

**THE CORPORATION OF THE MUNICIPALITY OF HURON SHORES
Cleaning Caretaker Contract**

SEALED TENDERS WILL
BE RECEIVED BY:

Natashia Roberts
CAO/Clerk
PO Box 460, 7 Bridge Street
IRON BRIDGE, Ontario
POR IHO

ENVELOPE TO BE CLEARLY MARKED
"CLEANING/CARETAKER TENDER"

TENDER CLOSING:

November 7, 2022, 4:00 p.m.

TENDER OPENING:

November 7, 2022, 4:01 p.m.

WORK TO COMMENCE:

On or about January 1, 2023

CONTRACT PERIOD:

January 1, 2023 – December 31, 2024

TENDER FOR:

Cleaning/Caretaker Services for the
following locations:

1. Huron Shores Municipal Office
2. Library in Iron Bridge
3. Public Works Garages: Little Rapids
and Iron Bridge
4. Fire Halls; Little Rapids and Iron
Bridge
5. Fire Department Office, Little Rapids
6. Thessalon Township Community
Centre and Gazebo

**LOWEST OR ANY TENDER NOT NECESSARILY
ACCEPTED.**

**THE CORPORATION OF THE MUNICIPALITY OF HURON SHORES
Cleaning Caretaker Contract**

DESCRIPTION OF THE WORK

1. The Council of the Municipality of Huron Shores invites tenders for cleaning/caretaker services for facilities throughout the Municipality of Huron Shores, for a 24-month contract period commencing January 1, 2023.

SPECIAL PROVISIONS

BASIS OF PAYMENT

1. Payment at the Contract price shall be compensation in full for performing the work specified in the tender and for the supply of all labour necessary to complete the work to the satisfaction of the Municipality for the 24-month Contract period. Payment will be made monthly, for 24 consecutive months, based on work performed in that month and as outlined in the invoice submitted to the Municipality. The 24 monthly payments added together will not exceed the total all inclusive bid price including all applicable taxes.

ADMINISTRATION ARRANGEMENTS

1. Tenders will be received at the Corporation of the Municipality of Huron Shores, 7 Bridge St., P.O. Box 460, Iron Bridge, Ontario P0R 1H0, until 4:00 p.m., Monday, November 7, 2022, and will be opened at 4:01 p.m. for consideration at the regular meeting of Council to be held November 9, 2022.
2. Tenders received after the closing date and time will not be accepted.
3. All information regarding the work and services required under this project should be directed to:

Natashia Roberts, CAO/Clerk
Municipality of Huron Shores
P.O. Box 460, 7 Bridge Street
Iron Bridge, Ontario, P0R 1H0
Phone: (705) 843-2033

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TERMS OF THE CONTRACT

1. Once awarded, the contract will commence on or about January 1, 2023 and terminate on December 31, 2024.
2. The Contract may be extended from year to year at the agreement of the Municipality and the Contractor.

BASIS OF REJECTION OF TENDER

Tenders not conforming to the following requirements will be disqualified:

1. Tenders must be legible, in ink or typed.
2. The Municipality must receive tenders by the closing date and time.
3. Tenders must be on the form provided by the Municipality.
4. Tenders must be signed and sealed by an authorized official of the bidding organization.
5. Tenders must not be qualified or conditional in any way.
6. All blank lines on the Tender Submission Form shall be completed and include **all** costs.

REJECTION OF AWARD

1. Bidders are informed that the Municipality accepts the bidder's submission in good faith and by so doing, if the successful bidder rejects the contract award or attempts to withdraw their bid after the opening date and time, the bidder shall then be liable for any or all costs incurred by the Municipality to award the contract to the next eligible bidder, the cost being the difference between the two bid submissions and any other costs incurred by the Municipality.

SPECIFICATIONS

THE CORPORATION OF THE MUNICIPALITY OF HURON SHORES Cleaning Caretaker Contract

1. The Contractor agrees to perform the work and services as follows:
 - provide timely cleaning of facilities as set out in Specification #2 (below);
 - conduct minor maintenance of facilities as requested;
 - make the Clerk aware of any safety, structural or emergency problems encountered, immediately;
 - keep complete records of hours of work and services performed at each facility, to be submitted with each invoice;
 - make recommendations for improvement to facilities or use thereof;
 - perform other duties as approved by Municipality.

2. Facilities will be serviced as follows:

Municipal Office:

To be cleaned twice weekly, once mid-week (after 4:30 p.m. and not on a Council Meeting night) and once during the weekend; and to receive additional monthly, semi-annual and annual cleaning, as follows:

- ❖ Mid-Week Service -
 - tile floors and chair mats swept;
 - tile floors and chair mats damp mopped, as necessary;
 - floor mats vacuumed and cleaned, as necessary;
 - waste receptacles emptied, wiped and bags replaced as necessary;
 - refuse taken to designated area in garage for disposal;
 - dishes collected, washed, dried and put away;
 - all surfaces, within reach, wiped clean, as necessary;
 - door glass, both sides, cleaned with glass cleaner, as necessary;
 - washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished;
 - plants watered, as necessary;
 - all soiled marks and stains removed from walls, doors, desks, countertops, flooring, carpeting, etc.
- ❖ Weekend Service -
 - tile floors and chair mats swept, washed and rinsed using neutral detergent;
 - floor mats thoroughly cleaned;
 - all carpeting, including stairs, vacuumed;
 - waste receptacles emptied, wiped, and bags replaced as necessary;
 - refuse taken to designated area in garage for disposal;
 - dishes collected, washed, dried and put away;

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Cleaning Caretaker Contract

- handrails and all other surfaces, within reach, wiped clean;
- all business equipment i.e. desktops, tables, countertops, telephones, chairs, filing cabinets, cupboards, shelves and other furniture cleaned;
- computer monitors, keyboards, towers and battery back-ups wiped with appropriate cleaning tools;
- door glass, both sides, cleaned with glass cleaner, as necessary;
- washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished;
- mirrors cleaned, with glass cleaner, as necessary;
- windows cleaned with glass cleaner, as necessary;
- window sills wiped and flies and debris removed, as necessary;
- plants watered, as necessary;
- all soiled marks and stains removed from walls, doors, desks, countertops, flooring, carpeting, etc.
- ❖ Monthly Service -
 - ledges and all other surfaces not wiped weekly and those above reach, wiped clean;
 - wall hangings i.e. wreaths, prints, plaques, appropriately dusted, as necessary;
 - trash cans thoroughly cleaned, if necessary;
 - all air circulation vents wiped free of dust;
 - air circulation vent covers removed and vent ducts vacuumed within reaching distance, as necessary;
 - lighting fixtures cleaned and flies and debris removed, as necessary;
 - central vacuum system filter cleaned.
- ❖ Semi-Annual (Spring and Fall) Service -
 - tile floors machine-scrubbed with protective non-slip acrylic floor finish applied to protect surface and enhance appearance;
 - carpets steam-cleaned;
 - windows cleaned with glass cleaner inside and outside.
 - clean filters for electrostatic precipitator and air exchanger
- ❖ Annual Service -
 - Walls and ceilings wiped free of dust.

Library:

To be cleaned twice weekly, once mid-week, after 7:00 p.m., and once during the weekend; and to receive additional monthly, semi-annual and annual cleaning, as follows:

- ❖ Mid-Week Service -
 - waste receptacles emptied, wiped and bags replaced as necessary;

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- refuse taken to designated area for disposal;
- horizontal surfaces, within reach, wiped clean, as necessary;
- door glass, both sides, cleaned with glass cleaner, as necessary;
- washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished;
- all soiled marks and stains removed from walls, doors, desks, countertops, flooring, carpeting, etc.
- ❖ Weekend Service -
 - all carpeting vacuumed (vacuum cleaner bag checked and changed regularly);
 - waste receptacles emptied, wiped and bags replaced as necessary;
 - refuse taken to designated area for disposal;
 - handrails and all surfaces, within reach, wiped clean;
 - all business equipment i.e. desktops, tables, countertops, telephones, chairs, filing cabinets, cupboards, shelves and other furniture wiped clean;
 - computer monitors, keyboards, towers and battery back-ups wiped with appropriate cleaning tool;
 - door glass, both sides, cleaned with glass cleaner, if necessary;
 - washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished;
 - mirrors cleaned, with glass cleaner, if necessary;
 - windows cleaned with glass cleaner, if necessary;
 - window sills wiped and flies and debris removed, as necessary;
 - window treatments (blinds) dusted;
 - all soiled marks and stains removed from walls, doors, desks, countertops, flooring, carpeting, etc.
- ❖ Monthly Service -
 - ledges and all other surfaces not wiped weekly and those above reach, wiped clean;
 - wall hangings i.e. wreaths, prints, plaques, appropriately dusted, as necessary;
 - trash cans thoroughly cleaned, if necessary;
 - air circulation vents wiped free of dust;
 - lighting fixtures cleaned and flies and debris removed, as necessary;
 - book shelves and revolving book displays dusted.
- ❖ Semi-Annual (Spring and Fall) Service -
 - carpets steam-cleaned;
 - windows cleaned with glass cleaner inside and outside.
- ❖ Annual Service -

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- walls and ceilings wiped free of dust.

Public Works Garages; Little Rapids & Iron Bridge:

To be cleaned once per month, after 4:30 p.m., as follows:

- ❖ Monthly Service -
 - waste receptacles emptied, wiped and bags replaced as necessary;
 - refuse taken to designated area for disposal;
 - washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished.

Fire Halls; Little Rapids & Iron Bridge:

To be cleaned once per month, after 4:30 p.m. and not on Fire Training nights, as follows:

- ❖ Monthly Service -
 - computer monitors, keyboards, towers and battery back-ups wiped with appropriate cleaning tools;
 - waste receptacles emptied, wiped and bags replaced as necessary;
 - refuse taken to designated area for disposal;
 - washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished.
 - all surfaces, within reach, wiped clean, as necessary;
 - mirrors cleaned, with glass cleaner, if necessary;
 - windows cleaned with glass cleaner, if necessary;
 - window sills wiped and flies and debris removed, as necessary;

Fire Department Office, Little Rapids

To be cleaned once per month (after 4:30 p.m. and not on a Fire Training night) and to receive additional annual cleaning, as follows:

- ❖ Monthly Service -
 - waste receptacles emptied, wiped and bags replaced as necessary;
 - refuse taken to designated area in for disposal;
 - all surfaces, within reach, wiped clean, as necessary;
 - door glass, both sides, cleaned with glass cleaner, as necessary;
 - washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished;
 - all soiled marks and stains removed from walls, doors, desks, countertops, flooring, carpeting, etc.
 - all carpeting vacuumed;

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- all business equipment i.e. desktops, tables, countertops, telephones, chairs, filing cabinets, cupboards, shelves and other furniture cleaned;
- computer monitors, keyboards, towers and battery back-ups wiped with appropriate cleaning tools;
- mirrors cleaned, with glass cleaner, as necessary;
- windows cleaned with glass cleaner, as necessary;
- window sills wiped and flies and debris removed, as necessary;
- wall hangings i.e. wreaths, prints, plaques, appropriately dusted, as necessary;
- trash cans thoroughly cleaned, if necessary;
- lighting fixtures cleaned and flies and debris removed, as necessary;
- ❖ Annual Service -
 - carpets steam-cleaned;
 - windows cleaned with glass cleaner inside and outside.
 - walls and ceilings wiped free of dust.

Thessalon Township Community Centre and Gazebo

To be cleaned as required, before or after rentals, as follows:

- ❖ As Required Service -
 - floors swept and damp mopped, as necessary;*
 - floor mats vacuumed and cleaned, as necessary;*
 - waste receptacles emptied, wiped and bags replaced as necessary;
 - refuse taken to designated area for disposal;
 - all surfaces, within reach, wiped clean, as necessary;
 - door glass, both sides, cleaned with glass cleaner, as necessary;*
 - washroom sinks, taps, toilet and toilet seat cleaned and sanitized and taps polished;
 - all soiled marks and stains removed from walls, chairs, doors, countertops, flooring, etc.
 - mirrors cleaned, with glass cleaner, if necessary;
 - windows cleaned with glass cleaner, if necessary;*
 - window sills wiped and flies and debris removed, as necessary;*

***denotes service not applicable to Gazebo**

3. All equipment and supplies, with the exception of tile floor wax stripping and waxing units, carpet steamer and vacuum, will be provided by the Municipality. The Contractor must maintain all equipment and supplies provided and, with sufficient notice, provide a list of required purchases to the Municipal Purchasing

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Department. The Contractor will be responsible for acquiring the required equipment needed to conduct the tile floor stripping and waxing and carpet steam cleaning, with the cost of said rental to be approved and billed directly through the Municipality.

4. Rental of the Municipal Office and Library will be made through the Municipal Office, and if in conflict with regular cleaning practices, the Contractor shall be notified.
5. The Contractor agrees to prepare and submit to the municipality an invoice, on or about the first day of every month, itemizing the work completed in the previous month. Within two weeks of receiving the invoice, the Municipality agrees to pay the Contractor the invoiced amount, based on the service provided.
6. The Contractor shall be solely responsible for securing the Municipal Facilities prior to and upon exiting, including but not limited to turning off all lights, lowering the heat if necessary and locking/securing all accesses following the completion of each cleaning/caretaking operation.

GENERAL CONDITIONS

1. The Contractor shall abide by all Acts, by-laws and regulations relative to the performance of the work.
2. The Municipality shall mean The Corporation of the Municipality of Huron Shores and the Clerk shall mean the CAO/Clerk, or any such other person, partnership or corporation as may be authorized by Council to act on his/her behalf in any particular capacity.
3. If at any time, in the opinion of the Clerk, the work is not being completed as set out in the Contract, the Contractor will be advised by the Clerk and if, for any reason, the two parties disagree, the matter will be brought before Council.
4. The bid must show the unit price, the total for each section of the tender including all applicable taxes, and the total all inclusive bid price, including all applicable taxes, not including Section 6 being the Thessalon Township Community Centre and Gazebo.
5. Conditional bids shall not be accepted.

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6. Adjustments to the tender by telephone or fax will not be accepted. A bidder must withdraw or supersede his/her bid with a revised submission prior to the specified closing date/time.
7. Erasures, overwriting or strikeouts must be initialed by the person signing on behalf of the organization submitting a bid.
8. Prices are open for acceptance by the Municipality for thirty (30) calendar days from the tender closing date.
9. The Municipality reserves the right to reject any or all tender submissions in whole or in part without incurring any liability whatsoever.
10. Should a bidder find discrepancies or omissions from the document prior to the closing date, the office of the Municipality issuing the tender is to be contacted as soon as possible in order that a written instruction or an addendum can be issued to each bidder.
11. All Contractors and Subcontractors shall comply with all legislation and regulations that may be applicable to this tender.
12. The Contractor agrees that he/she is an independent Contractor for all purposes and employees of the Contractor shall not be or be deemed to be employees of the Municipality.
13. The Contractor agrees not to assign or subcontract services without prior written consent of the Municipality. The Contractor shall submit, if required, names and addresses of all individuals who will be performing work and services under this Agreement.
14. The Municipality does not cover the Contractor of his/her employees under the Workplace and Safety Insurance Act. The Contractor is responsible for paying all dues and assessments payable under the Workplace and Safety Insurance Act, the Employment Insurance Act or any other Act, whether Provincial or Federal, for himself/herself and his/her employees.
15. The Contractor shall comply with the Occupational Health and Safety Act and Regulations, and will be responsible for the compliance therewith of any of his/her employees.
16. The Contractor shall take out and keep in force for the duration of the contract a comprehensive policy of public liability and property damage insurance acceptable to the municipality

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- providing insurance coverage in respect of any one accident to the limit of at least \$1,000,000.00 against loss or damage resulting from bodily injury or death of one or more persons and loss of damage to property and such policy shall name the Municipality as an additional insured thereunder and shall protect the Municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any action or omission on the part of the Contractor or any of his/her servants or agents during the execution of the contract and the Contractor shall provide a certified copy of the policy or certificate thereof, naming the Municipality as an additional insured, to the Municipality before the work is started.
17. The successful bidder shall also deliver proof of Workplace Safety Insurance Board coverage or independent contractor status prior to commencement of work under the contract.
 18. Where the Contractor is of the opinion that any of the work or services ought to be expanded, curtailed, reduced or modified, the Contractor agrees to immediately advise the Municipality accordingly in writing and to obtain the prior written permission of the Municipality to make any such variation.
 19. The Contractor agrees to protect, indemnify, keep indemnified and save harmless the Municipality and its officers, servants and agents from and against all claims, demands, costs, actions, causes of actions, expenses, legal fees whatsoever which may be taken or made against them or any of them incurred or become payable by them or any of them for any loss, damage or injury, including death of any nature or kind whatsoever arising out of or in consequence of any act, neglect, or omissions including negligent acts or negligent omissions of the Contractor in connection with the performance of this contract.
 20. The Contractor shall be solely responsible for the care and protection of all Municipal and Fire Department equipment and property, including employees' personal possessions and to be completely confidential *in present and in future* regarding verbal conversations heard and/or written material witnessed during the term of this Agreement; breach of confidentiality during the term of this agreement may result in immediate termination of this Agreement, in whole or breach of confidentiality beyond the term or termination of the agreement may result in legal action against the Contractor.

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21. The successful Contractor shall be placed on a six (6)-month probation from date of signing of the Contract.
22. The Municipality and the Contractor agree that this Agreement may be terminated by either party at any time without reason provided that sixty (60) days written notice is given.
23. The Municipality and the Contractor agree that official communication will be through the Council of the Municipality or another member as designated in writing.
24. The Municipality reserves the right to request references from individuals / businesses for which similar work has been performed.

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TENDER FOR CONTRACT - TENDER SUBMISSION FORM

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location and understands and accepts the said conditions and specifications and for the price set forth in this tender, hereby offers to furnish all labour and services to complete the work in strict accordance with said conditions and specifications.

I / WE (Contractor) have authority to bind the company and agree to commence work on or about the 1st day of January, 2023 and to diligently perform the work set out for a 24-month contract period, ending December 31, 2024.

I / WE (Contractor) hereby submit the following bid prices:

1. Municipal Office

2023: _____ hours @ \$ _____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

2024: _____ hours @ \$ _____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

Municipal Office Total: \$ _____

2. Library

2023: _____ hours @ \$ _____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

2024: _____ hours @ \$ _____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

Library Total: \$ _____

3. Public Works Garage, Little Rapids

2023: _____ hours @ \$ _____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

2024: _____ hours @ \$ _____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

Public Works Garage Total: \$ _____

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4. Fire Halls, Iron Bridge and Little Rapids

2023: _____ hours @ \$_____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

2024: _____ hours @ \$_____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

Fire Halls Total: \$ _____

5. Fire Department Office, Little Rapids

2023: _____ hours @ \$_____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

2024: _____ hours @ \$_____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

Fire Department Office Total: \$ _____

TOTAL ALL INCLUSIVE BID PRICE _____
INCLUDING ALL APPLICABLE TAXES \$ _____

6. Thessalon Township Community Centre and Gazebo (As required)

2023: _____ hours @ \$_____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

2024: _____ hours @ \$_____ /person hr = \$ _____

+ Applicable Taxes = \$ _____

Community Centre and Gazebo Total: \$ _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

CONTACT NAME (please print): _____

TITLE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____