



## **REQUEST FOR QUOTATIONS**

**RFQ-05-20**

### **Janitorial Services**

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The Strathcona Regional District invites quotations from qualified contractors for semi-weekly janitorial services for its Corporate Office located at 990 Cedar Street in Campbell River, BC.

Quotations clearly marked Strathcona Regional District Janitorial Services will be received at the office of the Strathcona Regional District at 301-990 Cedar Street, Campbell River, BC V9W 7Z8, until 2:00 p.m. Pacific Time on Monday, December 7, 2020. All quotations provided to the Regional District will be done so at the sole cost of the supplier or contractor providing the quote.

The services required under this Request for Quotations (RFQ) are described in the attached specifications and the respondent, by submitting a quotation, undertakes to supply the services for the price quoted and in accordance with specifications provided. The anticipated term of the contract for this work is January 1, 2021 to December 31, 2021 with the possibility of one or more renewals.

All prices must be quoted in Canadian dollars with applicable taxes shown separately. Prices must remain open for acceptance for a period of at least 60 days from the date of submission. The Regional District reserves the right, at its sole discretion, to reject any or all quotes for any reason whatsoever and to negotiate terms and conditions of a contract for the performance of the work with the contractor or supplier of its choice.

Written quotations must be completed, signed and submitted on the prescribed form and delivered to Tom Yates, Corporate Services Manager at 301-990 Cedar Street, Campbell River, BC, V9W 7Z8, or sent electronically by fax to 250-830-6710 or by email to [procurement@srd.ca](mailto:procurement@srd.ca). Respondents are solely responsible for ensuring that their response to this RFQ is received at the Regional District office before the submission deadline.

All queries relating to the Request for Quotation process should be directed to Edith Watson at (250) 830-6712 or [procurement@srd.ca](mailto:procurement@srd.ca).

# REQUEST FOR QUOTATIONS

## Janitorial Services

The Strathcona Regional District requires Janitorial Services for its Corporate Office located at 990 Cedar Street, Campbell River, BC as follows:

Janitorial Services are required for the stairwells, common areas and office spaces located on the 1<sup>st</sup> floor and 3<sup>rd</sup> floor of the building.

### 2021 Janitorial Services Criteria

<b>DAILY</b>
Clean and disinfect all washrooms on the first and third floors.
Refill soap, paper towel, toilet paper in all washrooms on the first and third floors.
Empty garbage's in all washrooms on the first and third floors.
Common Area (foyer, elevator, stair wells) floors swept, mopped and area rugs vacuumed.
Common Area (foyer, elevator, stair wells) touch points disinfected
Common Area (foyer) all flat surfaces disinfected.
Common Area (foyer) clean reception station plexi glass.
<b>WEEKLY (MID WEEK)</b>
Disinfect desks, keyboards, and high touch points of all workstations and offices located on the first and third floor.
Empty waste bins from all workstations and offices located on the first and third floors
Disinfect counters and high touch points in kitchen area on the first and third floors.
Disinfect light switches.
<b>WEEKLY (WEEKEND)</b>
Keep all doors (inside and out), frames and kick plates free of all marks at all times.
Keep glass in entrance doors and adjacent glass clean on both sides.
All refuse/recycled paper picked up is to be taken to the designated area for disposal.
Empty all recycle paper containers.
Empty all refuse baskets/containers and replace bags.
Wipe exterior of waste/recycle bins to remove stains, visible soil and spills as needed.
Remove stains from carpeted areas.
Sweep using an environmentally friendly dust control method.
Damp mop all tile areas.
Clean furniture in reception areas.
Clean and disinfect toilet seats, bowls, wash basins and counters.
Clean exposed surfaces of flush tanks, dispensers, receptacles, mirrors and shelves.
Disinfect body contact points (water taps, flush valves, door plates, receptacles, dispensers, door handles).
Polish mirrors and sink hardware.
Disinfect light switches
Replace depleted toiletries in bathrooms and kitchen areas on the first and third floors.

Shower to be cleaned and sanitized.
Free minor plumbing if plugged.
Empty all refuse baskets/containers and replace bags.
Clean all lunchroom tables, counter tops, wipe down small and large appliances.
Clean any dirty dishes and place in cupboards.
Empty coffee pots and filter basket, wipe down coffee machine.
Floors to be damp mopped and carpets vacuumed.
Ensure there is an extra supply of paper towels in the kitchen.
Boardroom tables dusted and cleaned.
Printers, photocopiers, fax machine, postage machine to be dusted and disinfected.
Light bulbs to be checked and replaced as needed.
Wipe hand marks, soil, etc. from doors and walls as required.
Dust horizontal surface of cleared furniture weekly using a dust control method. Keep tops free of finger marks and stains at all times.
Telephone and communication equipment to be damp wiped and sanitized.
Dust and disinfect desks and tables
Launder dishtowels and dishcloths.
Clean inside of microwave in the first and third floor kitchens.
White boards to be cleaned with an approved cleaning product.
Wash floors, glass doors and mirrors, remove any hand marks (soil etc.) from the walls and vacuum rugs in the foyer area.
Wash floors, remove any hand marks (soil etc.) from the walls and vacuum carpets in the stairwells.
<b>MONTHLY</b>
Damp wipe inside of wastepaper baskets.
Chairs to be dusted/wiped down.
Dust walls, door frames and picture frames.
Dust vertical surfaces.
Vacuum/wipe down upholstered furniture.
All interior windows to be cleaned both sides (where accessible) – (Boardroom windows with privacy film have special cleaning requirements)
Light switches cleaned
Light fixtures dusted
Dust baseboards.
Dust and clean borders around cabinets and notice boards.
Dust shelving
Dust fire extinguishers.
<b>QUARTERLY</b>
Clean interior mats.
Dust all window sills and damp wipe.
All glass blocks to be cleaned.
All perimeter windows to be cleaned on inside.
All window blinds to be dusted.
<b>SEMI – ANNUALLY</b>
Clean the inside of fridge and freezer on the first and third floor kitchens and the stove in the first floor kitchen.

Clean inside of dishwasher in the first and third floor kitchens
Boardroom tables completely washed down (tops, legs).
Boardroom chairs to be completely wiped/washed down.
<b>YEARLY</b>
Carpets to be shampooed/steam cleaned.
Wash painted walls.
Wash inside of cupboards and drawers in kitchen.

The Regional District owns and occupies the building located at 990 Cedar Street and leases the second floor to a tenant. A breakdown of costs showing the daily common area costs separate from the remaining duties is required. Upon completion of negotiations with a successful contractor, a contract will be entered into which will cover costs, standards of service, insurance requirements, access requirements and other matters.

Individual **mandatory** site visits will be conducted with each interested contractor before a bid is accepted by contacting Edith Watson at 250-830-6712 or email [ewatson@strathconard.ca](mailto:ewatson@strathconard.ca).

The contractor must be able to obtain and maintain comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage during the term of the contract.

The contractor must provide evidence of and maintain Worksafe BC coverage during the term of the contract.

All queries relating to the above services and system requirements, as well as requests for on-site viewing of the Corporate Office should be directed to Edith Watson, Senior Executive Assistant at 250-830-6712.



**QUOTATION FORM  
JANITORIAL SERVICES**

**SUBMISSION DEADLINE IS 2:00 P.M. PACIFIC TIME ON DECEMBER 7, 2020**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

<b>Janitorial Services – Foyer/Common Areas and Stairwells (annually)</b>	<b>\$</b>
<b>Janitorial Services – 1<sup>st</sup> and 3<sup>rd</sup> floor Corporate Office (annually)</b>	<b>\$</b>
<b>GST at 5%</b>	<b>\$</b>
<b>PST at 7% if applicable</b>	<b>\$</b>
<b>Total Quoted Price (per month)</b>	<b>\$</b>

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature