

INVITATION TO TENDER
BEAVER COUNTY

INVITATION TO TENDER

Sealed Tenders for:

Caretaking Services
Beaver County Services Centre, Transportation Shop and Agricultural Shop

Will be received by:

Beaver County ("County")
PO BOX 140
5120 – 50 Street
Ryley, Alberta
Attention: Darby Dietz, Superintendent of Public Works

Time and date for Tender Closing is:

10:00 a.m. local time on Wednesday, November 25, 2020 (the "Tender Closing")

1. The work to be undertaken generally involves, but is not necessarily limited to: the caretaking of the Beaver County Services Centre, the Beaver County Transportation Services Shop Office and Beaver County Agricultural Services Shop, as described in more detail in Schedule "A" attached hereto (the "Work")
2. The services to be performed will take place outside of normal office hours of 8:00 AM to 5:00 PM daily Monday to Friday
3. Applicants shall provide with their tender:
 - a. Liability insurance in the amount of \$2,000,000
 - b. Fidelity bond
 - c. WCB registration
4. Prior to contract signing the successful contractor must provide a copy of their health and safety program plan, and shall produce a Certificate of Recognition by an accredited Health & Safety Association, proof of registration in such a program or be familiar with and comply with all safety guidelines included in the Beaver County Health & Safety Program and the Contractor Safety Program.
5. The term of the contract is from January 1, 2021 to December 31, 2022. A one-year extension may be executed.
6. Tenders will be evaluated based on 50% Price, 25% Experience and 25% References.
7. A tour of the facility is mandatory and will be held on:

Thursday, November 19th, 2020 at 1:00 pm MST
8. The Tender Bid Form is attached

9. Submission of a tender by a Tenderer gives the County the right to require the Tenderer to execute the contract to perform the Work as set out within the tender documents. Tenders may not be withdrawn after the Tender Closing and will be irrevocable and open for acceptance by the County for a period of ninety (90) days following the end of the day of the Tender Closing. The Successful Tenderer will be notified in writing of the award of the Tender when the County delivers a letter of intent to the Successful Tenderer.
10. Electronic submissions will be accepted by email to ddietz@beaver.ab.ca. Faxed submissions will not be accepted.

SCHEDULE "A"

DESCRIPTION OF SERVICES

At all times during the term of this Agreement, the Contractor shall provide to the County the following services for the County Office at 5120 – 50 Street, and the Transportation and Agricultural Services Shops at 5203 46 Street, Ryley, Alberta:

I. COUNTY OFFICE

The County office is made up of +/- 450 sq. ft of Council Chambers, +/- 2000 sq. ft of common spaces (entry foyer, lunchroom, bathrooms), +/- 2400 sq. ft of general private office spaces, +/- 1425 sq. ft of storage areas. The Contractor shall maintain in a neat, clean, tidy and sanitary condition the building floors, walls, windows, counters, shelves and fixtures with the exception of any computer equipment. Without restricting the generality of the foregoing, the Contractor shall, at the County Office:

Daily:

1. Clean the four office washroom facilities including the replenishing of paper towels, toilet tissue, and soap. Wash toilets, urinals and sinks with disinfectant. Wash counter tops, mirror, hand drier, and door handles.
2. Empty all garbage containers and remove garbage from the office building and dispose of it in the dumpster behind the County Office.
3. Clean office staff room, including exterior of cupboards and appliances, tables and sinks.
4. Clean all desks, computers, without disturbing stationery left on desks and clean and disinfect telephone receivers.
5. Clean Council Chambers and all Board Room table tops. Clean exterior of cupboards, appliance and sinks.
6. Clean and disinfect counters at front areas and photocopy room.
7. Clean two glass doors at front entrance (both sides), and three lobby doors (wood and glass).
8. Clean and disinfect all door handles, push bars and banisters.
9. Wet mop all tile flooring and linoleum flooring areas (foyer, reception area, washrooms, main floor hall, back entry, stairs, basement hall, coffee room, carpet protectors). Clean all base boards in both tile and linoleum areas
10. Vacuum carpeted areas.

11. Ensure all exterior entrance doors and windows are locked before leaving the building.
12. Turn off all lights and set the intrusion alarm system before leaving the building.
13. Report all unusual incidents and events to the County as soon as possible after discovery.
14. Advise the County of any damages or of excessive wear, which needs attention.

Weekly:

15. Spot clean walls and carpets.
16. Wash all baseboards in the carpeted area.
17. Dust shelves, behind doors, and ledges.
18. Clean copiers and printers, including counters and behind equipment.
19. Clean all interior wooden doors and windows inserts.
20. Clean all windows in the boardrooms, vestibule and inside front window.
21. Mop floors in the storage area. (includes two big storage room floors and walk way)

Monthly:

22. Wash washroom walls and fixtures thoroughly.
23. Wash or vacuum Council room chairs and office chairs.
24. Meet every two months with an administrative representative to jointly inspect the building and review the past work completed.

Quarterly, Semi-Annually or Annually:

25. Quarterly, clean inside office windows, which face outside, clean all windows on the outside, and vacuum the window blinds. (March, June, September, December)
26. Semi-annually, wash all walls, window sills, woodwork, and vents thoroughly throughout the building. (May, October)
27. Annually, strip the floors and maintain with wax as required.
28. To include annually steam clean all the carpets in the building

Other:

31. In the event of unforeseen cleaning requirements, such as flooding or break-and-enter, the Contractor may be compensated over and above the monthly payment at an hourly rate to be mutually agreed by both parties (County and Contractor).

II. TRANSPORTATION SERVICES SHOP

The Contractor shall maintain in a neat, clean, tidy and sanitary condition the building floors, walls, windows, counters, shelves and fixtures with the exception of any computer equipment. Without restricting the generality of the foregoing, the Contractor shall, at the Transportation Services Shop:

Daily

1. Clean the three washroom facilities including the replenishing of paper towels, toilet tissue, and soap.
2. Wash urinal, toilets and sinks with disinfectant.
3. Empty all garbage receptacles and remove garbage from the building and dispose of it in the dumpster in the Transportation Services compound.
4. Clean office coffee room, including exterior of cupboards, appliances and tables.
5. Clean all desks and counters, excluding computers, without disturbing stationery left on desks and clean and disinfect telephone receivers.
6. Wet mop all tile floors. Wash floor mops regularly.
7. Clean glass door at front entrance.
8. Clean and disinfect all door handles in office area.
9. Ensure all exterior entrance doors and windows are locked before leaving the building. Also ensure alarm is set before leaving.
10. Turn off all lights before leaving the building.
11. Report all unusual incidents and events to the County as soon as possible after discovery.
12. Advise the County of any damages or of excessive wear which needs attention.

Weekly:

13. Spot clean walls.
14. Dust shelves, behind doors, baseboards and ledges.

Monthly:

15. Wash washroom walls and fixtures thoroughly.
16. Vacuum office chairs.
17. Meet once every two months with an administrative representative to jointly inspect the building and review the past work completed.

Annually or Semi-Annually:

18. Clean window blinds and windows inside and out, once in the spring (May) and once in fall (September).
19. Wash all walls, doors, frames, window sills, woodwork, and vents thoroughly throughout the designated area once per year.
20. Strip the floors once per year and maintain with wax as required.

III AGRICULTURE SHOP

The contractor shall maintain in a neat, tidy and sanitary condition the two washrooms and the office / staff room. The office / staff room is approximately 150 square feet with a linoleum floor.

Daily during May 1 to October 31

1. Clean the two washrooms facilities including the replenishing of paper towels, toilet tissue and soap. Wash toilets and sink with disinfectant
2. Empty all garbage receptacles and remove garbage from the building and dispose of it in the dumpster in the Transportation Services compound
3. Clean all desks excluding computers, without disturbing stationery on the desks and clean and disinfect telephone receivers
4. Wet mop the tile floor

Monthly during May to October

5. Wash washroom walls and fixtures thoroughly
6. Vacuum office chairs

Annually:

7. Strip the floors once per year and maintain with wax as required.
- A. The duties to be performed pursuant to this Agreement shall be performed at such times and in such a manner as will not interfere with the operation of the County Office or Transportation Services Shop, as determined by the County Administrator or designate.
- B. Cleaning supplies required by the Contractor in the performance of their duties hereunder shall be the billed separately to the County.

Beaver County
Caretaking Contract
Tender Form

Name:	
Address:	
Telephone:	
Email:	
Amount Bid (Dollars/Month)	
Amount Bid (Dollars/Hour) On unforeseen work	
Experience	
Insurance information	
WCB Account	
WHMIS are staff trained on WHMIS	
References (1)	
Reference (2)	
Reference (3)	

Authorized Signature _____

Company _____

Date _____