



Request for Quotation

Subject: Janitorial Services

RFQ #: 2016-01EMS

Ambulance Stations – Essex Windsor EMS

Essex-Windsor EMS (The Corporation of the County of Essex) is seeking quotations for Janitorial Services for its current and planned EMS stations within the City of Windsor and County of Essex. Quotations are to be submitted as per the attached Pricing Templates (Appendices E, F and G). Essex-Windsor EMS reserves the right to award the work to a single provider (both Districts) or separate providers (one for each District).

The lowest quote or any quote may not necessarily be accepted.

Quotation Specifications

See Appendices

Proof of WSIB Coverage

Each bidder is required to submit a clearance certificate showing proof of current WSIB coverage for all those in his/her employment. Should a bidder subcontract any portion of this bid, clearance certificates showing proof of WSIB coverage must be submitted for each subcontractor(s). The successful bidder will be required to provide such proof throughout the term of the contract.

Proof of Liability Insurance Coverage

Each bidder is required to provide proof of liability insurance coverage in the amount of \$3,000,000.00. Such proof of insurance must detail levels of coverage. Where a bidder subcontracts any portion of this bid, similar proof

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of coverage for the subcontractor must be provided. The successful bidder will be required to provide such proof throughout the term of the contract.

Criminal Records Check / Bonding

All bidders must guarantee in writing that any employee/subcontractor or subcontractors' employee doing work within an Essex-Windsor facility does not have a Criminal Record and is bondable.

Equipment and Supplies

The successful bidder is responsible for the supply of all equipment and supplies required to carry out the work required in this bid. A secure utility room will be provided at the Mercer Station in which the successful bidder may store any cleaning equipment and/or supplies that they wish to leave on site.

Contract Term

Contract will begin February 1, 2016 and end December 31, 2018. An additional two 1 year terms may be negotiated by the parties. Essex-Windsor EMS reserves the right to terminate the contract with the provider(s) on sixty (60) days' notice for non-compliance with the terms of this R.F.Q.

References

Bidders must submit in writing references from at least three (3) companies that they have provided janitorial services to in the last three (3) years.

Mandatory Bidders Meeting

A mandatory bidders meeting and Station(s) tour will be held on Thursday, January 14, 2016 beginning at 8:30 a.m. at 920 Mercer Street, Windsor. From there a tour of all stations will begin. Please expect the tour to last until at least 3:00 p.m. You must attend the meeting and tour to be eligible to submit a quote. Please confirm your attendance at this meeting by e-mail to Joel Musyj at jmusyj@countyofessex.on.ca no later than 12:00 pm, Wednesday, January 13, 2016.

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Closing Date

Quotations will be received in sealed envelopes marked:

Quotation #2016-01EMS – Janitorial Services, Essex-Windsor EMS

Quotations will be received until 12:00 p.m. (noon) on Wednesday, January 20, 2016 at the following location:

The Corporation of the County of Essex

360 Fairview Ave West

Suite 202

Essex, ON N8M 1Y6

There will not be a public opening of the quotations.

Successful bidder(s) will be contacted Monday, January 25, 2016.

Appendix No.	Title of Appendix
Appendix A	North District Stations
Appendix B	South District Stations
Appendix C	Quotation Specifications – North District Stations
Appendix D	Quotation Specifications – South District Stations
Appendix E	Pricing Template – North District Stations
Appendix F	Pricing Template – South District Stations
Appendix G	Pricing Template – Combined North and South Stations

APPENDIX "A"

North District Stations

Station Number	Station Name	Address
11	Mercer	920 Mercer Street Windsor, ON
4	Dougall*	2620 Dougall Ave Windsor, ON
17	LaSalle	1902 Normandy St. LaSalle, ON
1	Jefferson	3180 Jefferson Windsor, ON
25	Tecumseh	975 Lesperance Road Tecumseh, ON

*It is expected that the Dougall station will be closed sometime in the spring 2016 for demolition. A new station is expected to open in the late fall, early winter of 2016. The area to be cleaned will be similar in size to the current Lakeshore Station (Station #23). A drawing of the preliminary floor plan has been included in this Appendix. The pricing template (Appendix E and G) requires you to show the cost increase for cleaning this new station (over and above the North District Pricing)

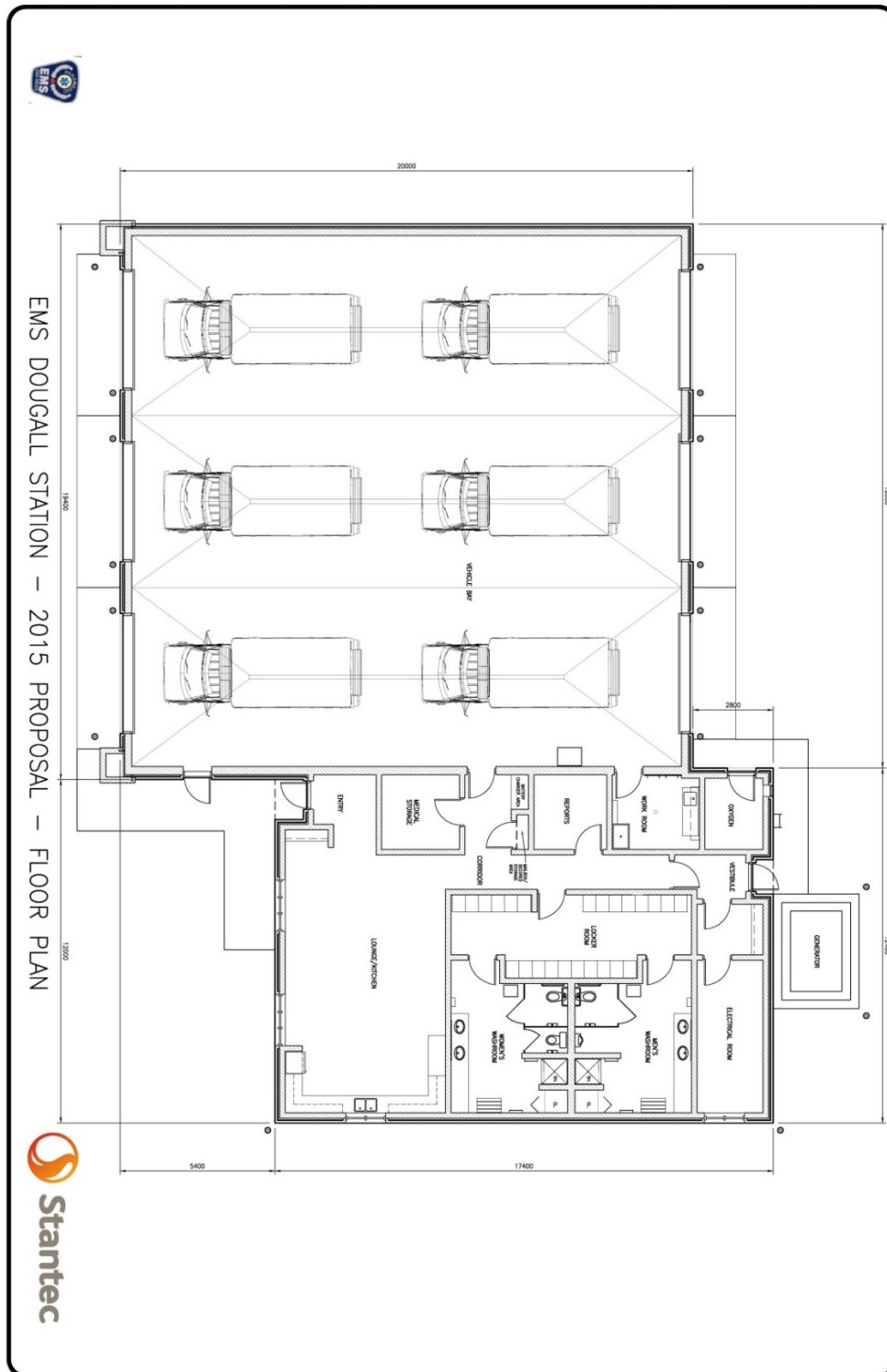
See Appendix C for Service Requirements for North Stations.

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Proposed layout for Dougall Station to open late 2016

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Appendix "B"

South District Stations

Station Number	Station Name	Address
18	Amherstburg	549 Simcoe Street Amherstburg, ON
19	Harrow	660 Queen Street Harrow, ON
20	Kingsville	1720 Division Road North Kingsville, ON
21	Leamington	10 Wilkinson Drive Leamington, ON
23	Lakeshore	419 Renaud Line Belle River, ON
24	Essex	55 Alice Street North Essex, ON

See Appendix D for Service Requirements for South Stations.

Appendix C

Quotation Specifications

North District Stations

Serviced three times per week (Monday, Wednesday and Friday)

ENTRANCE, LOBBIES, CORRIDORS, STAIRS & LANDINGS

A. MONDAY/WEDNESDAY/FRIDAY SERVICE

1. Floors will be swept and spot damp mopped using a neutral detergent. During inclement weather floors will be thoroughly washed and rinsed.
2. Rubber matting and door mats will be thoroughly cleaned.
3. All finger marks, smudges and spills will be removed from walls.
4. Door glass will be cleaned both sides and metal wiped clean, sidelights spot cleaned.
5. All horizontal surfaces with-in reach will be dusted using a treated dust cloth except wall display. This includes window sills, handrails, wall mounted light fixtures, lamps, counters, etc.
6. All carpeted areas will be vacuumed.
7. Sitting area furniture will be vacuumed, wiped and/or extracted as required.
8. Empty cigarette receptacles located on the Exterior Entrances.

B. WEDNESDAY SERVICE

1. All horizontal surfaces above reach will be dusted. This includes wall hangings, tops of doors, high ledges, high cabinets, exit signs, emergency lights and wall clocks but excludes artistic wall hangings.
2. All walls will be kept free of dust.
3. Baseboards will be inspected and cleaned as required.

C. PERIODIC SERVICE

1. Soiled carpeted areas will be machine scrubbed as required.
2. All interior glass surfaces to be cleaned monthly.

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OFFICES, CONFERENCE ROOMS AND CREW AREAS (INCLUDING LOUNGE, REPORT ROOM, KITCHEN & MULTI-PURPOSE ROOM)

A. MONDAY / WEDNESDAY / FRIDAY SERVICE

1. All tile floors will be swept with a treated dust mop and damp mopped.
2. All traffic areas of carpets and rugs will be vacuumed.
3. All office waste receptacles and recycle boxes will be emptied and plastic liners replaced as required. All garbage and recycle will be removed from the building and placed in the bulk container.
4. All carpet stains will be vacuumed and spot cleaned.
5. Finger marks will be removed from door glass and sidelights.
6. The horizontal surfaces of furniture, fixtures and business equipment within reach of the average person will be dusted, e.g. tops of desks, tables, chairs, filing cabinets, radiators, window ledges, kitchenettes, sinks and counter tops.

B. WEDNESDAY SERVICE

1. All horizontal surfaces above reach will be dusted. This includes wall hangings, tops of doors, high ledges, high cabinets, exit signs, emergency lighting and wall clocks but excludes wall hangings.
2. All vertical surfaces will be dusted with a treated dust cloth. This includes sides of desks, chairs, tables, filing cabinets, office equipment etc.
3. Furniture tops including glass tops will be damp wiped or washed to remove finger prints or other soil.
4. All window ledges will be damp wiped.
5. Finger marks, smudges or spills will be removed from partition glass, walls and other painted surfaces.
6. All metal work including push plates, kick plates and hardware will be cleaned and polished.
7. All waste receptacles and recycle boxes will be washed as required.
8. All phones to be disinfected with a germicidal detergent.
9. Baseboards to be inspected and cleaned.

C. PERIODIC

1. All upholstered furniture and fabric modular furniture (partitions, hanging cabinets, etc.) will be vacuumed monthly.
2. All upholstered furniture will be deep cleaned annually (September). Fabric modular furniture will be deep cleaned as required.
3. All vinyl, plastic and metal furniture will be washed as required.
4. Soiled carpeted areas will be machine scrubbed as required.

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5. All chair mats to be moved and cleaned as required.
6. Inside of vault will be the responsibility of the Owner to maintain. Outside surface of vault will be dusted and damp wiped as required by the contractor.
7. Shredding containers will be the responsibility of the Owner. The outside surfaces of the containers will be damp wiped as required by the contractor.
8. Small office recycling containers will be emptied into large recycling containers by the contractor. The outside and inside surfaces of the recycling containers will be damp wiped as required by the contractor.

WASHROOMS/LOCKER ROOMS

A. MONDAY / WEDNESDAY / FRIDAY SERVICE

1. All floors will be swept and washed.
2. All mirrors, shelves and metal work including door hardware will be cleaned and polished.
3. All basins, bowls and urinals including undersides will be washed and disinfected with germicidal detergent.
4. Both sides of toilet seats will be washed and disinfected with germicidal detergent.
5. All sanitary disposal receptacles will be emptied and cleaned.
6. All waste paper and refuse will be removed and disposed of in the building bulk container.
7. All toilet supplies will be replenished. Materials will be supplied by the Owner as noted (toilet paper, paper towels, hand soap).
8. All partitions, and walls as well as both sides of stall doors will be wiped clean and disinfected.
9. Vacuum carpet areas.
10. Install plastic liners in waste receptacles as required.

B. WEDNESDAY SERVICE

1. All tops of partitions and all other ledges within reach will be dusted.
2. All waste receptacles will be washed as required.
3. Doors and frames to be washed.

C. PERIODIC SERVICE

1. All partitions and walls to be washed as required.
2. All floors will be machine scrubbed as required and at a minimum annually. Linoleum flooring is to be waxed with a non-slip floor wax and polished.

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PROJECTS

1. All carpet and rug areas to be shampooed annually. This is not to interfere with the operation of the building and may have to be done on weekends.
2. All light fixtures, lens and diffusers to be cleaned twice annually (both sides) in May and October, or as required.
3. All blinds to be completely wiped clean as required.
4. Glass windows to be washed inside monthly (including partitions) and outside three times per year.
5. All painted walls in the halls, common areas and washrooms/locker rooms are to be scrubbed annually or as required.

AREAS NOT INCLUDED

1. Garage Areas
2. Material Management
3. Automotive Storage Room
4. Electrical Rooms

Appendix D

QUOTATION SPECIFICATIONS

South District Stations

Serviced once per week (Thursday)

ENTRANCE, LOBBIES, CORRIDORS, STAIRS & LANDINGS

A. THURSDAY SERVICE

1. Floors will be swept and spot damp mopped using a neutral detergent. During inclement weather floors will be thoroughly washed and rinsed.
2. Rubber matting and door mats will be thoroughly cleaned.
3. All finger marks, smudges and spills will be removed from walls.
4. Door glass will be cleaned both sides and metal wiped clean, sidelights spot cleaned.
5. All horizontal surfaces with-in reach will be dusted using a treated dust cloth except wall display. This includes window sills, handrails, wall mounted light fixtures, lamps, counters, etc.
6. All carpeted areas will be vacuumed.
7. Sitting area furniture will be vacuumed, wiped and/or extracted as required.
8. All horizontal surfaces above reach will be dusted. This includes wall hangings, tops of doors, high ledges, high cabinets, exit signs, emergency lights and wall clocks but excludes artistic wall hangings.
9. All walls will be kept free of dust.
10. Baseboards will be inspected and cleaned as required.
11. Empty cigarette receptacles located at the Exterior Entrances.

B. PERIODIC SERVICE

1. Soiled carpeted areas will be machine scrubbed as required.
2. All interior glass surfaces to be cleaned monthly.

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OFFICES, CONFERENCE ROOMS AND CREW AREAS (INCLUDING LOUNGE, REPORT ROOM, KITCHEN & MULTI-PURPOSE ROOM)

A. THURSDAY SERVICE

1. All tile floors will be swept with a treated dust mop and damp mopped.
2. All traffic areas of carpets and rugs will be vacuumed.
3. All office waste receptacles will be emptied and plastic liners replaced as required. All garbage will be removed from the building and placed in the bulk container.
4. All carpet stains will be spot cleaned.
5. Finger marks will be removed from door glass and sidelights.
6. The horizontal surfaces of furniture, fixtures and business equipment within reach of the average person will be dusted, e.g. tops of desks, tables, chairs, filing cabinets, radiators, window ledges, kitchenettes, sinks and counter tops.
7. All horizontal surfaces above reach will be dusted. This includes wall hangings, tops of doors, high ledges, high cabinets, exit signs, emergency lighting and wall clocks but excludes wall hangings.
8. All vertical surfaces will be dusted with a treated dust cloth. This includes sides of desks, chairs, tables, filing cabinets, office equipment etc.
9. All carpeted areas will be vacuumed weekly.
10. Furniture tops including glass tops will be damp wiped or washed to remove finger prints or other soil.
11. All window ledges will be damp wiped.
12. Finger marks, smudges or spills will be removed from partition glass, walls and other painted surfaces.
13. All metal work including push plates, kick plates and hardware will be cleaned and polished.
14. All waste receptacles will be washed as required.
15. All phones to be disinfected with a germicidal detergent.
16. Baseboards to be inspected and cleaned as required.

B. PERIODIC

1. All upholstered furniture and fabric modular furniture (partitions, hanging cabinets, etc.) will be vacuumed monthly.
2. All upholstered furniture will be extracted annually (September). Fabric modular furniture will be extracted as required.
3. All vinyl, plastic and metal furniture will be washed as required.
4. Soiled carpeted areas will be machine scrubbed as required.

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5. All chair mats to be moved and cleaned as required.
6. Inside of vault will be the responsibility of the Owner to maintain. Outside surface of vault will be dusted and damp wiped as required by the contractor.
7. Shredding containers will be the responsibility of the Owner. The outside surfaces of the containers will be damp wiped as required by the contractor.
8. Small office recycling containers will be emptied into large recycling containers by the contractor. The outside and inside surfaces of the recycling containers will be damp wiped as required by the contractor.

WASHROOMS/LOCKER ROOMS

A. THURSDAY SERVICE

1. All floors will be swept and washed.
2. All mirrors, shelves and metal work including door hardware will be cleaned and polished.
3. All basins, bowls and urinals including undersides will be washed and disinfected with germicidal detergent.
4. Both sides of toilet seats will be washed and disinfected with germicidal detergent.
5. All sanitary disposal receptacles will be emptied and cleaned.
6. All waste paper and refuse will be removed and disposed of in the building bulk container.
7. All toilet supplies will be replenished. Materials will be supplied by the Owner as noted (toilet paper, paper towels, hand soap).
8. All partitions, and walls as well as both sides of stall doors will be wiped clean and disinfected.
9. Vacuum carpet areas.
10. Install plastic liners in waste receptacles as required.
11. All tops of partitions and all other ledges within reach will be dusted.
12. All waste receptacles will be washed as required.
13. Doors and frames to be washed.

B. PERIODIC SERVICE

1. All partitions and walls to be washed as required.
2. All floors will be machine scrubbed as required and at a minimum annually. Linoleum flooring is to be waxed with a non-slip floor wax and polished.

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PROJECTS

1. All carpet and rug areas to be shampooed annually. This is not to interfere with the operation of the building and may have to be done on weekends.
2. All light fixtures, lens and diffusers to be cleaned twice annually (both sides) in May and November, or as required.
3. All blinds to be completely wiped clean as required.
4. Glass windows to be washed inside monthly (including partitions) and outside three times per year.
5. All painted walls in the halls, common areas and washrooms/locker rooms are to be scrubbed annually or as required.

AREAS NOT INCLUDED

1. Garage Areas
2. Material Management
3. Automotive Storage Room
4. Electrical Room

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Appendix E

Pricing template

North District Stations

Current Stations:

	Monthly		Annually	HST
2016		X 11 months		
2017		X 12 months		
2018		X12 months		

Future Stations – Dougall Base:

	Monthly		Annually	HST
2016		TBD		
2017		X 12 months		
2018		X12 months		

Submitted By:	
Company:	
Address:	
Telephone:	
Signature:	

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Appendix F

Pricing Template

South District Stations

Current Stations:

	Monthly		Annually	HST
2016		X 11 months		
2017		X 12 months		
2018		X12 months		

Submitted By:	
Company:	
Address:	
Telephone:	
Signature:	

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Appendix G

Pricing Template

Combined North and South District Stations

Current Stations:

	Monthly	HST	Annually	HST
2016		X 11 months		
2017		X 12 months		
2018		X12 months		

Future Dougall Base:

	Monthly	HST	Annually	HST
2016		TBD		
2017		X 12 months		
2018		X12 months		

Submitted By:	
Company:	
Address:	
Telephone:	
Signature:	

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Enclosures

Have you enclosed the following:

	YES	NO
WSIB Clearance Certificate [MANDATORY]		
Proof of Liability Coverage		
Criminal Records Check / Bonding		
North District Pricing		
South District Pricing		
Combined North and South District Pricing		
References (3)		

Submitted By:	
Company:	
Address:	
Telephone:	
Signature:	