



**Solid Waste Facilities
Janitorial Services
Request for Tenders**

The Regional District of Nanaimo (RDN) is inviting your firm to quote on the following tender:

Provision of interior cleaning at the Regional Landfill located 1105 Cedar Road, Nanaimo, BC. Specifications are attached. Responders are required to respond to all specifications in order to be considered a valid quote.

A mandatory site visit is required at 11:00 a.m. on Friday, September 16, 2016. Attendees will meet with the Landfill Services Supervisor at the Regional Landfill Office.

Responses should be clearly marked "Request for Tenders - Janitorial Service" and will be received by courier or hand delivery only at:

Regional Landfill
1105 Cedar Road
Nanaimo, BC
V9X 1K9

Up until 2:00 p.m. on Monday, September 26, 2016. Quotations received after the deadline will remain unopened and be sent back to the Responder. Faxed or emailed responses will not be accepted.

Responses may be withdrawn before the deadline upon written notice (facsimiles accepted) to the Landfill Services Supervisor at the location noted above. Fax (250) 722-9437.

Responses may be replaced by alternative responses providing written notice (facsimiles accepted) is received by the Landfill Services Supervisor at least twenty-four (24) hours before the deadline for closing noted herein. Responses must remain valid for 14 days following the closing time and date. Responses are irrevocable after the closing time and date.

The RDN reserves the right to reject any and all quotes for any reason or to accept any quote on the basis of quotations received which the Regional District, in its sole unrestricted discretion, deems most advantageous to itself. The lowest or any quote may not necessarily be accepted. The responder acknowledges the Regional District's rights under this clause and absolutely waives any right of action against the Regional District for the Regional District's failure to accept its quote whether such right of action arises in contract, negligence, bad faith, or any other cause of action.

The acceptance of any quote is subject to funds being legally available to complete this transaction and/or approval by the Board of the Regional District or the officer or employee of the Regional District having authority to accept the quote.

Unless otherwise requested in writing by the designated Regional District employee, a proponent must not contact or communicate with any elected or appointed officer or employee of the Regional District other than the designated employee in relation to the quote prior to the award of such proposal by the Regional Board or alternatively the officer or employee of the Regional District having authority to accept the quote. Any such communication will result in disqualification of the quote from further consideration.

The Regional District of Nanaimo is subject to the provisions of *the Freedom of Information and Protection of Privacy Act*. As a result, while Section 20 of the Act does offer some protection for third party business interests, the Regional District cannot guarantee that any information provided to the Regional District can or will be held in confidence.

Further information regarding the specifications in this tender may be obtained from:

Karen Soper
Landfill Services Supervisor
Regional Landfill
Phone: (250) 722-2044 ext. 3234
Fax: (250) 722-9437
ksoper@rdn.bc.ca

**Regional Landfill
Janitorial Services**

Request for Tender

Item	Table of Contents	Page
1	Introduction	4
2	Janitorial Schedule	4
3	Cleaning Services	4
4	WCB Coverage	7
5	Indemnity	7
6	Site Security	7
7	Term	7
8	Form of Tender	8
9	References	9

Janitorial Service
Specifications and Conditions

1. INTRODUCTION

The Regional District of Nanaimo is seeking proponents to provide janitorial service with the necessary expertise and resources required to maintain a clean, safe working environment at its solid waste facility, Regional Landfill, located at 1105 Cedar Road, Nanaimo. The three on-site buildings include a scale house, an office building and a maintenance building. Both the office and maintenance building contain offices, lunch room, washrooms and change rooms for approximately 30 staff.

2. JANITORIAL SCHEDULE

The Regional Landfill hours of operation are 8:00 am to 5:00 pm seven days a week. The Contractor must be able to provide a full range of cleaning/janitorial services after facility working hours between 5:30 p.m. and 6:30 a.m. five (5) days per week Monday to Friday. These hours may be subject to change.

The Contractor may also provide janitorial service on the following Statutory Holidays, should the Statutory Holiday fall on a Monday, or any day which may be declared a Statutory Holiday by the Provincial or Federal Governments.

New Year's Day	Victoria Day	Labour Day	Christmas Day
Family Day	Canada Day	Thanksgiving Day	Boxing Day
Easter Monday	BC Day	Remembrance Day	

3. CLEANING SERVICES

a.) The Contractor shall provide the following janitorial services daily or weekly as noted in accordance with the supplied procedures:

Scale House Building: (daily)

- vacuum or sweep and mop floors
- vacuum mats
- thoroughly wipe horizontal surfaces including desks, computer terminals, cabinets and high partition ledges and baseboard heaters
- sanitize all door handles and telephone
- empty waste basket
- hygienic cleaning of washroom, including disinfecting all washroom fixtures
- refill supplies of paper towels, toilet paper and soap.

Office Building:

Reception area and three offices (daily)

- vacuum or sweep and mop floors
- vacuum mats
- thoroughly wipe horizontal surfaces including desks, window ledges, computer terminals, cabinets and high partition ledges and baseboard heaters
- sanitize all door handles and telephones
- empty waste baskets

Lunch room (daily)

- vacuum or sweep and mop floors
- vacuum mats
- sanitize table, countertops, sink and fixtures, vinyl chairs, all door handles, telephone, fridge and microwave oven exteriors
- empty waste basket
- refill supplies of paper towel as needed

Meeting Room (weekly)

- vacuum or sweep and mop floors
- vacuum mats
- sanitize all door handles and telephone
- empty waste basket
- sanitize table, countertops, sink, fixtures and fridge exterior
- vacuum fabric office chairs.

Women and Men's Washroom and Change Rooms (daily)

- vacuum or sweep and mop floors
- vacuum mats
- sanitize all door handles
- empty waste baskets
- refill supplies of paper towel, toilet paper, soap and urinal blocks as necessary
- wipe baseboard heaters and mirrors
- hygienic cleaning of washrooms including disinfecting all washroom fixtures

First Aid Room (weekly)

- vacuum or sweep and mop floors
- sanitize all door handles
- empty waste basket
- wipe baseboard heaters and mirrors
- hygienic cleaning of sink and fixtures

Public Washroom (daily)

- vacuum or sweep and mop floors
- sanitize all door handles
- empty waste basket
- refill supplies of paper towel, toilet paper, and soap as necessary

- wipe baseboard heaters and mirrors
- hygienic cleaning of washroom including disinfecting all washroom fixtures

Maintenance Building:

Shop (daily)

- sanitize shop sink
- empty garbage container
- vacuum inside mat
- refill paper towel roll and soap as needed
- sanitize telephone

Hallway and Stairs (daily)

- vacuum or sweep and mop floor including stairs
- vacuum mats

Women and Men's Washroom and Change Rooms (daily)

- vacuum or sweep and mop floors
- vacuum mats
- sanitize all door handles
- empty waste baskets
- refill supplies of paper towel, toilet paper, soap and urinal blocks as necessary
- wipe baseboard heaters and mirrors
- hygienic cleaning of washrooms including disinfecting all washroom fixtures

Women and Men's Change Room Showers (weekly)

- thorough hygienic cleaning of shower stalls

Lunch room (daily)

- vacuum or sweep and mop floors
- vacuum mats
- sanitize table, countertops, sink and fixtures, vinyl chairs, all door handles, telephone, fridge and microwave oven exteriors
- empty waste basket
- refill supplies of paper towel as needed

Second floor work area and two offices (daily)

- vacuum or sweep and mop floors
- vacuum mats
- thoroughly wipe horizontal surfaces including desks, window ledges, computer terminals, cabinets and high partition ledges and baseboard heaters
- sanitize all door handles and telephones
- empty waste baskets
- sanitize countertop with sink and fixtures

b.) Additional Janitorial Services:

The Regional District may request additional work to be completed such as stripping and refinishing floors, washing windows or walls, and cleaning tops of lockers or cabinets. Additional janitorial work will be performed within an agreed upon time and will be paid at the hourly rate.

The RDN has a *Green Housekeeping Program* in place. A copy of the program will be made available to all Proponents who attend the mandatory site visit. The Contractor will supply labour and supervision necessary to complete the work along with all cleaning equipment and supplies in accordance with the aforementioned program. Toilet paper, paper towel, hand soap, and urinal blocks will be supplied to the Contractor. Personal Protective clothing and equipment must be supplied by the Contractor and worn when necessary. The RDN will provide a locked cabinet for the Contractor's supplies if required.

4 WORKSAFE BC COVERAGE

The Contractor will provide to the Regional District, prior to the commencement of the Term, evidence satisfactory to the Regional District that the Contractor has paid and satisfied any and all assessments payable under the Workers Compensation Act or any regulation thereunder with respect to the Services to be provided under this Agreement.

5. INDEMNITY

The Contractor will take out and maintain a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the performance of its covenants under these specifications in an amount not less than \$2,000,000 per single occurrence and with the Regional District of Nanaimo named as an additional named insured, and provide a copy of such policy and any renewals thereof.

6. SITE SECURITY

The Contractor shall ensure that all workers check in with on-site security personnel prior to the end of their shift. Please note that smoking is NOT permitted in any of the buildings or any area within the site.

7. TERM

The term of this agreement shall be for a three (3) year term commencing on October 1, 2016 and ending September 30, 2019.

FORM OF TENDER

Contractor: _____

Years in Business: _____

Closing Date and Time for Bids: 2:00 pm Monday, September 26, 2016

Location Where Bids Will Be Received: Regional Landfill
1105 Cedar Road
Nanaimo, BC V9X 1X9

<i>Janitorial Service</i>	Year 1 Oct 1, 2016 – Sep 30, 2017	Year 2 Oct 1, 2017 – Sep 30, 2018	Year 3 Oct 1, 2018 – Sep 30, 2019
Annual Price for Services			
Hourly rate for additional janitorial services			
Hourly rate for equipment			

* All prices entered are pre-tax.

NOTE: The annual price must include coverage for statutory holidays.
No additional payments will be made for these days.

The annual price must include tasks deemed 'daily' or 'weekly' under paragraph 3 a).

Additional janitorial services such as stripping and refinishing floors, under paragraph 3 b), are to be included in hourly rate.

The Regional District of Nanaimo, at its sole discretion, may increase or decrease the janitorial services required.

Signature of Bidders Representative

Date

REFERENCES

List three contracts within the last 24 months similar in scope to this Request for Tender

1. Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Length of Contract: _____

Scope of services: _____

2. Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Length of Contract: _____

Length of Contract _____

Scope of services: _____

3. Company Name _____

Address _____

Contact Person _____

Telephone No. _____

Length of Contract _____

Scope of services: _____
