

Janitorial Contract
Parks Canada Building

REQUEST FOR PROPOSALS

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Request for Proposals Janitorial Contract Parks Canada Building Inuvik, NT

Inuvialuit Development Corporation is currently seeking proposals for contracting of cleaning services for the Parks Canada building located at 83 Kingmingya Road.

Bid packages are available online at www.irc.inuvialuit.com/rfp or from the Inuvialuit Development Corporation offices located on the 3rd floor of the Inuvialuit Corporate Centre at 107 Mackenzie Road, Inuvik, NT from 8:30 a.m. to 5:00 p.m.

A building inspection/walk through has been scheduled for Monday, January 8, 2018 at 2:00 p.m. for interested bidders.

Any interested parties are invited to submit sealed proposals along with references to Inuvialuit Development Corporation by 5:00 p.m. on Friday, January 12, 2018 to be considered for the contract.

Request for Proposals

Janitorial Cleaning Services for Parks Canada Building

The Inuvialuit Development Corporation is currently seeking proposals for contracting of janitorial cleaning services for the Parks Canada building located at 83 Kingmingya Road. The contract will be based on the following terms and conditions.

1. To provide routine janitorial cleaning services to the building on a 5 day per week basis, between the hours of 6:00 PM and 6:00 AM on Monday through Friday, as outlined in the attached cleaning specifications (Schedule A).
2. To provide the office cleaning services as outlined in the attached cleaning specifications (Schedule A).
3. To provide, at contractor's expense, copies of Town of Inuvik Business License, Worker's Compensation coverage, and liability insurance in the amount of one million dollars.
4. To provide copies of security clearances including RCMP criminal records check for all employees and a Public Works & Government Services Canada Security Status certificate for all employees designated to clean the building.
5. To provide at contractor's expense, transportation to and from the Parks Canada building.
6. To provide at contractor's expense, all equipment, materials, and/or products required to perform the duties of the contractor, including but not limited to, a vacuum cleaner, carpet steam cleaner, mops, brooms, garbage bags, paper towels, rags, soap, detergents, polishes and waxes. Such equipment and cleaning materials not to be stored on building premises.
7. To provide IDC with names of owners and names of any persons employed by the owners to work under this contract. IDC to be made aware of any staff changes as they occur.
8. The contract will be for a two year term, subject to earlier termination as provided in paragraph 9.
9. The contract may be terminated by either party by providing sixty calendar days written notice.
10. There may be an option to renew contract for an additional term if this option is mutually agreed upon by both IDC and the contractor.

Any interested parties are invited to submit sealed proposals including all required documents and a list of relevant experience related to the janitorial services to IDC by 5:00 PM January 12, 2018 to be considered for the contract. Please specify in the proposal an annual amount including ALL costs associated with the contract.

Proposal Checklist

Required Information:	Included?
Company Information (company name, contact person, address,	
Town of Inuvik Buisness License	
Worker's Compensation Coverage	
Liability Insurance in the amount for one million dollars	
RCMP Criminal Records Checks	
Public Works and Government Services Canada Security Status Certificate	
Owner's Name(s) and all employees	
List of relevant janitorial experience	
Annual amount including ALL costs associated with the contract	

An inspection/walk through has been scheduled for Monday, January 8, 2018 at 2:00 p.m. Please contact Johanna Mitchener at 777-7025 for any questions. Lowest or any proposal not necessarily accepted.

Schedule A
Cleaning Specifications
Parks Canada Building
Inuvik, NT

CLEANING TO BE DONE DAILY

(Times to be coordinated by Landlord and Tenants)

Floors - office areas, entrances, (linoleum and tile)

1. Sweeps floors - using a dust control method. Damp or spot damp mop to remove marks from coffee spillage's, smudges or other stains, gum, etc.
2. Entrances - to be kept free from debris, so that they always present a favorable appearance.
3. Rugs & Carpets - to be spot cleaned as needed.

Walls, Doors, Partitions and glass on doors and partitions and elevator

1. All Surfaces - to be spot cleaned and free of fingerprints.

Washrooms

1. Floors - to be swept and washed, and corners to be cleaned.
2. Toilet seats (both sides), bowls, urinals, wash basins - to be cleaned and disinfected. Disinfectant for urinals shall consist of deodorant blocks.
3. Body contact points such as water taps, receptacles, dispensers, door plates and flush valves - to be disinfected.
4. Sani-cans - to be emptied, washed and disinfected and sani-bags placed.
5. Waste paper - to be removed.
6. Soap containers, toilet paper, paper towels - to be replenished. Ensure ample supply at all times.
7. Wall, partitions and doors - to be kept free of finger marks, smudges, etc.

Waste Receptacles (except recycling baskets)

1. Waste paper baskets and garbage containers - to be emptied. Ensure that plastic garbage can liners are clean and free of damage, replace as required. (Occupants will be required to place waste in the proper containers).
2. Garbage/waste paper to be placed in plastic garbage bags, tied securely with the appropriate ties and placed in large garbage containers located outside. No loose garbage, waste paper shall be at any time be placed in these containers.
3. Garbage bin areas - to be kept so that they present a favorable appearance at all times. Garbage container lids are to be kept closed after use.

CLEANING TO BE DONE WEEKLY

(Weekend or as arranged)

Floors - Office areas, entrances, (linoleum and tile)

1. Floors - to be damp washed or spray buffed spot, or light scrubbed (particular attentions is directed to the main traffic areas such as areas in front of counters, main aisles, desk wells, etc.)
2. Rugs & Carpets - to be vacuumed.

Furniture and Fixtures

1. Boardroom furniture - to be cleaned and polished.
2. Filing cabinets - to be dusted.
3. Acrylic Chairmats - to be mopped or washed

NOTE - Cleaning of Desks, Computers and other Office Equipment and Appliances not included in contract.

CLEANING TO BE DONE MONTHLY

Walls and Partitions

1. Interior walls and partitions - to be spot cleaned of finger marks
2. Walls, partitions, columns, woodwork, doors and uncovered pipes to be cleaned.

Miscellaneous

1. Notice boards, display show cabinets glass to be cleaned.
2. Door kick plates and hand plates - to be washed as required using appropriate solution and kept free of marks.
3. Grills - to be dusted.
4. Borders around cabinets and notice boards - to be dusted.
5. Window sills and draft deflectors - to be damped wiped.

Furniture and Fixtures

1. Upholstery - to be vacuumed.
2. Plastic upholstered furniture - to be damp wiped and polished.

CLEANING TO BE DONE EVERY SIX MONTHS

Washrooms - All surfaces to be dusted/cleaned/washed and/or disinfected as appropriate

1. Walls, counters, baseboards, ledges and corners - to be dusted and washed.
2. Flush tank dispensers, receptacles, mirrors, shelves, high ledges and all exposed piping - to be cleaned and dusted.
3. Toilet bowls and urinals - to be descaled.
4. Refuse receptacles - to be washed and disinfected.

NOTE: Poly (plastic bags of correct size) to be used. Bags to be securely tied before disposing of same.

Waste Receptacles

1. Waste paper baskets - to be washed and disinfected
2. Garbage cans and paper receptacles - to be clean or washed and disinfected.

Miscellaneous

1. High ledges, tops of partitions, pipes and other high areas to be dusted.
2. Radiators and/or convectors and enclosure covers - vacuumed and cleaned, removing dust/debris.
3. Air intake grills, air diffusers and metal work - to be vacuumed.
4. Interior windows - to be washed.
5. Blinds - to be dusted and/or vacuumed.

Furniture & Fixtures

1. Boardroom furniture - dusted, all vertical and horizontal surfaces, and kept free of finger marks, etc.

Interior Glass

1. Interior glass on doors - to be washed and polished.
2. Interior glass on partitions - to be washed and polished.

Exterior Glass

1. Exterior glass on Kingmingya Road side of building and entrance way - to be washed and polished.

CLEANING TO BE DONE ANNUALLY

Rugs & Carpets

1. Rugs/carpets - to be steam cleaned or an equivalent process to be used, as approved by the Supervisor.

ADDITIONAL DUTIES AS REQUIRED

1. Snow removal of front walkway, entrance, and steps facing Kingmingya Road.
2. Snow removal at all entrances to building.
3. Removal of oversize garbage items that do not fit into garbage receptacle in parking lot to town dumpsite.

END OF SCHEDULED OPERATIONS

