



**REQUEST FOR TENDER**

**for the provision of service for**

**Janitorial Services for the Township of Minden Hills**

<b>Tender Information</b>	<b>No. EPO 19-01</b>
<b>Issue Date:</b>	January 10, 2019
<b>Site Visit:</b>	Mandatory, January 15, 2019 @ 10:30 AM
<b>Closing Date:</b>	January 25, 2019 @ 12:00 noon local time
<b>Opening Date:</b>	January 25, 2019 @ 2:30 pm, Minden Hills Boardroom
<b>Address:</b>	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
<b>Attention:</b>	Ivan Ingram, Environmental and Property Operations Manager
<b>Last Day for Inquiries:</b>	January 23, 2019
<b>Bidder Information</b>	
<b>Name/Company:</b>	_____
<b>Address:</b>	_____

**LATE TENDERS WILL NOT BE ACCEPTED.**

**THE LOWEST OR ANY TENDER MAY NOT NECESSARILY BE ACCEPTED.**

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## 1.0 General Conditions

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### 1.1 Definitions:

“**Bidder**” Refers to any eligible entity providing a Tender.

“**Contractor**” Refers to the Successful Bidder.

“**Corporation/Owner/Township**” Refers to the Township of Minden Hills.

“**EPOM**” Refers to the Environmental and Property Operations Manager for the Township of Minden Hills.

“**Form of Tender/Tender**” Refers to this document and its processes.

“**Facilities**” Refers to any property used by and/or under the control of the Company and includes any infrastructure, electronic transmission and storage devices used by the Company.

“**Record(s)**” shall have the meaning ascribed to it in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 as amended;

“**Site Authority**” refers to the Environmental and Property Operations Manager, Director of Community Services, Economic Development Officer and Fire Chief, or their designates.

“**Successful Bidder**” Refers, in the event of an award, to the selected Bidder.

“**Township record(s)**” shall mean any record obtained from the Township under this Agreement and any record created by the Company in furtherance of the services provided to the Township under this Agreement.

### 1.2 Tender Handling

The handling of the Tender document(s) will be in accordance with the Township of Minden Hills Policy No. 17 governing the procurements of goods and services, and this Tender document.

### 1.3 Tender Submission Mandatory Requirements

All Tenders must be completed in hard copy and submissions must include all Appendices attached to the RFT document. All entries shall be clear, legible, in a non-erasable medium and signed (where applicable). Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be tendered according to instructions contained within the Tender Documents.

- Appendix A - Submission Requirements
- Appendix B - Scope of Work Schedules 1-8
- Appendix C - Experience, References & Contingencies
- Appendix D - Suppliers & Subcontractors
- Appendix E - Bidder Information

- Appendix F - Declaration Form
- Appendix G - Confidentiality Acknowledgement
- Appendix H - Accessibility Regulations Acknowledgement
- Appendix I - Health & Safety Declaration Form
- Appendix J - Smoke Free Ontario Act Contractor Acknowledgement
- Appendix K - Price, Detail & Warranty Schedule
- Appendix L - Guarantee of Performance/Cancellation of Contract
- Appendix M - Agreement Acknowledgement
- Appendix N - Contractor Performance Report
- Appendix O - Evaluation Matrix
- Appendix P - Delivery Notice

Tenders must be submitted in a sealed envelope with Appendix P - Delivery Notice, completed and affixed to the outside. Tenders can be submitted by mail, placed in the municipal drop box located at the Administration building, hand delivered to the front counter of the Finance Department, the 2<sup>nd</sup> floor front counter or electronically as specified in the Tender Document.

Bids received after the official closing time will not be considered during the selection process.

Electronically transmitted submissions (facsimile, e-mail, etc.) will not be accepted for this Tender.

It is the responsibility of the Bidder to ensure they comply with this procedure. The Township is not responsible for submissions which are not properly marked and/or delivered to any other location, other than that specified herein.

Tenders that are not submitted in the requested format or are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected as per the Township's Procurement Policy.

## **1.4 Tender Closing**

Tenders must be received by the Township of Minden Hills on/before **12:00 noon local time on January 25, 2019.**

In the event that an emergency, staff labour disruption or inclement weather forces the suspension of services of the Township, by closing of the office, the Request for Tender shall become due on the next business day at 11:00 am, local time, after the original closing date and time.

A Tender received prior to suspension of services (closing of the office) may be withdrawn and replaced by a new Tender Package submission and due before the amended closing date and time. Call 705-286-1260 ext. 313 for information in the event of a suspension of service for any additional information.

## **1.5 Tender Opening**

A public opening will be held in the Township Administration Office at 7 Milne Street in

Minden 2<sup>nd</sup> floor boardroom, on **January 25, 2019 at 2:30 pm**. The Successful Bidder will be notified when Council considers the Tender results at their Regular Council meeting scheduled for February 28, 2019 or within 3 business days from receiving council approval, whichever is shortest.

## **1.6 Withdrawal or Alteration of Tenders**

A Bidder who has submitted a Tender may submit a further Tender at any time up to the specified time and date for the Tender closing. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Bidder for this contract.

A Bidder may withdraw or alter the Tender at any time up to the specified time and date for Tender closing by submitting a letter bearing the Bidder's signature to the authorized representative who will mark thereon the time and date of receipt and will place the letter in the Tender box. The Bidder's name and the contract number shall be shown on the envelope containing such letter. Emails, facsimiles (faxes), or telephone calls will not be accepted.

Tenders withdrawn under this procedure cannot be reinstated.

## **1.7 Examination of Tender Documents**

Each Bidder must satisfy himself/herself by a personal study of the Tender documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed goods/services. There will be no consideration of any claim, after submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this request for Tender.

Prices bid must include all incidental costs and the Bidder must be satisfied as to the full requirements of the Tender. No extra work will be entertained without prior Township approval. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission of the Tender.

## **1.8 Omissions, Discrepancies and Interpretations**

Should a Bidder find omissions from or discrepancies in any of the Tender Documents, or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received Tender Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender Documents.

## **1.9 Addenda**

If required by the Township, addenda will be distributed to all Bidders registered as a document taker for this bid. Addenda will be distributed using the latest contact information as provided by the Bidder. It is the Bidder's responsibility to notify the Township of any changes to their contact information.



**If the Tender was acquired via the Township website it is the Bidder's responsibility to check the Township website at [www.mindenhills.ca](http://www.mindenhills.ca) for addenda. It is any and all Bidders ultimate responsibility to ensure all addenda have been received.**

All Bidders should check the Township website or contact the Township directly as per section 2.11 – Inquiries, prior to submitting their Tender.

Bidders are required to acknowledge receipt of all addenda by signing the Acknowledgement of Receipt included on the addenda form. Failure to submit all addenda unless otherwise directed on the addenda form, will constitute an automatic rejection.

### **1.10 Acceptance or Rejection of Tender**

The Township reserves the right to reject any or all Tenders and to waive formalities as the interests of the Township may require without stating reasons therefore. Notwithstanding and without restricting the generality of the statement immediately above, the Township shall not be required to award and accept a Tender:

- a) When only one (1) Tender has been received as result of the Tender call;
- b) Where the lowest responsive and responsible Bidder substantially exceeds the estimated cost of the goods/services;
- c) When all Tenders received fail to comply with the specifications or Tender terms and conditions;
- d) Where a change in the scope of work or specifications is required the lowest or any Tender will not necessarily be accepted. The acceptance of a Tender will be contingent upon an acceptable record of ability, experience and previous performance.

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Township of any Tender or by reason of any delay in the acceptance of a Tender except as provided in the Tender document.

Each Tender shall be open for acceptance by the Township for a period of **sixty (60)** calendar days following the date of closing.

Where the Tender document does not state a definite delivery/work schedule and a submitted Tender is based on an unreasonable delivery/work schedule, the Tender may be rejected.

### **1.11 Tender Award Procedures**

Unless stated otherwise the following procedures will apply:

The Township will notify the Successful Bidder that their Tender has been accepted, within **sixty (60)** calendar days of the Tender closing or within 3 business days from receiving council approval, whichever is shortest.

Notice of acceptance of Tender will be by telephone, email and/or by written notice. The Successful Bidder shall confirm acknowledgement of awarded Tender notice.

Immediately after acceptance of the Tender by the Township, the Successful Bidder shall provide the Township with any required documents within fourteen (14) calendar days of the date of notification of award or as otherwise specified in this tender document or by the Township.

Commencement and completion dates may be altered if mutually agreed to by the Township of Minden Hills and the Successful Bidder.

## **1.12 Indemnification**

The Successful Bidder shall indemnify and hold harmless The Township, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon The Township and against all loss, liability, judgments, claims, suits, demands or expenses which The Township may sustain, suffer or be put to resulting from or arising out of the Successful Bidders' failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the Successful Bidder, its agents, officials and employees.

## **1.13 Ability and Experience of Bidder**

It is not the purpose of the Township of Minden Hills to award this contract to any Bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and plant resources to ensure acceptable performance and completion of the Tender.

The following criteria will be utilized by the Township, through references provided in Appendix C – Experience, References & Contingencies, to determine whether a Bidder is qualified to undertake the award;

- The Bidder's ability and agreement to supply the goods/services.
- The Bidder's ability to work effectively with the Townships' staff and other representatives.
- The Bidder's history with respect to providing satisfactory results and acceptable cooperation.

The Township may reject the lowest or any submissions, if after investigation and consideration, the Township concludes, in its opinion, that the Bidder is not able to supply the goods/services in a manner satisfactory to the Township.

## 1.14 Variation of Quantities

The Township of Minden Hills reserves the right to adjust quantities. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease quantities identified in this Tender.

## 1.15 Occupational Health & Safety

The Successful Bidder must comply with all requirements set out in the *Occupational Health & Safety Act, R.S.O. 1990* and all other regulations that apply to the job at hand. The following language, requirements and conditions shall be included in all agreements with selected Bidders (and sub-selected Bidders) engaged by or on behalf of the Corporation of the Owner:

Where applicable under the Occupational Health and Safety Act (OHSA) (R.S.O.1990 C. 0.1) and regulations, made under that statute:

- a. Selected Bidders acknowledge that they have read and understood the Occupational Health and Safety Act (OHSA) (R.S.O. 1990 C. 0.1) and regulations, made under that statute.
- b. The selected Bidder shall comply with all health and safety requirements established by the Occupational Health and Safety Act and regulations, the Owner and any applicable industry standards. The selected Bidder agrees to assume full responsibility for the enforcement of same.
- c. The selected Bidder shall participate in a pre-project meeting to verify its full understanding of the major contractual requirements and expectations in the area of health and safety before the start of any work.
- d. The selected Bidder shall understand that its performance will be monitored and that their overall performance will be a major consideration for future contracts with the Owner. The frequency and detail of ongoing project monitoring will be dependent upon the nature of the work and safety precautions specified.
- e. The selected Bidder shall allow access to the work site on demand to representatives of the Owner.
- f. The Owner will take all action necessary to support the selected Bidders health and safety efforts and to ensure that the Owner owned and controlled environments in the vicinity of the project are free from hazards.
- g. The selected Bidder acknowledges and agrees that any breach or breaches of health and safety requirements, whether by the selected Bidder or any of its sub-selected Bidders may invalidate the contract.
- h. The selected Bidder acknowledges and agrees that any damages or fines that may be assessed against the Owner by reason of a breach or breaches of the OHSA by the selected Bidder or any of its sub-selected Bidders will entitle the Owner to set off the damages so assessed against any monies that the Owner may from time to time owe the bidder under this contract or any other contract

whatsoever.

- i. The selected Bidder shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agent and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Workplace Hazardous Materials Information System (WHMIS) as defined under the Occupational Health and Safety Act and shall provide appropriate Material Safety Data Sheets for these substances used for the performance of the required work, all prior to the performance of said work.
- j. Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful selected Bidder shall ensure that the requirements of the Occupational Health and Safety Act and associated regulations are complied with.
- k. The selected Bidder shall follow Workplace Hazardous Materials Information Systems (WHMIS) requirements and ensure all employees are given required training and support.
- l. The selected Bidder shall have a clearly defined safety plan/rescue plan for its workers involved in hazardous activities.
- m. The selected Bidder agrees at all times to comply with Occupational Health and Safety Standards in the workplace and further agrees to adhere to Health and Safety Standards set out in applicable statutes and regulations and to comply with written Health and Safety Policies of the Owner.
- n. Selected Bidders with known poor safety records or with inadequate qualifications or equipment will not be considered for award.
- o. Worker safety is given first priority in planning, pricing and performing the Work;
- p. Its officers and supervisory employees have a working knowledge of the duties of a Constructor and Employer under the Act and the provisions of the Regulations applicable to the Work, and a personal commitment to comply with them;
- q. Workers employed to carry out the Work possess the knowledge, skills and protective devices required by law or recommended for use by a recognized industry association to allow them to work in safety;
- r. Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers; and
- s. All subcontractors employed by the Successful Bidder to perform part of the Work and their employees are properly protected from injury while carrying out their associated duties.

## **1.16 Workplace Safety Insurance Board (WSIB)**

All Proponents must indicate WSIB coverage by providing their certificate number, or

indicate exemption from coverage as per the *Workplace Safety and Insurance Board*, on Appendix A – Submission Requirements.

The Successful Bidder shall provide proof of coverage and shall maintain this coverage throughout the length of the contract as per the terms of this contract.

If exempt from coverage, the Successful Bidder shall obtain optional coverage in the form of a letter from WSIB and must be provided to the Township within ten (10) business days of being awarded the contract, or commencement of the contract, whichever is shortest.

The Successful Bidder may request an extension, providing valid and reasonable claims for the request. Requests for an extension shall be made in writing or by email to the Department Head. Failure to meet the extension date as approved by the Township may result in the cancellation of the contract. Refer to Section 1.25 – Cancellation of Contract.

## **1.17 Insurance Requirements**

All Bidders will acknowledge their ability to provide proof of insurance in accordance with this Tender document, identified in Appendix A – Submission Requirements.

All insurance costs related below will be borne by the Successful Bidder.

The Successful Bidder, as a minimum, shall provide and maintain coverage during the term of the Contract as specified in section 1.117.1 and 1.117.2 below.

### **1.17.1 Specific Conditions**

The Successful Proponent shall, at all times, effect, maintain and keep in force, at its sole cost and expense the following coverages:

- a) A comprehensive general liability policy acceptable to the municipality providing insurance coverage to a limit of at least \$5,000,000.00 per occurrence, against loss or damage resulting from bodily injury to, or death of, one or more persons, and loss or damage to property. Such policy shall name the municipality as an additional insured 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 act or omission on the part of the Successful Bidder or any of his servants or agents during the execution of the contract.
- b) Non-owned automobile coverage of at least \$2,000,000.00 per occurrence.
- c) An automobile policy of at least \$2,000,000.00 per occurrence (if applicable).
- d) Evidence of WSIB.
- e) Evidence of Janitorial Surety Bond (Fidelity Bond) up to a minimum limit of \$100,000 of the Successful Bidder's employees.

### 1.17.2 General Conditions:

- a) The Successful Proponent shall provide proof of insurance in the form of a Certificate of Insurance indicating liability insurance with a minimum coverage of five million dollars (\$5,000,000), with **The Corporation of the Township of Minden Hills** added as an additional insured party.
- b) All policies shall be endorsed to provide the Township with not less than 30 Days' written notice of cancellation.
- c) All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario with an AM Best rating of no less than A-.
- d) Prior to commencement of the Work and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Proponent shall promptly provide the Township with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the Work.
- e) All applicable deductibles under the above required insurance policies are at the sole expense of the Successful Proponent.
- f) All policies shall apply as primary and not as excess of any insurance available to the Municipality.
- g) It is expected by the Township that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated above have been met.
- h) Insurance must remain in effect for the duration of the contract as per the terms of this RFT document. It will be the responsibility of the Successful Proponent to provide the Township with any and all renewal certificates during this period.

The Successful Proponent may request an extension, providing valid and reasonable claims for the request. Requests for an extension shall be made in writing or by email to the Department Head. Failure to meet the extension date as approved by the Township may result in the termination of the contract.

The certificate of insurance must be provided to the Township within five (5) business days of being awarded the contract, or prior to commencement of the contract, whichever is shortest. Failure to submit the requested insurance certificate by the Successful Proponent shall result in a withdrawal of the contract by the Township.

### 1.18 Limited Liabilities

The Township's liability under this Tender shall be limited to the actual goods/services ordered and provided.

### 1.19 Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Tender submission are

entirely the responsibility of the Bidder and will not be charged to the Township.

## **1.20 Protection of Work & Property**

The Successful Bidder shall provide continuous and adequate protection of all goods from damage and shall protect the Owner's property from injury or damage arising until delivery of the goods/services. The Successful Bidder shall make good any such damage or injury.

## **1.21 Regulation Compliance and Legislation**

The Successful Bidder shall ensure all goods/services provided in respect to this Tender are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

## **1.22 Accessibility**

Under the Accessibility for Ontarians with Disabilities Act, 2005, S.O 2005, c. 11 (AODA), the Township is required to incorporate accessibility criteria, features and designs when procuring or acquiring goods, services, self-service kiosks or facilities, including written materials, web content and the delivery of programs, except where it is not practicable to do so. Contract specifications and evaluation include these criteria, features and designs where applicable.

The Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA) and Regulation 191/11 Integrated Accessibility Standards (IAS), requires anyone who provides goods, services or facilities on behalf of the Township to receive training on these standards and on the Human Rights Code as they pertain to persons with disabilities.

Contractors must keep records of all training, including dates when training was provided, the number of employees who received training and individual training records for their business. Contractors are required to make this information available to the Township and/or the Province upon request.

Refer to Appendix H - Accessibility Regulations Acknowledgement for information about accessibility principles and guidelines from the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards (IAS).

## **1.23 Agreement**

The Township reserves the right to cancel the awarding of any tender in the event that both parties are unable to agree to the terms of the contract within ten (10) days, or the commencement of the project, whichever is shortest. Please also refer to Appendix M – Agreement Acknowledgement.

In the event that your Tender is accepted by Council and confirmed in writing from the Township, the Tender and the acceptance by Council shall constitute a binding contract

between the Successful Bidder and the Township, and the Successful Bidder shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the Tender documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Bidder.

#### **1.24 Assignment of Contract**

The Successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

#### **1.25 Cancellation of Contract**

The Township reserves the right to immediately terminate the Contract awarded to the Successful Bidder, or part thereof, at its own discretion, including but not limited to such items as non-compliance, non-performance, late deliveries, inferior quality, pricing problems, etc.

The Township shall not be liable to the Successful Bidder for loss of anticipated profit on the cancelled portion or portions of the work.

#### **1.26 Conflict of Interest**

The Proponent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Proponent's undertaking of the Proposal and, if selected, shall abstain from taking on work which would represent a conflict of interest over the duration of this project.

The Proponent shall declare that the proposal, submitted is in all respects fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township of Minden Hills has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said proposal.

The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Proponent on such basis.

#### **1.27 Bankruptcy**

In the event that, during the duration of the agreement, the Proponent makes an assignment for the benefit of creditors, or becomes bankrupt or insolvent, or makes a proposal to its creditors, this agreement shall immediately be terminated, and the Township shall be entitled to enter into an agreement with another party without the consent of the Proponent.

#### **1.28 Governing Laws**

This Tender and subsequent contract/agreements will be interpreted and governed by



the laws of the Province of Ontario.

## **1.29 Freedom of Information**

Any personal information required on the Tender Form is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990 (Act)*. This information forms an integral component of the Tender submission.

All written Tenders received by the Township become a public record once a Tender is deemed complete by the Township. All information contained in the Tender document is available to the public, including personal information.

Questions about collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56*, as amended, should be directed to:

Clerk, Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON  
K0M 2K0  
Telephone (705) 286-1260

The Clerk has been designated by the Township of Minden Hills Council to carry out the responsibilities of the Act.

## **1.30 Contractor Performance Evaluation**

Contractor performance is critical to the success of Township Projects. To this end, the Township has adopted a Contractor Performance Evaluation system, by which the Contractor's performance will be ranked at the end of the term of contract, or more frequently if deemed necessary.

The Township's Environmental and Property Operations Manager will complete the ranking. Once the ranking has been completed, a meeting will be set up by the Township, with the Contractor to discuss the overall ranking for performance. From this ranking will stem a recommendation to either allow the consultant to bid on future projects, place the Contractor on a two (2) year probation or to suspend the Contractor from bidding on any future contracts.

In the event of a dispute over the final ranking, the Contractor will have 20 days in which to appeal the decision. A copy of the Performance Evaluation form has been attached to this Tender (Appendix M – Contractor Performance Report)

## **1.31 Guarantee of Performance**

The Contractor guarantees that all Work will be carried out as specified in the Tender, and that the Contractor will, at the Contractor's own expense, correct all deficiencies in a manner satisfactory to the Township, for which the Contractor is held responsible by the Township, and the decision of the Township in all such matters shall be final.

The Township may, without prejudice to any other remedy, correct the following:

- If the Contractor fails to perform the Work in accordance with its obligations under the Contract.
- If there exists unsatisfied claims for damages caused by the Contractor to anyone on the Site or in connection with the Work.
- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the Work is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.

### **1.32 Township's Right to Remedy Default in Provision of Services**

It is agreed by the Parties to the Contract that if the Successful Bidder should neglect to execute the service(s) properly (a default), after **three (3)** business days written notice to the Successful Bidder setting out the particulars of the default, the Township may remedy the default of the Successful Bidder at the sole cost and expense of the Successful Bidder.

The Township shall have the authority and discretion to retain a contractor to undertake the necessary work or services to remedy the default(s) set out in the foregoing notice at the sole cost and expense of the Successful Bidder.

The Successful Bidder acknowledges and agrees that the Township shall have the authority to deduct from any payments owing to the Successful Bidder, the costs invoiced to the Township by the contractor retained to remedy the default of the Successful Bidder plus a 10% administration charge (based upon amount of such invoice pre-H.S.T.). Where no payment is owing, the Township shall invoice the Successful Bidder. The Successful Bidder agrees to pay the Township, without the right to dispute the amounts invoiced, within 15 days of the date of such invoice.

The Township's authority remedy default hereunder is without prejudice to any other remedy, action or other alternative that may be available to the Township. Continued failure of the Successful Bidder to execute the work properly shall result in a termination of Contract. The Township shall provide written notice of termination.

### **1.33 Tender Package Submissions Information Release to Other Bidders**

The number of Tenders received and the names of the Bidders are confidential and shall not be divulged prior to the public Tender opening.

## **2.0 Specific Conditions**

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### **2.1 Award**

It is the intention of the Township to award this Tender to one (1) or more qualified Bidders. The lowest or any Tender may not necessarily be accepted.

### **2.2 Confidentiality**

While conducting janitorial services for the Township, the Successful Contractor and/or their employees may encounter documents and information of a sensitive or confidential nature. The Successful Contractor will be required to maintain strict confidentiality in accordance with the Township's policies and procedures and must also complete the Appendix G - Confidentiality Acknowledgement.

### **2.3 Multiple Submissions**

Bidders wishing to offer more than one (1) submission for consideration must complete a separate Tender document for each separate offer and clearly identify each submission as a separate offer.

### **2.4 Delivery & Execution of Work**

The Successful Bidder may commence work no earlier than March 1, 2019. All work must be completed by December 31, 2021.

Once work has commenced, the Successful Bidder shall ensure continuous operations to minimize disruption to the public.

The Township reserves the right to change the term of the contract prior to the execution of an agreement.

### **2.5 Warranty**

The Tender submission shall include a brief summary covering workmanship on Appendix K – Price, Detail & Warranty Schedule. Additional warranty and/or guarantee information may be included separately.

### **2.6 Bonding**

Bidders shall include proof of their ability to be bonded. The Successful Bidder shall be required to submit a Fidelity Bond with a minimum limit of \$100,000 to the Township prior to the commencement of the contract.

Bonding must remain in effect for the duration of the contract as per the terms of this RFT document. It will be the responsibility of the Successful Bidder to provide the Township with any and all renewal certificates during this period.

## 2.7 Equivalent

Where applicable, the Township has specified certain product(s) and/or brand names throughout this document for a number of the components utilized in the good/service. In some instances, the Township would be willing to consider an equivalent for the specified item. "Equivalent" would mean an equivalent product, design, manufacturer, etc. that, in the opinion of the Township is an "acceptable" alternative. The determination of the item to be an "acceptable" equivalent will be at the sole discretion of the Township and will be identified in Appendix B – Scope of Work.

Where a product, design, manufacturer, etc. has been stipulated and, there is no alternative option, Bidders must submit based on the specified item and, without substitution.

## 2.8 Harmonized Sales Tax (HST)

HST is applicable to the item(s) listed, however, is not to be included in the Tendered unit cost. Please tender all prices "HST Extra".

## 2.9 Terms of Payment

Payment will be made in response to the Successful Bidder's invoice to the Township. The Township will not pay in part or in full until the goods/services are received. Possession will not be taken until the unit(s) meet(s) all specifications and is approved by the Environmental & Property Operations Manager or their designate(s).

Unless otherwise stated herein, the Township's normal terms of payment will be net thirty (30) calendar days from the receipt of goods/services or the date of invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

Accounts Payable  
Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON  
K0M 2K0  
[accountspayable@mindenhills.ca](mailto:accountspayable@mindenhills.ca)

The Township may withhold, suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect themselves from loss, due to one or more of the following:

- a) Where the Contractor is not performing the Work satisfactorily;
- b) Where there exists unsatisfied claims for damages caused by the Contractor to anyone on the Site or in connection with the Work.

## 2.10 Settlement of Disputes

Until the Contract has been terminated, the Contractor must at all times provide the Work. If there is a dispute or difference concerning the Work or the interpretation of the Contract then either party may notify the other that it wishes the dispute to be referred to

a meeting with the Environmental and Property Operations Manager and the Contractor to resolve, negotiating in good faith.

## 2.11 Tender Selection

### 2.11.1 Evaluation Stages and Total Evaluation Points Available

The Township of Minden Hills will conduct the evaluation of Tenders in three (3) stages as follows:

#### Stage 1 – RFT Review (pass/fail)

A review will be undertaken to determine if the submitted Tender complies with all the mandatory requirements (inclusion of all Appendices and compliance with Appendix A - Submission Requirements and deadline).

Tenders that do not comply with the mandatory requirements shall, subject to the reserved rights of the Township of Minden Hills and the Township's Procurement Policy, be disqualified and not evaluated further.

#### Stage 2 – Rated Criteria (40 points)

Stage 2 will consist of a scoring by the Selection Committee of each qualified Tender on the basis of the detailed criteria as displayed in the submitted proposal, and as per Appendix C Experience, References & Contingencies and the assessment and scoring against the criteria set out in Appendix O – Evaluation Matrix.

The following is an overview of the categories and weightings for the Stage 2 criteria of the RFP:

Criteria	Maximum Points
Ability & Experience of Proponent (based on components as per Appendix C Experience, References & Contingencies and as per Appendix O – Evaluation Matrix)	
1. Quality & Experience of Team	20
2. Past Experience on Other Municipal Projects	20
<b>Total Points</b>	<b>40</b>

#### Stage 3 – Evaluation and Pricing (60 points)

Stage 3 will consist of a scoring of the pricing submitted on Appendix J – Price, Detail & Warranty Schedule. The evaluation of the price/cost shall be undertaken only after the first two (2) stages have been completed.

Each Bidder will receive a percentage of the total possible **60** points allocated to price by dividing the Bidder's price into the lowest tender of the short-listed Bidders.

For example, if the lowest Tender price is \$120.00, that Bidder received 100% of the points ( $120/120 = 100\%$ ), or **60** points. A Bidder who Tenders \$150 receives 80% of the

possible points (120/150 = 80%) or **48** points. A Bidder who Tenders \$240 receives 50% of the possible points (120/240 = 50%) or **30** points.

### 2.11.2 Total Evaluation Points Available

Overall, a Bidder may receive a maximum of **100** Evaluation points as follows:

Criteria	Maximum Points
Stage 1 - Compliance with Submission Requirements	Pass/Fail
Stage 2 - Rated Criteria	40
Stage 3 - Pricing	60
<b>Total</b>	<b>100</b>

### 2.12 Inquiries

Inquiries concerning the Tender specifications general Tender process are to be directed to:

Shannon Prentice  
Deputy Clerk/Administrative Assistant  
(705) 286-1260 ext. 313  
[sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Tender will be circulated as outlined in section 1.9 of this document, as a Request for Tender Addendum to all registered document takers who have received the Request for Tender document from the Township.

Inquiries must be received no later than **three (3)** business days prior to the closing date, on or before 12:00 noon, local time; otherwise a response may not be provided.

## 3.0 Tender Specifications

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### 3.1 Overview

The Township of Minden Hills requires janitorial services for various buildings within the Township. The janitorial services have been separated into separate categories as set out in the tables below:

Category "A" Properties	Location
Administration Office & Council Chambers Combined building consisting of a 2 storey Administration Building attached to a single storey Council Chambers	7 Milne Street, Minden Ontario
Public Washrooms Attached to the Old Fire Hall, accessible separately, by key only	5 Pritchard Lane, Minden Ontario
Minden Public Library 1 storey building	176 Bobcaygeon Road, Minden Ontario

Category "B" Properties	Location
Fire Hall 1 storey building	12418 Highway 35, Minden Ontario

Category "C" Properties	Location
Minden Hills Cultural Centre consisting of the Cultural Centre, Agnes Jamieson Gallery and Common Room	176 Bobcaygeon Road, Minden Ontario
Nature's Place	176 Bobcaygeon Road, Minden Ontario

Category "D" Properties	Location
Lochlin Hall	Minden Ontario

Category "E" Properties	Location
Irondale Hall	Minden Ontario

Bidders may submit for one Category only, for a combination of categories or all categories as set out in Appendix K – Price, Detail & Warranty Schedule.

The term of the Contract shall be for three (3) years, from March 1, 2019 to December 31, 2021. The Township may, at its discretion, offer an additional two (2) year contract renewal or two (2) one (1) year contract renewal options to the Successful Bidder as set out in the terms and conditions of the Contract and upon mutual agreement of both parties.

### **3.2 Scope of Work**

The services required to be completed at each site has been separated into daily, weekly, monthly and annual services and outlined in Appendix B – Scope of Work in the following schedule sequence:

- Schedule 1 – Administration Building and Council Chambers
- Schedule 2 – Public Washrooms
- Schedule 3 – Library
- Schedule 4 – Fire Hall
- Schedule 5 – Minden Hills Cultural Centre
- Schedule 6 – Nature’s Place
- Schedule 7 – Lochlin Hall
- Schedule 8 – Irondale Hall

The Township reserves the right to request any services as described in the Contract as required. From time to time the Township may also require additional services that have not been outlined in the above-noted schedules.

The Township reserves the right to remove, alter or add services/duties and to renegotiate pricing with the Successful Bidder.

If the parties cannot successfully renegotiate, the Township also reserves the right to cancel all services or to award any or all revised services to another provider.

### **3.3 Bidder Experience**

Bidders shall submit a **brief summary** that will accompany Appendix C – Experience, References & Contingencies that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated, experienced personnel for the term of the contract, ability to perform within time constraints, location and/or local knowledge, professional independence/integrity and managerial ability.

This report may be used by the Township in assessing the Bidder’s ability and experience for the contract.

### **3.4 Bidder Responsibilities**

The Successful Bidder shall be responsible for:

- Supplying the necessary labour required to provide efficient and consistent janitorial services.
- Providing the Township with proof of valid training for Workplace Hazardous Material Information System (WHMIS), now the Global Harmonized System (GHS), for the Successful Bidder and any of its Employees. Proof shall be provided to the Township prior to commencement of the contract.
- Providing the Township with all certifications and renewals for new employees within one (1) business day of obtaining.



- Scheduling all work as to not disrupt from the daily operations of Staff and Members of the Public. A schedule of work, approved by the EPOM, or designate(s), must be submitted prior to the start of work. The schedule shall include the average hours of work per week per facility and an estimated timeline of services provided as outlined in Appendix B – Scope of Work for each facility, to be approved by the EPOM, or designate(s).
- Supplying the EPOM, or Human Resources department, with a current list of any and all employees who will be accessing the facilities. This list shall be updated and provided to the EPOM, or designate, as staffing changes occur or within one (1) business day, whichever is shorter.
- Placing all supply orders, through approved suppliers as provided by the Township. All orders for cleaning products, supplies and equipment must first be approved by the EPOM, or designate, prior to submitting the order.
- The onsite storage of supplies, including unpacking, shelving and inventory control.
- Supplying Hazardous Material Data Sheets (MDS) to the EPOM, or designate, for updated or new materials or products received.

### **3.5 Township Responsibilities**

The Township shall be responsible for provide adequate storage for and the supply of all the cleaning products, supplies and equipment as required at each location.

The Township shall provide building access codes and keys as required.

### **3.6 Pricing Requirements**

Bidders may submit prices for a single category, a combination of categories or for all categories in a single submission. The total cost for each category shall be submitted on the supplied Appendix K – Price, Detail & Warranty Schedule and shall include all labour and transportation costs.

### **3.7 Site Visit**

A tour of the facilities is a mandatory component of this Request for Tender and has been scheduled for **January 15, 2019 at 10:30 AM**, commencing at the Administration Office. Please contact the Environmental and Property Operations Manager at 705-286-1260 ext. 216 or by email at [iingram@mindenhills.ca](mailto:iingram@mindenhills.ca) for more information.

### **3.8 General Instructions**

For each Specification item listed, you are required to indicate your compliance of each item. Please do so as follows:

- You are able to provide the item as specified - indicate **YES** in the Bidder's Compliance box.

- You are not able to provide the item as specified - indicate **NO** in the Bidder's Compliance box.
- Where an item allows for an "Alternative" to the specified item, you may indicate **YES** to the item as specified or you may provide your **alternative item** in the Bidder's Compliance box.

Where minimums are called for, the item must meet or exceed the capacity, size or performance as specified, unless an alternative is allowed. This specification may list only the major details for the specification items. Therefore, it is the Bidder's responsibility to deliver fully equipped items with compatible components to provide dependable efficient service.

## Appendix A

### Submission Requirements

#### \*\*MANDATORY COMPLETION\*\*

All Bidders are required to successfully meet the mandatory requirements described in the following table and **submit with this tender**, proof of meeting these requirements. Failure to meet the requirements under this Appendices will constitute in an automatic rejection.

Specification	Mandatory/ Optional/NA	Bidder's Compliance <small>(see also WSIB &amp; Insurance Acknowledgement below)</small>
1 WSIB Account #: _____ As per section 1.16 of this document.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
2 Insurance requirements as described in section 1.17 of this document.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
2 Product/Workmanship Warranty as described in section 2.5 of this document.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
3 Tour of facilities as described in section 3.7 of this RFT document.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
4 One (1) additional hardcopy of the completed Tender document submitted. (NOTE - One (1) hardcopy is mandatory).	Preferred	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### **WSIB and Insurance Acknowledgement**

By signing below, I \_\_\_\_\_, acknowledge that  
Name of individual

\_\_\_\_\_ has the ability to provide the requested WSIB,  
Name of company

and Insurance certificate(s) in accordance with this Tender document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix B

### Scope of Work SCHEDULE 1 – Administration Building

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

#### **Entrance/Exit Areas and Lobbies**

---

##### **Daily Services include:**

- Damp-wipe, using a germicidal agent, all door knobs, door handles and push bars, as required;
- Monitor and clean smudges and finger prints, as required, from both sides of all entrance windows, as required;
- Floors will be swept and washed or vacuumed as required;
- All waste receptacles shall be emptied and the liners replaced if required, the refuse shall be stored in the basement closet.

##### **Weekly Services include:**

- Monitor cloth furniture and spot-wiping, if required proceed to spot removal;
- Monitor and damp-wipe all doors, frames and walls to remove smudges and finger marks;
- All carpeted areas will be vacuumed.

##### **Monthly Services include:**

- Damp-wipe chair legs and chair bases to remove dust spots and smudges, as required;
- Vacuum all fabric furniture;
- Monitor and remove dust webs;
- Dust inside window ledges;
- Monitor air returns, heating and air outputs keep clear of dust.

##### **Yearly Services include:**

- All non-carpeted flooring shall be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the EPOM and the Contractor.

#### **Washrooms**

---

##### **Daily Services include:**

- Damp-wipe, using a germicidal agent, all door knobs, door handles and push bars;
- Damp-wipe paper towel and toilet paper receptacles;

- Damp-wipe all mirrors, counters,
- Sweep and thoroughly wash floors with a germicidal agent;
- Clean and disinfect all basins, toilet bowls, urinals and both sides of the toilet seats;
- Replenish toilet tissue holders, soap dispensers and hand sanitizers as required;
- Empty all waste receptacles.

**Weekly Services include:**

- Damp-wipe, with a germicidal agent, partitions;
- Damp-wipe all shelves and any exposed plumbing;
- Monitor and remove any dust webs;
- Monitor and remove smudges and fingerprints from doors and door frames;
- Damp-wipe, with a germicidal agent, wall areas around toilet bowls and urinals.

**Monthly Services include:**

- Clean light fixtures and grills;
- Clean area where trim meets flooring (built up corners, base of counters and toilets).
- Monitor air returns, heating and air outputs keep clear of dust.

**Yearly Services include:**

- All non-carpeted flooring shall be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the EPOM and the Contractor.
- Clean inside of windows 2 times/year (May, and October).

**Kitchen**

---

**Daily Services include:**

- Damp-wipe the top of the tables;
- Damp-wipe the chairs to remove dust and smudges;
- Clean, with a germicidal agent, sinks and all non-food surfaces;
- Clean, with a food safe agent, countertops, microwave and all food surfaces;
- Clean, dry and put away all **Township** dishes, this does not include any personal dishes;
- Remove stains and clean spills from doors, walls and floors;
- All waste receptacles will be emptied and liners replaced as required;
- Floors will be swept and washed or vacuumed as required.

**Weekly Services include:**

- Monitor and remove dust webs.

### **Monthly Services include:**

- Dusting of horizontal surfaces beyond five (5) feet in height;
- Clean and remove insects from the light fixtures;
- Damp-wipe the top and sides of refrigerator;
- Damp-wipe the base of tables.
- Monitor air returns, heating and air outputs keep clear of dust.

### **Yearly Services include:**

- All non-carpeted flooring will be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the EPOM and the Contractor;
- The refrigerators shall be defrosted and cleaned two (2) times per year, in May and September.

### **Offices and Meeting Rooms**

---

#### **Daily Services include (if required):**

- Damp-wipe, with a germicidal agent, all telephones including the receiver;
- Damp-wipe, with a germicidal agent, all door knobs and door handles;
- Floors swept, washed or vacuumed as required;
- All waste receptacles will be emptied and liners replaced as required;
- Remove finger marks and smudges from Office walls, hallways and doors;
- Damp-wipe, with a germicidal agent, all work tables, desks and counters.

#### **Weekly Services Include:**

- Monitor cloth furniture and spot-wiping, if required proceed to spot removal;
- Monitor and damp-wipe all doors, frames and walls to remove smudges and finger marks.

#### **Monthly Services include:**

- Dust the sides of desks and file cabinets;
- Damp-wipe window ledges;
- Dust wall hangings, tops of doors, high ledges, exit signs, wall clocks and similar items;
- Vacuum all fabric chairs;
- Thoroughly vacuum all carpeted floors wall to wall, corners and edges;
- Damp-wipe all non-fabric chairs;
- Clean and remove insects from the light fixtures.
- Monitor air returns, heating and air outputs keep clear of dust.

#### **Yearly Services include:**

- All blinds to be dusted during the Christmas break;
- All non-carpeted flooring shall be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the EPOM and the Contractor.

## Council Chambers

---

### Daily Services include: (only if the Chambers have been used)

- Damp-wipe chairs;
- Damp-wipe, with a germicidal agent, all door knobs and handles;
- All waste receptacles will be emptied and liners replaced as required;
- Vacuum all carpeting;
- Damp-wipe all work tables, desks and benches;
- Completely clean washrooms with a germicidal agent.

### Weekly Services include:

- Dust the sides of desks;
- Damp-wipe window ledges;
- Damp-wipe all non-fabric chairs.

### Monthly Services include:

- Monitor and clean fingerprints and smudges from all entrance windows as required;
- Damp-wipe chair legs and bases to remove dust and smudges;
- Dust inside window ledges;
- Monitor and remove dust webs;
- Thoroughly vacuum all carpeted floors wall to wall, corners and edges;
- Clean and remove insects from the light fixtures;
- Dust wall hangings, tops of doors, high ledges, exit signs, wall clocks and similar items.
- Monitor air returns, heating and air outputs keep clear of dust.

### Yearly Services include:

- All non-carpeted flooring shall be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the EPOM and the Contractor.
- Clean inside of windows 2 times/year (May, and October).

All of the services outlined above are on an “as required” basis.

**Bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## APPENDIX B

### Scope of Work SCHEDULE 2 - Public Washrooms

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

---

#### **Daily Services include:**

- Damp-wipe, with a germicidal agent, all door knobs, door handles and push bars;
- Damp-wipe the paper towel and toilet paper receptacles;
- Damp-wipe all mirrors, counters, shelves
- Damp-wipe, with a germicidal agent, partitions;
- Damp-wipe all shelves and any exposed plumbing, as required;
- Monitor and remove smudges and fingerprints from doors and door frames;
- Damp-wipe, with a germicidal agent, wall areas around toilet bowls and urinals;
- Sweep and thoroughly wash floors with a germicidal agent;
- All waste receptacles will be emptied and liners replaced as required;
- Clean and disinfect all basins, toilet bowls, urinals and both sides of the toilet seats;
- Replenish toilet tissue holders, soap dispensers and hand sanitizers as required.

#### **Monthly Services include:**

- Clean and remove insects from the light fixtures;
- Clean area where trim meets flooring (built up corners, base of counters and toilets)
- Monitor and remove any dust webs.
- Monitor air returns, heating and air outputs keep clear of dust.

All of the services outlined above are on an “as required” basis.

**Bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## APPENDIX B

### Scope of Work SCHEDULE 3 - Library

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

---

#### **Daily Services include:**

- Damp-wipe, with a germicidal agent, all door knobs, door handles and push bars;
- Monitor cloth furniture and spot-wiping, if required proceed to spot removal;
- Damp-wipe all furniture, ledges and similar surfaces to remove dust and smudges;
- Sweep and wash all non-carpeted flooring;
- All waste receptacles will be emptied and liners replaced as required, the refuse shall be stored in the Library Delivery room for pickup every Friday;
- Vacuum all carpeted areas.

#### **Weekly Services include:**

- Damp-wipe chair legs and bases to remove dust and smudges;
- Damp-wipe to remove smudges and fingerprints from all doors, frames and walls.

#### **Monthly Services include:**

- Vacuum all fabric furniture;
- Monitor and clean to remove smudges and fingerprints on both sides of all entrance windows as required;
- Dust inside window ledges;
- Monitor and remove dust webs;
- Clean and remove insects from the light fixtures;
- Monitor air returns, heating and air outputs keep clear of dust.

#### **Yearly Services include:**

- All non-carpeted flooring shall be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the EPOM and the Contractor.
- Clean inside of windows 2 times/year (May, and October).

All of the services outlined above are on an "as required" basis.

**Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## APPENDIX B

### Scope of Work SCHEDULE 4 – Fire Hall

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

---

#### **Monthly Services include:**

- Clean the training room floors, tables and chairs;
- Clean, with a germicidal agent, sinks and all non-food surfaces;
- Clean, with a food safe agent, countertops, microwave and all food surfaces;
- Clean the kitchen floors
- Clean the washroom floors, sinks, toilets, and urinal and counter tops.
- Clean the three offices floors, tables and chairs;
- Clean and remove insects from the light fixtures.
- Monitor air returns, heating and air outputs keep clear of dust.

#### **Yearly Services:**

- Clean windows once a year inside and out.

All of the services outlined above are on an “as required” basis.

**Bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## APPENDIX B

### Scope of Work SCHEDULE 5 – Minden Hills Cultural Centre

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

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#### **Cultural Centre/Agnes Jamieson Gallery/Common Room**

---

##### **Daily Services include:**

- Damp-wipe, with a germicidal agent, all door knobs, door handles and push bars walls near sinks, soap dispenser etc.;
- Sweep and wash all non-carpeted flooring;
- All waste receptacles will be emptied, washed and liners replaced as required, refuse is to be stored in the appropriate containers for pick up;
- Vacuum all carpeted areas;
- All entrances and front doors are to be cleaned;

##### **Weekly Services include:**

- Monitor cloth furniture and spot-wiping, if required proceed to spot removal;
- Damp-wipe all furniture, reception desk area, office and surfaces to remove dust and smudges;
- Monitor and remove dust webs;
- Monitor and damp-wipe all doors, frames and walls to remove smudges and fingerprints.

##### **Monthly Services include:**

- Clean and remove insects from light fixtures and air returns except at the Agnes Jamieson Gallery.

##### **Yearly Services include**

- The washrooms and hallway in the Gallery shall be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the Site Authority and the Contractor.
- Window cleaning – inside and out spring and fall

#### **Washrooms**

---

##### **Daily Services include:**

- Damp-wipe, with a germicidal agent, all door knobs, door handles and push bars;
- Damp-wipe paper towel and toilet paper receptacles;
- Damp-wipe all mirrors and counters;
- Sweep and wash floors with a germicidal agent;
- Clean and disinfect all basins, toilet bowls, urinals and both sides of the toilet

seats;

- Replenish toilet tissue, soap dispensers and hand sanitizers as required;
- All waste receptacles will be emptied and liners replaced as required
- Refuse is to be stored in the appropriate containers for pick up.

**Weekly Services include:**

- Damp-wipe, with a germicidal agent, partitions;
- Monitor and remove smudges and fingerprints from doors and door frames;
- Damp-wipe, with a germicidal agent, wall areas around toilet bowls and urinals.

**Monthly Services include:**

- Clean and remove insects from light fixtures and air returns;
- Monitor and remove dust webs;
- All waste receptacles will be emptied and liners replaced as required
- Damp-wipe all shelves and any exposed plumbing.

**Yearly Services include:**

- The washrooms and hallway in the Gallery will be thoroughly cleaned, stripped and waxed if required, at the Contractor's convenience.

**Kitchen**

---

**Daily Services include:**

- Damp-wipe table tops
- Damp-wipe the chairs to remove dust and smudges;
- Clean, with a germicidal agent, sinks and all non-food surfaces;
- Clean, with a food safe agent, countertops, microwave and all food surfaces;
- Clean, dry and put away all Township dishes, this does not include any personal dishes;
- Remove stains and clean spills from doors, walls and floors;
- All waste receptacles will be emptied and liners replaced as required;
- Floors will be swept and washed or vacuumed as required.

**Monthly Services include:**

- Dusting of horizontal surfaces beyond five (5) feet in height;
- All waste receptacles shall be washed and the liners replaced;
- Clean and remove insects from the light fixtures;
- Damp-wipe the top and sides of the refrigerator.

**Yearly Services include:**

- All non-carpeted flooring shall be thoroughly cleaned, stripped and waxed at a mutually agreed upon date between the Site Authority and the Contractor.
- The refrigerator shall be defrosted and cleaned two (2) times per year in May and September.

<b>Bidder:</b> _____	<b>Date:</b> _____
<b>Signature:</b> _____	

## APPENDIX B

### Scope of Work SCHEDULE 6 – Nature’s Place

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

---

#### **Daily Services include:**

- Damp-wipe, with a germicidal agent, all door knobs, door handles and push bars;
- Monitor and damp-wipe all furniture, ledges and similar surfaces to remove dust and smudges;
- Sweep and clean all non-carpeted flooring;
- All waste receptacles will be emptied, washed and liners replaced as required;
- Vacuum all carpeted areas;
- Clean the entrance door glass.

#### **Weekly Services include:**

- Monitor cloth furniture and spot-wiping, if required proceed to spot removal;
- Monitor and remove dust webs;
- Damp-wipe all doors, frames and walls to remove smudges and fingerprints;
- Clean all outside windows;
- Vacuum all fabric furniture;
- Dust inside window ledges.

#### **Monthly Services include:**

- Clean and remove insects from the light fixtures;
- Damp-wipe chair legs and bases to remove dust and smudges.

**Bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## APPENDIX B

### Scope of Work SCHEDULE 7 – Lochlin Hall

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

---

#### **Services required after each scheduled event:**

- Damp-wipe, with a germicidal agent, all door knobs, door handles and push bars;
- Damp-wipe all furniture, ledges and similar surfaces to remove dust and smudges;
- Clean, with a germicidal agent, sinks and all non-food surfaces;
- Clean, with a food safe agent, countertops, stove, fridges and microwave appliances and all food surfaces;
- Monitor and remove dust webs;
- Sweep and clean non-carpeted flooring
- Monitor and damp-wipe all doors, frames and walls to remove smudges and fingerprints;
- Damp-wipe, with a germicidal agent, partitions;
- Damp-wipe paper towel and toilet paper receptacles;
- All waste receptacles will be emptied, washed and liners replaced as required;
- Clean and disinfect all basins, toilet bowls, urinals and both sides of the toilet seats;
- Replenish toilet tissue holders, soap dispensers and hand sanitizers as required;
- Damp-wipe, with a germicidal agent, wall area around toilet bowl and urinal.

<b>Bidder:</b> _____	<b>Date:</b> _____
<b>Signature:</b> _____	

## APPENDIX B

### Scope of Work SCHEDULE 8 – Irondale Hall

#### **\*\*MANDATORY COMPLETION\*\***

The following outlines various general duties. Other minor duties may be assigned as required.

---

#### **Services required after each scheduled event:**

- Damp-wipe, with a germicidal agent, all door knobs, door handles and push bars;
- Damp-wipe all furniture, ledges and similar surfaces to remove dust and smudges;
- Clean, with a germicidal agent, sinks and all non-food surfaces;
- Clean, with a food safe agent, countertops, stove, fridges and microwave appliances and all food surfaces;
- Monitor and remove dust webs;
- Sweep and clean non-carpeted flooring
- Monitor and damp-wipe all doors, frames and walls to remove smudges and fingerprints;
- Damp-wipe, with a germicidal agent, partitions;
- Damp-wipe paper towel and toilet paper receptacles;
- All waste receptacles will be emptied, washed and liners replaced as required;
- Clean and disinfect all basins, toilet bowls, urinals and both sides of the toilet seats;
- Replenish toilet tissue holders, soap dispensers and hand sanitizers as required;
- Damp-wipe, with a germicidal agent, wall area around toilet bowl and urinal.

<b>Bidder:</b> _____	<b>Date:</b> _____
<b>Signature:</b> _____	

## Appendix C

### Experience, References & Contingencies

**\*\*MANDATORY COMPLETION\*\***

Three (3) references and a contingency plan **must** be provided in the table below for the purpose of assessing the Bidder's ability and experience.

The Bidder **shall also submit, with this document**, a **brief summary** that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/integrity and managerial ability.

<b>References</b>	
<b>1</b>	<p><b>Reference No.1</b>            Name:            Contact Name &amp; Title:            Phone No.:            Term of Contract:            Nature of Contract:</p> <hr/> <p><b>Reference No.2</b>            Name:            Contact Name &amp; Title:            Phone No.:            Term of Contract:            Nature of Contract:</p> <hr/> <p><b>Reference No.3</b>            Name:            Contact Name &amp; Title:            Phone No.:            Term of Contract:            Nature of Contract:</p>
<b>Contingency Plan</b>	
<b>2</b>	<p><i>Please provide details on a contingency plan to be implemented by the Successful Bidder in the event of service and/or delivery disruptions due to emergency situations i.e. Spills, fire or other potentially hazardous occurrences.</i></p>



## Appendix D

### Suppliers & Subcontractors

#### **\*\*MANDATORY COMPLETION\*\***

Please provide information on the suppliers and/or subcontractors as it will apply to your tender submission. If there are none, please submit N/A.

<b>Suppliers</b>
<b>Supplier No.1</b> Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
<b>Supplier No.2</b> Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
<b>Contractors</b>
<b>Subcontractors No. 1</b> Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:
<b>Subcontractors No. 2</b> Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:

# Appendix E

## Bidder Information

**\*\*MANDATORY COMPLETION\*\***

Information provided must be legible and made in a non-erasable medium.

	Bidder's Contact Individual	
	Office Phone #	
	Toll Free #	
	Cellular #	
	Fax #	
	E-mail address	
	Website	
	HST Account #	
	1 <sup>st</sup> Emergency Contact Name	
	1 <sup>st</sup> Emergency Contact Phone #	
	2 <sup>nd</sup> Emergency Contact Name	
	2 <sup>nd</sup> Emergency Contact Phone #	

# Appendix F

## Declaration Form

**\*\*MANDATORY COMPLETION\*\***

<b>For the provision of:</b>	<b>Janitorial Services for the Township of Minden Hills</b>			
<b>As supplied by:</b>	_____			
	Firm Name			
	_____			
	Mailing Address	City	Prov.	Postal Code

<b>To:</b>	Township of Minden Hills			
	7 Milne Street, PO Box 359			
	Minden, ON			
	K0M 2K0			

### The Bidder Declares:

1. No person(s), firm or corporation, other than the Bidder, has any personal interest in this Tender or in the award for which this Tender is made;
2. No member of Council, no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This Tender submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Tender submission for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this Tender document.

### LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
PRINT NAME OF WITNESS

\_\_\_\_\_  
PRINT NAME OF BIDDER

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF BIDDER

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

## Appendix G

### Confidentiality Acknowledgement

**\*\*MANDATORY COMPLETION\*\***

I \_\_\_\_\_, confirm that:

I understand that myself, and/or my employees, may view or come in contact with confidential information while performing the duties of the Contract as described in RFT #EPO 19-01 for the provision of service for Janitorial Services for the Township of Minden Hills.

I acknowledge that as part of the condition of the Contract, I will hereby undertake to keep in strict confidence any information that I may view or come in contact with regarding any business of The Township of Minden Hills or any other organization that comes to my attention while at The Township of Minden Hills.

I also agree to never remove any confidential material of any kind from the premises of The Township of Minden Hills unless authorized as part of my duties, or with the express permission or direction to do so from The Township of Minden Hills.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position (i.e. owner, employee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix H

### Accessibility Regulations Acknowledgement

**\*\*MANDATORY COMPLETION\*\***

#### Accessibility Training:

[The Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 \(AODA\)](#) and [Regulation 191/11 Integrated Accessibility Standards \(IAS\)](#), requires anyone who provides goods, services or facilities on behalf of the Township to receive training on these standards and on the [Human Rights Code](#) as they pertain to persons with disabilities.

An online [Serve-Ability](#) e-course is available for free and includes the Province's IAS training. It is the responsibility of the Contractor to ensure they have read and understand the Act, Regulations and training in regards to persons with disabilities.

Web links for information and training purposes are provided below:

AODA - <https://www.ontario.ca/laws/statute/05a11>

IAS - <https://www.ontario.ca/laws/regulation/110191>

Human Rights Code - <https://www.ontario.ca/laws/statute/90h19?search=e+laws>

Serve-Ability - [https://www.ocapdd.on.ca/Forms/Volunteer/SAE/HTML\\_Eng/index.html](https://www.ocapdd.on.ca/Forms/Volunteer/SAE/HTML_Eng/index.html)

AccessON - <https://accessontario.com/>

#### Training Records:

Contractors must keep records of all training, including dates when training was provided, the number of employees who received training and individual training records for their business. Contractors are required to make this information available to the Township and/or the Province upon request.

#### Accessible Procurement:

Under the general requirement of the IASR, the Township is required to incorporate accessibility criteria, features and designs when procuring or acquiring goods, services, self-service kiosks or facilities, including written materials, web content and the delivery of programs, except where it is not practicable to do so. Contract specifications and evaluation include these criteria, features and designs where applicable.

More information on these subjects can be found on our municipal website at [www.mindenhills.ca](http://www.mindenhills.ca), the [Regulation 191/11 Integrated Accessibility Standards](#), Accessibility Ontario website at [AccessON](#), and available from the Ministry of Economic Development, Employment & Infrastructure's website, the link is provided below: (<http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/ado.aspx>).

If you have questions please do not hesitate to contact your Contracting Authority.

**Acknowledgement**

I \_\_\_\_\_, confirm that:

- I have read, and understand my responsibilities, and meet the requirements under the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA)* and *Regulation 191/11 Integrated Accessibility Standards* as outlined in the tender document and this appendix;
- I have completed the on-line Serve-Ability e-course as provided in this appendix.
- All required training information will be provided to the Township if requested.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Appendix I

## Health & Safety Declaration Form

**\*\*MANDATORY COMPLETION\*\***

All work performed under this Contract must be carried out in accordance with the terms and conditions of the *Occupational Health & Safety Act, R.S.O. 1990*, as amended and any other applicable legislation.

Failure to comply with Safety Regulations, as set out above and in section 1.15 of this document, may result in the immediate cancellation of this contract.

I acknowledge that I understand my responsibilities under the *Occupational Health & Safety Act, R.S.O. 1990*, as amended, and agree that all workers under my employment will comply with this Act and all other applicable regulations.

---

Date

---

Bidder (please print)

---

Signature (Authorized Agent)

---

Company Name

## Appendix J

### Smoke Free Ontario Act Contractor Acknowledgement Form

**\*\*MANDATORY COMPLETION\*\***

On behalf of \_\_\_\_\_ (name of Contractor) and its employees, I hereby understand that the Smoke-Free Ontario Act prohibits smoking in any enclosed workplaces and any enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

I understand that smoking is prohibited inside any enclosed area in this premise and/or any workplace vehicles.

During the duration of the contract, including any related amendments and/or extensions, Contractors, and their employees, shall adhere to the Smoke Free Ontario Act, 2017 and all other applicable legislation and/or regulations or requirements, in regards to cigarette, e cigarette and cannabis use.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bidder (please print)

\_\_\_\_\_  
Signature (Authorized Agent)

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



## Appendix K

### Price, Delivery & Warranty Schedule

**\*\*MANDATORY COMPLETION\*\***

1) **Tender No. RFT – EPO 19-01**: Janitorial Services for the Township of Minden Hills

2) **Period of Goods/Services Required**: March 1, 2019 to December 31, 2021

### 3) Category “A” Properties

	2019	2020	2021	“Optional” 2022	“Optional” 2023
<i>Prices to be shown as an <b>Annual Cost</b> per year</i>					
a) Administration Office and Council Chambers	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
COST	\$	\$	\$	\$	\$
b) Public Washrooms	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
COST	\$	\$	\$	\$	\$
c) Library	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
COST	\$	\$	\$	\$	\$
<b>Category “A” TOTAL COST</b>	\$	\$	\$	\$	\$

4) Category "B" Properties					
	2019	2020	2021	"Optional" 2022	"Optional" 2023
<i>Prices to be shown as an <b>Hourly Rate</b> per year</i>					
Fire Hall	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
<b>Category "B" TOTAL COST</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr

5) Category "C" Properties					
	2019	2020	2021	"Optional" 2022	"Optional" 2023
<i>Prices to be shown as an <b>Hourly Rate</b> per year</i>					
Minden Hills Cultural Centre	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
<b>COST</b>					
Nature's Place	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
<b>COST</b>	\$	\$	\$	\$	\$
<b>Category "C" TOTAL COST</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr

6) Category "D" Properties					
	2019	2020	2021	"Optional" 2022	"Optional" 2023
<i>Prices to be shown as an <b>Hourly Rate</b> per year</i>					
Lochlin Hall	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
<b>Category "D" TOTAL COST</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr

7) Category "E" Properties					
	2019	2020	2021	"Optional" 2022	"Optional" 2023
<i>Prices to be shown as an <b>Hourly Rate</b> per year</i>					
Irondale Hall	\$	\$	\$	\$	\$
H.S.T.	\$	\$	\$	\$	\$
<b>Category "E" TOTAL COST</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr

8) Additional Cleaning Services					
	2019	2020	2021	"Optional" 2022	"Optional" 2023
<i>Prices to be shown as an <b>Hourly Rate</b> per year</i>					
Additional Cleaning Services	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
H.S.T.	\$	\$	\$	\$	\$
<b>Additional Cleaning Services TOTAL COST</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr

**9) Warranty Details**

Provide a brief statement of term and coverage for manufacturer's warranty if applicable. Additional material to be submitted separately):

**Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Appendix L

### Guarantee of Performance/Cancellation of Contract

#### **\*\*MANDATORY COMPLETION\*\***

The Contractor guarantees that all Work will be carried out as specified in the Tender, and that the Contractor will, at the Contractor's own expense, correct all deficiencies in a manner satisfactory to the Township, for which the Contractor is held responsible by the Township, and the decision of the Township in all such matters shall be final.

The Township may, without prejudice to any other remedy, correct the following:

- If the Contractor fails to perform the Work in accordance with its obligations under the Contract.
- If there exists unsatisfied claims for damages caused by the Contractor to anyone on the Site or in connection with the Work.
- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the Work is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.

#### **Acknowledgement**

I \_\_\_\_\_, confirm that I have read, understand and agree to the requirements outlined in Appendix L – Guarantee of Performance/Cancellation of Contract.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Appendix M

### Agreement Acknowledgement

#### **\*MANDATORY COMPLETION\***

In the event that the Township of Minden Hills wishes to enter into a Contract Agreement with the Successful Bidder for the provision of Janitorial Services for the Township of Minden Hills, upon final approval from Council.

The following Tender document items will form part of the agreement document:

Contract Term, Tender document including all appendices, Scope of Work, Health and Safety, Workplace Safety Insurance Board (WSIB), Insurance Requirements, Cancellation of Contract, Limited Liabilities, Protection of Work & Property, Regulation Compliance and Legislation, Accessibility, Assignment of Contract, Cancellation of Contract, Contract Liquidated Damages, Terms of Payment, Warranty, Appendices A, B, C, D, E, F, G, H, I, J, K, L, M, N.

The Successful Bidder hereby acknowledges, by signing below, that any information included in the Tender submission, including the Tender document, Form of Tender, Appendices and/or other submission requirements, will become public information and form part of the completed Contract Agreement. The Township encourages the use of business/professional information only in all tender submissions. It is acknowledged that the agreement will be reviewed and agreed upon by both parties prior to signing.

In the event that a Contract Agreement is not required and your Tender is accepted by Council and confirmed by a letter from the Township, the Tender and the acceptance by Council shall constitute a binding contract between the Tenderer and the Township, and the successful Tenderer shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the Tender documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the successful Tender.

#### **Acknowledgement**

I \_\_\_\_\_, confirm that I have read, understand and agree to the requirements outlined in Appendix M – Agreement Acknowledgement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPENDIX N

## Contractor Performance Report



THE TOWNSHIP OF MINDEN HILLS  
 \_\_\_\_\_ DEPARTMENT

CONTRACTOR PERFORMANCE REPORT

SECTION I: CONTRACTOR INFORMATION		SECTION II: PROJECT DATA			
TENDER NUMBER		TENDER TITLE			
CONTRACTOR		DESCRIPTION OF PROJECT			
ADDRESS	PHONE	PROMISED WORKING DAYS	ACTUAL WORKING DAYS	ACTUAL START DATE	ACTUAL COMPLETION DATE
SITE SUPERINTENDENT		CONTRACT AWARD AMOUNT		CONTRACT COMPLETION AMOUNT	
BRIEF DESCRIPTION OF WORK:					

SECTION III: NUMERICAL RATING		RANKING KEY:	
<b>A- Administration/Management/Supervision</b>	<b>RANKING</b>	<p style="text-align: center;"><b><u>Below Standard Point Range: 1 to 5</u></b></p> <p>In order to achieve a below standard ranking, the Contractor will have, on several or repeated occasions, been in contravention of the requirements of the contract. For example, they may, on a regular basis, not follow the direction of the Township Inspector or fail to resolve issues brought forward to by the Township Inspector in a timely manner. They have on occasion been confrontational to the Township Inspector, Staff or disrespectful to the Public.</p> <p style="text-align: center;"><b><i>Any safety issues will be ranked below standard</i></b></p> <p style="text-align: center;"><b><u>Standard Point Range: 5 to 10</u></b></p> <p>A Standard Ranking means that the Contractor has fulfilled all of the duties and requirements of the contract in a timely and efficient manner. They follow the direction of the Township Inspector, appropriately and conscientiously. They are professional in all dealings with their staff, Township Staff and the Public. They resolve issues quickly and repetitive problems do not often occur. Their equipment and work methods are conducted safely.</p> <p style="text-align: center;"><b><u>Above Standard Point Range: 10 to 15</u></b></p> <p>This ranking is used when the contractor has exceeded expectations. When their work methods are above reproach and their dealings with public and staff are without issue.</p>	
1. Supervision and decision making, compliance with contract requirements			
2. Coordination and communication with own workers and subcontractors			
3. Submission of documents, reports, schedules, invoices			
4. Adequacy and timeliness and ability to maintain progress schedules			
5. Public safety and traffic control			
6. Compliance with WSIB provisions			
7. Maintenance of employee safety standards			
8. Coordination and cooperation with Inspector and Township Staff			
9. Compliance with Ministry of Labour regulations			
10. Relations with general public, other agencies & adjacent contractors			
<b>TOTAL</b>			
<b>B - Quality of Work</b>			
1. Adherence to plans and specifications and requirements of the contract			
2. Standards of Workmanship ability to resolve issues			
3. Completion of final work and deficiencies			
<b>TOTAL</b>			
<b>C - Progress of Work</b>			
1. Completion of project within allotted time and budget			
2. Scheduling and execution of schedule, delivery of timely service			
3. Efficient delivery of materials and supplies and/or equipment			
4. Operation and use of equipment, attention to WSIB & MOL regulation			
5. Efficient use of personnel			
<b>TOTAL</b>			
<b>D - Equipment</b>			
1. Condition, safety and reliability			
2. Maintenance, downtime due to maintenance issues			
<b>TOTAL</b>			
<b>GRAND TOTAL (A+B+C+D)</b>			
<b>Overall Performance Rating: (Please circle)</b>	<b>Below Standard Points Totaling 20-120</b>	<b>Standard Points Totaling 121-220</b>	<b>Above Standard Points Totaling 221-300</b>

# Appendix O

## Evaluation Matrix

Selection Criteria														
Select appropriate "Weighting Factor" for each criteria														
Incomplete		Marginal			Fair		Good			Excellent	Township of Minden Hills			
0	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.8	1.9	2.0	Reviewer's initials	avg	Total (Points x avg)	
<b>Evaluation based on references, in-house experience and report details. See Appendix C.</b>														
<b>1</b>	<b>Quality and Experience of Bidder</b>									<b>20</b>				
	Is the Bidder known by Staff for ability to perform work?									4				
	Does the Bidder have relevant work experience?									5				
	Does the Bidder demonstrate an understanding of what the contract must accomplish?									3				
	Does the Bidder demonstrate a commitment of staff to contract? Is the number of and expertise of staff appropriate for the contract?									3				
	Does the Bidder have sufficient back up staff to deal with complex issues, staffing issues or time crunches?									2				
	Has the Bidder provided a detailed contingency plan relevant to size and nature of the project?									3				
<b>2</b>	<b>Past Experience on Other Similar Contracts</b>									<b>20</b>				
	Has the Bidder handled other jobs of similar size and nature?									6				
	Does the Bidder produce expected results?									6				
	Has the Bidder demonstrated attention to detail and effort to adhere to schedules?									5				
	Has the Bidder demonstrated commitment to communicate effectively?									3				
<b>3</b>	<b>Total Points Awarded</b>									<b>40</b>				

# Appendix P

## Delivery Notice

**\*\*MANDATORY COMPLETION\*\***

Complete and affix this delivery notice to your Tender submission envelope.

### RFT No. EPO 19-01 Janitorial Services for the Township of Minden Hills

Deliver To:

Township of Minden Hills  
7 Milne Street, P.O. Box 359  
Minden, ON  
K0M 2K0

Attention: Shannon Prentice

Bidder's Company

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

Received By: \_\_\_\_\_ at the Municipal Office,

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_\_\_ am/pm

From: \_\_\_\_\_

(Name of Person or Organization Delivering Documents)

#### **Bidder's Contact information for communique from the Township:**

Contact Individual: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Contact phone: \_\_\_\_\_

**THIS DELIVERY NOTICE IS TO BE AFFIXED TO THE OUTSIDE OF THE  
SEALED SUBMISSION**