



Request for Quotation for Cleaning Services

South Interlake Regional Library
Stonewall Branch
419 Main St.
Stonewall MB
R0C 2Z0

Attn: Clint Curle, Director

Introduction

The Mission of the South Interlake Regional Library (hereinafter “The Library”) is to enhance the vitality of our communities by providing accessible, responsive and innovative library services.

The Library is soliciting quotations for a three (3) year contract for cleaning services for the Stonewall Library building at 419 Main St.

Bidders are required to submit written quotations that present the vendor’s qualifications and understanding of the work to be performed.

The quotation must be submitted directly to the Director of the Library via email at sirl@mts.net or, alternately, hand-delivered in sealed envelope to the Stonewall Library, attention Director. Quotations must be received no later than 5:00 pm on Thursday 15 September 2022.

General Instructions for Quotation

Quotation Content

A completed quotation must contain the following:

- Quotation Form– the Quotation Form (Appendix B) must be completed and signed by an individual authorized to bind the vendor. All quotations submitted without such Quotation Form may be deemed nonresponsive.
- Independent Contractor Statement – this Statement (Appendix C) must be signed by an individual authorized to bind the vendor.
- References – Bidders shall include a list of three (3) references (Appendix D) including name, address, phone number and contact person. The Library reserves the right to contact references other than those furnished by a Bidder.

Quotation Costs

The Library will not be responsible for any cost incurred in the preparation or submission of a quotation.

Walkthrough of Building

A mandatory walkthrough of the building will be held on Thursday 08 September at 9:30 a.m. at the Stonewall Library.

Proposal Period

Quotation prices are to be firm for thirty (30) days.

Withdrawal or Revision of Quotations

A bidder may withdraw or revise all or part of a quotation at any time up to 5:00 pm on Thursday 15 September. The last quotation received shall supersede and invalidate all quotations previously submitted by that bidder for this Request For Quotation.

Proposal Award

It is the intent of the Library to accept the lowest responsible quotation, provided it has been submitted in accordance with the Janitorial Service Provision Guidelines and using the requisite Forms provided

herein. If a quotation is selected it will be the most advantageous regarding price, quality of service, the Bidder's qualifications and capabilities to provide the specified service, and other factors which the Library may consider. The Library reserves the right to accept or reject any or all proposals and to waive irregularities therein. The Library also reserves the right to request additional information or seek clarification from multiple parties. Upon award of this Request for Quotation the Library reserves the right to negotiate changes to the quotation provided that there is no material change to the bid offer.

Details

Specifications

The Janitorial Service Provision Guidelines outline the requirements for cleaning services for the Stonewall Library and are set forth in Appendix A.

Term

The term of the Contract shall be for three (3) years unless earlier terminated. The Contract may be terminated by either party with a sixty (60) day written notice. There will be a 90-day probationary period, during which time the Library can end the contract at any time, without notice, if unsatisfied with the services being provided.

Basis of Payment

Payment will be made to the successful Bidder within 30 days upon receiving the successful Bidder's monthly invoice. The invoice shall state the date the services were performed and amount owed.

Health and Safety

The successful Bidder will be expected to adhere to all legislated health and safety regulations and provide their staff with all of the information, training, equipment and personal protective equipment to work safely. It is the obligation of the successful bidder to comply with all requirements of the Manitoba Workplace Safety and Health Act and Regulation.

Governing Laws, Codes & Regulations

The successful Bidder will be expected to comply with all existing Federal, Provincial and Municipal laws, regulations and standards, and any other authorities having jurisdiction.

Insurance

The Library will require a Certificate of Liability Insurance from the successful Bidder.

Indemnification

The successful Bidder shall indemnify and save harmless the Library, its officers and employees, from and against all claims, losses, costs, damages, expenses (including legal fees and disbursements initially and with any and all appeals), suits, proceedings, or actions arising in any way out of or related to the vendor activities in executing the work pursuant to the provision of this Contract, including his omissions, improper act or delays in executing the work.

Non-Lobby

If any director, employee, agent or other representatives of any member of a Bidder makes representation or solicitation to any director, officer, employee or agent of the Library, the media, or

consultants of the Library, whether before or after the submission of the Quotation, the Library will be entitled to reject the Bidder's Quotation.

Execution of Contract

The successful Bidder will not, without the written consent of the Library, make any assignment or any subcontract for the execution of any work included in their quotation.

Instructions on Submitting a Quotation

1. By **5:00 pm on Friday 02 September 2022** provide advance notice to the Library Director by email (sirl@mts.net) or telephone (204-467-5767) that you will attend the mandatory walkthrough of the building.
2. Attend the mandatory walkthrough of the building at **9:30 am on Thursday 08 September 2022**.
3. Based on the Janitorial Service Provision Guidelines (Appendix A), complete and sign the Quotation Form (Appendix B). Total cost proposed in submissions must include ALL costs to complete the scope of work including but not limited to labour, all required cleaning supplies, equipment and travel costs.
4. Complete and sign the Independent Contractor Statement (Appendix C).
5. Complete the Reference Form (Appendix D).
6. Scan all of the above documents and email the electronic versions of the documents to the Director at sirl@mts.net. Alternately you may hand-deliver the documents in a sealed envelope to the Stonewall Library to the attention of the Director. Quotations must be received no later than **5:00 pm on Thursday 15 September 2022**.

SCHEDULE

Release of RFQ	16 August 2022
Notice of attendance at Mandatory Site Visit	02 September 2022
Mandatory Site Visit	08 September 2022
Quotation Submission Deadline	15 September 2022
Award of Contract	19 September 2022
Start date for Contractor	01 October 2022

Appendix A

JANITORIAL SERVICE PROVISION GUIDELINES

Weekly Cleaning Day/Time

- Cleaning to take place once per week outside of regular Library hours
- Successful bidder to finalize a standard time that they will clean each week
- Set weekly cleaning day is subject to change (with two weeks notice).

Regular Cleaning to Occur each Time

- The Contractor will return the facility to a clean and presentable state. Regular weekly cleaning will include, but not be limited to:
 - o vacuum wall to wall all carpets
 - o clean and wash (wet mop) all tile/hard surface floors
 - o clean and disinfect hard surfaces using a suitable hard surface disinfectant with a Drug Identification Number (DIN) including the circulation desk, programming room kitchenette, staff kitchen (including counter, sink, faucet, microwave, etc.), public desks, cabinets, plastic computer chairs, computer tables, reading tables, children's table and chairs, book drop, telephones
 - o clean and disinfect all washrooms including toilets (bowls, seats and fixtures/handles), sinks & faucets, floors, mirrors, baby change tables, dispensers (toilet paper, paper towels, soap), door handles & fixtures, grab bars, diaper pail, light switches
 - o clean and disinfect all doors, doorknobs/handles, automatic door push buttons and light switches
 - o wipe top of electric baseboard heaters in offices & staff room
 - o empty wastepaper baskets in appropriate receptacles

Periodic Cleaning Duties

Monthly:

- dust:
 - o window ledges
 - o moldings
 - o air return vents
 - o washroom exhaust fans
 - o wall hangings (clocks, bulletin boards, pictures etc)
 - o light fixtures
 - o venetian blinds
 - o fire extinguishers

- vacuum cloth chairs and other fabric library furniture

Bi-annually:

- clean all windows and screens, inside and out, before the Victoria Day weekend (May) in the Spring and in the Fall before Remembrance Day (November 11th), with time prearranged with the Library
- clean glass between library and offices
- Clean bathroom walls
- Dust tops of shelving units
- Dust tops of hanging signs
- Dust ceiling fan in the multipurpose room
- Wipe chair legs and bases

“As Required” Cleaning Duties

- replenish dispensers (hand soap, hand sanitizer, toilet paper and paper towels)
- cleaning sneeze guards and protection panels around circulation desk
- cleaning exterior doors on interior & exterior
- cleaning marks & smudges off: walls, interior doors, cupboard doors, washroom stalls, and other surfaces requiring touch-ups
- monitor cloth furniture to be spot-wiped
- spot-remover on carpet stains
- waste receptacles to be washed
- empty central vacuum dust canister and wipe interior filter
- any other janitorial services as needed

Cleaning Specifics

- Materials Provided by the Contractor:
 - o all cleaning products/chemicals
 - o rubber gloves
 - o any other items not included in the below list of items provided by the Library
 - o The Library will not be held responsible for damage or loss of any contractor items stored at our facilities, as the contractor does not have to leave any of their items on site, and should not without prior permission
- Materials Provided by the Library:
 - o central vacuum
 - o mop & bucket
 - o broom
 - o garbage bags
 - o dispenser refills (hand soap, paper towels, toilet paper and hand sanitizer)
 - o Contractor to advise Library if inventory of any of these items is running low
 - o Snow shovel and sand or salt for icy walkways is available for cleaners to use. (Although not a part of the contract, since cleaning times are beyond the normal hours of operation for the Library there is the chance for unsafe snow and/or ice covered

entrances for the cleaning contractor, at which point the contractor is responsible to make the entrance/exit location safe for their own passage.)

- Tasks completed by Library staff:
 - daily disinfectant fogging of Library public areas
 - daily wipe-down of high touch points (e.g. public computer keyboards/mice)
 - Keeping bookshelves tidy and orderly
 - replacement of light bulbs
 - any/all repairs including appliances, electrical, plumbing and HVAC
 - regular snow removal
 - cleaning of Library garage area and Bookmobile
 - tidying and cleaning of office desks
 - Contractor to advise the Library if they see the need for any of these items to be done

Damage

- The contractor shall promptly report to the Library Director any damaged facilities and broken items that need to be replaced so as not to be held responsible.

Appendix B

QUOTATION FORM

The undersigned hereby submits the following quotation for the monthly cost of cleaning services for the Stonewall Library as per the Janitorial Service Provision Guidelines:

\$ _____ per month

If your rates do not include all aspects of cleaning we have specified in this document, please explain all differences and/or alternatives here (attach additional paper if required):

Company/Individual Name _____

Address _____

Phone _____

E-mail _____

Contact Person & Title _____

Signature _____

Date _____

Appendix C

INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Library for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Library and shall not be considered employees of the Library. Any claims that may arise on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Library; and the Contractor shall defend, indemnify and hold the Library, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Library.

Company/Individual Name _____

Address _____

Contact Person & Title _____

Signature _____

Date _____

Appendix D

CLIENT REFERENCES

Please list three (3) client references. The Library reserves the right to contact references other than those being furnished below.

1. Client Name _____

Address _____

Contact Person _____

Phone number _____

Email _____

2. Client Name _____

Address _____

Contact Person _____

Phone number _____

Email _____

3. Client Name _____

Address _____

Contact Person _____

Phone number _____

Email _____