

**Corporation of the Township of Alfred and Plantagenet**

**Call for Tenders for Janitorial Services**

**four (4) locations**

**Curran Forum, Scout Local, Plantagenet Hall and Treadwell Community centre**

The Corporation of the Township of Alfred and Plantagenet is seeking offers for the provision of janitorial services at 4 locations. A description of the buildings and the services required are listed below.

Before submitting a bid, potential suppliers must attend a site tour of the facility. Please call Mr. Ken St-Denis at (613) 673-4797 ext. 227 to schedule an appointment.

A sealed envelope containing your bid addressed to Mr. Ken St-Denis, Parks and Recreation Director with the words "Janitorial Services – Community Centres" appearing clearly on the envelope is to be mailed to:

Township of Alfred and Plantagenet

205, Old Highway 17

P.O. Box. 350

Plantagenet, Ontario K0B 1L0

The closing date for the reception of bids is **Thursday, September 23, 2021, at 2:00p.m.** (local time). The Township reserves the right to accept or reject any or all proposals received, should it be deemed in the best interest of the Township. Should only one proposal be received, the Township reserves the right to reject it.

**Curran Forum** is located at 819 rue Quartier, Curran, Ontario. The 2750-square-foot Community Center features a kitchen, a bar, 2 bathrooms, a cloakroom and a lobby. The centre is rented approximately 20 times a year, the high season being from September

**Scout Hall** is located at 550 rue Albert, Plantagenet, Ontario. The 1200-square-foot Community Center features a kitchen and 2 bathrooms. The centre is rented approximately 60 times a year, the high season being from September

**Plantagenet Hall** is located at 220 main street, Plantagenet, Ontario. The 4000-square-foot Community Center features a kitchen, a bar, 2 bathrooms, a cloakroom and a lobby. The centre is rented approximately 40 times a year, the high season being from September

**Treadwell community centre** is located at 130 County road 9, Plantagenet, Ontario. The 1600-square-foot Community Center features a kitchen, 2 bathrooms and a cloakroom. The centre is rented approximately 20 times a year, the high season being from September

**Required Services for the Community Centres, four (4) locations.**

-The contractor shall inspect before and after each room rental in order to check the condition of the room and to adjust the heating, they will notify the Parks and Recreation Director if there is any damage as a result of the events;

-The contractor is responsible for placing tables and chairs according to the tenant's needs and storing them afterwards;

-Carry out maintenance work inside and outside Community Centers and perform minor manual tasks such as replacing lights, removing dangerous objects from traffic areas, removing cobwebs inside and outside;

-Clean and disinfect furniture, kitchens, bathrooms, walls, sweep the floor after each rental, wash it as needed, wax it on a regular basis (depending on the type of surface) and keep the centre clean at all times;

-Identify needs and keep an inventory of supplies and tools, maintenance equipment and prepare an order list for renewal with the Parks and Director of Recreation;

-Perform seasonal maintenance work (major cleaning in spring and fall, clean the windows inside and outside at least two (2) times a year, strip and wax the floors annually or as needed, cleaning of ceramic floors and walls, checking the heating system, cleaning the curtains at least two (2) times a year, etc.);

-Clear snow and spread salt in the various accesses to the centre (the main entrance, the exit from the bar, the exit from the kitchen, the emergency exits, the exit for access to garbage and recycling;

-Keep a record (log book) of snow removal and actions taken, e.g.: salt spreading, snow removal of sidewalks, etc.;

-Ensure that the supplies are of good quality and that they are stored according to safety standards;`

-The contractor must ensure that the room / field is clean at all times. This includes washrooms, cloakroom, restaurant (if applicable), kitchen, entrances.

-The work is to be performed on an irregular schedule, including weekends, evenings and holidays;

-The contractor will invoice the municipality at a monthly rate, regardless of the number of rentals during the month. It is agreed that the contractor will not charge any additional charges from the tenants or the Corporation;

-Insurance for the hall is the responsibility of the municipality. However, any merchandise or equipment belonging to the contractor will be their responsibility and they will have to insure it themselves;

-Carry out maintenance and repair of equipment and furniture;

-Maintain strict safety rules and regularly inspect the condition of the premises (ventilation system, heating, slippery shoes, etc.);

-When there is no rental, the contractor must visit the room at least three (3) times per week for verification;

-The contractor must demonstrate civil insurance coverage of $ 2 million;

-Room rentals and collection of rental fees are the responsibility of Township;

-Perform all other related duties.

**General Definition**

Reporting directly to the Parks and Recreation Director, the contractor will perform a range of janitorial and general maintenance duties, both inside and outside Community Centers. The Township will provide all cleaning supplies and equipment.

**Skills and Knowledge**

-Have a high school diploma or equivalent would be an asset;

-Have experience in janitorial services;

-Bilingualism would be an asset;

-Knowledge of best maintenance practices, and the proper, safe operation of the equipment required to perform the work;

-Knowledge of health and safety regulations and the proper use of commercial cleaning products;

-Obtain a criminal record check;

-A valid driver’s license would be an asset.

**WHMIS**

If applicable,

The contractor must comply with federal and provincial laws concerning the Workplace Hazardous Materials Information System (WHMIS). The contractor's responsibilities include, but are not limited to, the following:

-Ensure that any product used on the site by the contractor or workers/subcontractors is labelled;

-Make available to workers or subcontractors the Safety Data Sheets (SDS) for these controlled products;

-Train their own workers or subcontractors on WHMIS, and on the controlled products they use;

-Inform workers or subcontractors, authorized visitors and any inspection agency of the presence and use of these products on the site;

-The contractor and their own workers or subcontractors must be able to demonstrate that they have received WHMIS training and is competent.

The Township reserves the right to demand the replacement of the contractor or subcontractor if these conditions have not been met.

**Other**

-The price agreed to in the bid includes everything the contractor is required to provide and execute. Once the contract is signed, there will be no additional fees allowed for regular contract work;

-Should the contractor damage any municipal property during the course of performing their duties, they will repair or replace it at their own expense;

-The contractor agrees to hold the municipality harmless and agrees to produce proof of $ 2 million coverage of liability insurance and the municipality will be named as an additional insured party;

-Provide proof own WSIB coverage;

-Be registered with the Canada Revenue Agency and have a business number;

-The contractor will be able to access the site by contacting a designated municipal employee.

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Township of Alfred and Plantagenet

205, Old Highway 17 P.O. Box. 350

Plantagenet, Ontario K0B 1L0

The closing date for the reception of bids is **Thursday,** **September 23, 2021, at 2:00p.m. (local time).**

Tenders will be open publicly at Alfred and Plantagenet Town Hall on **September 23, 2021, at 2:15p.m. (local time).**

Should you notice any errors or omissions in this call for tenders, or if you have any questions regarding this call for tenders, please contact Mr. Ken St-Denis, Parks and Recreation Director by e-mail at kstdenis@alfred-plantagenet.com or by phone at (613) 673-4797, ext. 227.