

**The Corporation of the Town of Atikokan
Request for Proposal**

**To provide Janitorial Services for the
Town of Atikokan Medical Clinic – Common Area
123 Marks Street**

Background

The Town of Atikokan is seeking janitorial services for its Medical Clinic common area.

Proposal Requirements

Included in this package are the Town's Cleaning Specifications in Schedule A for janitorial services.

Your Proposal must contain:

1. The name of the individual or business presenting the proposal. If a business, the name of the principal(s) with signing authority.
2. Contact information of the individual or business presenting the proposal.
3. A description of your qualifications and experience in janitorial services.
4. A description of how you intend on satisfying and/or improving the Town's Medical Clinic Common Area cleaning standards.
5. Your bid detailing the annual cost for 1 year of service and a projected year 2 and year 3 costs as the agreement has an up to three year renewal option.

Submission:

Mail, email or hand deliver complete RFP's before May 3, 2019 at 3:00 p.m. to:

Jason Young, CAO
Town of Atikokan
120 Marks Street
Box 1330
Atikokan, Ontario
P0T 1C0

jason.young@atikokan.ca

A site visit may be arranged.

TIMELINE

Release RFP	April 18, 2019
Closing for questions	April 26, 2019
Questions answered	May 2, 2019
Close Request for Proposal	May 3, 2019

Questions or items requiring clarification are to be submitted by email (jason.young@atikokan.ca) prior to 3:00pm April 26, 2019. Responses to questions will be sent to all proponents as Addenda and will form part of this RFP.

Evaluation of Proposals

Mandatory criteria that must be satisfied before a detailed evaluation is completed include: Proposal must be formal, on time, and not lacking any submission requirements.

Where a submission satisfies the mandatory criteria, submissions will be evaluated by the Town based on the following criteria:

- Qualifications and experience
- Supplied Documents
- Proposal
- Costs

Other

Should your proposal be accepted, the following documentation must be provided before work starts.

- Proof of General Comprehensive Liability insurance (\$2,000,000.00).
- List of sub-contractors and Proof of WSIB clearance certificate if applicable.
- The contractor confirms that it has a written statement of health and safety policy compatible with the Town's health and safety policy, a copy of which may be required.
- The contractor and employees (if applicable) shall provide a criminal reference check and sign an "Oath of Confidentiality."
- The Town of Atikokan reserves its right to choose any or none of the submitted proposals, waive irregularities and informalities therein, and make changes to this RFP without penalty as it requires.
- The Town of Atikokan reserves the right to negotiate the final contract with the selected proponent, if any.
- The Town of Atikokan reserves the right to terminate the contract due to unsatisfactory service as deemed by the Town, due to budget constraints, or for any other cause as reasonably determined by the Town.
- The Town of Atikokan is not responsible for any costs incurred by the organizations in the preparation of their proposal or attendance at any meetings or presentations.
- *All proposals submitted to the Town of Atikokan become the property of the Town and as such, are subject to the Freedom of Information and Protection of Privacy Act.*

Schedule "A"

**Janitorial Services
Cleaning Specifications
Atikokan Medical Clinic - Common Area**

1. AREAS OF RESPONSIBILITY:

Hallway, Two (2) Washrooms, and Stairways to upper and lower levels. Furnace Room and Storage Room will be added if there is no tenant occupying the space.

2. DUTIES TO BE PERFORMED:

Duties to be performed DAILY:

1. Hallways, washrooms, stairways to be kept clean.
2. Daily cleaning duties include, but are not limited to the following:
 - waste baskets emptied and trash properly stored
 - washroom - clean toilets, sinks, disinfectant; replenish toilet tissue, towels and hand soap; clean mirrors
 - floors to be wet mopped
 - area carpets to be vacuumed
 - entranceway doors wiped.

Duties to be performed AS SPECIFIED/REQUIRED:

- Floors to be thoroughly stripped, washed and waxed annually.
- Windows - Inside - to be cleaned once per month
Outside - clean monthly between April 1st and October 31st
- Light fixtures to be kept clean.
- Walls - remove markings on walls as they appear.
- Entranceway doors wiped.
- Garbage to be placed for collection on scheduled garbage collection days. Pick up any garbage that is strewn around building.

Cleaning Schedule:

- Cleaning to be carried out at a time acceptable to the tenants.

Security of Building:

- To be maintained at all times.
- Doors to be locked when leaving.
- No children or unauthorized persons allowed in the building while cleaning is being performed.

Cleaning Supplies:

- Contractor to supply all necessary equipment and all cleaning supplies.

Town to provide all toilet tissue, hand towels and hand soap.