



THE MUNICIPALITY OF
LAMBTON SHORES

REQUEST FOR PROPOSAL

202316 CUSTODIAL SERVICES FOR MUNICIPAL OFFICES

The Municipality of Lambton Shores is seeking proposals from qualified parties to provide custodial services on a weekly basis at the following locations:

- 1) 9575 Port Franks Road (Northville Office), Thedford ON N0M 2N0
- 2) 9577 Port Franks Road (Administration Building), Thedford ON N0M 2N0

Qualified parties with requisite custodial experience are invited to submit a RFP outlining their experience and qualifications no later than the closing date/time identified below.

Questions and comments related to this RFP should be directed to Ms. Ashley Farr, Director of Community Services, 519-243-1400 ext. 8313 or email afarr@lambtonshores.ca.

The closing date for submissions is March 23, 2023. Only bidder's names will be released upon opening.

Closing Date: March 23, 2023, 11:00 a.m.

INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT

Bidders downloading this document from the Municipality of Lambton Shores website must register with the Community Services Department to be added to the Bidders list. Interested parties are required to complete the information below and return this form via fax to 519-243-3500 or email to afarr@lambtonshores.ca

Bidders who do not register may not receive any additional information or addendums relating to this project.

Bidder Registration Form

Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Project Name: 202316 Custodial Services for Municipal Offices

Return by fax to: 519-243-3500
Or by email to: afarr@lambtonshores.ca
Attention: Community Services Department

SECTION 1: INFORMATION TO BIDDERS

1.1 LOCATION AND SCOPE OF WORK

The Municipality of Lambton Shores is seeking custodial services for two (2) municipal office buildings:

- 1) 9575 Port Franks Road, Thedford ON N0M 2N0
- 2) 9577 Port Franks Road, Thedford ON N0M 2N0

A floor plan for the noted facilities is available in the Appendices.

The general duties and responsibilities for all listed facilities include:

- a) On a weekly basis:
 - a. Fill toilet paper dispensers, paper towel dispensers, soap dispensers, and hand sanitizing dispensers.
 - b. Dust all surfaces, including desks and workspaces (without relocation of items on surfaces).
 - c. Clean and disinfect kitchen sinks and counters.
 - d. Clean and disinfect all common area tables and chairs.
 - e. Clean and disinfect toilets, showers, urinals and bathroom sinks and counters.
 - f. Clean and disinfect all doorknobs, automatic door openers and hand railings.
 - g. Clean all mirrors.
 - h. Sweep, mop and vacuum all floors.
 - i. Collect all garbage and recycling, place in bags, and deposit in appropriate receptacles.
 - j. Maintain a log of all activities including date and time and submit to the Parks and Facilities Manager on a weekly basis.
- b) On a monthly basis:
 - a. Clean refrigerators and all other appliances.
- c) Twice per year (every 6 months):
 - a. Strip, wax and seal tile flooring at 9575 Port Franks Road.
- d) Once per year
 - a. Shampoo all carpets.

** The Municipality will supply all cleaning products, paper products, soap, and disinfectant.

*** All cleaning is to take place outside of normal office hours, Monday – Friday, 8:30 a.m. to 4:30 p.m. and not during Council or Committee meetings. A meeting schedule will be provided.

The cleaning contract will be for a period of one (1) year, with an option to renew subject to approval by both parties.

Site visits can be arranged through the Director of Community Services, afarr@lambtonshores.ca. The Administration Building located at 9577 Port Franks Road is currently under construction. CSA approved work boots and hard hats are required for site visits.

1.2 SUBMISSION OF PROPOSALS

Sealed Proposals plainly marked “RFP 202316 Custodial Services for Municipal Buildings” will be received at the Lambton Shores Municipal Office, 9575 Port Franks Road, Thedford ON until **11:00 am** local time **March 23, 2023**.

1.3 PROPOSALS

Submitted Proposal shall include the following:

- 1) Completed Form of Proposal and Price Form
- 2) Completed Schedule of Sub-Contractors

The following format shall be used for the preparation of your Proposal.

The Proposal shall include a cover letter outlining the following:

- a) Summary of your proposal
- b) List of key personnel who will be responsible for the service.
- c) List of sub-contractors and which component they are responsible for.
- d) List of three references identifying similar projects completed within the last five (5) years.
- e) Proposed cleaning schedule (1 year (52 week) term)
- f) Fee schedule

1.4 LIST OF SUB-CONTRACTORS

A list of all Sub-Contractors proposed to be used by the Bidder to complete the work shall be included with the Proposal.

1.5 ACCEPTANCE OR REJECTION OF PROPOSALS AND APPROVALS

The Proposal must be legible and all items must be bid. Proposals which are incomplete, unbalanced, conditional, obscure, or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected as informal or void.

Proposals may be rejected for one or more of the following reasons:

- a) Bids arriving after the closing time and date as specified in this document
- b) Bids received in a form other than the quotation form supplied
- c) Bids not completed in ink or by type
- d) Bids containing any other form of alteration, including but not limited to include; strike-out, white-out, etc.
- e) Bids not properly signed, witnessed, and/or sealed
- f) Bids that have not acknowledged all issued addenda

The Municipality reserves the right to accept any Proposal or reject any or all Proposals and waive formalities as the interests of the Municipality may require.

Proposals shall remain open for acceptance by the Municipality for a period of ninety (90) calendar days after the closing date.

Proposals will be evaluated based on the following criteria:

Experience
Cost

50 points
50 points

1.6 EXECUTION OF CONTRACT

The successful Bidder shall be required to execute the Form of Agreement and submit a WSIB Certificate or proof of independent operator coverage and Certificate of Insurance within seven (7) days of the date of notification of the acceptance of the Proposal by the Municipality.

All work is to be undertaken in accordance with the applicable Occupational Health and Safety Act legislation. The Contractor shall abide by the Employment Standards Act and any other Acts or By-Laws which are relative to the performance of the work.

1.7 WSIB

The successful Bidder shall provide a Certificate of Coverage from the Workers Safety & Insurance Board or proof of independent operator coverage the time of execution of the Contract.

1.8 CERTIFICATE OF INSURANCE

At the time of execution of the Contract the successful Bidder shall submit a certified copy of a comprehensive policy of public liability and property damage insurance in the minimum amount of \$2,000,000.00 listing the Municipality as an additional insured.

1.9 QUANTITIES

Quantities provided are estimates only.

1.10 SALES TAX

Proposal prices shall include all applicable sales taxes.

SECTION 2: FORM OF PROPOSAL

To: The Mayor and Council, Municipality of Lambton Shores, hereinafter called “Municipality”.

PROPOSAL FOR: 202316 Custodial Services for Municipal Buildings

By: _____ (Name of firm or individual)

Address: _____

Name of Person Signing for Firm: _____

Position of Person Signing for Firm: _____

Telephone: _____ Facsimile: _____

I/We, the undersigned, having carefully examined the site of the proposed work, and having read, understood, and accepted the Provisions, Drawings, Specifications and Conditions listed herein, each and all of which form part of this Proposal, hereby offer to furnish all machinery, tools, labor, apparatus, plant and other means of construction; all materials, except as otherwise specified in the Contract; and to complete the work in strict accordance with the Provisions, Drawings, Specifications and Conditions listed herein for the price of (including HST):

(words)

\$ _____
(figures)

The estimated cost all areas: \$ _____

Total HST \$ _____

Total (must equal price bid) \$ _____

I/We hereby agree that notification of acceptance of this Proposal shall be in writing, and may be sent by prepaid post, and if sent by prepaid post, acceptance shall be deemed to have been made on the date of mailing of such notification.

I/We hereby agree that the work specified in the Proposal will be performed in strict accordance with the attached Schedule of Provisions, Drawings, Specifications, and Conditions. I/We hereby agree that the Sub-Contractors listed on the attached Schedule of Sub-Contractors are the only Sub-Contractors proposed to be used on this work and that changes will be made only with the approval of the Municipality.

To ensure budget control, the Municipality states explicitly that it reserves the right to delete areas of work during its consideration of the bid submission, prior to the award of the contract. Contractor's submitting for consideration of this contract are doing so with the explicit understanding that the Municipality has the right to delete areas of work, and by affixing his or her seal/signature to this bid document the Contractor is agreeing that the Municipality shall retain this right to delete work areas from the contract during its review of bid submissions, and prior to award of the contract.