



**THE CORPORATION OF THE  
TOWNSHIP OF ESSA**

5786 County Rd. 21  
Utopia, ON  
L0M 1T0

**REQUEST FOR QUOTATIONS**

**RFQ 2019 - 001**

**JANITORIAL SERVICES**

Angus OPP Office (approximately 1,235 sq. ft.)  
Thornton OPP Office (approximately 100 sq. ft.)

**QUOTATIONS DUE:**

**WEDNESDAY FEBRUARY 13, 2019 at 12:00 p.m.  
(Noon) Local Time**

*The lowest or any proposal not necessarily accepted.*

**THE TOWNSHIP OF ESSA  
REQUEST FOR QUOTATION FOR JANITORIAL SERVICES  
AT THE TOWNSHIP’S ANGUS & THORNTON OPP OFFICES**

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**THORNTON OPP OFFICE (34 ROBERT STREET, THORNTON) (Approximately 100 sq. ft.)**

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**1. SUMMARY**

The Township of Essa is a lower tier municipality located in the southern portion of the County of Simcoe, southwest of the City of Barrie. Essa is predominantly a rural community with three urban settlement areas, Angus, Baxter and Thornton. The population is approximately 18,800 and growing steadily.

Essa Township has a five member Council operating under a Committee of the Whole system. Council and Committee meet on the first and third Wednesday of each month.

The Township of Essa operates the following departments:

Administration	Treasury
Public Works	Clerks/By-law Enforcement
Parks and Recreation	Planning and Development
Building	Fire and Emergency
Libraries	OPP Offices

**1.1 Definitions**

Township: The Corporation of the Township of Essa  
RFQ: This request for quotation.  
Proponent: The company submitting a proposal in response to this RFQ.  
Project: The work and services that are described in the Scope of Work of this Request for Quotation.  
Contract: The Township shall enter into a contract with the successful Proponent. Final terms of the contract may be negotiated with the likely successful proponent prior to award of the contract.

**2.0 INSTRUCTION TO PROPONENTS**

**2.1 Submission**

The proponents shall submit **two (2) copies of the sealed proposal**, clearly marked with the name of the project. The proposals are to be submitted to:

Township of Essa  
5786 County Rd. 21  
Utopia, ON  
L0M 1T0  
Attention: Lisa Lehr, Clerk

**No later than WEDNESDAY FEBRUARY 13, 2018 at 12:00 p.m. (Noon) Local Time.**

Proposals shall be submitted in a sealed envelope. The envelope shall be clearly marked as to its contents. Submissions not received in a sealed envelope, or which do not have the envelope clearly marked, may not be accepted and may be returned to the submitted. The final decision on whether to accept late or incomplete proposals is at the Township's discretion.

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**2.2 Inquiries and Amendments**

All inquiries concerning this Request for Quotation must be submitted no later than (5) working days prior to the closing date. All inquiries are to be directed to:

Lisa Lehr, Clerk  
5786 County Rd 21  
Utopia, ON  
L0M 1T0  
705-424-9770 ext 117

To ensure consistency and fairness to all proponents, all firms who have received the Request for Quotation will receive any information with respect to significant inquiries.

Verbal explanations or instructions will not be binding.

**2.3 Proponent Requirements if Successful in Award of Commodity**

Upon being advised of the award to the successful proponent, the following shall be provided to the municipality:

- i. Proof of registration with the Worker's Safety Insurance in Ontario prior to commencement of the project.
- ii. The successful proponent must provide proof of insurance in the amount of \$2,000,000.00.
- iii. Mandatory Police Check
- iv. Employees under the contract must have the ability to pass an OPP background security investigation, which may include fingerprinting.

**3.0 TERMS AND CONDITIONS**

- a) Submissions of a proposal constitute acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of the Request for Quotation.
- b) The Township will not make any payments for the preparation of a response to this Request for Quotation. All costs incurred by a proponent will be borne by the proponent.
- c) This is not an offer. The Township does not bind itself to accept the lowest price, the highest scored, or any quotation submitted.
- d) The Township has the right to cancel this Request for Quotation at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Township as a result of the cancellation or reissuing of the Request for Quotation.
- e) The Township will not be responsible for any proposal that does not indicate the Request for Quotation reference, and the proponent's name.

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- f) The Township will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFQ.
- g) If a contract is to be awarded as a result of this Request for Quotation, it will be awarded to the proponent whose proposal, in the Township's opinion, provides the best potential value to the Township and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- h) If the Township decided to award a contract based on a submission received in response to the Request for Quotation, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatever until the contract is signed by both parties.
- i) In the event of any inconsistency between this Request for Quotation, and the ensuing contract, the contract shall govern.
- j) An evaluation committee will review each proposal. The Township reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- k) Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to the closing date and time.
- l) Proposals will be evaluated as soon as practicable after the closing time. At the time of closing no detail of any proposal will be made public except the names of all parties submitting proposals. The final evaluation scoring and cost may be made public at the time of presentation of the evaluation results to Township Council.
- m) The term of the contract shall be for three (3) years from March 1, 2019 to February 28, 2022. Either the Janitorial Services Contractor or the Corporation of the Township of Essa may terminate the contract upon giving sixty (60) days written notice of termination to either party.

### **3.1 Validity of Offer**

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

## **4.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The requirements of this project are outlined in the **Section 6 – Terms of Reference**.

### **4.1 Understanding of the Project**

The proponent should demonstrate an understanding of the objectives of the work, constraints, selection of resources, and any special considerations associated with this project.

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**4.2 Work Plan Methodology**

The proponent shall provide a detailed work plan. The work plan should demonstrate the proponents understanding of the services required and its challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

**4.3 Qualifications and Experience**

The proponent must demonstrate previous experience on projects of a similar scope and scale. A description of maximum of five (5) projects completed shall be included. The project descriptions should demonstrate the proponent’s experience on similar projects. Descriptions of projects shall be limited to two single sided pages each including photographs and graphics.

The project descriptions should include:

- a) Description of the project,
- b) Client reference.

**4.4 Project Team**

The proponent shall present the key personnel, including their roles and responsibilities and backup personnel for each of the key team members.

References may be obtained from the description of similar projects as part of Qualifications and Experience.

**4.5 Costing Submission**

The costing submission form shall be completed as part of proponents submission.

Evaluation of Proposals

Ratings details will be confidential and will not be released to any of the proponents. The overall scoring of each submission may be made available to the public by the Township.

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

<b>Table 1 EVALUATION RATING TABLE</b>	
<b>Rating Factors</b>	<b>Weight Factor</b>
1. Understanding of the Objectives	5
2. Qualifications and Experience of Firm	15
3. Past Performance and References	25
Subtotal of Submissions	<b>45</b>
4. Cost of Services	25
<b>TOTAL</b>	
<b>MAXIMUM TOTAL POINTS</b>	<b>70</b>

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**4.6 Proposal Submission Format**

Submissions shall meet the following formatting or they may not be evaluated.

- i. Paper Size – 8 ½ “ x 11”;
- ii. Minimum font size – 11 point Times or equal;
- iii. Minimum margins – 12 mm top, bottom, left, and right;

**5.0 TERMS OF PAYMENT**

The proponent shall be reimbursed on a monthly basis for works completed, upon receipt of an invoice of which shall include:

- Contract title (Janitorial Services-OPP Offices)
- A description of the work completed (cleaning services)
- location of the service provided (Angus and Thornton OPP Offices)
- the period for which the invoice applies

No payment will be made for the cost of work incurred to remedy errors or omissions for which the proponent is responsible.

**6.0 TERMS OF REFERENCE**

**6.1 Project Objectives**

- a) To provide a safe healthy workplace for the Township of Essa and visitors;
- b) To protect and prolong the useful life of the facility;
- c) To report maintenance and repair needs of the facility.

**6.2 Scope of Work**

The scope of services to be completed by the proponent as part of this project is summarized in the attached list of duties and marked as Appendix “A” to this document.

Contractor’s Responsibilities

The contractor’s responsibilities will include, but not be limited to:

- a) Meet with the Township Staff to discuss project requirements;
- b) Fulfill the requirements of the contract listed in the Scope of Work.

**6.3 Township Responsibilities**

The Township’s responsibilities will include:

- a) Review proposals and select successful proponent;
- b) Enter into negotiations with and execute the contract with the successful proponent;

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**7.0 HEALTH AND SAFETY**

All work performed under this contract must be carried out in accordance with the terms and conditions of the *Occupational Health and Safety Act* and Township of Essa Occupational Health & Safety Policy.

All Township information obtained by the legal firm in connection with this Proposal is the property of the Township and shall be treated as confidential and not used for any other purpose other than for replying to this Request for Proposal, and for fulfillment of any subsequent contract.

The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any proponent on such basis.

**8.0 TOWNSHIP NOT EMPLOYER**

The Proponent agrees that the Corporation of The Township of Essa is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful proponent will act as an independent contractor. Also, in accordance the *Occupational Health and Safety Act*, the successful Proponent herewith agrees to be the "constructor" as defined under this Act.

**9.0 CONTRACT AUTHORITY SIGNATURES**

By my signature hereunder, it shall be understood that I have read, understood and agree to abide by the instructions, terms, conditions and specifications contained in this Request Document, including the Proponent Information Package and any or all Special, Standard, and/or Supplementary Instructions and Terms.

Note: The Contract to be entered between parties will not form part of this document and will be executed subsequent to award of the work.

**CONTACT INFORMATION**

Name of Bidder \_\_\_\_\_  
(If a registered corporation, please provide registered corporate name)

Contact person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

Cell No: (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_



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**10.0 BID FORM FOR CLEANING SERVICES:**

I have read the Tender Document and understand the Requirements of the proposed Cleaning Contract. I agree to provide cleaning services to the Township at a fixed price of:

	Year 1	Year 2	Year 3
Thornton OPP office	\$	\$	\$
Angus OPP office	\$	\$	\$
<b>Total:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**11.0 WSIB COVERAGE**

I have Workers Safety Insurance Board Coverage and, if I am the successful bidder, will provide written proof prior to the awarding of this contract. If I am unable to provide WSIB coverage, I understand that the Township may at its option award this contract to another bidder who is able to provide this coverage.

**12.0 LIABILITY INSURANCE COVERAGE**

I have a minimum \$2,000,000 in General Commercial Liability Insurance and, if I am the successful bidder, will provide written proof to the Township prior to the awarding of this contract.

**13.0 MANDATORY POLICE CHECK**

If I am the successful bidder, I consent to providing the mandatory police check to the municipality upon notification of the award of the tender.

**14.0 FINGER PRINTING FOR CONTRACT WORKER(S)**

If I am the successful bidder, I shall arrange for the necessary finger printing for contract worker(s) upon request, as I am aware that employees under the contract must have the ability to pass an OPP background security investigation, which may include fingerprinting.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Bidder

***(Failure to sign here may result in rejection of this submission.)***

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**APPENDIX “A”**

OPP Offices – Unless stated otherwise, frequency of work to be done is as follows:

- Angus OPP Office (8505 County Road 10, Angus) – three times per week
- Thornton OPP Office (34 Robert Street, Thornton) – once per week

Work is to be done after normal business hours.

Janitorial service works to be carried out shall include but not be limited to the following:

1) *Sweep Floors Main Areas*

- lighting in offices, dust and clean fixtures (replace burnt out light bulbs)
- glass entrance doors to be cleaned of marks & fingerprints
- doors, handles & doorways to be wiped clean of marks & fingerprints

2) *Mop Floors*

- all floors as often as needed

3) *Vacuum All Carpeted Areas*

- **once per week**

4) *Washrooms*

- **three times per week**

- remove garbage
  - sinks
  - toilets
  - re-stock materials
  - clean mirrors
  - washroom partitions
- cleaned & disinfected
  - cleaned & disinfected
  - paper towels, hand sanitizer, paper bags, soap, etc.

- **monthly**

5) *Kitchens*

- **daily**

- wash/sanitize sink – with comet or like cleaner
- clean table, counter and cupboards

6) *Staff Fridge, microwave, convention oven* - **once a month**

- clean inside and outside – if existing

7) *Office Space*

-**twice a week**

- clean front countertops
- empty garbage
- empty recycling
- disinfect (phones, door knobs, etc.)

8) *Desktops and computers*

- wash/clean/dust all cleared desktops - **once a week on weekends**
- clean Computer screens, keyboard and tower (with appropriate cleaning products)

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9) *Garbage & Recycling – (Both locations)*

- empty garbage receptacles at work stations – **twice a week**
- collect and place at curb the night before collection
  - **once a week at curb- for WEDNESDAY morning pickup**
- garbage can & blue boxes to be brought back in after pick up.

NOTE: recycle bins are **not** to be removed from workstations/areas but collected and put in a bin for outside.

11) *OTHER DUTIES AS REQUIRED*

Semi-Annual Cleaning – (twice a year preferably Spring & Fall)

- Cleaning all windows, inside and out
- Cleaning all blinds
- Cleaning all air/heat vents
- Cleaning all light panels and removing bugs
- Cleaning all carpets
- Plaques throughout the office cleaned once per year, dusted often
- File cabinets to be dusted
- Dusting/wiping down all picture frames
- Picture frames be removed and cleaned – once per year