



# **TOWN OF SHELBURNE**

REQUEST FOR TENDERS

JANITORIAL SERVICES

Town of Shelburne  
P.O. Box 670  
162 Mowatt St  
Shelburne, NS B0T 1W0

Call for Tenders: September 12<sup>th</sup>, 2024

Closing Date: October 3<sup>rd</sup>, 2024

## INFORMATION TO BIDDERS

### 1. Scope of Tenders:

The Town of Shelburne is requesting tenders from experienced vendors to provide janitorial services starting November 1<sup>st</sup>, 2024 in accordance with the Terms of Reference provided later in this document at the location listed below:

**Post Office and Town Office**

**162 Mowatt Street  
(Entire Building)**

### Questions & Clarifications:

It is the Proponent's responsibility to clarify any details in question not mentioned in this document prior to submitting their Tender.

Questions relating to this tender must be received by October 1<sup>st</sup>, 2024 before 4:00 p.m. and can be e-mailed to the attention of Jessie Dyer, Administration and Human Resources Coordinator.

Responses to all questions will be shared with all proponents via the website to ensure a level playing field for all proponents. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the Tender document.

Any modifications to the document will be in the form of an addenda which will be issued to all proponents and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

### 2. Delivery and Closing Date for Tenders:

Any change notices, appendices and addenda issued for this Request for Tender shall be considered part of this tender document.

The tender is to be submitted in a sealed envelope clearly marked with the tender name, number and directed to the attention of the appropriate contact on or before the closing date and time. Proponents must submit one hard copy of the submission and a suitable electronic copy for distribution. Your tender must be written in ink or type written. Erasure, overwriting or strikeouts must be initialed by the person signing on behalf of the proponent.

Fax or e-mail tenders are not acceptable.

Tenders shall not be accepted after the closing date and time. Proponents may not make modifications to their tenders after the closing date and time.

All tenders shall become the property of the Town.

It is the responsibility of each proponent to submit all required documents as outlined in this Request for Tender. Failure to quote on all options set out will disqualify your tender.

Sealed tenders in an envelope, including the attached document (Schedule "B") should be clearly marked as to contents and will be received until 3:00 p.m. on October 3<sup>rd</sup>, 2024.

Tenders will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

**3. Town Contact Person:**

Questions with respect to this process, or requests for further information or clarification should be directed to Jessie Dyer, Administration and Human Resources Coordinator via email to [jessie.dyer@shelburnens.ca](mailto:jessie.dyer@shelburnens.ca).

**4. Selection Process:**

The Town will not necessarily accept the lowest price or any tender. Any implication that the lowest price or any tender will be accepted is hereby expressly negated. The tender will be awarded to one firm only.

**5. Evaluation Criteria:**

Each Request for Tender will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

**a. Responsiveness**

Adherence to the requirements of this RFT – completeness and thoroughness of tender submitted.

**b. References**

Provide two (2) references – municipal clients preferred.

**c. Work Plan**

A detailed plan including but not limited to: the annual cost indicating hourly rate, cost of supplies and any additional rates; expected times for daily cleaning; number of cleaning hours per week; list of daily, monthly and yearly cleaning specifications; and additional services offered (i.e. garbage removal).

**d. Cost**

Cost schedule illustrating monthly and annual rates.

Following the evaluation and development of a short list, the interview that may be requested will be considered in addition to previous scoring.

Proponent	Responsiveness (15%)	References (10%)	Work Plan (40%)	Cost (35%)	Total Points

**6. Rejection of Tenders**

The Town reserves the right to reject any and/or all tenders received. The Town is not under any obligation to award a contract, and reserves the right to terminate the Request for Tender at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a tender does not constitute acceptance of any tender.

**7. Reservation of Right:**

Bidders will not have the right to change conditions, terms or prices of the tender once the tender has been submitted in writing to the Town, nor shall bidders have the right to withdraw a tender once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of Tenders:

- a) The Town's past experience with the Bidder and/or its management;
- b) Information provided in response to enquiries of credit and industry references;
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Bidder;
- d) The manner in which the Bidder provides services to others; and,
- e) The experience and qualification of the Bidder's senior management and project management.

The Town may, in its sole discretion, reject any tender which does not fully satisfy the above consideration to its satisfaction.

**8. Governing Law:**

Any contract resulting from this Request for Tender shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

## 9. Indemnification and Insurance

### a. General Commercial Insurance:

Proponents shall, at their expense, obtain and keep in force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Town, be written by an insurer licensed to conduct business in Nova Scotia and include but not be limited to the terms detailed in the Town's Procurement Policy.

### b. Workers' Compensation Board:

Proponents shall, at their expense, obtain a certificate of insurance for employees and/or contractors to ensure all individuals working for the duration of the contract have current Workers' Compensation Board Coverage.

## TERMS OF REFERENCE

The Town of Shelburne is seeking a contractor who can provide and perform janitorial services starting November 1<sup>st</sup>, 2024 to the premises named in this RFT. This will be a yearlong contract and will be renewable for up to one or more years at the discretion of the Town.

The Town's expectations are to maintain the premises throughout the contract period in a condition satisfactory to the Town and in compliance with provincial sanitation and environment codes, including recycling and composting mandates. The successful proponent shall adhere to the highest standards of cleanliness and sanitary practices to ensure continual sanitation in all functions related to janitorial operations.

The Town will not be responsible for products, equipment and cleaning materials; these will be the responsibility of the contractor.

The contractor will be bondable.

### Floor Area to be Serviced

Post Office	Approximately 256.5 square meters
Town Office	Approximately 331 square meters

\* Site viewing upon request

## **Frequency of Services**

Five (5) days per week (Monday through Friday) or as otherwise stated in the list of services in Schedule A. Statutory holidays excluded.

## **Time of Services**

Services as detailed in Schedule A will be performed outside of regular working hours in order to avoid disrupting business activities.

Post Office	After normal business hours (after 5:30 P.M.)
Town Office	After normal business hours (after 4:30 P.M.)

The normal cleaning routine may be adjusted, as required to accommodate special needs, without adding additional time to the cleaning schedule.

The proponent shall comply with laws, ordinances, rules and regulations relating to the work and follow the Occupational Health and Safety Act and associated regulations under the law in the Province of Nova Scotia throughout the duration of the contract.

The Town of Shelburne has the authority to make changes and order such extra work to the contract as in its opinion may be necessary. The Town reserves the right to add or remove services that in its opinion is in the best interest of the Town.

## **SCOPE OF WORK**

Proponents will be expected to perform all duties that are laid out in Schedule A. Duties include cleaning and the removal of garbage as described in Schedule A. This list of services described in Schedule A is perceived by the Town as being minimum standards; this does not limit proponents to this list.

## **TENDER SUBMISSION DOCUMENTS**

With these tenders, the Town of Shelburne requires:

- Detailed work plan demonstrating the capacity to provide and respond to the list of services that are laid out in Schedule A; and,
- Cost information consisting of:
  - Annual cost breakdown for each location including monthly rates.

## **COMPANY INFORMATION**

The Town of Shelburne requires the following information and/or documentation about your company to assist in the review of your tender. Please provide the following information and enclose any supporting documentation which you feel is relevant.

- Have you ever done the same or similar work for other Municipalities? If so, state where and when the work was performed.
- Could you provide two (2) references where you have successfully provided similar services? If possible, provide a reference to a contract similar in scope. The references must contain their business name, address, and contact person and telephone number.
- How long has your company been in business? What experience or qualifications does it possess?
- How many staff do you employ?
- Does your business have valid First Aid and WHMIS?

## **SCHEDULE B**

Schedule B to this document is relevant information that is required and the form or replica must be completed and submitted with your tender to be considered complete.

NOTE: If there is any confusion or omission regarding policy, please refer to the Town's Procurement Policy.

**SCHEDULE A**

<b>162 Mowatt Street Facility ( Canada Post &amp; Town Office)</b>			
<b>Cleanable Area</b>	<b>Task</b>	<b>Frequenc y</b>	
<b>Stairs &amp; Landing</b>			
	Sweep and damp mop stairs and landings	D	1
	Dust handrails, balusters, balustrades, baseboard and all ledges	D	1
	Spot clean walls, doors/frames, glass, etc.	D	1
	Clean all lenses and interior, exterior light fixtures	Y	1
	Replace burned-out lighting including exit signs	D	1
	Vacuum and spot clean carpet areas	D	1
	Vacuum air grill/air diffusers including surrounding areas	Y	2
	Dust air grill/air diffusers including surrounding areas	W	1
	strip, seal all floors landing (anti slip sealer)	Y	1
<b>Office</b>			
	Empty wastebaskets, change garbage bags	D	1
	Empty central paper/recycling bins	D	1
	Wipe down central surfaces	D	1
	Collect empty cardboard boxes	W	1
	Vacuum Carpets	D	1
	Wash Carpets	Y	1
	Spot clean carpets and floors (spills)	D	1
	Sweep floors	D	1
	Wash floors	D	1
	Polish floors	Y	4
	Strip and wax tile floors	Y	1
	Dust and clean with damp cloths desks, tables, filing cabinets and shelves	D	1
	Dust and clean window ledges, radiators and convector covers	D	1
	Remove grime from walls, doors and frames	M	2
	Clean the glass in the doors and windows	D	1



Disinfect telephones	D	1
spot clean interior office partition glass	D	1
Clean both sides of interior office partition glass	Y	2
Vacuum upholstered freestanding screens (partitions)	Y	1
Clean all lenses and interior, exterior light fixtures	Y	1
Replace burned-out lighting including exit signs	D	1
Dust or vacuum blinds	Y	2
Damp wipe blinds	Y	2
Dust air grill/air diffusers including surrounding areas	W	1
<b>Storage Areas</b>		
Sweep and wash floors	D	1
Dust shelves	D	1
Clean as per office space	D	1
Replace burned-out lighting including exit signs	D	1
Remove garbage	D	1
<b>Washrooms and Showers</b>		
Sweep and mop floors	D	1
Clean and sanitize doors, frames, handles	D	1
Empty and disinfect wastebaskets, change garbage bags	D	1
Clean and disinfect toilets, sinks, counters	D	1
clean and disinfect hand dryers	D	1
De-scale toilet bowls and urinals	W	1
Clean mirrors	D	1
Clean and polish hardware	D	1
Refill paper towel, soap and toilet paper	D	1
Clean walls and baseboards	W	1
Scrub ceramic floors	W	1
Clean and germicide showers and doors/curtains	D	1
Power hose shower walls, wash and remove residue	W	1
Scrub shower floor and duckboards	D	1
Buy and replace shower curtains and metal hooks	Y	3
Remove debris from shower drain	D	1
Pour a pail of clean water in floor drain	W	1
Clean all lenses and interior, exterior light fixtures	Y	1
Replace burned-out lighting	D	1
Dust air grill/air diffusers including surrounding areas	D	1
<b>Kitchen, Kitchenettes, Lunchrooms and Rest Areas</b>		
Sweep or vacuum and clean floors	D	1
Spot clean walls	D	1
Remove stains from carpet	D	1
Scrub ceramic floors	M	1
Spray and buff all floors	W	2
Strip seal and wax floors	Y	1

Empty wastebaskets, change garbage bags	D	1
Clean tables and chairs	D	1
Dust and clean all surfaces (including counter tops, stove tops, etc)	D	1
Clean sink and hardware	D	1
Wash walls and exterior of cupboards	Y	1
Supply and replenish all soap and paper towel	D	1
Collect papers, bottles, cups, etc.	D	1
Clean all lenses and interior, exterior light fixtures	Y	1
Replace burned-out lighting	D	1
Dust and clean windows and ledges	D	1
<b>Entrances, Exits and Lobbies</b>		
Clean both sides of doors and windows	D	1
Clean and polish frames	W	1
Dust surrounding areas	D	1
Empty wastebaskets, change garbage bags	D	1
Remove grime from walls, doors, etc.	D	1
Sweep and mop floors	D	1
Clean all lenses and interior, exterior light fixtures	Y	1
Replace burned-out lighting	D	1
Dust display cases and spot clean glass	D	1
Polish floors	M	1
Strip seal and wax floors	Y	1
Vacuum air grill/air diffusers including surrounding areas	Y	2
Dust air grill/air diffusers including surrounding areas	W	1
Remove snow, salt entries and exits during Winter months	D	1
<b>Freight Receiving/Loading Dock Areas/Platform</b>		
Sweep and wash floors	D	1
Pick up litter	D	1
Clean stairs, handrails, balustrades	D	1
Collect and dispose of empty boxes	D	1
Clean grime from walls, doors, frames, etc	W	1
Hose down dock areas and ramps	W	1
Empty wastebaskets, change garbage bags	D	1
Clean all drains and gutters	W	1
Clean signs	Y	2
Dust all surfaces	D	1
Clean all lenses and interior, exterior light fixtures	Y	1
Check and replace burned-out lighting including exit signs	D	1
<b>Suppliers Space and Janitor's Closets</b>		
Maintain these areas, keep clean	D	1
Maintain washroom, keep clean	D	1
Clean sink and hardware	D	1
Sweep and mop floors	D	1

Spot clean walls	W	2
Wash walls and shelves	M	1
Pour a pail of clean water into drain	M	1
Replace burned-out lighting including exit signs	D	1
<b>Exterior, Ramps, Loading Platforms, Podiums and Stairs</b>		
Clean signage and bright metal	D	1
Empty and clean ashtrays, butt stops, etc.	D	1
Sweep and keep clear of litters (up to 10 meters from building)	D	1
Check and replace burned-out lighting including exit signs	D	1
<b>Boardroom</b>		
Dust and clean desks, tables, etc.	D	1
Empty wastebaskets, change garbage bags	D	1
Vacuum Carpets	W	3
Remove stains on carpets	W	1
Remove grime from doors, walls, etc.	W	1
Clean all lenses and interior, exterior lighting fixtures	A	1
Replace burned-out lighting	D	1
<b>GARBAGE</b>		
<b>All garbage, recyclables and compost are to be collected on a daily basis and disposed of in the outside garbage and compost bins. The waste will be picked up on garbage day (every two weeks).</b>	<b>D</b>	<b>1</b>

**SCHEDULE B**  
**COVER SHEET FOR TENDER**

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

**Company Address:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Key Contact for Tender: Name:** \_\_\_\_\_

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

**Business Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name of Request for Tender:** \_\_\_\_\_

**Number of Request for Tender:** \_\_\_\_\_

**Documents Attached:** \_\_\_\_\_

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