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**AMENDMENT 001**

Parks Canada Agency  
111 Water Street East  
Cornwall, Ontario K6H 6S2

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REQUEST FOR QUOTATION  
DEMANDE DE PRIX

Quotations to: Parks Canada Agency  
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Prix à : l' Agence Parcs Canada  
Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Vendor/Firm Name and Address  
Raison sociale et adresse du fournisseur/de l'entrepreneur

Title-Sujet Janitorial Services & Grounds Cleaning	
Solicitation No. - N° de l'invitation 5P300-18-0007/A	Date May 22, 2018
GETS Reference No. – N° de référence de SEAG NA	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin –  at – à 02:00 PM on – le June 18, 2018	Time Zone Fuseau horaire -  EDST – Eastern Daylight Saving Time
Address Inquiries to: - Adresser toute demande de renseignements à :  Cindy Dionne	
Telephone No. - N° de téléphone 613-938-5967	Fax No. – N° de FAX
Destination of Goods, Services, and Construction: Destination des biens, services et construction :  Halifax Citadel National Historic Site 5425 Sackville Street Halifax, NS B3J 3Y3	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :    Telephone No. - N° de téléphone : Facsimile No. - N° de télécopieur :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)    Name/Nom _____ Title/Titre _____	

**AMENDMENT #001**

This amendment serves to change the following:

1. Remove article 6.4.1 in its entirety and replace with:

**6.4.1 Period of the Contract**

The period of the Contract is from **July 1, 2018 to May 30, 2020** inclusive.

2. Remove Annex “A” Statement of Work in its entirety and replace with the revised version below.
3. Remove Annex “B” Basis of Payment in its entirety and replace with the revised version below.

**Note:** The amended Annex “B” Basis of Payment document **must** be used when submitting your bid.

**All other terms and conditions remain the same.**

**ANNEX "A"**

**STATEMENT OF WORK**

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## 1.0 INTRODUCTION AND DESCRIPTION OF WORK – Janitorial Services & Grounds Cleaning

### 1.1 Introduction

By any criteria or definition the Halifax Citadel is a very "special place." The Halifax Citadel has been commemorated as a nationally significant symbol of Halifax's role as a principal naval station in the British Empire and of the city's importance to Canada's development and evolution from colony to nation. The Halifax Citadel was formally recognized as a significant symbol of Canadian nationhood when it was designated as a National Historic Site in 1951.

Visited by millions of Canadians, the Halifax Citadel is a cultural treasure. Its impressive ramparts and fortifications dominate the skyline of Halifax, Atlantic Canada's largest urban centre. The hectic daily activities of this busy seaport continue to be regulated by the noon gun and Town Clock. The green slopes of its glacis have become a popular refuge and escape from the hustle and bustle of the modern city below. The Citadel has become a tangible link between past and present.

The Halifax Citadel is part of a larger system of national parks and historic sites throughout Canada administered by Parks Canada. Parks Canada is committed to commemorating, protecting and presenting places which are significant examples of Canada's cultural and natural heritage in ways that encourage public understanding, appreciation and enjoyment of this heritage in a sustainable manner. Under the stewardship of Parks Canada, the modern-day Citadel has been given new life. Its granite walls and fortifications have undergone extensive stabilization and restoration, in testimony of the importance which Canadians attach to preserving their heritage.

Where formerly the Citadel stood guard as the key defensive component of a complex of harbour defences, today it serves as a reminder of Canada's beginnings. It is a place where Canadians learn about their past and can appreciate through first-hand experience the realities of the nineteenth century. As a national landmark, the Halifax Citadel has become a "must see" for any visitor to the region.

The 1993 Management Plan for the Halifax Defence Complex states:

*Cultural Resources are dedicated and held in trust so that present and future generations may enjoy and benefit from them.*

***.Public Benefit will be most appropriately achieved by the protection and presentation of nationally significant cultural resources. The need to protect and present these resources is recognized as the focus of plans for the sites.***

***.The continuing public benefit of a resource will be assured through ongoing maintenance and care. Steps are being taken to maintain the resources of each of the sites.***

***.The Canadian Parks Service will present the history and cultural heritage of its national historic sites in ways that will recognize the nature and interests of public it Serves.***

### 1.2 General Description of Work

This specification describes the necessary labour, materials, equipment, vehicles and supervision required to perform the following work:

All staff are required to wear an identifiable uniform that will clearly show them as cleaning contractors.

The regular cleaning requirements during the main visitor season (7 May - 31 October) will consist of a seven day a week operation for the public areas as described in Section 2.0. The office areas will be cleaned five days a week on a continuous basis as described in Section 2.0.

Cleaning of Public Use Areas will be carried out after the fort is closed to the public. All areas must be ready for 0900 hours when the fort is opened for visitors. Office area cleaning can start after 1700 hours from 1 September to 14 June and 1800 hours from 15 June to 31 August.

As required services for cleaning specific rental and special event areas within the Citadel, form part of this specification and are described in Section 3.0.

Section 4.0 describes the scope of work for grounds cleaning and parade surface cleaning respectively. The contractor will supply a grounds cleaner 7 days a week during the visitor season (7 May to 31 October) from 0700 hours to 1530 hours. Included in the contract is an approved turf vehicle, tools and supplies to carry out grounds cleaning.

All garbage collected from regular and as required cleaning services and grounds and parade cleaning will be deposited in a dumpster supplied and emptied by the contractor. Parks Canada will have use of dumpster for regular garbage with the fee included in the contract. Recyclable and compost garbage will be collected separately as described in Section 2.0. Parks Canada will supply an area for the dumpster at the Ahern Avenue Site.

### 1.3 Hours of Operation

The hours of operation during the main visitor season are as follows:

May 7 – June 14	9:00 to 17:00
June 15 – Labour Day (September)	9:00 to 18:00
Labour Day (September) – October 31	9:00 to 17:00
November 1 – May 6	9:00 to 17:00
Off Season Site Access	7:00 to 17:00 – Saturday and Sunday
December 3 to March 31	7:00 to 21:00 – Monday to Friday

### 1.4 Visitation

Attendance at the Halifax Citadel NHS for 2015 – 2016 season was approximately 120,000 and in 2016-2017 season was approximately 135,000

Visitation for all special rentals and events that occur at the Citadel, are additional to the figures shown above.

### 1.5 Evaluation

Ongoing evaluation of the contractor’s performance will be carried out regarding compliance with the contract specifications and requirements.

### 1.6 Sub-Contracting

Sub-contracting out portions of the work will require prior notification and written approval by Parks Canada.

### 1.7 Quality of Supplies

Use new material and supplies unless otherwise specified. Provide material and supplies that meet recommended Halifax Citadel standards and quality. Where possible supply environmentally friendly products.

### 1.9 Work Schedule

The contractor will supply a comprehensive work schedule within two weeks of contract award.

### 1.10 Occupational Health & Safety Regulations

1. Comply with the requirements of the Canada Labour Code, Part II and the Nova Scotia Occupational Health and Safety Act. If there is any conflict or discrepancy between the requirements the more stringent will apply.
2. The contractor shall take all necessary and reasonable measure to ensure safety of workers and Parks Canada Agency staff from all operational activities on-site.
3. Contractor shall provide a job specific safety plan prior to commencing work.
4. Training will be required for, but not limited to W.H.M.I.S. and Emergency First Aid.
5. Submit and update as required MSDS sheets for all cleaning products, etc.

### 2.0 **DETAILED SPECIFICATIONS - FOR REGULAR CLEANING REQUIREMENTS**

The regular cleaning requirements will occur in various casemates and buildings around and within the Parade Square (See Appendix 1).

Storage areas will be supplied on-site for equipment, cleaning materials and washroom re-stocking supplies. There must be adequate on-site inventory of washroom supplies at all times. Maintain all janitor rooms/closets in a clean and safe condition.

Water supply for Cleaning Needs is available at the following locations:

- Cavalier Building - Ground, Second and Third Floors
- Public Washrooms (C36 and 37)
- Redan (C47)
- North End Casemates (C28)
- Halifax Citadel Heritage Exhibit formerly Tides of History

All keys that are required during cleaning activities are retained in the Commissionaires Office (C35). While carrying out cleaning services the contractor will report any maintenance deficiencies to the Asset Officer (i.e. broken windows, loose floor boards etc.), by leaving a report with the Commissionaire.

A thorough cleaning is required of all public areas **3 days prior to the opening date of May 7.**

All garbage that is collected will be transferred to a contractor supplied dumpster located at the Ahern Site, on a daily basis. Recyclable and compost garbage will be collected separately and transported to appropriate collection agencies within Halifax Regional Municipality. The contractor will be responsible for any tipping fees and will be asked to provide the Project authority with a copy of receipts from the appropriate collection agencies.

NOTE : Specific dates may change.

#### 2.1 Cavalier Building, 1<sup>st</sup> Floor CC3 Sales Area - Halifax Citadel Regimental Association (HCRA) - Gift Shop

Area: 68.5 sq. metres

Period May 7 to Oct. 31 - 7 day service (178 times)

- a) Vacuum and mop floor.

#### 2.2 Cavalier Building, 1<sup>st</sup> Floor CC4 Visitor Orientation Centre

Area 68.5 sq. metres

Period May 7 to Oct. 31 – 7 day service (178 Times)

- a) Vacuum floors, remove gum and stains. Damp mop.
- b) Information Desk:  
Desk surface to be cleaned of stains, finger prints
- c) Clean interior window glass and wooden surfaces.
- d) Wipe finger prints off of TV Screens and wipe down murals with clean water and a damp cloth. **No detergent or harsh chemicals to be used.**

### **2.3 Cavalier Building, CC5 Elevator Area and Elevator**

Area 20 sq. metres

Period May 7 to Oct. 31 - 7 day service (178 times)

- a) Vacuum floor, remove gum and stains, damp mop every other day.
- b) Clean elevator interior weekly.

### **2.4. Cavalier Building, CC5 & CC6 Theatre & Lobby Areas**

Area 117.5 sq. metres)

Period May 7 to Oct. 31 – 7 day service (178 times)

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop
- c) Empty all waste containers.
- d) Clean and polish all glass.
- e) Dust and clean all surfaces.

### **2.5 Cavalier Building, CC7 Barrack Room**

Area 136 sq. metres

Period May 7 to Oct. 31- 7 day service (178 times)

- a) Vacuum wood floor, remove gum and stains. Damp mop.
- b) Remove foreign marks from door, wood work and wood surfaces.
- c) Dust furnishings (benches tables, hanging shelves, cots, stove, stove pipes, walls and iron skirt on floor).

### **2.6 Cavalier Building 3rd Floor South Mezzanine**

#### **Ladies, Men's Washroom**

Area 32 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Floors to be vacuumed and mopped each day with Germicidal Detergent to kill germs.
- b) Wash and disinfect all basins, toilets and urinals.
- c) Mirrors and chrome fittings will be washed and polished.
- d) Empty all waste containers.
- e) Toilet tissue, paper hand towel, , soap will be adequately supplied.

### **2.7 Cavalier Building, 3<sup>rd</sup> Floor North Mezzanine Washroom**

Area 17.7 sq. Metres

Period Year round - 5 day service, Monday to Friday (260 Times)

- a) Floor to be vacuumed and mopped with germicidal detergent.
- b) Wash and disinfect basin and toilet.
- c) Mirrors and chrome fittings will be washed and polished.
- d) Empty waste container.
- e) Toilet tissue paper, hand towels will be adequately supplied.

### **2.8 Cavalier Building 3rd Floor Offices, North and South Mezzanine Entrances, Kitchen**



Area 600 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum carpet floors, remove gum spots and stains.
- b) Empty waste containers daily and replenish paper towels..
- c) Empty recycle containers and place material in approved location.
- d) Kitchen floor to be vacuumed and mopped with germicidal detergent. Clean coffee pots, countertop, coffee area and kitchen sink. Load dishwasher, add detergent (Detergent supplied by Parks Canada) and run cleaning cycle
- e) Designated janitorial storage areas with water facilities will be provided on south, mezzanine level, and office area 3rd floor level. Maintain tidiness and cleanliness.

**2.9 Cavalier Building, 2<sup>nd</sup> Floor, CC7A Army Museum Office Space**

Area 600 square meters

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum and mop floors.
- b) Empty waste containers and recycle containers once per week.
- c) Clean washroom.

**2.10 C0, C1 and C2 Exhibits**

Area 131 sq. metres

Period May 7to Oct 31, 7 day service (178 times)

- a) Remove gum, vacuum floor and mop.
- b) Dust and clean interior of window glass.

**2.11 C5 Resource Centre, C6 School Room**

Area 67 sq. metres

Period May 7 to Oct. 31, 7 day service (178 times)

- a) Vacuum wood floor, remove gum and stains. Damp mop.
- b) Remove foreign marks from doors, walls and clean interior of window glass and wood surfaces.
- c) Empty waste container.

**2.12 South Magazine**

Area 148 sq. metres

Period May 7to Oct. 31 – 3 day service, Monday, Wednesday and Friday (74 times)

- a) Vacuum wood floors, remove gum and stains. Damp mop.
- b) Remove garbage.

**2.13 C-34 Lunchroom**

Area 67 sq. metres

Period May 7 to Oct. 31, 7 day service (178 times)

- a) Vacuum and mop floors.
- b) Clean counter top, sink and mirror, microwave and assorted tables.
- c) Supply paper towel, garbage bags and hand soap.
- d) Empty waste containers and recycle containers.

**2.14 C17 General Works Lunchroom/Office and C35 Commissionaires Office**

Area 134 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum - main entrance.

- b) Empty waste containers.
- c) Empty recycle containers.
- d) Floor to be vacuumed and mopped.
- e) Supply hand towels, garbage bags and hand soap.
- f) Clean counter top, sink, mirror and all kitchen cabinet fronts.

**2.15 C45B, C46B, C47B, C48B Quartermasters Office and Sewing Room  
C36B to C41B Change rooms and Laundry Room**

Area 380 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum and mop floors.
- b) Clean chairs, counter top, sink and mirror, microwave and assorted tables.
- c) Supply paper towel, garbage bags and hand soap.
- d) Empty waste containers and recycle containers.

**2.16 Halifax Citadel Heritage Exhibit formerly the Tides of History, Elevator/Lobby Area**

Area 100 sq. metres

Period May 7 to Oct. 31 – 7 day service (178 times)

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop and buff all non carpet floors.
- c) Empty all waste containers.
- d) Clean and polish all glass.
- e) Remove all foreign marks from doors, walls, handrails and wood work.
- f) Dust and clean all surfaces.
- g) Reception area - dust, vacuum benches and clean and polish desk.
- h) Clean elevator and elevator building on the ramparts.

**2.17 C36 C37 Public Washrooms Ladies/Mens Washroom, Unisex Washroom**

Area 76 sq. metres

Period May 7 - Oct 31 - 7 day service (178 times)

- a) Floors to be vacuumed and mopped each day with germicidal detergent.
- b) Wash and disinfect all basins, toilets and urinal each day.
- c) Wash and polish all mirrors, chrome fitting, taps each day.
- d) Partitions, walls shall be washed and disinfected each day.
- e) Empty all waste containers each day.
- f) Toilet tissue, paper hand towel, and soap will be adequately supplied each day.
- g) The contractor shall inspect the Public Washrooms (Ladies, Men's & Unisex) each day at 11:30 hrs. and 15:00 hrs, on heavier use days they should be checked more often. Replenish paper towels, toilet paper, soap, as need dictates.
- h) Remove foreign marks from doors, walls, wood work and clean interior of window glass and wood surfaces.

**2.18 Public Washrooms Unisex Portion Only in C36**

Area 10 square meters

Period Nov 1 to May 6 - 7 day service (187 times)

- a) Floors to be vacuumed and mopped each day with germicidal detergent.
- b) Wash and disinfect all basins, toilets and urinal each day.
- c) Wash and polish all mirrors, chrome fitting, taps each day.
- d) Walls shall be washed and disinfected each day.
- e) Empty all waste containers.
- f) Toilet tissue, paper hand towel and soap will be adequately supplied.

- g) Remove foreign marks from doors, walls, wood work, interior of window glass and wood surfaces.

**2.19 C36B Shower & Washroom**

Area 113 sq. metres (washroom)

Period May 1 to Oct. 31 – 3 day service, Sunday, Tuesday & Thursday (78 times)

- a) Floors to be vacuumed and mopped with germicidal detergent to kill germs.
- b) Wash and disinfect basin and toilets.
- c) Mirrors and chrome fittings will be washed and polished.
- d) Empty waste containers.
- e) Toilet tissue, paper hand towel and soap will be adequately supplied daily.

**2.20 C38, C39, C40, C41 & C42 Theme Exhibit**

Area 254 sq. metres

Period May 7 – Oct. 31 – 7 day service, prior to 8:45 am (178times)

- a) Vacuum wood floors, remove gum, spots and stains. Damp mop.
- b) Remove foreign marks from interior of window glass
- c) Dust/polish all display cabinets and interior surfaces.
- d) Wipe down the murals with clean water and damp cloth.  
**No detergents or harsh chemicals to be used.**
- e) Clean display cases with pledge furniture polish.

**2.21 C43 & C44, Female Change Room and Washroom**

Area 130 sq. metres

Period May 7 – Oct. 31 – 7 day service (178 times)

- a) Vacuum floors each day and bathroom to be mopped with germicidal detergent to kill germs.
- b) Wash and disinfect basin and toilet each day.
- c) Remove foreign marks from walls, door daily.
- d) Mirrors and chrome fittings will be washed and polished each day.
- e) Empty waste containers daily.
- f) Toilet tissue, paper hand towel and soap will be adequately supplied daily.
- g) Dust locker tops and window sills

**2.22 C45 - C48 HCRA Offices**

Area 270 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum carpet floors, remove gum spots and stains.
- b) Remove foreign marks from doors, walls, wood work, window openings.
- d) Empty waste containers daily, replenish paper towels, dish soap and SOS pads.
- e) Empty recycle containers and place material in approved location.
- f) Floors to be vacuumed and mopped with germicidal detergent.
- g) Wash and disinfect basins and toilets.
- h) Mirrors and chrome fittings will be washed and polished.
- i) Empty waste containers.
- j) Toilet tissue paper and hand towels will be adequately supplied

**2.23 C49, C50 Guard Room and Lock-up**

Area 115 sq. metres

Period May 7 to Oct. 31 – 7 day service (178 times)

- a) Vacuum wood, parquet and concrete floors.. Damp mop.
- b) , Dust and clean interior of window glass, wood surfaces and iron bars.

**2.24 C15, C16 (Front), C31 North East Salient Offices**

Area 54.70 sq. metres each - 220 sq. metres total (4 casemates)  
Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum all floors and rugs, remove gum spots and stains.
- b) Damp mop cushion flooring.
- c) Remove foreign marks from doors, walls, wood work, window openings.
- e) Empty waste containers daily.
- f) Empty recycle containers and place material in approved location.

#### 2.25 **Front and Back Kiosks**

Area 5.94 sq. metres each, 11.88 sq. metres total  
Period May 7 to Oct. 31 - Once per week on Sunday night

- a) Vacuum wood floors remove gum and stains. Damp mop.
- b) Remove foreign marks from doors, walls.
- c) Clean interior and exterior of windows.
- d) Clean counters.
- e) Empty waste containers daily

#### 2.26 **Recycle Garbage**

The Contractor will be responsible for all recyclable paper, cardboard, etc. that is to be picked up at designated areas (blue bins) within the Citadel and taken to appropriate collection agencies within the Halifax Regional Municipality as per its By-laws. The bins will be supplied by Parks Canada. These bins are to be emptied daily. Recyclable material may be stored on site in Sallyport 6 (casemate C30) and removed from site at least every 6 months.

Contractor has use of C30 for storage of cardboard and recyclables. This area is not to exceed 4 feet in height, half the area of the casemate and keep plywood floor area clear. Cardboard is to be bailed in manageable sizes. This area must be emptied prior to opening May 7 and at end of season after November 1.

#### 2.27 **Compost Garbage** (i.e. vegetables, coffee grounds, non-corrugated cardboard etc.)

The Contractor will be responsible to pick-up compostable garbage at the designated areas within the Citadel and take to appropriate collection agencies within the Halifax Regional Municipality as per its By-laws.

Main Areas

- Third Floor Cavalier and Redan staff kitchen areas
- CC9 - Outside Back Door (Kitchen)
- C34 lunchroom
- any green bins( supplied by PCA)

**The compostable material must be removed from the site daily.**

### 3.0 DETAILED SPECIFICATIONS FOR "AS REQUESTED" (Task Authorizations) CLEANING SERVICES

As requested services for cleaning special event areas within the Citadel, are required. The rental program occurs throughout the year during the main visitor season and during the off season. During the main visitor season all as required services within the Citadel must be carried out after the closing time in the afternoon and before the opening time in the morning.

Minimum notice for as requested services will be 48 hours.

Reduced rates will be negotiated with the Contractor for as requested cleaning requirements that extend over three days for any of the areas (3.1 to 3.11) listed below.

All garbage that is collected from as requested services will be transferred to the dumpster at the Ahern site on a daily basis. Recyclable and compost garbage will be collected separately.

**3.1 C36 C37 Public Washrooms Ladies/Men's Washroom, Unisex Washroom**

Area 76 sq. metres

- a) Floors vacuumed and mopped with germicidal detergent.
- b) Wash and disinfect all basins, toilets and urinals.
- c) Wash and polish all mirrors, chrome fittings and taps.
- d) Empty all waste containers.
- e) Toilet tissue, paper hand towel and soap will be adequately supplied.

**3.2 Public Washrooms Unisex Portion Only in C36**

Area 10 square meters

- a) Floors to be vacuumed and mopped each day with germicidal detergent.
- b) Wash and disinfect all basins, toilets each day.
- c) Wash and polish all mirrors, chrome fitting, taps each day.
- d) Empty all waste containers.
- e) Toilet tissue, paper hand towel, soap and deodorizer blocks will be adequately supplied.

**3.3 Cavalier Building 1st Floor, CC1, CC2 Period Exhibit (Coffee Bar & Soldier's Library)**

Area 137 sq. metres

- a) Empty all waste containers
- b) Dust furnishings (cabinets, pictures, etc.) and light fixtures.
- c) Vacuum wood floors and damp mop. Chairs will be moved (by janitorial contractor) for cleaning and reset on the floor when completed.

**3.4 Cavalier Building CC4 Visitor Orientation Centre**

Area 68.5 sq. metres

- a) Vacuum wood floors, remove gum and stains. Damp mop.
- b) Information Desk:  
Desk surface to be cleaned of stains, finger prints being careful not to leave streaks.

**3.5 Cavalier Building CC5 Elevator Area**

Area 19 sq. metres

- a) Vacuum wood floor and remove gum and stains. Damp mop.

**3.6 Cavalier Building, CC5 & CC6 Theatre & Lobby Areas**

Area 49.5 sq. Metres

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop all wood floors.
- c) Dust and clean all surfaces

**3.7 North Magazine Stairs, Hallways, Lobbies, Large & Small Lecture Rooms, Kitchen, Male / Female Washrooms, and Handicapped Washroom Areas**

Area 62 sq. metres

- a) Vacuum and damp mop stairs/entrance floors. Vacuum the carpet runner at the basement door.

- ~~b) Carpeted areas – remove gum, spots, stains and vacuum.~~
- ~~e) Kitchen – wipe counters, mop floors, clean stove (including oven) microwave and sink.~~
- ~~d) Ladies, men’s & accessible washrooms, floors to be vacuumed and mopped with germicidal detergent.~~
- ~~e) Washroom walls, basins, toilets shall be washed and disinfect.~~
- ~~f) Washroom mirrors, chrome fittings will be washed and polished.~~

### **3.7 C5 Resource Centre C6 School Room**

Area 67 sq. metres each

- a) Vacuum wood floor and remove gum and stains, damp mop.
- b) Empty waste container during service days.

### **3.8 C25, C26, C27, C28 & C29 North End Casemates**

Area 54.70 sq. metres each

Note: In Basis of Payment, provide a Unit Rate for one Casemate which can be multiplied by any combination up to four (4).

- a) Vacuum wood floors and remove gum and stains. Damp mop.
- b) Empty waste containers.

### **3.9 C38, C39, C40, C41 & C42 Theme Exhibit**

Area 254 sq. metres

- a) Vacuum wood floors, remove gum, spots and stains. Damp mop.

### **3.10 Halifax Citadel Heritage Exhibit Formerly Tides of History**

Area 515 sq. metres

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop and buff all non carpet floors. Disinfect floors at entrance and exits.
- c) Empty all waste containers.

### **3.11 Additional Janitorial Services**

There may be a requirement for further janitorial services not described in Section 2.0 and 3.0.

### **3.12 Carpet Cleaning**

- a) The carpets will be cleaned using a carpet extractor, with products that have received prior approval from the Asset Officer, Halifax Defence Complex.

### **3.13 Strip and Wax Flooring**

- a) Strip vinyl or cushion floor to remove old finish and marks. Apply one coat of sealer and one coat of wax.
- b) Unit price per square meter to strip tile floor to remove old finish and marks. Apply one coat of sealer and one coat of wax.

### **3.14 Special Events Cleaning**

After special events have occurred in the parade area, pick-up of debris will be required as well as fan raking the surface for the following areas:

- a) 1,858.0 sq. meters, Unit Rate for As Required Cleaning & Raking
- b) 5,574 sq. meters, Unit Rate for As Required Cleaning & Raking
- c) 11,148 sq. meters, Unit Rate for As Required Cleaning & Raking

**3.15 Additional Manual Work (Special Events Cleaning)**

Hourly rate for additional Manual work may be required for clean up in support of special events from cleaning, set up and tear down.

**4.0 GROUNDS CLEANING**

Area 15.5 hectares (Citadel Exterior and Interior Grounds)

Service Period: Clean 7 Days (178 times)

Open May 7- Oct 31

**4.1 Citadel Exterior and Interior Grounds**

- a) Between the hours of 0700 hours and 0900 hours, empty all interior garbage containers, sweep Cavalier stairs, porches and mop where necessary. Pick up garbage/debris from inside the Citadel: ditch, terreplein, stairways, parade surface around North and South Magazines. Disinfect all areas around front and back kiosks, inside main entrance sentry boxes and generator building stairs. Sweep front entrance area. Load all interior garbage onto approved turf vehicle and deliver to Ahern garbage container.
- b) Pick up garbage/debris from all areas starting outside of the Citadel ditch to the city sidewalk curb, including the perimeter road, perimeter road fence, sidewalks, parking lot, stairs and buildings.
- c) Empty garbage from perimeter road garbage receptacles and store in site container at Ahern Avenue work compound. The contractor must supply bags for all seven (7) garbage receptacles.
- c) Check and replenish public washrooms at 1130 hours and 1445 hours
- d) Contractor will supply an approved turf friendly vehicle for grounds cleaner to perform grounds cleaning duties
- e) Contractor will have a Grounds Cleaner perform the work between the hours of 07:00 and 15:30 hours, 7 days a week, during the busy operating season from May 7 to October 31.
- f) Remove all debris from Citadel Hill exterior grounds.

**5.0 APPENDICES**

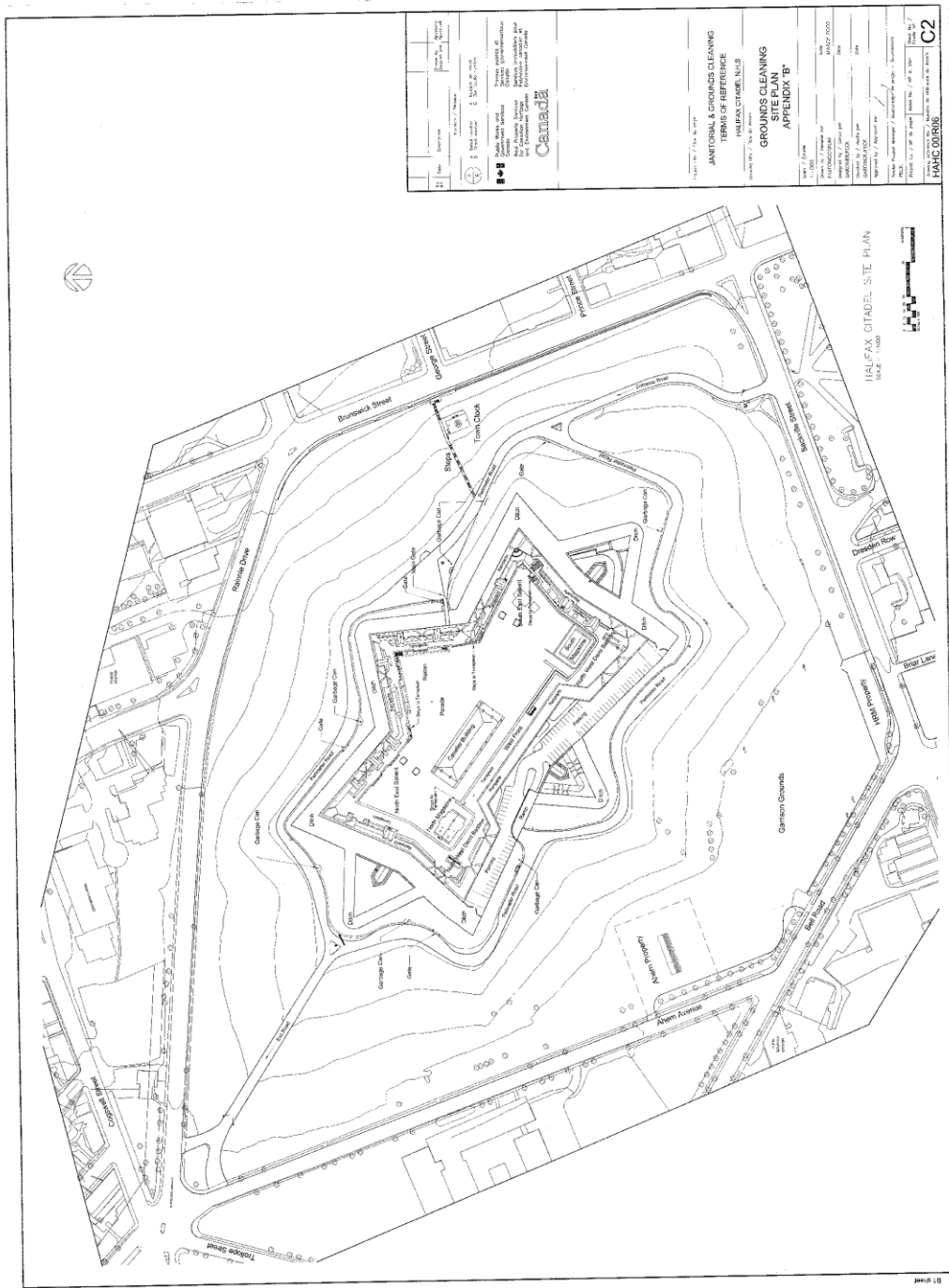
Appendix "1" - Casemate and Building Floor Plans, Drawing C1

Appendix "2" - Grounds Cleaning Site Plan, Drawing C2





## Appendix "2" Grounds Cleaning Site Plan



<p><b>PROJECT INFORMATION</b></p> <p>PROJECT NO. 5P300-18-0007/A</p> <p>DATE 2018-03-01</p> <p>SCALE 1:1000</p>	<p><b>CLIENT INFORMATION</b></p> <p>NAME OF CLIENT</p> <p>ADDRESS</p> <p>CONTACT PERSON</p> <p>PHONE NO.</p> <p>FAX NO.</p> <p>EMAIL</p>	<p><b>PROJECT LOCATION</b></p> <p>TERMINAL &amp; GROUNDS CLEANING</p> <p>TERMINAL OF REFERENCE</p> <p>HALIFAX CITADEL N.H.S.</p>	<p><b>PROJECT DESCRIPTION</b></p> <p>GROUNDS CLEANING</p> <p>SITE PLAN</p> <p>APPENDIX "B"</p>	<p><b>DESIGNER INFORMATION</b></p> <p>NAME OF DESIGNER</p> <p>ADDRESS</p> <p>PHONE NO.</p> <p>FAX NO.</p> <p>EMAIL</p>	<p><b>DATE OF ISSUE</b></p> <p>DATE OF REVISION</p> <p>DATE OF APPROVAL</p> <p>DATE OF CANCELLATION</p>
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**Canada**

DRAWING NO. C2  
 PROJECT NO. 5P300-18-0007/A  
 TERMINAL & GROUNDS CLEANING  
 HALIFAX CITADEL N.H.S.  
 DATE 2018-03-01  
 SCALE 1:1000  
 SHEET NO. 01 OF 01

**ANNEX "B" - BASIS OF PAYMENT**

Bidders must provide pricing in the format specified in this Annex "B" – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The ***Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, supervision, labour all travel costs (time, mileage, etc.) admin, production, etc.)*** to fulfill the entire requirement as described in Annex "A" Requirement, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes. **\*Please note that any modification to this document will render the quotation non-compliant\***

***\*\*All Prices to Include the Cost of Associated Materials for Task\*\******Table "A" - Contract Year 1 – July 1, 2018 to March 31, 2019**

Service Dates (a)	Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1 Regular Cleaning	2.0	10	\$	\$
2 Regular Grounds Cleaning	4.0	10	\$	\$
<b>Total of lines 1 to 2 (do not include HST)</b>				<b>\$</b>

**Table "A1" – As Requested Services 1 – July 1, 2018 to March 31, 2019**

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)
1 Public Washrooms	C36 & C37	3.1	Per Hour	20	\$	\$
2 Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$	\$
3 Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$	\$
4 Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$	\$
5 Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$	\$
6 Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$	\$
7 Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$	\$
8 North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$	\$
9 Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$	\$
10 Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$	\$
11 Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$	\$
12 Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$	\$

13	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$	\$
14	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
15	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$
16	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
18	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
19	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
20	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
21	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							\$

Table "B" - Contract Year 2 – April 1, 2019 to March 31, 2020

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "B1" – As Requested Service Contract Year 2 – April 1, 2019 to March 31, 2020

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)	
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$	\$
7	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$	\$
8	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$	\$
9	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$	\$
10	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$	\$
11	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$	\$
12	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$	\$
13	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$	\$
14	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
15	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$

16	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
18	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
19	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
20	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
21	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							<b>\$</b>

Table "C" - Option Year 1 – April 1, 2020 to March 31, 2021

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "C1" - Option Year 1 – April 1, 2020 to March 31, 2021

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$
7	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$
8	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$
9	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$
10	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$
11	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$
12	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$
13	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$
14	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$
15	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$

16	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
18	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
19	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
20	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
21	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							<b>\$</b>

Table "D" - Option Year 2 – April 1, 2021 to March 31, 2022

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "D1" - Option Year 2 – April 1, 2021 to March 31, 2022

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$
7	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$
8	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$
9	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$
10	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$
11	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$
12	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$
13	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$
14	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$
15	Parade Surface Cleaning Rake & Pick up Debris 1,858	N/A	3.15 (a)	Square Meter	5	\$



	Square Meters						
16	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
18	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
19	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
20	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
21	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
Total of lines 1 to 22 (do not include HST)							\$

Table "E" - Option Year 3 – April 1, 2022 to March 31, 2023

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "E1" - Option Year 3 – April 1, 2022 to March 31, 2023

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)	
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$	\$
7	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$	\$
8	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$	\$
9	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$	\$
10	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$	\$
11	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$	\$
12	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$	\$
13	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$	\$
14	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
15	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$

16	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
18	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
19	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
20	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
21	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							\$

Totals from Table A, A1, B, B1, C, C1, D, D1, E, E1			
Table #		Date	Total
1	Table A Contract Year #1	June 1, 2018 to March 31, 2019	\$
2	Table A1 Contract Year #1	June 1, 2018 to March 31, 2019	\$
3	Table B Contract Year #2	April 1, 2019 to March 31, 2020	\$
4	Table B1 Contract Year #2	April 1, 2019 to March 31, 2020	\$
5	Table C Option Year #1	April 1, 2020 to March 31, 2021	\$
6	Table C1 Option Year #1	April 1, 2020 to March 31, 2021	\$
7	Table D Option Year #2	April 1, 2021 to March 31, 2022	\$
8	Table D Option Year #2	April 1, 2021 to March 31, 2022	\$
9	Table E Option Year #3	April 1, 2022 to March 31, 2023	\$
10	Table E1 Option Year #3	April 1, 2022 to March 31, 2023	\$
Total of lines 1 to 10 (do not include HST)			\$

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_