupational Health and Safety Act and regulations, that work shall be suspended. That work shall not resume until corrective actions have been taken to the satisfaction of the Town of Drumheller. The Town of Drumheller shall consider a breach of the Occupational Health and Safety Act a breach of the contract.

G. Freedom of Information and Protection of Privacy

The Contractor acknowledges that the *Freedom of Information and Protection of Privacy Act* applies to all information and records provided by the Contractor to the Town of Drumheller and to any information and records which are in the custody or under the control of the Town of Drumheller. The Contractor acknowledges that Part 2 of the *Freedom of Information and Protection of Privacy Act* applies to the Contractor during the currency of this agreement.

H. Insurance and Hold Harmless

The Contractor shall, at its own expense and without limiting its liabilities herein, provide and maintain the insurance coverage detailed previously in Section B (General Liability in an amount not less than \$ 5,000,000).

The Contractor agrees to indemnify and hold harmless the Town of Drumheller from any and all third-party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Contractor is legally responsible, including those arising out of negligence or willful acts by the Contractor or the Contractor's employees or agents. This holds harmless provision shall survive this agreement.

1. SCOPE OF WORK:

The following is a list of Daily, Weekly, Monthly, Semi-Yearly, and Yearly duties for Public Works, Town Hall, RCMP Detachment, and Water Treatment Plant. This listing should not be misconstrued as a cleaning detail. The onus will remain with the Contractor to perform the work to the Town of Drumheller's satisfaction and according to "generally accepted high standards of competency by others who provide equivalent services".

A - Public Works:

Janitorial services are required at the Public Works building located at 702 Premier Way SW. The approximate two floors to be maintained is as follows: The main floor is 3,880 sq. ft. (Offices, Reception, Hallway, photocopier room, two washrooms, lunchroom, and change room). The second floor is 5,031 sq. ft. that needs to be maintained, (offices, hallway, 3 conference room, plotter room and two washrooms). Both floors are expected to be done three times per week on Tuesday, Thursday, and Saturday after regular business hours. The following is a list of Daily, Weekly, Monthly, Semi-Yearly, and Yearly duties.

This listing should not be misconstrued as a cleaning detail. The onus will remain with the Contractor to perform the work to the Town of Drumheller's satisfaction and according to "generally accepted high standards of competency by others who provide equivalent services".

Daily

- Vacuum any and all carpeted areas
- Sweep and damp mop all floor space
- Dust all applicable surfaces
- Clean all spots or fingerprints from glass, mirrors, furniture, window coverings, and other surfaces
- Wash and disinfect all washrooms
- Replenish washroom tissue, soap, and towels (where applicable) with sufficient quantities
- Empty all waste baskets, disinfect, and replace basket liners

- Burnt out lamps and bulbs should be identified to Town staff in a timely manner for repair or replacement

Weekly (where identified fixture exists in the facility)

- Wash, spray, buff and polish public lobbies, corridors and all office areas
- Sweep and mop all storage areas
- Clean interior glass as required
- Dust all ledges, shelves, baseboards, and applicable areas
- Clean the interior and exterior light fixtures/shades/lens within the facility

Monthly (where identified fixture exists in the facility)

- Carpets located in traffic areas should be cleaned of stains by proper extraction equipment
- Clean/dust all window coverings
- Wash all interior glass, door frames, and heat deflectors, diffusers, and ceiling vents
- Clean and vacuum all office furnishings
- Clean the interior and exterior light fixtures/shades/lens within the facility
- Provide report that these have been completed

Semi-Yearly (where identified fixture exists in the facility)

- Clean all windows (interior and exterior on the first & second floor). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Vacuum upholstery of all cloth chairs, if necessary, extraction equipment may have to be used.
- Steam clean carpeting where they exist
- Provide report that these have been completed

Yearly (where identified fixture exists in the facility)

- Strip, reseal and apply floor finish, as per the manufacturer's recommendation, to applicable areas
- Steam clean carpeting where they exist
- Clean all windows (interior and exterior on the first & second floor). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Provide report that these have been completed

B - Town Hall

Janitorial services are required at the Drumheller Town Hall, 224 Centre Street. The approximate two floors to be maintained are approximately 3,880 sq. ft. each. Both floors are expected to be done Tuesday, Wednesday, Thursday, and Friday. The following is a list of Daily, Weekly, Monthly, Semi-Yearly, and Yearly duties.

This listing should not be misconstrued as a cleaning detail. The onus will remain with the Contractor to perform the work to the Town of Drumheller's satisfaction and according to "generally accepted high standards of competency by others who provide equivalent services".

Daily

- Vacuum entire carpeted area and sweep stairways, elevator lobbies, elevators, etc. (Carpet sweeper unacceptable). Note: Vacuum cleaners must have power head capable of cleaning deep soiled materials.
- Damp mop and spray buff tiled, or linoleum floors as required or as directed, i.e.: elevator, lobbies, hallways, meeting rooms.
- Dust all furniture, wash obvious stains or spots from all furniture, fixtures/shades/lens, equipment, railings as well as, door frames, doors, windowsills, ledges, etc.
- Clean entrance doors and mirrors. Clean all counter tops, tables and

vanities.

- Wash and disinfect all washroom floors and fixtures/shades/lens, including mirrors.
- Replenish paper towels, toilet tissue (2 ply), and hand soap with sufficient quantities to cover your staffing absences.
- Empty all waste baskets and wipe clean, disinfect, and replace waste basket liner or bag daily.
- Wash terrazzo floors, including wall finishes of chips or stone set-in mortar and polished. This clause will also include any tile or lino floor.
- Brass, metal doors frames and hardware to be cleaned of finger marks.
- All mats to be removed and cleaned on both sides.
- Clean and disinfect all drinking fountains.
- Burnt out lamps and bulbs should be identified to Town staff in a timely manner for repair or replacement
- Clean interior windows of any smudges or spots (blinds included).
- Winter months - shovel snow and ice on front and back entrance ways, sidewalks in front of building and park and the sidewalk that runs through the middle of the park on side of Town Hall, between 5 am and 7:30 am weekdays, and 9 am weekends, and as required ongoing throughout the day. Ice melt to be used when icy; road salt or fertilizers are not allowed. It will be Contractor's responsibility to keep sidewalks safe and clean.
- Summer months - sweep all sidewalks and entrance areas and clean paper litter, broken glass etc. from walks and obvious locations around the building perimeter. It will be your responsibility to keep sidewalk safe and clean.

Weekly (where identified fixture exists in the facility)

- Wash, wax, spray buff and polish public lobbies, corridors, including terrazzo floors and all office areas to include tiled and lino floors.
- Clean and polish all interior and exterior ornamental metal.
- Sweep and mop all storage areas, janitorial rooms, furnace, mechanical

rooms.

- Interior glass doors to be washed.
- Counter tops washed and polished.
- Clean the interior and exterior light fixtures/shades/lens within the facility
- Toilet partitions to be cleaned and disinfected.
- All stairs and landings to be washed.
- Dust all wall radiant heat units, electrical conduits, light fixtures /shades/lens, ledges, shelves and other applicable fixtures/shades/lens.
- Wash all chalk/dry erase boards.
- Clean all telephones, communication remote desk sets, computers as well as other stationary office equipment.
- Clean all baseboards.
- Wash and disinfect all waste baskets interior and exterior.
- Clean exterior of coffee room appliances in coffee rooms or at coffee stations.
- Add water to all floor drains where applicable.
- Where applicable, replace the water in boot washers (this will require greater frequency in inclement weather).
- Wash all boot racks.
- Move any recycling materials to their pickup point on the property.

Monthly (where identified fixture exists in the facility)

- Carpet located in traffic areas and carpet that is stained should be cleaned by proper extraction equipment.
- Wash, wax, and polish all lino/tiled floors, including terrazzo and concrete floors.

Note: Inclement weather conditions and other circumstances will at times necessitate additional floor cleaning to be carried out. This will be done without additional cost or being specifically requested by the Town.

- Wash, wax and polish counter tops.
- Wash all finger marks from walls, doors, etc.

- Wash all glass partitions, draft deflectors, and diffusers.
- Scrub all terrazzo, lino, tiled and concrete floors.
- Clean light wells and covers of insects, cobwebs and stains that have obscured the lighting.
- Dust all venetian blinds. Wash and clean off all stains and marks.
- Dust and clean all air intake grills.
- Clean the interior and exterior light fixtures/shades/lens within the facility.
- Wash all interior glass, door frames, and heat deflectors or diffusers
- Wash washroom walls and partitions.
- Clean all ceramic tile (where applicable).
- Check all fire extinguishers. Notify owner of any deficiencies the next working day.
- Clean and vacuum all office chairs.
- Power vacuum or steams clean all mats.
- Clean all light fixtures/shades/lens, interior and exterior.
- Wash all interior glass, door frames, and heat deflectors, diffusers, and ceiling vents.
- Provide report that these have been completed.

Semi-Yearly (where identified fixture exists in the facility)

- Wash all interior glass, door frames, and heat deflectors or diffusers
- Steam clean carpeting where they exist
- Wash and scrub all tile or lino floors.
- Wash down all exterior marble and granite around entrance.
- Wash all venetian blinds.
- Clean all windows (interior and exterior on the first & second floor). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Vacuum upholstery of all cloth chairs, if necessary, extraction equipment

may have to be used.

- Steam clean carpeting where they exist.
- Clean ceiling vents.
- Clean all light fixtures/shades/lens, interior and exterior.
- Provide report that these have been completed.

Yearly (where identified fixture exists in the facility)

- Strip, reseal and apply floor finish, as per the manufacturer's recommendation, to applicable areas.
- Steam clean carpeting where they exist.
- Clean all windows (interior and exterior on the first & second floor). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Provide report that these have been completed

C - RCMP Detachment

Janitorial services are required at the RCMP Detachment located at 75 Riverside Drive E. The approximate area to be maintained is 10,285 sq. ft. (all three floors) and it is expected it will be done daily, Monday through Friday, after regular business hours that are from 8:00 am to 4:30 pm. Unless otherwise specified, it is the Town's expectation that all areas outside of the garage and elevator mechanical room shall fall under the umbrella of the RCMP Janitorial Service Contract. Security of the building shall be at the discretion of the Staff Sergeant/NCO in Charge and whatever requirements he/she imposes shall be strictly adhered to. Those workers that will be working at this facility will require the full RCMP SECRET security check.

The following is a list of Daily, Weekly, Monthly, and Yearly duties. This listing should not be misconstrued as a cleaning detail. The onus will remain with the Contractor to perform the work to the Town of Drumheller's satisfaction and according to "generally accepted high standards of competency by others who provide equivalent services".

Daily

- Vacuum any and all carpeted areas
- Sweep and damp mop all floor space
- Dust all applicable surfaces (the Town of Drumheller retains the final say in allocating specifics)
- Clean all spots or fingerprints from glass, mirrors, furniture, window coverings, and other surfaces
- Wash and disinfect all washrooms
- Replenish washroom tissue (2 ply), soap, and towels (where applicable) with sufficient quantities
- Empty all waste baskets, disinfect, and replace basket liners
- Burnt out lamps and bulbs should be identified to Town staff in a timely manner for repair or replacement
- Clean holding cells as use dictates
- Clean and dust all areas of the prisoner effects room
- Dust all applicable surfaces, sweep, and damp mop in breathalyzer room
- Winter months - shovel snow and ice in the back entrance ways, sidewalks in front of the building and the sidewalk entrance to the building, between 5:00 am and 7:30 am weekdays, and 9:00 am weekends, and as required ongoing throughout the day. Ice melt to be used when icy; road salt or fertilizers are not allowed. It will be Contractor's responsibility to keep sidewalks safe and clean.
- Summer months - sweep all sidewalks and entrance areas and clean paper litter, broken glass etc., from walks and obvious locations around the building perimeter. It will be Contractor's responsibility to keep sidewalks safe and clean.

Weekly (where identified fixture exists in the facility)

- Wash, spray, buff and polish public lobbies, corridors, and all office areas
- Sweep and mop all storage areas, janitorial rooms, and mechanical rooms
- Clean interior glass as required
- clean the interior and exterior light fixtures/shades/lens within the facility
- Clean and disinfect toilet partitions
- Wash all stairs and landings

- Dust all ledges, shelves, baseboards, and applicable areas
- Wash all boot racks

Monthly (where identified fixture exists in the facility)

- Carpets located in traffic areas should be cleaned of stains by proper extraction equipment
- Wash, wax and polish floors, where applicable, as per the manufacturer's direction
- Clean the interior and exterior light fixtures/shades/lens within the facility
- Clean/dust light fixtures/shades/lens
- Clean/dust all window coverings
- Clean and vacuum all office furnishings
- Clean floor in secure bay
- Provide report that these have been completed
- Clean all light fixtures/shades/lens, interior and exterior
- Wash all interior glass, door frames, and heat deflectors, diffusers, and ceiling vents
- Clean ceiling vents
- Provide report that these have been completed

Semi-Yearly (where identified fixture exists in the facility)

- Wash and scrub all tile or lino floors.
- Wash down all exterior marble and granite around entrance.
- Wash all venetian blinds.
- Clean all windows (interior and exterior on the first & second floor). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Vacuum upholstery of all cloth chairs, if necessary extraction equipment may have to be used.
- Clean ceiling vents.
- Provide report that these have been completed.
- Steam clean carpeting where they exist.

Yearly (where identified fixture exists in the facility)

- Strip, reseal and apply floor finish, as per the manufacturer's recommendation, to applicable areas.
- Steam clean carpeting where they exist.
- Clean all windows (interior and exterior on the first & second floor). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Provide report that these have been completed.

D - Water Treatment Plant

Janitorial services are required at the Water Treatment Plant located at 2490 South Railway Ave E. The approximate area to be maintained is 1200 sq. ft. and it is expected it will be done once per week on Saturday or Sunday. Note that the areas include only the front entrance, lunchroom, water lab, 2 washrooms and the main hallway.

The following is a list of Weekly, Monthly, and Yearly duties. This listing should not be misconstrued as a cleaning detail. The onus will remain with the Contractor to perform the work to the Town of Drumheller's satisfaction and according to "generally accepted high standards of competency by others who provide equivalent services".

Weekly (where identified fixture exists in the facility)

- Sweep and damp mop all applicable floor space
- Dust all applicable surfaces (The Town of Drumheller retains the final say in allocating specifics)
- Clean all spots or fingerprints from glass, mirrors, furniture, window coverings, and other surfaces
- Wash and disinfect all washrooms
- Replenish washroom tissue, soap, and towels (where applicable) with sufficient quantities
- Empty all waste baskets, disinfect and replace basket liners

- Burnt out lamps and bulbs should be identified to Town staff in a timely manner for repair or replacement

Monthly (where identified fixture exists in the facility)

- Carpets located in traffic areas should be cleaned of stains by proper extraction equipment
- Clean all, the interior and exterior, of the light fixtures/shades/lens
- Wash all interior glass, door frames, and heat deflectors or diffusers
- Clean all windows (interior and exterior on the first floor). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Clean/dust light fixtures/shades/lens
- Clean/dust all window coverings
- Clean and vacuum all office furnishings
- Clean the interior and exterior light fixtures/shades/lens within the facility
- Wash all interior glass, door frames, and heat deflectors, diffusers, and ceiling vents
- Provide report that these have been completed

Yearly (where identified fixture exists in the facility)

- Strip, reseal and apply floor finish, as per the manufacturer's recommendation, to applicable areas.
- Clean all windows (interior and exterior). Window cleaners must comply with all Occupational Health and Safety regulations pertaining to the use of scaffolding, work platforms and ladders. Window cleaners must ensure the safe passage of persons around and below areas of window cleaning operations.
- Provide report that these have been completed.

SCHEDULE C – MANDATORY SITE VISIT FORM

MANDATORY SITE TOUR ATTENDANCE

- .1 A site tour will be held at the time and place specified on the cover of this RFQ.
- .2 Purpose is to provide Contractor's an opportunity to familiarize themselves with the required services under the Contract and with existing conditions. Town Representative's representative(s) will be present.
- .3 Attendance at the time and place specified is a mandatory prequalification requirement.
- .4 Each Contractor shall submit, with its prequalification submission, a copy of the attached Confirmation of Mandatory Site Tour Attendance. This form, when signed by the Town Representative's representative at the site tour, will attest to the attendance of the Contractor's representative. If this form is not submitted with the prequalification documents or is submitted improperly signed, and the Town Representative cannot otherwise verify a Contractor's attendance at the site visit, that Contractor will not be prequalified.

FROM:

(Name of Contractor)

(Address)

TO:

Reg Bennett
Facilities Manager
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4

Telephone: 1-403-823-1348
Email: rbennett@drumheller.ca

RE: Drumheller Facilities Janitorial Services

It is understood that attendance at the site visit tour is a mandatory prequalification requirement. The undersigned hereby confirm that a representative of the above-named Contractor attended the site visit tour for the above name RFQ, held on:

October 20, 2022 at 12:15 pm

Town Hall – 224 Centre Street, Drumheller, Alberta

Please remember to bring this page and have it filled out and ready to be signed.

1. CONTRACTOR'S REPRESENTATIVE:

(Signature)

(Please Print Name of person signing)

(Company's Name)

2. SIGNATURE/STAMP OF TOWN REPRESENTATIVE
