



MUNICIPALITY OF
GREENSTONE

REQUEST FOR QUOTATION

THIS IS NOT A PURCHASE ORDER

To : OPEN	Procurement Reference: PS-2022-06
Date : May 5, 2022	Location / Details – Longlac Seniors Centre 121 Indian Road, Longlac, ON

You are invited to quote the lowest net price for which you are prepared to supply the goods or services described as follows:

RFQ for Cleaning Services for the Longlac Seniors Centre

Contract Term: 1 year from date of contract award. Up to four annual Renewal Terms may be negotiated.

Project Scope:

The Longlac Seniors Building is approximately 3000 square feet in size. Only the main floor of the building is to be considered for this contract. Services are required as per the following cleaning schedule:

Weekly service: vacuuming, washing floors, cleaning of washrooms and replenish dispensers, cleaning of tables, chairs and kitchen, stacking of tables and chairs.

Annual service: washing of walls, doors and door frames, cleaning of light fixtures and covers, shampooing of carpets, washing of windows inside and outside.

All necessary cleaning supplies and equipment provided by the Municipality throughout the contract term.

Service schedules will be approved by the Municipality and may be adjusted to accommodate special events or requests of the Longlac Seniors Centre Committee.

Payment: Invoices submitted at the end of each month identifying contracted services provided shall be paid by the Municipality. No advances or interim payments shall apply. Fee increases may be negotiated for a Renewal Term only, if applicable.

Contractor Requirements:

All work to be done according to all applicable Standards, Codes and Regulations including the Occupational Health & Safety Act and WHMIS.

Bidders must meet contractor eligibility requirements including: Proof of Insurance, WSIB Certificate, Contractor Prequalification Requirements, AODA Declaration and Security Clearance. No form of contract shall be executed until these requirements are fully satisfied.

Quote to be valid through to June 30, 2022 and if awarded, a written contract between the parties shall be executed to formalize the service agreement.

Quotes shall be in the form of a lump sum bid for the provision of services for a 1-year contract term.

All quoted prices shall:

- a) Show the procurement reference number
- b) Show applicable taxes separately
- c) State earliest possible start date
- d) Show how long quote is valid

Quotations must be received by: 11:00 a.m. – Friday, May 20, 2022

E-mail quotation to: katherine.alton@greenstone.ca

Questions or clarifications are directed to Brian Aaltonen, Director of Public Services – 807-854-1100 ext. 2060

Site visits prior to the Quotation Deadline may be arranged.