



# THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

MANITOUWADGE MUNICIPAL BUILDING, FIREHALL, OFFICE BUILDING (40 MANITOU RD)  
and PUBLIC WORKS BUILDING

## CLEANING TENDER SPECIFICATIONS CONTRACT 2024-A (based on a five day work week - Monday to Friday)

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### AREA "A" – FIREHALL

#### 1. LOCKER ROOM, SHOWERS, WASHROOMS:

##### Twice a Week:

- Thoroughly clean with germicidal cleaner all washroom fixtures.
- Check and refill dispensers from stock.
- Empty and clean all waste receptacles.

##### Tri-Weekly:

- Sweep floors using a dust control system of treated dust-mops.
- Damp mop floors or as required.

##### Monthly:

- Wash and rinse and/or scrub lightly all floors.
- Damp wipe walls and baseboards.
- Wipe tops of lockers.
- Wipe down bathroom partitions.

#### 2. VESTIBULE AND STAIRS:

##### Daily:

- Vacuum entrance mats and/or damp mop floors.
- Sweep floors using a dust control system of treated dust-mops.

##### In Winter:

- Damp mop entrance and wipe salt spots from floors.

##### Tri-Weekly:

- Clean and polish glass doors & entrances.
- Damp mop floors.

##### Monthly:

- Wash and rinse stairwells.
- Wipe baseboards.
- Vacuum under vestibule grate (summer).
- Wipe tops of lockers.

#### 3. OFFICE, DISPATCH OFFICE, S.C.B.A. SERVICE ROOM, TRAINING ROOM AND HALLWAY:

##### Tri-Weekly:

- Empty waste receptacles in Dispatch Office, Training room, S.C.B.A. room and remove waste into dumpster at rear of building.
- Vacuum all carpets thoroughly.
- Dust horizontal surfaces of furniture and business equipment within normal reach (e.g. desk tops, tables, chairs, shelving, filing cabinets, telephones, etc.)
- Damp mop floor in S.C.B.A. room.



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### Weekly:

- Wipe radiators, window ledges and chairs.
- Remove any fingerprints from doors and painted small surfaces.

### Monthly:

- Wipe baseboards.
- Remove any spots or stains from carpets.
- Clean all ledges and surfaces beyond normal reach.
- Recoat C.B.A. room floor as required.

### Twice-Yearly:

- Steam clean carpets.

## AREA "B" - MUNICIPAL OFFICE, MAIN FLOOR

### 1. COUNCIL CHAMBERS:

#### Daily:

- Vacuum all carpets thoroughly.
- Clean or dust tables.

#### Weekly:

- Remove finger prints from doors & walls.
- Remove any spots or marks from upholstery & carpet.

#### Monthly:

- Wipe baseboards.
- Dust horizontal surfaces of furniture, (i.e. chairs, radiators, window ledges, etc.)
- Vacuum all fabric furniture thoroughly.

### 2. FOYER, VESTIBULES, CORRIDORS & STAIRWELLS:

#### Daily:

- Sweep floors using a dust control system of treated dust-mops.
- Vacuum entrance mats.
- Vacuum corridor mats.
- Damp mop floors.

#### In Winter:

- Wipe salt spots from floors.
- Tri-Weekly: Clean and polish glass doors.
- Wipe or dust horizontal surfaces of furniture, (e.g. counter tops, benches, tables, etc.)

#### Weekly:

- Wipe window ledges, railing, finger prints off doors and/or painted surfaces.

#### Monthly:

- Wash and rinse stairwells; re-coat as required.
- Wipe baseboards.
- Vacuum under vestibule grates.



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### Twice Yearly:

- Strip floors and re-finish with two or more coats of non-slip finish (where applicable).

### 3. PUBLIC WASHROOMS:

#### Daily:

- Sweep floors using a dust control system of treated dust-mops.
- Clean all fixtures thoroughly using a germicidal cleaner. Empty and clean all waste receptacles.
- Check and refill all dispensers from stock.

#### Tri-Weekly:

- Damp mop floors.

#### Monthly:

- Wash and rinse and/or scrub lightly all floors.
- Damp wipe walls and partitions.
- Wipe baseboards.

### 4. GENERAL OFFICE AREA:

#### Daily:

- Empty all waste receptacles and remove waste into dumpster at rear of building.
- Vacuum all carpets thoroughly.

#### Tri-Weekly:

- Dust horizontal surfaces of furniture and equipment within normal reach.

#### Monthly:

- Wipe all baseboards.
- Damp wipe all ledges and surfaces beyond the normal reach.
- Wipe down chairs, radiators, window ledges, etc.
- Remove finger marks from doors and painted surfaces.
- Remove any spots or marks on carpets.

### 5. PRIVATE OFFICES:

#### Daily:

- Empty all waste receptacles and remove waste into dumpster at rear of building.
- Vacuum all carpets thoroughly.

#### Tri-Weekly:

- Dust horizontal surfaces of furniture and equipment within normal reach.

#### Monthly:

- Wipe down chairs, radiators, window ledges, etc.
- Remove finger marks from doors and painted surfaces.
- Remove any spots or marks on carpets.
- Wipe all baseboards.
- Damp wipe all ledges and surfaces beyond the normal reach.



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### 6. STAFF WASHROOMS:

#### Daily:

- Sweep floors using dust control system of treated dust-mops.
- Empty and clean all waste receptacles.
- Clean all fixtures thoroughly with germicidal cleaner and polish. Check dispensers and refill from stock.

#### Tri-Weekly:

- Damp mop floors.

#### Monthly:

- Damp wipe walls and partitions.
- Wash and rinse and/or scrub lightly all floors.
- Wipe baseboards.

#### Windows:

- Twice annually, spring and fall, all windows in the building are to be cleaned and polished, inside and out.

### AREA "C" - MUNICIPAL OFFICE, MAINFLOOR and UPSTAIRS

### 1. FOYER AREA:

#### Daily:

- Sweep floors using a dust control system of treated dust-mops.
- Damp mop floors.

#### Weekly:

- Wipe down window ledges and railing.
- Remove finger marks from doors, windows and painted surfaces.
- Wipe or dust horizontal surfaces of furniture and equipment (within normal reach).

#### Monthly:

- Clean and polish window over main entrance.
- Wash and rinse and/or scrub floors lightl, as required.
- Wipe baseboards.

### 2. GENERAL OFFICE AREA:

#### Daily:

- Empty all waste receptacles and remove waste to dumpster at rear of building.
- Vacuum all carpets thoroughly.

#### Tri-Weekly:

- Dust horizontal surfaces of furniture/equipment within normal reach.



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### Monthly:

- Wipe all baseboards.
- Damp wipe all ledges and surfaces beyond the normal reach.
- Wipe down chairs, radiators, window ledges, etc.
- Remove finger marks from doors and painted surfaces.
- Remove any spots or marks on carpets.

### 3. PRIVATE OFFICES and MEETING ROOM:

#### Daily:

- Empty all waste receptacles and remove waste into dumpster at rear of building.
- Vacuum all carpets thoroughly.

#### Tri-Weekly:

- Dust horizontal surfaces of furniture and equipment within normal reach.

#### Monthly:

- Wipe down chairs, radiators, window ledges, etc.
- Remove finger marks from doors and painted surfaces.
- Remove any spots or marks on carpets.
- Wipe all baseboards.
- Damp wipe all ledges and surfaces beyond the normal reach.

### 4. STAFF WASHROOMS:

#### Daily:

- Sweep floors using dust control system of treated dust-mops.
- Empty and clean all waste receptacles.
- Clean all fixtures thoroughly with germicidal cleaner and polish.
- Check dispensers and refill from stock.

#### Tri-Weekly:

- Damp mop floors.

#### Monthly:

- Damp wipe walls and partitions.
- Wash and rinse and/or scrub lightly all floors.
- Wipe baseboards.

### 5. STAFF LUNCH ROOM:

#### Daily:

- Sweep floors using dust control system of treated dust-mops.
- Clean any coffee spots on floors.
- Empty and clean all waste receptacles.
- Damp mop floors.

#### Tri-Weekly:

- Dust or wipe horizontal surfaces of furniture and equipment within normal reach, (e.g. counter and table tops).



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### Weekly:

- Wash and rinse floors.
- Buff or wax with one coat non-slip finish, as required.
- Wipe down chairs, window ledges and radiators.
- Remove fingerprints from doors and painted surfaces

### Twice Yearly:

- Strip floors and refinish with one coat of non-slip finish.

### Yearly:

- Wipe baseboards as required.

## 6. WINDOWS:

- Twice annually, spring and fall, all windows in the building are to be cleaned and polished, inside.

### AREA "D" – OFFICE BUILDING (40 MANITOU RD)

## 1. FOYER AREA AND CORRIDORS:

### Daily:

- Sweep floors using a dust control system of treated dust-mops.
- Damp mop floors.

### Weekly:

- Wipe down window ledges and railing.
- Remove finger marks from doors, windows and painted surfaces.
- Wipe or dust horizontal surfaces of furniture/equipment (within normal reach).

### Monthly:

- Clean and polish window over main entrance.
- Wash and rinse and/or scrub lightly floors as required.
- Wipe baseboards.

## 2. COMMON AREA WASHROOMS:

### Daily:

- Sweep floors using dust control system of treated dust-mops.
- Empty and clean all waste receptacles.
- Clean all fixtures thoroughly with germicidal cleaner and polish.
- Check dispensers and refill from stock.

### Tri-Weekly:

- Damp mop floors.

### Monthly:

- Damp wipe walls and partitions.
- Wash and rinse and/or scrub lightly all floors.
- Wipe baseboards.



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### 3. WINDOWS:

- Twice annually, spring and fall, all windows in the building are to be cleaned and polished, inside and out.

### AREA "E" – PUBLIC WORKS BUILDING

#### 1. GENERAL OFFICE/COMMON AREA, INCLUDING STAIRS:

##### Twice a Week:

- Empty all waste receptacles and remove waste to dumpster at rear of building.
- Vacuum all carpets thoroughly.
- Wash stairs and handrails.
- Dust horizontal surfaces of furniture and equipment within normal reach.

##### Monthly:

- Wipe all baseboards.
- Damp wipe all ledges and surfaces beyond the normal reach.
- Wipe down chairs, radiators, window ledges, etc.
- Remove finger marks from doors and painted surfaces.
- Remove any spots or marks on carpets.

#### 2. STAFF WASHROOMS AND SHOWERS:

##### Twice a Week:

- Sweep floors using dust control system of treated dust-mops.
- Empty and clean all waste receptacles.
- Clean all fixtures thoroughly with germicidal cleaner and polish.
- Check dispensers and refill from stock.
- Damp mop floors.

##### Monthly:

- Damp wipe walls and partitions.
- Wash and rinse and/or scrub lightly all floors.
- Wipe baseboards.

#### 3. STAFF LUNCH ROOM:

##### Weekly:

- Sweep floors using dust control system of treated dust-mops.
- Clean any coffee spots on floors.
- Empty and clean all waste receptacles.
- Damp mop floors.
- Dust or wipe horizontal surfaces of furniture and equipment within normal reach, (e.g. counter and table tops).
- Wash and rinse floors.
- Buff or wax with one coat non-slip finish, as required.
- Wipe down chairs, window ledges and radiators.
- Remove fingerprints from doors and painted surfaces



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### Twice Yearly:

- Strip floors and refinish with one coat of non-slip finish.

### Yearly:

- Wipe baseboards as required.

### 6. WINDOWS:

- Twice annually, spring and fall, all windows in the building are to be cleaned and polished, inside and out.

### NOTES:

WHEN ALL FLOORS ARE IN THE PROCESS OF BEING WASHED OR WAXED OR IF THE FLOORS ARE STILL WET, SIGNS ARE TO BE POSTED BY THE CONTRACTOR STATING:

**"CAUTION- FLOORS ARE SLIPPERY"**

PORCELAIN FLOOR TILES IN FOYERS, WASHROOMS, VESTIBULES AND FRONT FEATURE STAIRCASE SHOULD BE MAINTAINED USING NO DETERGENTS OR WAXES. **WASH WITH HOT WATER & RINSE ONLY.**

ANY STAINS, SPILLS, GRAVEL, ETC. OUT OF THE ORDINARY CLEANING ROUTINE WILL BE CLEANED UP THAT DAY.

### CONTRACTOR WILL PROVIDE THE FOLLOWING:

- To obtain and pay for all necessary permits, licenses, certificates and inspections required.
- To not subcontract either the whole or any part of this contract, without the written consent of The Corporation.
- To complete the Cost Breakdown on the Tender Form relating to each numbered area on the contract document. This request should **not** be interpreted to mean that the contract will be accepted in part. The Corporation is trying to determine operational costs for specific areas of the facility and a cost breakdown would assist us in this matter.
- To be responsible for all staffing requirements in the provision of these services.
- To provide employee bonding information by providing proof of employee dishonesty coverage in the event of the dishonesty of an employee of the contractor, including theft from a third party. Minimal coverage should be twenty-five thousand (\$25,000.00) dollars.
- To provide the legal name under which the contractor carries on business, if applicable.
- To provide two written references, specifying a client's name business address, contact name and description and date of the services provided.
- To agree to re-key the entire Office Building (40 Manitou Rd) and Public Works Building within a reasonable time if any keys to the contracted building are lost or misplaced at the entire cost of the Contractor.
- To immediately report the loss of the Municipal Office and Fire Hall electronic key fob to ensure the deactivation of building access.
- To provide evidence of coverage under the Workers' Compensation Act by specifying their firm's account number.



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- To protect itself and indemnify and save The Corporation harmless from any and all claims which may arise from the contractor's operations where bodily injury, death or property damage is caused, and for this purpose shall, without restricting the generality of the foregoing, maintain insurance coverage acceptable to The Corporation, and subject to the limits of not less than two million (\$2,000,000.00) dollars inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The Corporation of the Township of Manitowadge shall be named as an additional insured and requires thirty days written notice of cancellation, non-renewal or material change to the contractor's insurance policy. The successful contractor will be required to provide evidence of the foregoing at the time of contract award.
- To provide Material Safety Data Sheets (MSDS) information for applicable products at all work stations.
- To be responsible at its own expense for knowing and complying with all applicable laws, regulations and codes of conduct, as amended from time to time, in the provisions of the Employment Standards Act of Ontario, and including obtaining and maintaining all required permits, licenses, clearances and registrations.
- To provide monthly invoices.
- To provide a valid H.S.T number.
- To provide all equipment and cleaning supplies\*\* required to perform the duties specified herein, including but not limited to garbage bags and liners, toilet paper (not less than two-ply), hand soap, paper towels, urinal blocks, sponges, bowl cleaner, vacuum cleaner and bags, brooms, mops, dustpans, pails, germicidal solution, no-rinse stripper, etc. (for seven day usage).

**\*\* PLEASE NOTE:** As the Contractor's cleaning staff is not always present in the facility, Township employees must have access to the supplies and equipment provided by the Contractor for emergency purposes. This applies but is not limited to the items listed below:

- brooms
- mops
- toilet paper
- paper towels
- garbage bags
- window cleaner
- soap for dispenser
- germicidal cleaner
- dust pans

Employees of the Contractor and the Contractor will not directly or indirectly disclose or use, at any time, either during or subsequent to the expiration of this Agreement, any matter relating to, or in any way pertaining to or connected with the services under this Agreement or any information or data concerning the Corporation's methods, procedures, contracts, licenses, finances, personnel, their duties and capabilities, plans, surveys, research, descriptions, policies, regulations, rules and intentions, including all matters the dissemination of the knowledge whereof might prove prejudicial to The Corporation of the Township of Manitowadge, except that the Contractor may disclose any data and information necessary for the fulfillment of its obligations under this Tender.



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### **CANCELLATION OR MODIFICATION**

The Corporation and the Contractor reserve the right to cancel or modify the contractual arrangement between them at any time during the period of this contract with thirty (30) days written notice given to the other.

### **TERM**

Tender for Cleaning Contract 2024-A shall be from January 1, 2024 to December 31, 2025 with the option of two 2-year extensions.