



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

November 23, 2019

## RE: QUOTE FOR JANITORIAL SERVICES

The Municipal District of Greenview No.16 is requesting quotations for janitorial services quotes for the Facility Maintenance Department for the attached locations. Please submit quotes to the Administration Office in Valleyview.

*Note: This bid package has changed materially from last year please read carefully!*

**Quotes are to be submitted by 1:30 p.m. on Monday, January 04, 2021 and addressed to:**

**Wayne Perry, Manager, Facility Maintenance  
Municipal District of Greenview No. 16  
Administration Office  
4806-36 Avenue, Box 1079  
Valleyview, Alberta T0H3N0**

Faxed or electronically submitted Quotes will **NOT** be accepted.

The Municipal District of Greenview No. 16 reserves the right to accept or reject any or all quotes and to waive irregularities and informalities at its discretion. The Municipal District of Greenview No. 16 reserves the right to accept a quote other than the lowest quote without stating reasons. By the act of submitting its quote value, the individual quotation waives any right to contest in any legal proceeding or action the right of the Municipal District of Greenview No. 16 to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipal District of Greenview No. 16 may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Any past experience with the Contractor, or lack thereof.
2. The result of any reference check done by the Municipal District of Greenview No. 16

The information on this Quote form is being collected for the purpose of quoting an expenditure under the authority of the *Municipal Government Act*. The information you provide may become Public information. If you have any questions about the collection of information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600.

For inquires/clarification contact Wayne Perry at 780.524.8340. No Inquiry submitted to Greenview will be responded to after Dec 30, 2020.

November 23, 2019



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## RE: REQUEST FOR JANITORIAL QUOTES

I am sending you the cleaning overview description of the **Administration Building**, for your review and quote. The Administration Building requires a cleaning 5x/week Greenview will only provide paper products and garbage bags. All other cleaning products including cleaners (from approved list) are the responsibility of the Contractor. The Contractor is responsible for supplying all PPE.

The building consists of (32) offices, (1) reception area, (3) cubical, (8) washrooms, (6) common areas two with carpet, (1) lunchroom, (1) gym area, (10) hallways, (1) chamber council room with carpet, (1) kitchen/staff room with carpet, (1) washroom

The Contractor will be required to provide first aid certification from one janitorial staff member per site. The Contractor will be required to provide the documentation of compliance to WHMIS standards on the handling of chemicals on this site, on the approval of our acceptance of your quote. The Contractor must submit a detailed listing of past experiences or references for custodian duties.

Thank you.  
Respectfully,

Wayne Perry  
Manager, Facility Maintenance

WP/bs

Enclosure

- Short term service description for quote
- Approved chemical list & usage chart



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

Contract No. \_\_\_\_\_

## SHORT TERM SERVICE DESCRIPTION FOR QUOTE

(One-year term) February 1<sup>st</sup>, 2021 to January 31<sup>st</sup>, 2022

Administration Building	
Contractor:	Contractor Contact Person:
Address:	Email:
Phone:	
Greenview Contact: Brian Patterson Phone: 780-552-4026 Fax: 780-524-5041	Greenview Contact: Wayne Perry Phone: 780-524-8340 Fax: 780-524-5041

**NO CROSS CONTAMINATION** of used wipe cloths.

Separate cloths should be used for cleaning in kitchens than bathroom,  
or paper products should only be used for cleaning bathrooms.

### CLEANING SUPPLIES (CHEMICALS)

Only chemical on the approved chemical list can be brought to and used on the site. Unauthorized cleaning products are **prohibited**. Random inspections of the janitor closets will be conducted from time to time. Any unauthorized product found to be in use by the janitors will result in the immediate dismissal of their contract.

Refer to the attached approved chemical list.

### SAFETY

No mixing of chemicals, every Janitorial cleaner is to follow the SDS regulation listed on site.

No unmarked containers/chemicals allowed. If you need to decant a product it must have a workplace label SDS binders and contents are not to be removed or relocated from site.

All correct PPE must be supplied and used for the usage of chemicals or moving equipment  
SDS regulation binder is the property of the MD Facility

All equipment brought to site must be CSA approved and in good operational condition.

No extension cords or equipment cables can have damage. The must be repaired if damaged



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## OTHER CONDITIONS

- Any building issues that arise during your hours of work you must notify Wayne or Brian
- Cleaning will be after office hours in the Field Services Office  
Office hours are 7:00 A.M. – 5:00 P.M.

Description of services to be provided **5X/WEEK:**

Minimum of 3.5 hours in cleaning required per day

## Administration Building Office Cleaning Requirements

### General Services - DAILY

1. Leave blue recycling bins
2. Sweep and wash all linoleum floors on all levels including front and back stairs and staircase landings where applicable.
3. All Office, entrance carpeting, and floor mats to be vacuumed daily with no exceptions
4. Offices & reception area: wipe down of telephones, headsets, computer screens and keyboards, clean flooring, wipe off desktops and chairs. Please leave paperwork/items on desks untouched.
5. Collect garbage, bag, and dispose of in outside dumpster, clean and wipe out interior and exterior of garbage containers, replace garbage bags when necessary.
6. Wipe off spots/prints on walls, doors and frames, cabinets-doors and handles, furniture, clean and disinfect all countertops, window ledges, handrails and chair railings, wipe of all boot racks and put back into user position.  
*(Green Wipe Cloths)*
7. Wipe off prints and marks from around light switches, kick plates, office sight glass windows, glassed doors, and glass enclosures with approved cleaners and provided Swan paper towels
8. Dust and clean all horizontal surfaces to 6 feet in height (office furniture, exterior kitchen appliances, counter tops, ledges, and shelving)
9. Administration Basement: clean gym flooring, wipe off and disinfect gymnastic equipment
10. Wipe off lobby furniture
11. Administration Council Chamber Room and Council's lounge kitchen is a cleaning priority. Wipe down council desks, circular railings, chair legs, arm rests of chairs, beverage counter, water cooler, clean desk microphones vacuuming of all carpets every scheduled cleaning day. (No exceptions)
12. Wipe down all contact surfaces not currently cleaned with a disinfectant capable of killing COVID 19
13. Elevator – wipe interior chrome, face plate, hand railings, doors, and walls



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## **Washroom Services - DAILY** *Note: Different cloths or paper products must only be used for cleaning washrooms*

1. Collect, wipe, and replace all garbage cans/bags. Dispose of in outside dumpster.
2. Clean and sanitize all hand basins, toilet bowls, sinks, shower, taps, stall door/walls, countertops, and fixtures with approved cleaners. Use the following methods to:
  - 2.1 Clean toilet bowls with toilet brush and wipe porcelain exterior porcelain of bowl to floor (change out wipe cloth)
  - 2.2 Wipe, polish mirrors, chrome fixtures, dispensers, hand air dryers, door handles, toilet levers and seats with paper towel or new wipe cloth
  - 2.3 Wipe and sanitize basins, countertops (change out wipe cloth)
  - 2.4 Shower stalls wiped down (change out wipe cloth)
3. Replace all paper products and leave 2 extra rolls of toilet paper on counter
4. Wipe off spills and prints on walls, stalls, entry doors, glass, and mirrors
5. Sweep and wash floors
6. Add hand soap to dispensers

## **Lunchroom Services - DAILY** *Note: Clean cloths should be used in the lunchroom tables and countertops*

1. Wash and sanitize sinks, tabletops, and counter tops, damp wipe chair seats, legs and backs and window ledges
2. Leave the recycle bins
3. Collect, wipe interior & exterior of garbage container re-bag. Dispose in outside dumpster.
4. Sweep and wash floor



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Marmoleum Guidelines

### DAILY MAINTENANCE AND CLEANINGS:

- Dust mop to remove loose dirt and debris from floors
- Use putty knife to remove gum, taking care NOT to scratch floor
- Vacuum off walk mats and remove from floor cleaning area
- If using a mop and buckets with wringer, measure out the proper amount of neutral floor soap
- Use only the Stride floor cleaner, no other detergent brands on floors
- USE COLD WATER ONLY
- Never flood the floors with water solutions. Damp mopping only
- Change/replace water and Stride cleaner when dirty. How often you need to change the water will depend on, how dirty the floor condition is

### USE OF AUTO –SCRUBBER- UPON REQUEST

- Auto-scrubbers can be used to wash any type of resilient floor (ceramic tile, rubber flooring, and concrete.)
- Dust mop to remove loose dirt and debris from floors
- Use putty knife to remove gum, taking care NOT to scratch floor
- Vacuum off walk mats and remove from floor cleaning area
- Measure out the proper amount of neutral floor cleaner into the solution tank of the machine
- Use only the Stride floor cleaner, no other detergent brands on floors
- USE COLD WATER ONLY
- It is recommended that as floor is washed with scrubber that all water solution on floor is picked up immediately with vac setting on machine
- Use only red pads or the soft nylon brush pad designed for Auto-scrubber
- Plug in machine to recharge unit for next use

### FLOOR POLISHING

- Floor polishing upon request

I agree to use the steps to maintain the flooring in the Administration Building.

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# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## TERMS AND CONDITIONS

1. The Municipal District of Greenview No.16 (The Client) agrees to pay the Contractor for providing the aforementioned services at the **quoted monthly lump sum cost** equal to the harmonized monthly average, and upon receipt of a monthly invoice.
2. The Contractor shall hold harmless the Client, its employees and agents from any and all claims, demands, actions and costs including legal costs on a solicitor and own client basis whatsoever, which may arise directly or indirectly out of any acts or omissions of the Contractor, their employees, agents or sub-contractors, in the performance of their duties.
3. The Client shall not be liable for any bodily and personnel injury or property damage of any nature whatsoever that may be suffered or sustained by the Contractor, their employees, or agents in the performance of their duties.
4. The Contractor shall, at their own expense and without limiting their liability herein, insure their operations under a contract of General Liability Insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$5,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability, shall name the Client as an additional insured, and shall provide that it cannot be cancelled without 30 days' prior written notice to the Client. The Contractor shall also maintain automobile liability insurance on all vehicles owned or licensed in the name of the Contractor in an amount not less than \$5,000,000.00.
5. The Contractor acknowledges that they assume all of the responsibilities and duties of the Prime Contractor as defined by the Occupational Health and Safety Act in relation to any subcontractors, and contractor's employees they may retain during the execution of all duties.
6. As Prime Contractor, the Contractor shall, to the extent require by the Occupational Health and Safety Act, establish, and maintain a Health and Safety program to ensure compliance to the Act by their subcontractors/owner operators and contractor's employees.
7. The Contractor shall maintain Worker's Compensation Insurance in the amount required by the Worker's Compensation Board. In the event the Contractor is a proprietor or performs an exempt activity as defined by the Workers Compensation Board, then the contractor shall hold and maintain Worker's Compensation Insurance personal coverage throughout the length of this contract.
8. All Information, records, data and documents collected or generated by the Contractor under this Contract is the Property of the Client and is subject to the Freedom of Information Protection and Privacy Act as well as other regulatory requirements governing the management of Personal Information.
9. The Contractor shall treat all information contained in this Contract and observed in the performance of their duties as confidential during and after termination of the Contract unless the Client gives express written permission to the contrary.
10. The Municipal District of Greenview will provide a contractor orientation guideline that has to be signed off prior to the commencement of work.
11. The Contractor shall possess a Certificate of Recognition which is relevant to their industry and is recognized by the Alberta ministry of Human Services and Workplace Health and Safety.
12. The Contractor warrants that it has no pecuniary or other interest which would cause or appear to cause a conflict of interest in carrying out the Contractor's obligations to the Client. Should such an interest be acquired, the Contractor shall declare it immediately to the Client. The Client will upon receipt of the declaration take whatever action it deems appropriate.



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13. The Contractor agrees to provide training, certification of WHMIS, sanitization, cleaning, and disinfection procedures to janitorial staff. Janitorial staff are required to sign off that they have been trained on chemicals supplied and the procedures required are met prior to working at the M.D. facilities. The information must be submitted to Facility Maintenance (brian.patterson@mdgreenview.ab.ca) prior to starting work at the M.D. facilities.
14. Only chemical on the approved chemical list (appendix A) are to be used on MD of Greenview #16 property. If other chemical want to be considered a written request must be made to Facility Maintenance. The client will conduct a review of the product at their discretion and determine if it will be added to the approved list. Use of chemical on the client's property which are not on the approved list will result in suspension of contract.
15. The Contractor agrees to provide **bonded**, skilled, well trained, and experienced employees for the duration of the Contract. A satisfactory Criminal Records Check has to be obtained within the last 90 days as a condition of hire. The Contractor is to provide a list of proposed staff names that will be on the M.D. sites.
16. Youth Workers age 16-18 with parental consent are allowed to work providing they are skilled and meet all the provisions of the Janitorial contract. A Hazard Assessment & Measures is mandatory (The Municipal District of Greenview will require documentation of), and the contractor and contracted employees will follow the Provincial Labour Laws associated with youth workers.
17. New hires are to be reported to Brian Patterson before commencement of employment.
18. Your Provision to contract is guaranteeing the Client on how many times per week that the janitorial services are required per building. Your janitorial services on any missed cleanings are expected to be rebooked immediately after cancellation due to road or weather conditions.
19. The Contractor shall not transfer cleaning products, supplies into other M.D. locations.
20. If for any reason the Contractor fails to provide service or to comply with the conditions and special provisions of this Contract, and such failure is not corrected by the Contractor within 5 days of receiving written notice from the Client, the Contract may be terminated by the Client. In the event of such termination, the Client shall pay for all services up to date of termination, less any cost or damages incurred in remedying the default or failure by the Contractor, and all without limitation to any other rights or remedies the Client may have in this Agreement or at common law.
21. Notwithstanding the foregoing, the Client may at any time terminate this Agreement by providing at least 30 day's written notice. In such case, the Client shall pay for all services up to the effective date of termination without any further liability to the Contractor past such date.

Payment will be processed within 30 days of receipt of approved invoices





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Municipal District of Greenview No. 16 Request for Janitorial Quotes

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

WCB Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

The above-mentioned company is submitting the following monthly quotation to maintain the client's facility listed below to the standard listed the office cleaning requirements. By signing below the Contractor

Facility Location	Lump Sum/ Monthly
<b>Administration Building, Valleyview</b> (M.D. minimum requirement 3.5 hr)	

*Note:*

*All monthly fees will be harmonized so that the lump sum paid in any given month will be the same amount.*

Principals Signature: \_\_\_\_\_

Please provide list of past experience or references for custodian duties:

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# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Appendix A:

### Approved Chemical List & Uses Chart

Cleaner	Chemical Name	SDS Name (if different)	Where to be used
Disinfectant	Avmor - Eco Pure (EP 50)	EP 50 Cleaner Disinfectant	Exterior of Toilets, Urinals, Counter Tops, Kitchen Surfaces, Walls, Touch Points, Door Handles
Multi Purpose Cleaner	Avmor - Eco Pure (EP 50)	EP 50 Cleaner Disinfectant	Kitchen Wall, Desktops, Tables.
Glass Cleaner	Glance NA	Glance NA Glass & Multipurpose Cleaner	Glass, Mirrors, Chrome, Tabletops, Bathroom Counter Tops.
Food Sanitizer	Surface Sanitizer (Smart Dose)	Surface Sanitize Cleaner-Detergent-Sanitizer- Deodorizer	Sanitize food areas such as kitchen table tops where food could be present
Floors/Tiles	Stride Citrus SC	Stride Citrus SC	Marmoleum Floors, Tile Floors
Toiler Bowl Cleaner	Wescling Bowl Cleaner	Wescling Bowl Cleaner	Interior Toilet Bowls and Urinals
Graffiti Cleaner Paste	Universal Graffiti	Abenaqui	Chrome Taps, stainless steel, towelling dispenser units, chrome

#### Notes:

1. Only the chemical listed on this list are approved to be used with in the MD of Greenview properties. Failure to comply with the chemical identified in this sheet will result in immediate suspension of the contract.
2. Chemical on this list can not be mixed in any way with other chemical. Please ensure clean containers and rags are used for each chemical.