

**REQUEST FOR TENDER**

**TENDER FOR CONTRACTUAL JANITORIAL AND CUSTODIAL SERVICES
AT GREATER PETERBOROUGH AREA ECONOMIC DEVELOPMENT CORPORATION (GPA EDC),
210 WOLFE ST, PETERBOROUGH, THE VISITOR INFORMATION CENTRE (VIC) 1400 CRAWFORD
DRIVE, PETERBOROUGH.**

MANDATORY SITE VISIT: **GPA EDC Boardroom**
10:00 –12:00 pm – Wednesday, March 24, 2010

VISITOR INFORMATION CENTRE
1:00 p.m.– 4:00p.m. – Wednesday March 24, 2010

CLOSING DATE: **TUESDAY April 6th, 2010 @ 4:00 p.m.**

SUBMIT TO: **GPA EDC – Administrative Services – Brigid Ayotte**
210 Wolfe St.
Peterborough, Ontario, K9H 2K9
705-743-0777 ext 2122

SUBMITTED BY: _____

{insert Company Name}

1. INTRODUCTION SUMMARY OF REQUIREMENTS

The GPA EDC appreciates your interest in this Tender document.

The GPA EDC requires a firm price for contractual janitorial (cleaning) and custodial services for the GPA EDC 210 Wolfe St. address and the Visitor Information Centre, 1400 Crawford Drive – both in Peterborough.

Generally, the factors that will be considered in choosing the successful bidder will include, but not be limited, to the following:

- Qualifications to undertake this kind of work
- Previous experience with the provision of Janitorial/Custodial Services within buildings of similar size
- Evidence of an organization's capacity to undertake the type of work.

2. CLOSING TIME AND DATE

Sealed Tenders are to be submitted to the GPA EDC, 210 Wolfe St. Peterborough, Ontario, K9J 2K9 not later than **4:00 pm on Tuesday April 6, 2010.**

3. TENDER OPENING AND RESULTS

All tenders received will be opened on **Wednesday April 7, 2010 at 9:00 am** at the GPA EDC. Only the successful bidder will be notified.

4. GPA EDC CONTACT PERSONS

Bidders may contact Brigid Ayotte, Administrative Assistant, GPA EDC at 705-743-0777 Ext. 2122, or Gail Henderson, Manager Administrative Services, VIC at 705-742-2201 ext. 2140 during normal working hours with questions related to the detailed specification or the nature of the work required and/or the tender process itself.

5. SUBMISSION REQUIREMENTS

All Tender documents must be typed or clearly written in ink.

Reply documents should be submitted in an envelope sealed and clearly addressed to "**GPA EDC, Brigid Ayotte, Administrative Services, 210 Wolfe St. Peterborough, ON K9J 2K9**" and should be marked "**Janitorial and Custodial Services**" and include the name and address of the submitting company. E-mail submissions can be sent to bayotte@gpaedc.on.ca with the subject line: Janitorial and Custodial Services.

5.1. All Tender Addenda will be posted on the GPA EDC's website at www.gpaedc.on.ca. Bidders should refer to the Home page before submitting to ensure they are aware of all addenda. Although the GPA EDC will make every reasonable effort to ensure a bidder receives all addenda issued, it is the bidder's ultimate responsibility to ensure all addenda have been received.

5.2. Mandatory Site Visit

The sites are both in Peterborough – GPA EDC 210 Wolfe St.; Visitor Information Centre (VIC), 1400 Crawford Drive, Peterborough

Mandatory site visits will take place on **Wednesday, March 24, 2010 (refer to page 1 times)**

All bidders must attend the site visit and take note of all conditions affecting the conduct and completion of the work as well as property and building considerations, which will be required, to perform the level of service required by the GPA EDC.

Bidders may take all measurements necessary to compute the areas involved in this contract during the site visit. If insufficient time to complete, bidder may arrange alternate time(s) with either Brigid Ayotte, Administrative Assistant, at 705-743-0777 Ext. 2122 or Gail Henderson, Manager Administrative Services, at 705-742-2201 ext. 2140

The GPA EDC shall accept no bid unless the bidder has attended the mandatory site visit.

5.3. **Award**

The GPA EDC reserves the right to award the work – janitorial and/or custodial, in whole or in part, by site, separately. Bidders should indicate on the **Form of Tender (Appendix A)** any discount applicable if jobs are awarded together. The lowest priced quotation may not necessarily be selected.

5.4. **Pricing**

Prices quoted shall indicate G.S.T./HST (if applicable) extra on **Form of Tender (Appendix A)**.

All bidders are required to provide their G.S.T. Vendor's Identification number (if applicable) on **Form of Tender (Appendix A)**. OR All bidders operating as a "Small Trader" with the Federal Government must advise the GPA EDC on the **Form of Tender (Appendix A)**.

5.5. **Contract**

The term of the Contract for both locations, the GPA EDC and Visitor Information Centre, commences on May 17, 2010 and ends December 31st 2010. If both parties are satisfied, the contract will be renewed on an annual basis starting January 1, 2011. If a longer- term contract results in a lower annual cost for the GPA EDC, the GPA EDC requests that prices be included in the proposal.

At any time both parties will retain the right to terminate the contract without cause upon thirty (30) days written notice to the other party.

Extension Option: Prior to the expiry of the agreement, the GPA EDC may consider an extension of the agreement provided that a price and terms satisfactory to the GPA EDC can be negotiated with the successful bidder.

5.6. **Quality Control**

The successful bidder must ensure the regular supervision of staff, inspection of work and any other requirements to provide satisfactory performance and service.

Brief periodic meetings with the Office Manager at each site may be required to discuss any concerns or problems at the discretion of the Office Manager.

5.7. **Unsatisfactory Performance**

If during the regular course of any work shift, specific tasks are either missed or are performed in an unsatisfactory manner, the Office Manager shall contact the successful bidder who will have the work done, either immediately, or during the next shift (as requested by the Office Manager). If the successful bidder cannot comply with the Office Manager's request, the Office Manager, at their discretion, may have the work completed by GPA EDC staff and charge the successful bidder for the cost of such work.

6. GENERAL TERMS AND CONDITIONS

6.1. **Freedom of Information Act**

The bidder hereby consents to disclosure of any information contained in their Tender document, pursuant to The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M. 56.

6.2. Employees

In the performance of this contract, the Contractor shall be an independent contractor. Neither the Contractor nor any of their employees shall be deemed to be employees of the GPA EDC.

6.3. Rejection of Tender

The Greater Peterborough Area Economic Development Corporation (GPA EDC) reserves the right to reject any or all Tenders.

6.4. Tenders to be Valid for 90 Days

The prices quoted shall be valid for a period of ninety (90) days following the opening of the Tenders.

6.5. Bonding

Proof of Bonding/Police Background Check and a list of references must be furnished before the Contract is signed.

6.6. Insurance and/or Indemnification Performance Bonds

The successful bidder shall either procure or maintain Comprehensive General Liability Insurance in accordance with the awarded contract.

6.7. Indemnification

Alternatively, if the bidder does not have comprehensive general liability insurance, the successful bidder must agree to sign an indemnity agreement. The agreement would include the following provisions:

- a. The successful bidder will always indemnify and keep indemnified the GPA EDC, its agents and employees, against all actions, suits, claims and demands, which may be brought against or made upon the GPA EDC, its agents and employees against all loss, costs, damages, charges or expenses whatsoever which may be sustained, incurred or paid by the GPA EDC, its agents or employees by reason of the errors or omissions of the successful bidder, in regard to this contract.
- b. The successful bidder hereby grants to the GPA EDC full power and authority to settle any action, suit, claim and demand on such terms as the GPA EDC may deem advisable and hereby covenants and agrees with the GPA EDC to pay the GPA EDC on demand all monies paid by the GPA EDC in pursuance of any such settlement, and also such sum as shall represent the reasonable costs of the GPA EDC or its Solicitor in defending or settling any such action, suit, claim or demand, and this Agreement shall not be alleged as a defence by the successful bidder in any action by any person for actual demand suffered for any reason arising from the errors or omissions of the successful bidder

6.8. The Occupational Health and Safety Act

The successful bidder shall comply with all conditions and regulations of the current edition of the Occupational Health and Safety Act and any other Federal or Provincial Statute or Local By-law concerning safety or any other phase of his work on this contract.

6.9. Workplace Safety and Insurance Act

The successful bidder agrees, at its expense, to have all its personnel covered under the provisions of the Workplace Safety and Insurance Act of the Province of Ontario.

6.10. Loss and Damage

The GPA EDC will not in any manner be answerable or accountable for any loss or damage that shall or may happen to the said work, or any part or parts thereof respectively, or for any of the materials or other things used and employed in finishing and completing the work or for any injury to any person or persons, either workers or the public, or for any damage to the adjoining property. The successful bidder will properly guard and make good all damage which may arise or be occasioned by any cause connected with the contract, or the work done by the successful bidder, and will indemnify and keep indemnified the GPA EDC against the same, until the completion of all the work required.

6.11. Confidentiality

The bidder recognizes that it will, by the nature of the duties being performed for the GPA EDC, have access

to confidential information. It is understood and agreed that the bidder, its employees, agents, representatives and officers shall hold all information, whether confidential or not, in the strictest confidence. The bidder shall not disclose, nor permit by any act or failure to act the disclosure of, any information to any third party at any time during or after the term of its contract with the GPA EDC. Nor will the bidder use any information however obtained as a result of performing duties for the GPA EDC for its own commercial, financial, or personal advantage. The bidder also acknowledges that it may be held both criminally and civilly responsible for any breach of confidentiality.

6.12. **The Use of Premises**

The successful bidder shall confine his apparatus, the storage of materials, and the operation of the workmen to limits indicated by law, ordinance, permits, or directions of the Office Manager and shall not unreasonably encumber other areas with materials or other apparatus. The successful bidder shall use the janitor closets provided at the GPA EDC and the Visitor Information Centre, for storage of equipment and materials required for the execution of the contract.

Use of any equipment belonging to the GPA EDC or VIC i.e. computer equipment, phones etc. is strictly prohibited.

This clause shall be binding on the successful bidder and all sub-trades to the satisfaction of the Office Manager.

7. **SPECIFICATIONS/FLOOR PLANS**

- See Janitorial Services Matrix for all janitorial specifications;
- Contact Brigid Ayotte at 705-743-0777 ext. 2122 bayotte@gpaedc.on.ca for floor plans for both locations.

8. **ITEMS TO BE SUBMITTED**

8.1. **Form of Tender**

Bidder must complete and submit the “**Form of Tender**” (**Appendix A**).

- **Part 1** - includes declarations, acknowledgement of addenda received and approval.
- **Part 2** includes the Pricing Summary, GST number (if applicable) or small trader notification and approval.

8.2. **Ability and Experience**

Bidder must submit references and/or satisfactory evidence that they have the ability and experience for this type of work and that they have access to the necessary equipment and resources needed to complete the work in a satisfactory manner.

In order to aid the GPA EDC in determining the above information, please complete the APPENDICES, which are listed below and attached to this document.

APPENDIX “B” - Bidder’s Experience – For Janitorial (Cleaning) Services

APPENDIX “C” - List of Bidder’s Staff and/or sub-contractors (if applicable).

9. **Description Of The Work**

9.1. The following is a brief description of the Work of the Contract. More detailed and complete descriptions are included in the Janitorial Matrix further in this tender document. The successful bidder shall supply and pay for all labour, material (except as noted in Section 12.3), plant, equipment and services necessary for the Work of this Contract.

9.2. All work shall be performed according to the requirements herein described.

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- 9.3. All work must be properly co-ordinated with the GPA EDC and VIC Office Manager.

10. Hours of Work and Supervisory Staff

- 10.1. **GPA EDC** - working hours for janitorial services at GPA EDC will be performed three (5) days per week. Tuesday, Thursday and Friday, excluding statutory and municipal holidays, anytime before 8:30am or between the hours of 5:30pm and 1:00 a.m.

Visitor Information Centre – Working hours for janitorial services at the Visitor Information Centre will be performed three days per week, Monday, Wednesday and Friday excluding statutory and municipal holidays. Regular hours of operation at the VIC are Monday to Friday 9:00 am to 5:00 p.m. and Saturdays 9:00 am to 4:00 pm. Janitorial services could be performed prior to 9:00 a.m. or after 5:00 p.m. on designated days, but in view of the fact that hours may change during the summer months (June, July & August) when the centre operates under extended evening hours, it would be preferable to have janitorial services done prior to 9:00 a.m. or after 8:00 p.m. during the summer.

- 10.2. The Contractor will be required to provide the names of all employees and/or sub-contractors who may be working at either building prior to commencing the contract. The Contractor will be responsible for the satisfactory completion of all work requirements.
- 10.3. The GPA EDC reserves the right to alter the hours of work to meet special circumstances i.e. the Visitor Centre being open late and on weekends in the Summer months.

11. Schedule of Operations And Inspections:

- 11.1. The Contractor shall provide services as described and per schedules as specified in the Janitorial (Cleaning) Requirements, Periodic Work Calendar and Project Work Schedule forms that are attached hereto.
- 11.2. The Contractor's supervisor, the Office Manager at the GPA EDC and the Manager of Administrative Services at the Visitor Information Centre will conduct quarterly inspection tours of the complete complex, jointly. Where deficiencies in the work are found, the Office Manager from either location will notify the contractor in writing describing the required work.

12. Janitorial Supplies and Storage

- 12.1. The Contractor shall supply all cleaning equipment and materials, antibacterial hand soap and/or hand sanitizer, paper towels, toilet tissues, wastebasket liners and garbage bags. It will be the Contractor's responsibility to see that sufficient stock is maintained at all times to cover the requirements. The Contractor shall submit for approval, before commencing the work, a list of products to be used and pricing information. Pricing information can be attached to the "Form of Tender" Appendix A.
- 12.2. The Contractor shall provide and keep up-to-date sets of WHMIS Material Safety Data Sheets for all controlled substances, plus any available sheets for other substances. Sheets are to be kept in an appropriate and identified binder. At the GPA EDC and the Visitor Information Centre, one set is required for the main janitor closet.
- 12.3. The Contractor shall supply such heavy-duty equipment and appliances to efficiently and expertly perform the work as specified herein. The equipment and appliances shall be, at all times of the operations, in full and good working order and in a proper state of mechanical repair.
- 12.4. The GPA EDC and the Visitor Information Centre will provide janitor closets, which must be accessible to both by the Office Manager of each site and the Contractor. The Contractor may store supplies, equipment, appliances and materials. The Contractor will be expected to keep the storage space and cleaner's closets in a clean, neat and safe manner.

13. Energy Conservation, Lighting and Security

- 13.1. To conform to the GPA EDC's policy on maximum possible conservation of energy, the contractor shall, through his staff and supervisor, ensure that lights are switched off on each portion of a floor area as permitted by the switching arrangements as the cleaning work is completed.
- 13.2. The Contractor shall, when the cleaning of each floor area is completed, lock all hall doors. Individual office doors shall be left open or closed as found.
- 13.3. The Office Manager at each location will provide the successful Contractor with a building key and security code. If the Contractor is the last person in the building, the alarm system must be set upon leaving. .
- 13.4. The Contractor shall replace burned out light tubes and bulbs within either building, which will be supplied by the GPA EDC and the VIC as needed. If replacement of lamps does not correct the problem, the Office Manager at the respective location should be notified. Burnt out exterior lights should be reported to the corresponding Office Manager who will make arrangements replacement.

14. Recycling & Waste

- 14.1. Recycling bins and garbage bins at each individual workstation in the building are to be emptied daily. Bags in garbage bins must be changed once/week or more if deemed necessary.
- 14.2. Each type of material is to be kept segregated and put out in appropriate containers or bags on the curb or pick up by the City of Peterborough Waste Management Services. - Every Tuesday by 7am at the GPA EDC and Wednesday before 7am at the VIC. **Note DO NOT PUT OUT THE NIGHT BEFORE.**
- 14.3. Recycling bins shall be cleaned as required.
- 14.4. All cardboard is to be collapsed (if not already), bundled and tied as per City of Peterborough Waste Management Services requirements and set out on the curb with all other recycling.
- 14.5. If Contractor must dispose of items rejected by the City of Peterborough's waste removal services, the Contractor must notify the Office Manager of either site and provide a pricing estimate **before** disposing of the items. .

15. Snow Removal – applies to GPA EDC site only

- 15.1. During bad weather, the sidewalk (including side-entrance walk) and special needs parking spot at the GPA EDC only are to be cleared prior to business opening at 8:30am. If snow removal is required on the days outside cleaning days specified in the tender, a separate invoice may be issued. Please include estimates as part of the tender submission.

The GPA EDC reserves the right to have the Contractor provide additional cleaning as may be required. The GPA EDC will request written quotations and issue separate purchase requisitions such work for either of the two locations.

		Activity						
Notes		Offices are to be left as found						
		Daily						
		Vacuum carpets - fibre entrance mats, all offices, stairwells, boardrooms, upstairs offices						
		Sweep and damp mop/wash floors - front lobby, kitchen and bathrooms						
		Wipe and disinfect body contact points such as toilets, sinks, toilet seats, tanks, mirrors, shelves, piping, taps, dispensers, waste receptacles, door handles, flush levers etc.						
		Empty waste receptacles, including recycling boxes and garbage at each work station						
		Empty bathroom and kitchen garbages						
		Wipe clean & dry kitchen sink & counter top						
		Weekly						
		Squeegee clean both sides of glass doors and office windows						
		Dust tops of filing cabinets, portable partitions, heating radiators, window ledges, moldings, bases, pipes and other high surfaces where dust and dirt could settle						
		Clean & polish all doors, posts, wall brackets, - remove spider webs etc.						
		Thoroughly clean & polish front doors						
		Wash & disinfect waste receptacles						
		Vacuum fabric upholstery of chairs and partitions						
		Put recyclables including cardboard out for pick-up on scheduled day*						
		Dust tops of desks - if cleaned off						
		De-scale toilet bowls						
		wipe clean & dry chrome parts of portable partitions						
		Wipe clean front, sides & top of refrigerator, microwave oven						
		Wipe clean telephone & disinfect headsets						
		Wipe clean and dry all metal door trim, door push plates, handles						
		Monthly						
		Wipe clean & dry chrome parts of portable partitions						
		Quarterly						
		Wash ceiling air diffusers/returns						
		Spray buff floors - kitchen and bathroom						
		Wash and wipe-dry walls						
		Wash & wipe dry all windows inside and outside						
		Twice per year						
		Remove and clean out fluorescent light covers						
		Change heat diffusers						
		Shampoo chairs						
		Shampoo carpets in all offices, stairwells, landings boardrooms and upstairs offices						
		When Required						
		Remove cobwebs from ceilings, walls, windows, doors, corners etc.						
		Spot clean carpet stains, remove finger marks and other soiling from interior walls of partitions						
		Replenish hand soap dispensers						
		Replace burnt out bulbs/tubes within the building						
		Keep janitor's closet free of debris, store equipment neatly						
		Replenish air fresheners in bathrooms						
		Spread ice-melt						
		Snow removal from front walk, walkway up to the front door, walkway up to side door. special needs parking lot.*						

* Recycling and garbage must be put out the morning of **(before 7am)** scheduled pick-up day not night before
 * Snow removal does not include the VIC - that is under a separate contract

16. Definitions

- 16.1. Whenever the following words are used in the documents, it shall be understood that they mean as follows:
- 16.2. **“Sweep or Dry Mopping”** means the removal of loose, generally dry soil and/or debris from resilient floor surfaces, generally using a treated dust cloth or dust mop.
- 16.3. **“Wet Mop or Wash”** means applying a neutral detergent solution to the floor, agitating it with the mop to clean off marks or encrusted soil, removing the solution using a wrung out mop or wet vacuum, rinsing and drying floor using a wrung out mop. In washrooms, the rinse will include a germicidal solution.
- 16.4. **“Damp Mop”** means applying a clean mop, well wrung out of solution, with the purpose of removing light dust and spillage left after sweeping or dust mopping.
- 16.5. **“Spray Buffing”** means spraying on a clean resilient floor in an evenly distributed manner, a spray cleaning and/or buffing solution, using a floor machine and an abrasion pad to clean off black marks and scuffing, and to polish the surface. Care must be taken not to spray solution on baseboards or furniture. A dust mopping to remove fine dust generated during the former process follows spray buffing.
- 16.6. **“Slush Mat Vacuuming”** means using a vacuum to remove not only sand and other soil but also slush and water.
- 16.7. **“Vacuuming”** means vacuuming carpet surfaces plus a crevice tool to clean corners, around furniture and along baseboards etc. High traffic vacuuming will consist of complete hallways, office traffic lanes and desk wells and pickup of litter in the remaining areas to present a clean appearance. Complete vacuuming will consist of vacuuming the complete carpeted area as previously described and the lifting and vacuuming under and replacement of floor mats and under desk chairs.
- 16.8. **“Shampooing and Extraction”** means the cleaning of heavily soiled carpeted areas. It consists of a two-part procedure:
- a) Rotary fibre agitation, using a shampoo with grease cutting agents and colour highlighting additives to loosen soil from the carpet fibre,
 - b) Hot water extraction is then used as a rinse to remove the soil and leave the carpet free of chemical residues and as dry as possible.
- 16.9. **“Spot and Stain Removal”** means the removal of local spots or stains using a range of chemicals applicable for all types of spots and stains. This is step one in the carpet cleaning operation.
- 16.10. **“Wipe Clean”** means using a damp cloth and applying the appropriate cleaning solution either directly to the cloth or preferably directly on the surface to be cleaned, to remove all soiling.
- 16.11. **“Polish”** means using appropriate cleaner, applied directly to the surface or to a cloth, to clean the surface of soiling, tarnishing, etc., then wiping clean with a dry cloth to eliminate streaking.
- 16.12. **“Wipe Dry”** means using a dry cloth, remove cleaning solution and/or water film so as to be dry to the touch and in such a way as to eliminate streaking.

17. Building List

17.1. GPA EDC

- 17.1.1. The buildings to be included in this contract and referred to herein as the premises are as follows:
GPA EDC
210 Wolfe St.
Peterborough, Ontario K9H 2K9

17.1.2. Refer to the attached floor plan drawings (6 total) to determine area where cleaning work will be performed within the premises.

17.1.3. It is noted that the following areas are excluded from this Contract:

- i) Boiler room
- ii) Maintenance room (Basement)
- iii) Storage Areas – all as located and noted on the attached drawings.

18. Visitor Information Centre

18.1. The building to be included in this contract and referred to herein as the premises is as follows:

Visitor Information Centre
1400 Crawford Drive
Peterborough, Ontario

18.2. Refer to the attached floor plan drawings (3 total) to determine areas where cleaning work will be performed within the premises.

18.3. It is noted that the following areas are excluded from this contract:

- i) Boiler Room
- ii) Storage Rooms – as noted on drawings.

19. Prohibitions – All Locations

19.1. Steel wool buffing or spot treatment shall not be employed without permission.

19.2. Vinegar and acidic solutions shall not be employed without permission.

19.3. Chair, waste baskets, etc. shall not be placed on desks, tables, or other furniture surfaces during cleaning operations, except when shampooing carpets or stripping/waxing resilient floors.

19.4. Data and computer equipment shall not be unplugged nor shall those electrical receptacles be used for cleaning equipment.

25.0 Work Lists & Schedules

25.1 The following work lists and schedules shall form the basis of the Contractor's work.

25.1.1 GPA EDC Janitorial Services Requirements – attached

25.1.2 Visitor Information Centre Janitorial Services Requirements - attached

25.1.4 GPA EDC and Visitor Information Centre Operational Week Calendar - attached

Appendix “A”

FORM OF TENDER

TO: G.P.A.E.D.C
210 Wolfe St.
Peterborough, Ontario, K9J 2K9

ATTN: Brigid Ayotte
Administrative Assistant

Submitted by: _____

I/WE DECLARE that this tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Tender for the same work and is in all respects fair and without collusion or fraud.

I/WE DECLARE that the matters stated in the said Tender, are in all respects true.

I/WE have carefully read the Specifications and General Conditions and Special Conditions as per the Tender call, and have otherwise satisfied ourselves as to the conditions under which the work is to be carried out, and do hereby Tender for and offer to enter into contract with the G.P.A.E.D.C for the Contractual Janitorial at the GPA EDC and the Visitor Information Centre (VIC).

I/WE hereby agree to comply in all respects with the Specifications and General Conditions attached hereto, which terms and conditions are to be read with and form part of this Tender.

I/WE DECLARE that _____ addenda have been received for this tender document and are attached to this submission, and that I/WE understand it is the bidder’s ultimate responsibility to ensure all addenda issued have been received.

I/WE acknowledge that acceptance of this tender and the issuance of a purchase order shall be considered a binding contract upon both parties. If specified at any time by the GPA EDC, it is acknowledged and agreed that the terms and conditions and any representations made in reference to this tender shall be incorporated in a contract to be executed by the parties once the GPA EDC has formally accepted the tender offer.

Dated at _____ this ____ day of _____ 2010.

Firm Name Street Address

Signing Authority City/Town

Signature Province Postal Code

Telephone Fax #

Appendix “A” – cont’d

FORM OF TENDER

I/WE warrant that the tendered price shall be valid and binding upon the contractor.

PRICING SUMMARY				
		Period 1	Period 2	Period 3
A) GPA EDC (only)	- Price			
	- GST			
	- TOTAL			
<hr/>				
A1) Visitor Information Centre ONLY	- Price			
	- GST			
	- TOTAL			
<hr/>				
Discount – If work at all locations is awarded together, the contractor agrees to offer an overall discount of:		%	%	%
HOURLY RATE FOR EXTRA WORK				

Note: A) and A1) will be awarded together.

The successful bidder must warrant that the tendered price(s) shall be valid and binding up to and including completion of the work for not less than ninety (90) days.

The successful bidder agrees to perform the work in compliance with the required completion schedule stated in the tender documents.

G.S.T. Vendor’s Identification # is **{insert #}**_____

OR

Bidder operates as a “small trader” with the Federal Government **{indicate ‘yes’}**_____

Dated at _____ this _____ day of _____ 2010.

Firm Name

Street Address

Signing Authority

City/Town

Signature

Province

Postal Code

Telephone

Fax #

Appendix “B”

BIDDER’S EXPERIENCE/REFERENCES – JANITORIAL (Cleaning)

The bidder shall list below, the locations (at least four) where similar work has been performed by this company within the last two years.

	Year	Location of Work	Owner	Owner’s Representative or Contact	Phone Number
1					
2					
3					
4					

Appendix “C”

BIDDER’S – JANITORIAL (Cleaning)

The bidder shall list below, the names, job title and experience of supervisory personnel to be employed on this contract.

Name	Job Title	Experience