



MUNICIPAL OFFICE CLEANING TENDER AUGUST 2014 – 2017

1. Contractor must clean the municipal offices, meeting rooms, Council Chamber, garage, lunchroom and all five washrooms.
2. The contract period is from: August 2014 until August 2017.
3. The contractor must supply all the necessary equipment.
4. Must supply all cleaning products and materials. Garbage bags and toilet bowl cleaner will be supplied.
 - Must not use abrasive cleaners on scratchable surfaces – i.e. sinks, countertops, etc.
 - Must use appropriate quality wax and stripping products on tile flooring.
5. Problems should be noted by the contractor in writing to CAO-Clerk or Facilities Manager as soon as possible – i.e. lifting of floor tile, damaged baseboard, damaged furnace filter, broken windows, peeling paint, untidy desks, etc.
6. Cleaning must not be done during business hours; time available would be Wednesday evenings and weekends.
7. The cleaning schedule has been divided by units for pricing including the following:
 - a)
 1. Vacuum all floors.
 2. Empty garbage.
 3. Scrub floors, 2 sets of basement steps and placemats under chairs.
 4. Spot wash any carpet soil.
 5. Thoroughly clean light switches, phones, doorknobs, toilets, sinks, mirrors, glass doors, wall smudges, tables, cupboards, microwave and desks.
 6. Look after recycling and cardboard.
 - b) **Twice a Year – February / October**
Strip and wax all rubber tile floors.
 - c) **Three Times a Year – April / July / October**
 - Wash windows inside and out.
 - Vacuum all vertical and pull blinds
 - Wipe down desks when cleared

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d) **Twice a Year – February / October**

- Wash all washable walls and dust Council Chamber bulkhead.
- Vacuum old basement.
- Dust front entrance (bench & shelf)
- Shampoo & scotch guard carpets as needed

e) Once a year clean all lights.

f) Shampoo and scotch guard 1/3 of the carpet on a rotation basis as required.

8. Contractor must be bondable and must supply at least two references. (To be attached to this form)

9. **Tender by unit identified in Section 7 on an annual basis**

a) \$ _____ / time x 104 times = \$ _____

b) \$ _____ / time x 2 times = \$ _____

c) \$ _____ / time x 3 times = \$ _____

d) \$ _____ / time x 2 times = \$ _____

e) \$ _____ / time x 1 time = \$ _____

f) \$ _____ / time x 1 time = \$ _____

Annual Cost = \$ _____

1. Contractor should submit an invoice for payment upon completion of each unit or twice a month.
2. Tender must be submitted to the CAO-Clerk before Wednesday, July 30th, 2014 at 12:00 noon in a sealed envelope marked "**Municipal Office Cleaning Contract Tender**".
3. Not necessarily the lowest or any tender will be accepted.

Date: _____

Name: _____

Address: _____

Signature: _____

Telephone: _____

Email Address: _____