Sealed bids, clearly marked **“Bid for Town of Outlook, Office Cleaning”** will be received at the Town of Outlook Municipal Office, 400 Saskatchewan Avenue West, emailed to townofoutlook@sasktel.net or mailed to PO Box 518, Outlook, Saskatchewan, S0L 2N0 prior to 12:00pm, Thursday, May 26, 2022. Bids will be opened and read at the Town of Outlook Municipal Office – Council Chambers on Tuesday, May 31, 2022 at 4:00 pm.

The work involves:

 **DAILY**

* Cleaning and disinfecting all surface areas and high touch surfaces, including all bathrooms, common kitchens, desks, conference rooms, office rooms, entrance doors, railings, push bars, glass and frames and the courtroom
* Mop the entire non-carpeted floors, remove spots and stains from carpets, vacuum carpeted hallways, traffic areas and walk on mats
* Wash, disinfect and shine drinking fountains and bottle fill stations.
* Washrooms must be mopped and disinfected; trash must be removed from all areas, including urinal strainers. Wash and disinfect both sides of the toilet seats, bowls, urinals, hand basins and vanities
* Clean and disinfect all water taps, shelves, ledges, wall partitions and door handles/knobs
* Disinfect sink, counters, mirrors, hardware and fixtures
* Empty sanitary napkin receptacles, disinfect and replace new paper liners
* Replenish soap, toilet paper and paper towels
* Dusting of all of the surfaces within a room
* Remove all dust, debris, cobwebs and bugs in entryways
* Picking up any trash, emptying the trash bins and disposing of all trash. Clean the inside and outside of all garbage and recycling receptacles
* Spot wash walls where needed and especially around waste receptacles
* Picking up any recycling, emptying recycling bins and disposing of all recycling in the correct bin

**WEEKLY**

* Wash and buff non-carpeted floors, vacuum all carpeted floors, clean glass in directory boards and both side of entrance sidelights, glass partitions, glass panels in doors and partitions
* Clean ledges, sills and other horizontal surfaces within reach, spot clean walls, paneling, screens, light wells, light fixtures and partitions

**MONTHLY**

* Clean air intake and exchange grilles
* Remove dust, debris, insects and cobwebs from light fixtures, vent openings
* Wash both sides of interior entrance doors to each office space off of main hallway
* Pour water down floor drains in all washrooms to avoid odours from dry p-traps
* Vacuum upholstered furniture

**PERIODICALLY**

* Respond to special requests
* Keeping inventory of cleaning supplies and ordering them as needed
* Wash walls, ceilings, and light fixtures when needed

**AT LEAST TWICE PER YEAR**

* Wash windows, inside and outside
* Wash doors inside office spaces

**AT LEAST ANNUALLY**

* Clean all blinds, light fixtures, ducts, vents throughout the Town Hall Complex on a quarterly rotation basis
* Clean all ceilings in the washrooms
* Wash walls of hallways throughout Town Hall Complex
* All non-carpeted floors need to be stripped and refinished
* All employees of the contractor will be required to provide a criminal record check annually

Saskatchewan Workers Compensation clearance shall be included with the tender documents.

The project will be supervised by the Chief Administrative Officer or his designate.

Interested bidders may schedule a pre-tender site visit by calling the Town of Outlook during office hours at (306) 867-8663.

The contract will be for 2 years, with annual inflationary increase built in and the option to renew for a maximum of one year following the initial contract. Regular payments to the Contractor will be made monthly promptly at the end of the month or within ten days of receipt of invoice.

As part of this tender process the Town of Outlook, and its representatives, makes no obligations in any way to:

1. Pay any vendor for any Invitation to Tender response; or
2. Award the contract to the lowest or any bidder; or
3. Accept any Invitation to Tender information received from vendors; or
4. Include vendors responding to the Invitation to Tender, in any future invitation; or
5. Any other commitment to vendors whatsoever; and
6. As a part of the contract with the provider of the day, their contractor has the right of first refusal in regards to this Invitation to Tender.

**Bid Summary**

**Description Annual Amount Amount per Month**

(A)\_Annual Cost of Cleaning\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Total Bid **(A)** (excluding GST & PST) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total GST and PST (B) $

Total Bid **(A) + (B)** $

Please include **Saskatchewan** **Workers Compensation Clearance** with your bid.

This bid is executed under seal at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_. 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of contractor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal

**Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Signing Officer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** **Cell Phone:** **Email address** **Contact Person**

**Lowest or any tender not necessarily accepted.**