



TENDER 2024-11

Cleaning/Janitorial Services

The municipality of Eastern Charlotte is seeking Janitorial Services for cleaning and care of municipal buildings.

TENDER DETAILS

A Bid may not be eligible for acceptance if current or past corporate or other interests of the Bidder may, in the Municipality's opinion, give rise to a conflict of interest in connection with the tender.

This tender is not open to staff of the Municipality of Eastern Charlotte.

Sub-contracting by the proponent to any firm or individual for the purposes of this tender is not permitted without prior authorization, in writing, of the CAO or authorized delegate. If the tender is awarded to a firm, qualified employees of the firm are permitted to assume the duties of the employer under the direction of the firm management.

The Municipality does not bind itself to accepting the lowest or any bid received but reserves the right to award the tender to the best advantage of the Municipality of Eastern Charlotte.

Sealed submissions shall be endorsed:

**EASTERN CHARLOTTE
TENDER 2024-11
CLEANING/JANITORIAL SERVICES**

and shall be addressed to:

**EASTERN CHARLOTTE
ATTENTION: JASON GAUDET, CAO
1 SCHOOL STREET
ST. GEORGE, NB. E5C 3N2**

Submissions must be delivered to this address by **1:00 PM, local time on Friday, December 20, 2024**. Any questions or concerns, please phone 506-755-4320 or email jason.gaudet@easterncharlotte.ca

OPEN: December 3, 2024

CLOSE: December 20, 2024

DEFINITIONS

“Municipality” means the municipal government of Eastern Charlotte.

“Contractor” means the service provider of services outlined in this document.

SPECIFICATIONS

LOCATIONS OF WORK:

- A.1. Municipal Office – 1 School Street, St. George
- A.2. Community Centre (Magaguadavic Place) – 10 J.O. Spinney Drive, St. George
- A.3. Outside Seasonal Washrooms – J.O. Spinney Drive & Adventure Lane, St. George

SCOPE OF WORK

To provide all equipment, tools, labour, materials, incidentals, etc. To clean the premises at the three above noted locations, exceptions noted in this document.

To carry out other duties at the Community Centre as noted in this document.

A.1 - MUNICIPAL OFFICE

(The list of cleaning duties for the Municipal Office DOES NOT include the work bays or the fire bays).

NOTE: Cleaning must be carried out and completed before the office opens at 8:30 a.m., five (5) days a week.

DAILY

- Empty all waste receptacles and replace them with new bag liners. Place bagged garbage in dumpsters behind Municipal Office.
- Sweep all floors removing dust, grit, etc.
- Vacuum all carpeted areas and entrance mats.
- Clean and sanitize washrooms, including partitions, doors, shelves, counter tops, mirrors, sinks, urinals, water closets and dispensers.
- Replenish toilet tissue, paper towels, air freshener blocks, liquid hand soap, hand sanitizers, napkin disposal bags, and batteries for hands-free devices, using supplies furnished by the Municipality.
- Remove stains or spills from all floor areas and obvious smudges and marks on walls or windows.
- Wet mop all corridors, entrances, stairways, washrooms, offices with proper cleaning materials for the different types of floors.
- Machine buff all tile floors.
- Report anything in need of repair to Municipal Office Staff.

MONTHLY (*Or as Required*)

- Dust all horizontal surfaces: ledges, door frames, stair railings, vinal blinds, radiators, filing cabinets, desks without disturbing any work, etc.
- Clean windows.

QUARTERLY (*Every Four Months*)

- Strip all vinyl tiled surfaces of wax, polish, etc. and apply two (2) coats of durable high quality floor wax.
- If required, wash down the walls.

A.2 – COMMUNITY CENTRE (MAGAGUADAVIC PLACE)

To be checked daily and the following cleaning duties to be carried out after a function:

- Sweep all floors removing dust, grit, black marks, etc. Vacuum all carpeted areas and entrance mats.
- Damp mopping all floors with water and appropriate cleaners.
- All vinyl floors to be machine buffed and polished.
- Clean and sanitize washrooms, including partitions, doors, shelves, counter tops, mirrors, sinks, urinals, water closets and dispensers.
- Replenish toilet tissue, paper towels, air freshener blocks, liquid hand soap, hand sanitizers, napkin disposal bags, and batteries for hands-free devices, using supplies furnished by the Municipality.
- Remove disposable bag liners from waste receptacles and replace them with new liners. Place bagged garbage in dumpster at Centre.
- Clean hand marks and smudges from doors, entrances and windows.

QUARTERLY (*Every Four Months/Or as Required*)

- Strip all vinyl tiled surfaces of wax, polish, etc. and apply two (2) coats of durable high quality floor wax provided by the Municipality.
- The kitchen floor, not being vinyl, shall be cleaned according to manufacturer's instructions.
- The washrooms and entrance being ceramic tile are to be cleaned according to manufacturer's instructions.

A.3 - OUTSIDE WASHROOMS

- Cleaning of two washrooms
- This is only from May to October of any year.

SERVICES PERFORMED UPON REQUEST OF MUNICIPAL STAFF

(These services will be paid at an hourly rate to be negotiated separate from the rest of the tender.)

- Setting up the tables and chairs as instructed by Municipal Staff.
- Putting tables and chairs on carts and storing them in storage area after scheduled events.
- Taking inventory of dishes, pots, pans and utensils when requested by Municipality Staff.

- Whichever is required – have the heat or air conditioner turned on for an event as instructed by Municipal Staff and turned down or off after the event.
- Check for damage to the premises after each event and complete the supplied report, sign it and drop it off at the Municipal Office.
- When required, clean snow and ice from steps and wheelchair ramp and apply salt or sand.

LENGTH OF CONTRACT

The contract shall run from February 1, 2025, to January 31, 2027, for the period of two (2) years. At the discretion of the Council the contract may be extended for up to one (1) additional year.

SCOPE OF QUOTATION

Please use the **Bid Form** contained within this document for bid submissions.

The bid/quotation should not include cleaning supplies, as outlined within, are provided by the Municipality. The bid/quotation must be offered as a “per month” rate/price. This rate/price shall include all labour expense, travel cost, cost of any Contractor preferred supplies, etc.

GENERAL CONDITIONS

- The Contractor shall guarantee their work and if it does not meet with the approval of the Municipality, they shall have their staff do over all or any portion of work as required by the Municipality at no extra charge.
- All cleaning supplies shall be the responsibility of the Contractor, other than those specifically listed in this tender document.
- The Municipality shall supply toilet paper, paper towel, deodorant blocks, soap, garbage bags, wax, and batteries, as required.
- The Contractor shall replace all items in their original position when moved to perform cleaning services.
- A schedule of services shall be provided by the Contractor within two (2) weeks of commencement of service.
- The Municipality reserves the right to cancel this contract any time in the event that the Contractor fails to provide the service specified in these specifications and conditions.
- The Contractor shall remain a 3rd party to the municipality; this tender is not for an employment position within the Municipality. The Contractor shall not be viewed as an employee or staff of the municipality.
- Due to the sensitive nature of the government environment, the Contractor, and/or all those working in connection with the Contractor for the completion of this contract, must sign a non-disclosure/privacy agreement with the Municipality.
- The Contractor may be required to provide a Criminal Record check.
- Should the Contractor be unable to complete their duties due to sickness or travel, any sub-contractor is to be pre-approved by the Municipality and subject to the requirements herein. The Contractor remains responsible for the fulfillment of contracted responsibilities.

PAYMENT

A lump sum payment shall be made at the end of each month for the work carried out in the previous month and shall be subject to the Contractor submitting a monthly invoice on the first day of each month for the work carried out in the previous month.

The Municipality does not bind itself to accepting the lowest or any bid received but reserves the right to award the tender to the best advantage of the Municipality of Eastern Charlotte.

SITE INSPECTION

The Contractor shall be responsible for having taken all steps necessary to ascertain the nature and location of the work and the general and local conditions which can affect the work or the cost thereof. Failure by the Contractor to fully acquaint themselves with conditions which may affect the work shall not relieve the Contractor of their responsibilities under the contract documents and shall not constitute a basis for an equitable adjustment under any circumstances. Site inspection to be coordinated with the Municipality.

INSURANCE

- A certificate of good standing with Work Safe NB shall be provided by the successful bidder prior to award of contract. Work Safe NB fees shall be the responsibility of the Contractor.
- Employees of the Contractor will be covered by a blanket fidelity bond to a minimum of \$10,000 each by a recognized bonding company.
- The Contractor shall not assign or subcontract services without the prior written consent of the Municipality.
- A bonding certificate will be supplied by the successful bidder to the Municipality prior to starting the contract.
- The Contractor shall reimburse the Municipality for all damage to Municipal property in any manner arising out of, incidental to, or in connection with the performance of the contract, and maintain the proper insurance to cover such risk. A copy of the insurance coverage shall be submitted to the Municipality.
- The Contractor shall indemnify and save harmless the Municipality against and from all claims and demands whatsoever, whether for injury to persons or damage to property in any manner arising out of, incidental to, or in connection with the performance of the contract, and maintain the proper insurance to cover such risk. A copy of the insurance coverage shall be submitted to the Municipality.

DEFAULT OR REMOVAL OF WORK FROM CONTRACTOR

1. Where the Contractor has made default or delayed in commencing or in diligently executing the work or any portion thereof to the satisfaction of the Municipality, and the Municipality has given notice to the Contractor to put an end to such default or delay and the default or delay continues after such notice was given.
2. Where the Contractor has made default on the completion of work or any portion thereof within the time allotted for such completion.
3. Where the Contractor has become insolvent.
4. Where the Contractor has committed an act of bankruptcy.

5. Where the Contractor has abandoned the work.
6. Where the Contractor has made an assignment of the contract without the required consent.
7. Where the Contractor has made written public comments (social media post) that reflect the Municipality negatively or questions actions of Council or Municipal staff.
8. Where the Contractor has failed to observe or perform any of the provision of the contract.
9. The Municipality may, without any other authorization, take all or any portion of the work out of the Contractor's hands and may employ such means as they see fit to complete the work.
10. Where the work or any portion thereof has been taken out of the Contractor's hands under section (1), the Contractor shall not, except as provided in section (3) be entitled to any further payment in respect of the work so affected including payments then due and payable but not paid, and the obligation of the Municipality to make payments in respect thereof as provided for in the terms of Payment shall be at an end with respect to that portion of work taken out of the Contractor's hands and the Contractor shall be liable to and upon demand therefore shall pay to the Municipality of Eastern Charlotte an amount equal to all loss and damage suffered by the Municipality by reason of the non-completion of the work by the Contractor.
11. Where the work or any portion this work has been taken out of the Contractor's hands under section (1) and is subsequently completed by the Municipality, the Municipality shall thereafter determine the amount, if any, of holdback and progress claims of the Contractor in respect thereof unpaid at the time of taking the work out of the Contractor's hand, and in the opinion of the Municipality are not required for the purposes of the contract, the Municipality shall, authorize payment of the amount to the Contractor.



BID FORM

RE: TENDER 2024-11 CLEANING/JANITORIAL SERVICES

CONTACT NAME _____

COMPANY NAME (if applicable) _____

ADDRESS _____

OFFICE PHONE _____ MOBILE PHONE _____

EMAIL ADDRESS _____

BID PRICE (MONTHLY) \$ _____

Are you currently engaged in janitorial work? YES NO

If yes, please provide details: _____

Do you have a plan for covering your time-off or absences? YES NO