

REQUEST FOR PROPOSAL

Building Tender – JAN-10-003

JANITORIAL SERVICES

For

1233 Prince St., Lansdowne – Township Administration Building

**Please submit complete proposal using the attached forms,
Quoting the above proposal number and closing date as per label below; and forward before
12:00:00 p.m. Noon local time, Friday June 25, 2010 to:**

THE CORPORATION OF THE TOWNSHIP OF LEEDS AND
THOUSAND ISLANDS
THE OFFICE OF RECREATION SERVICES
1 JESSIE ST., LANSDOWNE

RFP NUMBER

CLOSING DATE

JAN-10-003

JUNE 25, 2010

SITE MEETINGS TO BE ARRANGED PRIOR TO JUNE 23, 2010

Submissions must be received in accordance with the attached RFP forms, Specifications, Instructions to Vendors, and Standard Terms and Conditions.

Contacts:

Ashley Purvis
Recreation and Facilities Coordinator
613-659-2415
rec-dept@townshipleeds.on.ca

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A. THE PROJECT AND PROPOSALS

1.0 INTRODUCTION

The Corporation of the Township of Leeds and Thousand Islands, herein “the Township”, invites proposals from vendors interested in the provision of Janitorial Services for the new Township Administration Building.

The Proposal must meet all the requirements outlined in this document. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) is possible.

2.0 TERM OF THE PROJECT

Janitorial Service will be provided as per the attached schedule for the period of 20 months with the option of one further one year renewal at the sole discretion of the Township commencing in 2010. Further extensions of one month periods may be requested. The anticipated start date is July 19, 2010, however this may be delayed depending on the progress with the construction of the building.

The Township reserves the right to cancel the contract at its sole discretion based on thirty (30) days notice.

3.0 RFP SCHEDULE

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Township reserves the right to modify any or all dates at its sole discretion.

No officer, agent or employee of the Township of Leeds and Thousand Islands is authorized to alter orally any portion of these documents. Any alterations required will be issued to all Firms as written addenda. Addenda shall be considered as an integral part of the contract documents. The Firm shall list in its proposal document all the addenda that were considered when its proposal was prepared. Although every effort will be made to ensure that the proponents receive all the addenda, it is the responsibility of the proponent to ensure all addenda issued have been received.

RELEASE OF RFP	June 11, 2010
SITE MEETING AS PER REQUEST	Prior to June 23, 2010
DEADLINE FOR SUBMITTING QUESTIONS:	3:00:00 pm June 21, 2010
DEADLINE FOR RESPONDING TO QUESTIONS:	3:00:00 pm June 23, 2010
RFP CLOSES:	12:00:00 pm NOON June 25, 2010
FINAL SELECTION:	June / July 2010

Site Inspections may be arranged by contacting the Recreation and Facilities Coordinator, fax (613) 659-3619 or by email to rec-dept@townshipleeds.on.ca prior to NOON June 25, 2010.

4.0 PROJECT AUTHORITY AND INVOLVEMENT

This Request for Proposal is administered by Recreation Services, Recreation and Facilities Coordinator reporting to the Clerk. A committee comprised of representatives from the various Township Departments will participate in the evaluation process. The final outcome may be subject to Township Council approval.

All inquiries regarding this RFP must be directed as specified in Section A – 6.0 herein.

5.0 PROJECT STAKEHOLDERS

There are no project partners or stakeholders.

6.0 INQUIRIES

Any clarification of this document or request for additional information must be received by 3:00:00 p.m. Monday June 21, 2010 in writing by fax or email to:

Ashley Purvis, Recreation and Facilities Coordinator

Fax: (613) 659-3619

Email rec-dept@townshipleeds.on.ca

If necessary a written addenda will be sent to all proponents. Should any proponent find discrepancies in, or omissions from the specifications, or should a proponent be in doubt as to their meaning, they must notify the Township staff contact indicated in this section in order to obtain clarification.

No notation calculated or intended to change or alter the above context in respect of specification(s), delivery, terms, conditions, etc., shall be made to the herein form by any proponent. All points as may be intended to reflect changes as herein referred shall be clearly set out in a separate letter, which shall be appended hereto.

7.0 PROPOSAL CONTENT

Each Proposal submitted must include a demonstrated understanding of the objectives, scope and particulars of the services required as well as a clear statement as to the actual total price, including the following:

Submissions shall include the legal name and form of the firm(s), a company profile(s), specify the parent company if applicable, including years in business, an overview of the experience of the firm(s) in providing similar services or goods to the public sector, and any other relevant information about the responding firm(s).

Signed Section D - Form of Irrevocable Offer on page 11.

Evidence of insurance on the Township of Leeds and Thousand Islands Insurance Certificate. The successful vendor must provide proof of insurance coverage throughout the life of the contract to Recreation Services by fax 613-659-3619.

A current WSIB Clearance certificate. The successful vendor must provide proof of insurance coverage throughout the life of the contract to Recreation Services by fax 613-659-3619.

A copy of your health and safety policy.

Appendix A - D - Price Charts. Prices must be in Canadian dollars (excluding taxes) and must include all associated costs. The prices submitted will be considered the maximum the Township must pay.

Appendix E – Company Contact Information and Reference Chart. A minimum of three professional/client references.

Complete proposal **should** also include:

A brief description of the firm including background and experience.

An outline of the personnel that will be managing and assigned to the project work with a brief description of their background and experience. The successful vendor will be required to provide and maintain a current list of the personnel that will be performing the service for each location. The Township will require a CPIC and date of birth for all staff that will be involved in this project at the vendor's expense to be no older than 30 days from the start of the contract.

Failure to provide all components may result in rejection of your proposal.

8.0 EVALUATION OF PROPOSALS

The following scoring system will be used to evaluate each accepted Proposal.

1.	Company Profile	Weight 15 %
	<ul style="list-style-type: none"> • Company background information, address, contact information, years in business • Experience in similar projects, references • Resumes of proposed personnel to be assigned Note: CPIC's and date of birth must be provided and approved prior to commencement of work 	
2.	Proposed Methodology applied to fulfill the services including but not limited to -	35%
	<ul style="list-style-type: none"> • Employee credentials, staffing compliment and coverage, uniforms • Include your companies Health & Safety Policy and Mission Statement 	
3.	Detailed cost breakdown	45 %
	<ul style="list-style-type: none"> • must include all costs the Township will be expected to pay (Excluding Applicable Taxes) 	
4.	Ontarians with Disabilities Act In compliance with the Ontarians with Disabilities Act 2001, R.S.O. 2001,c.32, section 13	5%

9.0 SUBMISSION OF PROPOSALS

Submissions in sealed envelopes, clearly marked **RFP JAN -10-003**, will be received no later than **12:00:00 p.m. NOON Local Time, Friday June 25, 2010** and shall be **addressed to The Township of Leeds and Thousand Islands, Attention: Recreation Services, P.O Box 120, 1 Jessie St., Lansdowne, ON, K0E 1L0**. Submissions will be received by the staff person designated by the Township at the counter in the Township Office at 1 Jessie St., Lansdowne, ON no later than the time and date stated in this section.

To receive consideration proposal documents must be received prior to the specified time of closing. Proponents are solely responsible for the method and timing of delivery of the proposal documents. Failure to comply with proposal submission requirements may result in the rejection of the proposal. No proposal documents may be withdrawn after closing. Prior to closing, RFP's may be withdrawn only upon written request signed by an authorized officer of the company.

B. PROJECT REQUIREMENTS

1.0 INTRODUCTION

The Corporation of the Township of Leeds and Thousand Islands invites proposals from vendors interested in the provision of Janitorial Services for the facilities as specified in this document. The requirements for this proposal and for responses to this Request for Proposal are as described in this document.

The Township of Leeds and Thousand Islands is interested in selecting a service provider that will be price competitive while providing access to services and products that respect the environment, the principles of fair trade and the indoor air quality of the Township of Leeds and Thousand Islands work place.

The Proposal must meet all the requirements outlined in this document. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) is possible.

2.0 PROJECT COSTS

Proposals must be submitted in Canadian dollars before taxes to be recorded in Appendix A-D Price Charts. Harmonized Sales Tax (HST) is extra.

Proposals must be set out in a clear and concise format on all costs per unit and **must include all associated costs**. Costs stated by any successful proponent shall be the maximum the Township will pay for this service. If no fees are recorded it will be assumed there are no such fees, and invoices will be paid accordingly.

Final selection will be subject to budget allotment and successful contract negotiations with the preferred vendor or vendor(s). Award may be subject to council approval.

No guarantee or warranty is given or implied by the Township as to the total amount that may or may not be purchased from any resulting contracts. Any quantities stated are for proponents information only and will be used for tabulation and presentation of proposal, and the Township reserves the right to increase or decrease quantities as required.

In the event of any discrepancy between any unit price and an extension, the unit price shall govern.

3.0 BACKGROUND OF THE PROJECT

This RFP for Janitorial Service will be administered by Recreation Services, Recreation and Facilities Coordinator reporting to the Clerk. A committee comprised of representatives from the various Township Departments will participate in the evaluation process. The final outcome may be subject to Township Council approval.

4.0 AVAILABLE TOWNSHIP RESOURCES

The Township agrees to provide available information and to supply replacement lamps, tubes, cleaning supplies as on the listed supply order form including toilet, soap and paper towel dispenser supplies.

6.0 ASSUMPTIONS

Proponents must take into account the following assumptions when preparing and submitting proposals.

- Invoices to be issued monthly, net 30. Invoices are to be directed to the attention of the appropriate staff member and mailed to the appropriate division.
- The successful proponent may also be required to perform such other duties as may have been omitted from the foregoing, but which are necessary for normal good housekeeping without additional charge.
- Floors must be finished with “safety finishes” of the type with high resistance to slopping, dirt, marking, spillage and wear, and should be able to withstand frequent washings and damp mopping.
- Notice of any maintenance problems or property damage must be reported to the facility supervisor at time of discovery.
- If a ladder is necessary to perform daily cleaning activities, the contractor must provide additional cleaners for safety reasons.
- Any reference to prices in the proposal response and subsequent steps in the evaluation are to be exclusive of HST.
- The successful vendor will ensure that staff assigned under this contract have received Workplace Hazardous Material Information Systems training and have access to all Material Safety Data sheets for products being used. The successful vendor will be responsible for the proper labeling of all product containers in accordance with WHMIS requirements.
- Current Material Safety Data Sheets must be maintained on site and all containers must be appropriately labeled in compliance with WHMIS legislation.
- In the event the contractor’s personnel has been considered by the Township to be unsatisfactory, for any reason, the contractor shall take disciplinary action in the regard to such employees, including replacement of employee should such be necessary in view of the employer, that is the contractor.
- The contractor shall assume all liability with regard to costs, whether legal or otherwise, incurred as a consequence of the dismissal or termination of any employee of the contractor, by the contractor, or any accident, injury or damage incurred as a consequence of the performance of the duties outlined in this Agreement.

- The facility supervisor must approve all products used for cleaning within Township Buildings prior to use. The Township may request all “Green” Products with appropriate sanitizing and germicidal agents to be used. All cleaning products employed must be mild and have no deleterious effects on the surfaces or equipment to be cleaned, and shall have pH values within the tolerances approved by the Underwriter’s Laboratories. The Township requires the use of janitorial products that conform to a third party confirmation of high performance with respect to the environment and worker and occupant health and safety such as Green Seal™ or equivalent.
- Floors must be finished with “safety finishes” of the type with high resistance to slipping, dirt, marking, spillage and wear and should be able to withstand frequent washings and damp mopping.
- Contractor will provide a means of communication between the janitorial staff and the Township eg: pager or cell phone in the event of an emergency.
- The Township will require a CPIC and date of birth for all staff that will be involved in this project at the vendor’s expense.

6.0 RESOURCE REQUIREMENTS

Proponents must detail any resources they will provide and require as part of the Proposal. This includes all resources; third party consultants or sub-contractors including Township of Leeds and Thousand Islands resource requirements that are assumed to be outside those requirements defined in the document.

The designated staff contacts are indicated in the various sections of the Appendices. Invoices should be directed to the attention of these individuals.

ADMINISTRATION BUILDING		
Appendix A – Effective July 1/10		
Ashley Purvis Recreation and Facilities Coordinator P.O Box 129 Lansdowne, ON K0E 1L0 Phone – 613-659-2415		

The proponent will supply labour for janitorial services as specified for the designated areas.

7.0 MILESTONES AND RESULTS

This proposal award may be subject to Council approval. It is planned the term of the contract will commence July 19, 2010 for a period of 8 months with the option of one further one year renewal at the sole discretion of the Township of Leeds and Thousand Islands. Further one month extensions at the sole discretion of the Township.

8.0 INTERIM AND FINAL REPORTING

Reporting will be mutually determined prior to the commencement of the contract depending on the nature of the requirement. Additional reporting may be required during the term of the contract.

9.0 FORMAL CONTRACT

Any Proponent subsequently offered the Contract will be required to enter into a Formal Contract satisfactory to the Clerk’s Department, which will include, but not be limited to, provisions set out in this Request for Proposal. This Proposal shall constitute part of the terms and conditions of the contract award.

C. GENERAL TERMS AND CONDITIONS

The following terms and conditions are deemed accepted by all submitters of proposals in response to this RFP and are deemed incorporated into every contract resulting from this RFP:

1. **Improper Delivery.** Electronic, telegraphic, telephone, or facsimile submissions in response to this RFP will not be accepted. Late submissions in response will also not be accepted.
2. **Signing Requirements.** Submissions that are not signed will be rejected. Signing of submissions shall be in the form set out in Irrevocable Offer D which shall be attached to the proposal. If the submitter of a proposal is an incorporated company, the proposal must be executed by the signing officer(s) of the company with the company seal placed beside the signature(s). If the submitter of a proposal is not an incorporated company, the submitter of a proposal should sign his or her own name in the presence of a witness who should sign beside the submitter of a proposals name.
3. **Applicable Law.** This RFP, each submission and the Project itself are each subject to the provisions of all applicable law, including:
 - the *Municipal Freedom of Information and Privacy Act*, RSO 1990, c. M54,
 - *Occupational health and Safety Act*, R.S.O. 1990, c.O.1, Each proponent warrants that they have the experience training and equipment to ensure all work performed under the contract is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and is fully responsible for the health and safety of all employees and others present on the site. Each proponent also acknowledges that the Township is relying on this warranty in its decision to award the contract to the proponent
 - *Ontarians with Disabilities Act, 2001*, S.O. 2001, c.32, section 13 of which statute states:
In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

This RFP, each submission and the Project itself are also subject to the provisions of the Procurement By-Law # 06-018 of the Corporation of the Township of Leeds and Thousand Islands as amended.
4. **Township is not liable for RFP costs.** The Corporation of the Township of Leeds and Thousand Islands is not liable for any costs incurred by the submitter of a proposal in responding to this Request for Proposal.
5. **Required Warranties.** Each submitter of a proposal is deemed to expressly declare and warrant in the proposal that:
 - i. the prices in this Proposal have been arrived at independently from those of any other submitter of a proposal,
 - ii. the prices in this Proposal have not been knowingly disclosed by the submitter of a proposal, and will not knowingly be disclosed by the submitter of a proposal prior to award, directly or indirectly, to any other submitter of a proposal or competitor,
 - iii. no attempt has been made, nor will be made, to induce any other person to submit or not to submit a proposal for the purpose of restricting competition,
 - iv. this proposal is in all respects fair and without collusion or fraud.
 - v. all materials and/or services proposed to be supplied to the Township of Leeds and Thousand Islands conform in all respects to the standards set forth by Federal and Provincial agencies.
 - vi. The submitter of the proposal is:
 - a. competent to perform the work described in this RFP ["the work"];
 - b. has the necessary qualifications, including knowledge, skill and experience to perform the work, together with the ability to use those qualifications effectively for that purpose;
 - c. shall supply additional equipment necessary for the performance of the work not provided by the Township;
 - d. shall carry out the work in a diligent and efficient manner;
 - e. ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFP and any subsequent contract.
 - vii. The submitter waives all rights of lien which might arise in relation to any contract from this RFP under section 3(1) of the *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25.
 - viii. The submitter has and follows a health and safety plan for employees and representatives who will be present on the property of the Corporation of the Township of Leeds and Thousand Islands as part of any contract arising from this RFP.
 - ix. The submitter confirms that the price proposed is an upset limit above which the Township is not required to pay and that where there is uncertainty as to the price proposed, the unit price shall govern.
6. **No Obligation to Contract.** Submissions made in response to this Request for Proposals do not constitute the acceptance of a contract with the Township of Leeds and Thousand Islands. Submissions constitute offers which the Township may or may not accept on its sole discretion. The Corporation of the Township of Leeds and Thousand Islands further reserves the right to accept or reject any or all proposals or parts of proposals, to order additional units at the price submitted, or to accept any proposal considered in its best interest, and to request re-proposals on the required services. The Corporation of the Township of Leeds and Thousand Islands also reserves the right to waive irregularities and technicalities and to do so in its sole discretion. The Corporation of the Township of Leeds and Thousand Islands further reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of the Township in the opinion of the Township. The Township of Leeds and Thousand Islands reserves the right to include consideration of any outstanding claims against or by the Township, any record of poor performance with the Township and the appropriateness of any key personnel in evaluation of any proposal and to reject any proposal based on record of past poor quality of service, claims and disputes or difficulties related to proceedings in completed past projects for the Township.

Each submission of a signed proposal is deemed an irrevocable offer which may be accepted, at the sole option of the Corporation of the Township of Leeds and Thousand Islands and after negotiation, only by entering into a formal contract upon such acceptance the terms, responsibilities, and specifications as required by the Corporation of the Township of Leeds and Thousand Islands including but not limited to those set out herein. The Township reserves the right to reject an offer to supply services presented in response to the Township's procurement processes where the Township determines that the person making the offer is in any way indebted to the Township and in its sole discretion is of the opinion that it is in the Township's best interests that the offer be rejected.

Notwithstanding anything contained in the Agreement to the contrary, the Township may, at any time prior to the completion of the services, terminate this Agreement by giving thirty (30) days written notice to the Contractor. Upon a termination notice being given, the Contractor shall immediately cease services in accordance with and to the extent specified in the notice. In the event of a termination notice being given in accordance with this Agreement, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the services and for which the Contractor has not already been so paid or reimbursed by the Township.

7. **Contract Payments.** Unless otherwise specified, should the Corporation of the Township of Leeds and Thousand Islands enter into a contract relating to the Project, it will make payment of accounts within thirty (30) days of either the date on which the services have been accepted to the satisfaction of the Corporation of the Township of Leeds and Thousand Islands, or the date on which the invoice is received, whichever is later.
8. **Limitation of Liability.** Unless otherwise agreed, should the Corporation of the Township of Leeds and Thousand Islands enter into a contract relating to the Project, the other contracting party shall agree to hold the Corporation of the Township of Leeds and Thousand Islands harmless from any and all liability, claim, (including damages, fines, insurance adjuster's fees and legal costs on a full recovery basis), loss, expense, action or suit arising from the Project. Independent of any steps taken by the Township, it shall be the Contractor's responsibility to investigate and handle any and all third party claims arising from the project in a professional manner, within 30 days of receipt, and provide a copy of the response to the Township.
9. **Dispute.** In cases of dispute as to whether or not deliverables meet the requirements of the Corporation of the Township of Leeds and Thousand Islands, the decision of such agent as the Corporation of the Township of Leeds and Thousand Islands may appoint will be final and binding.
10. **No Assignment.** Unless otherwise agreed, should the Corporation of the Township of Leeds and Thousand Islands enter into a contract relating to the Project, the other contracting party shall not, without the written consent of the Corporation of the Township of Leeds and Thousand Islands, assign or subcontract any aspect of the Project or the deliverables.
11. **Fit for Use.** All things supplied under the Project shall be fit for the use specified in the governing documents whether or not detailed specifications on the various components are not set out in the documents.
12. **No implied Waiver.** The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to otherwise enforce such provision or to seek damages for the breach thereof.
13. **Governing Law.** All submitter of proposals, including those outside the Province of Ontario, agree that the rights of all parties shall be governed by the laws of the Province of Ontario and that the venue for dispute shall be within the Province of Ontario. Proponents must be able to demonstrate their ability to perform the work under the law of the Province of Ontario and provide such security as might be required and enforceable under the law of the Province of Ontario.
14. **Force Majeur.** Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFP or the Project when such delay or failure is due to fires, strikes, floods, acts of God or the Queens enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.
15. **Deemed Satisfaction as to Submission.** The submission of a proposal shall be deemed conclusive proof that the submitter of a proposal has satisfied itself as to all the requirements set out in the RFP, all the conditions which may be encountered, what services he/she will be required to supply, or any other matter which may enter into the carrying out of the Project. No claims will be entertained by the Corporation of the Township of Leeds and Thousand Islands based on the assertion by the submitter of a proposal that it was uninformed as to any of the requirements of the proposal.
16. **Default under Project.** In case of a default of performance of the Project, the Corporation of the Township of Leeds and Thousand Islands reserves the right to transfer the Project to another source. All additional expenses arising from such transfer will be charged to the original submitter of a proposal or contractor and are due forthwith.
17. **Title and IP Right to the Work.** Title and intellectual property interest ["IP"] to the work described in this RFP ["the work"] and any part thereof vests in the Township upon delivery and acceptance thereof by or on behalf of the Township. The risk of loss or damage to the work or part thereof so vested shall remain with the successful proponent Contractor until its delivery of the work in full. Any vesting of title or IP shall not constitute acceptance by the Township of the work and shall not relieve the successful proponent of its obligation to perform the work. The successful proponent shall indemnify and save harmless the Township and its employees and agents against any claim, action, suit or other proceeding for any payment or enforcement of any right or remedy that results from or is alleged to result from the creation of or provision of the work or the use or disposal of anything furnished in relation to the work.
18. **Insurance.** Any selected proponent shall be required to provide Commercial General Liability Insurance, structured on a "per occurrence" basis, and motor vehicle liability, in the amount of no less than two million dollars (\$2,000,000.00). WSIB coverage shall be provided as required by, or available under law. Additional insurance may also be required depending on the nature of bids submitted. Policies shall be in a form satisfactory to the Township and shall be kept in full force during the complete period. The Township shall be named as an additional Insured on the Commercial General Liability policy, and any successful proponent shall provide evidence of all insurance coverages required by completing the Insurance Certificate provided by the Township, and proof of WSIB coverage, before the Township shall enter into of a contract in relation to this Request for Proposal.
19. **Enforcement.** Any successful proponent will have to enter into a legally binding agreement with the Corporation of the Township of Leeds and Thousand Islands. Where any breach of the terms of that agreement should occur, the Township shall review all legal remedies available to it and use any appropriate remedies to protect the interests of the Corporation of the Township of Leeds and Thousand Islands including law suit or application before the appropriate court or tribunal. All submitters of proposals in response to this RFP hereby acknowledge and attorn to the jurisdiction of the choice of the Township of Leeds and Thousand Islands in any such legal process.
20. **Opening Process.** The following processes shall be used when RFP submissions are opened:
 - a. Over \$50,000 only the name of each proponent will be released at the time of opening. The pricing component and the ranking of all accepted submissions will be reported to council.
 - b. Less than \$50,000 the prices of the successful proponent may be released after award. The pricing submitted from unsuccessful proponents will not be released.
21. **Privacy and Freedom of Information.** All submissions and attached materials received in response to this [RFP/tender] are deemed to be the property of the Township of Leeds and Thousand Islands as of the date of their submission except to the extent they are protected as third party material under applicable privacy law. The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA or the Act) applies to all tenders, quotations and proposals submitted to the Corporation of the Township of Leeds and Thousand Islands (the Township). Tenders, quotations and proposals will be received in confidence and are subject to the disclosure requirements of the Act. Pursuant to orders made by the

Information and Privacy Commissioner/Ontario, the Township shall not withhold the following information from tenders, quotations or proposals, if requested through the MFIPPA process by any person or business:

- the cover letter to the tender, quotation, or proposal;
- the table of contents;
- lists of figures, tables, and appendices; and
- any information regarding the form and structure of a tender, quotation or a proposal (i.e. information which may disclose the manner in which the document is constructed).

Bidders/proponents should identify any portions of their tender/quotation/proposal which contain a trade secret, scientific, technical, financial, commercial or labour relations information supplied in confidence and which will cause harm if disclosed. The Township of Leeds and Thousand Islands cannot ensure that any given portion of any materials received in response will not be ordered released under MFIPPA.

D. FORM OF IRREVOCABLE OFFER

I hereby offer to provide the requirements under **Request for Proposal No JAN-10-003** to the Corporation of the Township of Leeds and Thousand Islands according to the terms set out in this Proposal as well as in the RFP including the requirement for and acceptance of a formal contract acceptable to the Corporation of the Township of Leeds and Thousand Islands. I also agree that this irrevocable offer shall be open to acceptance by the Corporation of the Township of Leeds and Thousand Islands for a period of one hundred-twenty (120) days from the closing date for the receipt of Proposals.

WITNESS _____

SIGNED _____

OR

NAME _____

(Affix Company Seal if applicable)

TITLE _____

COMPANY _____

ADDRESS _____

TOWNSHIP/PROV. _____

POSTAL CODE _____

TELEPHONE _____

FAX NO. _____

EMAIL . _____

APPENDIX A PRICE CHART – PRICES BEFORE TAX

Effective July 1, 2010

LOCATION	PRICE PER MONTH	PRICE PER YEAR
ADMINISTRATION BUILDING – 1233 PRINCE ST. Monday-Friday-between hours 7pm-7am. (These hours are required to adjust for meetings that may take place during the specified time above.) – Supervisor Ashley Purvis	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
HST		EXTRA
		EXTRA
TOTAL		\$

RECORD ALL EXTRA FEES CHARGED, IF NO FEES RECORDED, IT WILL BE ASSUMED THERE ARE NO FEES:

Additional entities may be added to the contract. Full specifications will be given should extra locations be added.

WORK SPECIFICATIONS

DAILY MAINTENANCE SERVICES

If offices are inaccessible the contractor is not expected to perform these duties in those offices.

- Check log book for requests/comments.
- Clean and sanitize all bathrooms; includes basins, bowls, urinals, showers, mirrors, taps, floors, and waste containers. Refill toilet paper, paper towel, and product dispensers as required. Remove scale and stains as required. Replace urinal screen and pucks as required.
- Clean and sanitize all kitchens/lunch rooms; includes sinks, taps, counter tops, tables, chairs, and small appliances. Refill paper towel and product dispensers as required. Remove scale and stains as required.
- Clean and dust all flat surfaces to a height of six feet including desks, counter tops, tables, chairs, shelves, window ledges, etc.
- Clean main entrance door glass inside and out
- Clean and wash all floors including stairwells and baseboards right to corners, moving floor mats, with commercial cleaner.
- Vacuum all carpets and mats and spot clean as required.
- Empty all waste and recyclable containers into designated locations. Replace plastic liners as required.
- Ensure that sidewalks, accessibility ramps, and parking areas leading up to the buildings are free of debris.
- Clean staff workspaces – polish wood, wipe down computer screen and phones on Friday nights only.

WEEKLY MAINTENANCE SERVICES

- Remove fingerprints, smudges, scotch tape, etc. from windows, walls, cabinets, and other surfaces.
- Clean and sanitize separation panels in the washrooms.
- Replace light bulbs as needed; remove any bugs from light fixtures.

QUARTERLY MAINTENANCE SERVICES

- Vacuum and wash heating and return air conditioning vents with a mild soap solution. This includes ceiling diffusers and return air grills.
- Clean and sanitize walls in washrooms, kitchens/lunch rooms, and hall ways.
- Dust all areas above six feet including pictures, door frames, etc.
- Clean upholstery.
- Polish wood.

BI-ANNUAL MAINTENANCE SERVICES

- Clean all interior windows and door glass.
- Clean all light fixture lenses and remove insects.
- Clean and sanitize large appliances inside and out.

YEARLY MAINTENANCE SERVICES

- Strip and wax floors.
- Clean and sanitize all walls.

ADDITIONAL MAINTENANCE AND RELATED RESPONSIBILITIES

- All garbage and recyclable material to be disposed of shall be placed in clear plastic bags and placed in the exterior dumpster provided. The dumpster holds both the waste and recycle bags.
- The Contractor will be responsible for lock-up and ensuring all alarms are set in the Municipal Buildings
- The Contractor will immediately bring to the attention of the appropriate representative, any unsafe condition which may exist within the buildings serviced by the Contract.
- All equipment and supplies required to provide the services required will be provided by the Township.

SPECIFIC TO THE ADMINISTRATION BUILDING

All submissions shall be based on provisions of services comprising five (5) days weekly. Monday to Friday between the hours of 7:00 pm to 7:00 am, excluding statutory. The Lobby, public washrooms, Council Chambers and Council Retiring room will require cleaning outside these hours when booked for meetings during the allotted cleaning timeframe. The contractor is expected to adjust their cleaning schedule around these meetings.

STATUTORY HOLIDAYS

The Township considers the following 11 days statutory holidays: New Year's Day, 3rd. Monday in February (Heritage Day) Good Friday, Easter Monday, Victoria Day Civic Holiday (1st Monday in August), Canada Day (July 1st), Labour Day, Remembrance Day (Nov. 11), Thanksgiving Day, Christmas Day (Dec.25th), Boxing Day (Dec.26th). When a Holiday falls on a Saturday or a Sunday, the holiday will be observed on the following Monday or the day set aside by Government or Local Order.

APPENDIX E CONTACT INFORMATION & REFERENCES

Company contact information

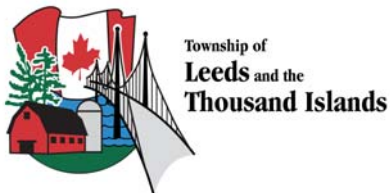
CONTACT PERSON	
E-MAIL ADDRESS	
REGULAR PHONE NUMBER	
EMERGENCY PHONE NUMBER	

References provided by the proponent will be used to determine whether past performance on similar contracts has been satisfactory.

COMPANY	
NAME	
TITLE	
EMAIL	
PHONE NUMBER	

COMPANY	
NAME	
TITLE	
EMAIL	
PHONE NUMBER	

COMPANY	
NAME	
TITLE	
EMAIL	
PHONE NUMBER	



CERTIFICATE OF INSURANCE

The Corporation of the Township of Leeds and Thousand Islands

This is to certify that the insured named below is insured as described below.

PROJECT/CONTRACT/LEASE/AGREEMENT/PERMIT/TENDER to which this certificate applies –
 JAN 10-003 JANITORIAL SERVICES FOR ADMINISTRATION BUILDING

NOTE: ORIGINAL CERTIFICATES SIGNED BY YOUR INSURER OR INSURANCE BROKER ONLY WILL BE ACCEPTED

Name of Insured	Telephone Number ()- -	
Street Name (of Insured)	Township	Postal Code

Type of Insurance	Insurer's Name	Policy Number	Effective Date			Expiry Date			Limits of Liability
			YR	MO	DAY	YR	MO	DAY	
Commercial general liability									
<input type="checkbox"/> umbrella									
<input type="checkbox"/> excess									
<input type="checkbox"/> other:									
Motor vehicle liability									
Motor Vehicle Liability – must cover all vehicles owned or operated by or on behalf of the insured.									

Commercial General Liability – Occurrence Basis, Including Personal Injury, Property Damage Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products – Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenants Legal Liability No **OR** Yes... (limit) Liquor Liability No **OR** Yes

AMOUNT OF DEDUCTIBLE (property damage and/or bodily injury) \$

THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THOUSAND ISLANDS, Township of Leeds and Thousand Islands Public Library have been added as **ADDITIONAL INSUREDS (not as additional named insured)**, but only with respect to their interest in the operations of the Named Insured and in respect to commercial general liability and umbrella/excess.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

If cancelled or changed in any manner that would affect the Township of Leeds and Thousand Islands as outlined in coverage specified herein for any reason so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the Township of Leeds and Thousand Islands
 Attn: Ashley Purvis
 1 Jessie St.
 Lansdowne, ON, K0E 1L0 FAX: (613)659-3619

Date	YR.	MO.	DAY	Name of Insurance Company or Broker (completing form)					
Street Name (Insurer or Insurance Broker)				Township			Postal Code		
Name of Authorized Representative or Official (please print)				Telephone Number ()- -			Fax Number ()- -		

Signature of Authorized Representative or Official