Contact: David Gray, CAO

Phone: 506-456-4871

Contents:

* Terms and Conditions
* Schedule ‘A’ Evaluation Process
* Schedule ‘B’ Scope of Work
* Schedule ‘C’ Bid Form

|  |  |
| --- | --- |
|   | **Tender 20-002 Janitorial services****Closing Date & Time: Friday, December 11, 2020 @ 2 PM Atlantic Standard Time** |

**VILLAGE OF BLACKS HARBOUR**

**JANITORIAL SERVICES**

**Tender No. 20-002**

# TERMS AND CONDITIONS

1. **General Overview**
	1. The Village of Blacks Harbour is inviting proposals for the provision of janitorial services, including the supply of all equipment, tools, janitorial supplies, cleaners, garbage bags, etc., and labour, for the performance of minor maintenance duties required to clean the municipal buildings as stipulated in Schedule ‘B’.
2. **Eligibility of Proponents**
	1. The purpose of this tender is to invite submissions from qualified proponents to provide a quotation, in compliance with any and all Terms and Conditions, Specifications, Terms of Reference and Appendices stated herein, for the provision of Janitorial Services.
	2. Quotations will be accepted from Proponents who are able to satisfy all the requirements of this tender document.
	3. Proponents responding to the public notice are advised that official tender documents may only be obtained through the official municipal website at [www.blacksharbour.ca](http://www.blacksharbour.ca) or from the municipal office located at 65 Wallace Cove Road, Blacks Harbour, NB during regular business hours (Monday-Friday from 8:30 am – 4:30 pm)
	4. All Proponents must be eligible to work in Canada.
3. **Submission of Responses**
	1. All submissions must be received in a sealed envelope clearly showing the tender name, number, closing date and the Proponent’s name on the front of the envelope and delivered to :

**Village of Blacks Harbour**

**65 Wallace Cove Road**

**Blacks Harbour, NB E5H 1G9**

* 1. In addition to hand delivered responses, the municipality will accept tender responses submitted by email or facsimile; however, it is the responsibility of the Proponent to ensure that the complete tender response document is received in a legible format. Incomplete responses will not be evaluated.
	2. If submitting a response to the tender in hard copy, Proponents must submit three (3) identical copies of their submissions.
	3. Each response must be accompanied by the following:
		1. A copy signed by the Proponent of all addenda issued by the municipality in relation to this tender;
		2. Specific, clear and concise responses for each request for information;
		3. Detailed pricing information per the attached pricing schedule;
		4. Any other information that the Proponent feels would aid the municipality evaluating their response.
		5. Submissions of all tenders are final. All documents submitted with respect to this tender shall become the property of the municipality and will not be returned to the Proponent.
1. **Tender Closing**
	1. All responses must be submitted to the municipality no later than the closing date of **Friday, December 11, 2020 at 2 PM Atlantic Standard Time.**
	2. Responses received after the closing date will not be considered and will be returned unopened to the Proponent. It is the responsibility of each Proponent to ensure that its response is received at the address referred to in section 3.a, no later than the closing date and time specified.
2. **Tender Opening**
	1. The public opening for the tender will take place on Friday, December 11, 2020 at 2:00 PM Atlantic Standard in the Council Chambers located at 65 Wallace Cove Road, Blacks Harbour, NB.
	2. During the public opening the name of Proponents and the total price of each bid will be made public. No other information will be released at the opening.
3. **Authorizing Office/Contract**
	1. All responses to this tender must be signed by a representative of the Proponent having lawful signing authority, and include the name of one (1) representative for all communication concerning this Tender.
4. **Validity of Tender Responses**
	1. All quotations received in response to this tender must remain valid and open for acceptance by the municipality for a period of thirty (30) working days after the Closing Date. This period may be extended in writing by the municipality.
5. **Insurance**
	1. The successful Proponent shall be required to provide proof of **Commercial General Liability (CGL) Insurance listing the municipality as “Additional Insured”** for a minimum amount of $1 million ($1,000,000) for each claim, which shall indemnify and save harmless the municipality from all suits and actions for damages and costs to which the municipality may be put by reason of injury to or death of persons and damage to property resulting from negligence, carelessness or any other circumstances caused by the Proponent which may arise in the performance of this work. The Proponent shall be responsible for full payment of the deductible portion of all claims under this clause.
	2. Proof of Insurance shall be provided to the municipality. Such proof shall contain assurances that the policy cannot be cancelled during the term of the contract.
	3. Written notification of any changes in the Insurance Policy or Insurance Company must be given to the municipality in writing, thirty (30) days prior to the date the change will take effect.
	4. Insurance shall be procured from a Canadian based insurance company licensed to do business in the Province of New Brunswick. Any and all claims shall be settled in Canadian Funds and must be stated on the policy.
	5. All insurances shall remain in effect for the entire period of the service contract.
6. **Proponent’s Responsibilities/Requirements**
	1. The tender document list major details with respect to the services required; therefore, it is the Proponent’s responsibility to provide all required labour, tools and equipment required to provide professional janitorial service, in accordance with the terms of this tender document and the Scope of Work provided herein.
	2. It is the sole responsibility of the Proponent to become familiar with and understand the nature and extent of the work to be executed. Information on any matter derived from existing specifications or supporting documentation shall not in any way relieve the Proponent from their obligations in completing the Scope of Work.
	3. The *Workers Compensation Act of New Brunswick* requires employers who employ three (3) or more workers at any one time to register with WorkSafe NB. It is the responsibility of the successful Proponent to ensure that they are fully compliant with the *Workers Compensation Act of New Brunswick* and all requirements of the New Brunswick *New Brunswick Occupational Health and Safety Act.*
	4. All employees of the successful Proponent and/or sub-contractors that will be assigned to this contract are required to be bonded and provide the municipality with a certificate of insurance by January 29, 2020.
	5. All employees of the successful Proponent and/or sub-contractors that will be assigned to this contract will be required to provide a copy of a clean criminal background check.
	6. All employees of the successful Proponent and/or sub-contractors that will be assigned to this contract will be required to read, sign and adhere to a confidentiality agreement on or before December 31, 2020.
7. **Terms of Contract**
	1. The initial term of this contract shall be for a three (3) year period, commencing January 1, 2020. The municipality may exercise an option to renew the agreement for up to one (1) additional one (1) year period, if it is in the municipality’s best interest to do so.
	2. Prices quoted shall remain firm for Year One (1), Year Two (2) and Year Three (3) of this agreement.
	3. In the event the successful Proponent fails to comply with the Terms and Conditions and Scope of Work outlined in the tender document or subsequent contract, the municipality reserves the right to cancel the contract with thirty (30) days notice and award it to another Proponent without penalty or action against the municipality.
	4. Payment terms for this contract are standard “net 30” days from receipt of invoice.
	5. Invoices must state HST registration number and amount of HST separately on all invoices.
	6. Direct invoices to the Village of Blacks Harbour, 65 Wallace Cove Road, Blacks Harbour, NB E5H 1G9.

**Schedule ‘A’**

**Evaluation Process**

1. Quotations submitted by non-eligible Proponents, incomplete bid responses, submissions received after the deadline or bid responses that do not comply with all of the requirements of this tender, contain false information or the contents of which do not permit a full analysis thereof, will not be considered by the municipality.
2. At the close of the submission period, responses will be evaluated by the CAO and the Assistant Treasurer.
3. A recommendation to award will be made to Council, based on the evaluation criteria.
4. The final decision to award the tender rests with Council.
5. The evaluation criteria for this tender will be as follows:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| Two client references | 25% |
| Cost of providing services listed in Schedule ‘B’ Scope of Work | 75% |

**Schedule ‘B’**

**Scope of Work:**

**Municipal Office (65 Wallace Cove Road)**: Cleaning required at least 3 times per week

* Floors: Hard surface floors should be swept and scrubbed (please note: laminate floors in Chambers/Offices requires cleaning with cleanser designed for laminate floor use).
* Workspaces: Empty all garbage cans, clean and disinfect door knobs, light switches and telephones.
* Washrooms: clean floors, sinks and scrub toilets. Replenish toilet tissue, paper towel and soap

*\*Note: days should correspond with group activity (ie Seniors on Tuesday; Computer Class Thursday; Council Meetings)*

**Municipal Office (65 Wallace Cove Road)**: Cleaning required at least once per week

* Floors: Hard surface floors should be swept and scrubbed.
* Workspaces: Clean desks (include Council Chambers), filing cabinets, office equipment, monitors, keyboards, and mice.
* Glass Doors: Glass in the 2 doors in the front entry to be cleaned inside and out.
* Walls & Ceilings: dust around light fixtures, windows and ceiling areas for dust and cobwebs
* Wipe down kitchen counters, doors, microwave, stove, fridge, etc

**Municipal Office (65 Wallace Cove Road)**: Cleaning required once per month

All of above (all weekly duties) but with a deeper cleaning in addition to:

* Cleaning of all windows and window ledges.
* Cleaning of heaters.
* Dusting of exhaust fans in the washrooms.
* Cleaning of all furniture, desks and chairs.

**Municipal Office (65 Wallace Cove Road):** Cleaning required once per year

* Floors: Hard surface floors should be stripped and waxed.
* Walls: Wash down walls.
* Clean Oven and Pull out Refrigerator to clean under and wipe out inside of both.

**Public Works Office (73 Wallace Cove Road):** Cleaning required once per year

* Floors: Hard surface floors should be stripped and waxed.

*Please note: all work to be carried out before or after office hours.*

**Schedule ‘C’**

**Bid Form – Tender 20-001**

Proponent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: ( ) Fax: ( ) Email:

Total Annual Fees, including cleaning supplies and all associated equipment (excluding HST)

Total Annual Fees Year 1 (January 1, 2021 – December 31, 2021): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Annual Fees Year 2 (January 1, 2022 – December 31, 2022): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Annual Fees Year 3 (January 1, 2023 – December 31, 2023): ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference Information:**

|  |  |  |
| --- | --- | --- |
| **Client Name:** | **Contact Name:** | **Telephone Number:** |
|  |  |  |
|  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized signature and title**

**Note:**

* Unsigned bids will not be evaluated.
* Bids received may be subject to release under the *Right to Information and Protection of Privacy Act.* If the municipality receives a request for information regarding your bid, you will be asked for your consent to release bid information.