



Town of Annapolis Royal Tender Janitorial Services

The Town of Annapolis Royal invites sealed tenders to supply janitorial services for Town Hall, the Public Works building, the gym and library at the Community Hub located at 590 St. George Street, the washrooms at the new comfort station located at 24 Drury Lane and other areas as may be required for the period April 1, 2020 to March 31, 2021 with the option for renewal by mutual written agreement for a further period of one year. Specifications regarding services can be obtained from Town Hall prior to tender. A site visit is encouraged. Tenders will be received until 1:00 p.m. January 31, 2020. Lowest or any bid not necessarily accepted.

Please submit **sealed** tenders to:
TENDER FOR JANITORIAL SERVICES
Town of Annapolis Royal
285 St. George Street, PO Box 310, Annapolis Royal, N.S. B0S 1A0
Telephone (902) 532-2043 Ext.103; Fax (902) 532-7443

JANITORIAL SERVICES SPECIFICATIONS

1. Adherence to a cleaning schedule as outlined in Schedule A to ensure ongoing cleanliness of Town Hall, the Public Works Building and the gym and library portion of the Community Hub to maintain an acceptable standard. This includes periodic tasks such as spring and fall cleaning.
2. Perform all the tasks outlined in Schedule A.
3. Tenders can be accepted separately for Schedule B or as part of the overall tender bids.
4. Effectively communicate with Town staff and offer practical suggestions for improvements in the cleanliness of the buildings.
5. Supplies are picked up by the janitorial service and the Town reimburses the janitorial service for supply costs incurred.
6. Workers' Compensation coverage is provided by the Town.
7. The Janitor is responsible for their own liability insurance coverage in a minimum amount of Two Million Dollars (\$2,000,000.00) during the period of the contract and that the Town be named as an additional insured.
8. Should either party wish to terminate the contract prior to the contract expiry date, 4 weeks' notice must be given in writing to the other party to the agreement.

SCHEDULE A

Location: TOWN HALL BUILDING 285 ST. GEORGE STREET & 590 ST. GEROGE STREET

Janitorial Services are required for 3 days per week, maximum of 3 hours per day plus Spring and Fall Cleaning.

All Three Floors within the Town Hall Building including:

all offices, halls, foyers, stairs and stair wells

more specifically;

- * administration offices
- * CAO's office
- * Mayor's Office
- * washrooms
- * library & innovation lab 590 ST. GEORGE STREET
- * police department offices
- * council chambers
- * recreation office & Gymnasium (located at the Community Hub) 590 ST. GEORGE ST.
- * planning offices
- * Councilors' Parlor
- * other as required

VACUUMING shall be done on a regular basis of those offices, rooms, hallways, stairways, etc. as per description (and on an as required basis for those areas or offices).

Vacuuming shall include the use of powered attachments to obtain maximum cleaning of corners and other difficult areas. Vacuuming equipment shall not discharge artificial fresheners unless approval is granted. The use of chemicals is prohibited unless approval is granted.

SWEEPING shall be done on a regular basis of those offices, rooms, hallways, stairways, washrooms, etc. as per description (and on an as required basis for those other areas or offices).

Sweeping shall include the use of normal tools required to obtain maximum cleaning of an area or areas. The use of chemicals or other artificial cleaning agents is prohibited unless permission is granted to utilize same.

GLASS cleaning shall be done on a regular basis to ensure that no prints or smears are visible.

Glass shall be cleaned with an approved cleaning agent. Windows contained within the building in total shall be required to be cleaned both inside and outside on a semi-annual basis - both spring and fall - mirrors, doors, windows, and other areas as required.

DUSTING shall be done on a regular basis to ensure that no prints or smears, etc. are visible. Dusting duties shall be performed with approved dusting agents only. All furniture including office desks, tables, counters, cabinets, chairs, equipment, machinery, stairways and railings, bookshelves, windowsills, light fixtures etc. and other wood surfaces as per requirement(s).

POLISHING shall be done on a regular basis and will include all those areas as prescribed herein.

Polishing duties include all office desks, tables, counters, cabinets, bookshelves, and other wood surfaces as required.

The application of wax or other approved shine agent to those floors or areas as defined shall be performed on a semi-annual basis or as required. The use of chemicals or other artificial cleaning agents is prohibited unless permission is granted to utilize same.

WASHING/CLEANING shall be done on a regular basis and will include all those areas as prescribed herein.

Kitchen including dishes, dish cloths, dish towels, coffee pots, tables; washrooms including toilets, sinks, fixtures, tiled, wood or carpeted floors, light fixtures, radiators; etc. with approved cleaning and sanitization methods and agents. Other areas requiring washing and cleaning shall be completed as required.

GARBAGE/REFUSE/RECYCLING shall be disposed of in a sanitary method, adhere to sorting regulations as deemed by the Valley Waste Resource Management.

The Town's refuse shall be handled using the utmost sanitary manner. Garbage receptacles located within the building shall always be clean and odor free. The application or use of harsh or abrasive chemicals, fresheners, etc. is prohibited unless approval is granted - emptying of garbage receptacles on a regular basis and removal of same to designated area (s).

Location: **PUBLIC WORKS BUILDING 144 VICTORIA STREET**

Janitorial Services are required for 1 day per week, maximum of 1 hour per day plus Spring and Fall Cleaning

WASHING/CLEANING shall be done on a weekly basis and will include all those areas as prescribed herein.

Including dishes, dish cloths, dish towels, coffee pots, tables, washrooms, including toilets, sinks, fixtures, tiled or carpeted floors, light fixtures, radiators etc. with approved cleaning and

sanitization methods and agents. Other areas requiring washing and cleaning shall be completed as required.

VACUUMING shall be done on a weekly basis of those offices, rooms, hallways, stairways, etc. as per description and on an as required basis for those areas or offices.

Vacuuming shall include the use of powered attachments to obtain maximum cleaning of corners and other difficult areas. Vacuuming equipment shall not discharge artificial fresheners unless approval is granted. The use of chemicals is prohibited unless approval is granted.

SWEEPING shall be done on a weekly basis of those offices, rooms, hallways, stairways, washrooms, etc. as per description (and on an as required basis for those other areas or offices).

Sweeping shall include the use of normal tools required to obtain maximum cleaning of an area or areas. The use of chemicals or other artificial cleaning agents is prohibited unless permission is granted to utilize same.

GLASS cleaning shall be done on a weekly basis to ensure that no prints or smears are visible.

Glass shall be cleaned with an approved cleaning agent. Windows contained within the building in total shall be required to be cleaned both inside and outside on a semi-annual basis - both spring and fall - mirrors, doors, windows, and other areas as required.

DUSTING shall be done on a weekly basis to ensure that no prints or smears, etc. are visible. Dusting duties shall be performed with approved dusting agents only. All furniture including office desks, tables, counters, cabinets, chairs, equipment, machinery, stairways and railings, bookshelves, windowsills etc. and other wood surfaces as per requirement(s).

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Polishing duties include all office desks, tables, counters, cabinets, bookshelves, and other wood surfaces as required.

The application of wax or other approved shine agent to those floors or areas as defined shall be performed on a semi-annual basis or as required. The use of chemicals or other artificial cleaning agents is prohibited unless permission is granted to utilize same.

GARBAGE/REFUSE/RECYCLING shall be disposed of in a sanitary method, adherence to sorting regulations as deemed by Valley Waste Resource Management.

The Town's refuse shall be handled using the utmost sanitary manner. Garbage receptacles located within the building shall always be clean and odor free. The application or use of harsh

or abrasive chemicals, fresheners, etc. is prohibited unless approval is granted. - emptying of garbage receptacles on a regular basis and removal of same to designated area (s).

Location: **LIBRARY AND GYM AT THE ACADEMY 590 ST GEORGE STREET**

Janitorial Services are required for 3 days per week, maximum of 3 hour per day plus Spring and Fall Cleaning

WASHING/CLEANING shall be done on a weekly basis and will include all those areas as prescribed herein.

Including dishes, dish cloths, dish towels, coffee pots, tables, washrooms, including toilets, sinks, fixtures, tiled or carpeted floors, light fixtures, radiators etc. with approved cleaning and sanitization methods and agents. Other areas requiring washing and cleaning shall be completed as required.

VACUUMING shall be done on a weekly basis of those offices, rooms, hallways, stairways, etc. as per description and on an as required basis for those areas or offices.

Vacuuming shall include the use of powered attachments to obtain maximum cleaning of corners and other difficult areas. Vacuuming equipment shall not discharge artificial fresheners unless approval is granted. The use of chemicals is prohibited unless approval is granted.

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POLISHING shall be done on a weekly basis and will include all those areas as prescribed herein.

Polishing duties include all office desks, tables, counters, cabinets, bookshelves, and other wood surfaces as required.

The application of wax or other approved shine agent to those floors or areas as defined shall be performed on a semi-annual basis or as required. The use of chemicals or other artificial cleaning agents is prohibited unless permission is granted to utilize same.

GARBAGE/REFUSE/RECYCLING shall be disposed of in a sanitary method, adherence to sorting regulations as deemed by Valley Waste Resource Management.

The Town's refuse shall be handled using the utmost sanitary manner. Garbage receptacles located within the building shall always be clean and odor free. The application or use of harsh or abrasive chemicals, fresheners, etc. is prohibited unless approval is granted. - emptying of garbage receptacles on a regular basis and removal of same to designated area.

NEW
SCHEDULE B

Location: **Comfort Station washrooms 24 Drury Lane (formerly Bus Garage)**

The new Comfort Station is currently open 8am – 8pm daily from Easter to New Years’. This location is opened daily at 8am and closed nightly at 8pm with a cleaning throughout the day as required. The hours for this have not yet been set for the upcoming year although we expect them to be the same as the current hours for now.

The Town appreciates if you would like to bid on this section under separate cover as it can require more than one party to maintain continuous cleaning operations including daily opening and closing of the center.

WASHING/CLEANING shall be done daily and will include all those areas as prescribed herein.

Including toilets, sinks, fixtures, floors, light fixtures, heating equipment etc. with approved cleaning and sanitization methods and agents. Other areas requiring washing and cleaning shall be completed as required.

GLASS cleaning shall be done on a weekly basis to ensure that no prints or smears are visible.

Glass shall be cleaned with an approved cleaning agent. Windows contained within the building in total shall be required to be cleaned both inside and outside on a semi-annual basis - both spring and fall - mirrors, doors, windows, and other areas as required.

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