

**The following Questions and Answers are regarding RFQ 01R11-20-C044 for JANITORIAL SERVICES, Jerseyville, ON**

- **REMOVE Appendix B, Statement of Work, AND REPLACE with the attached.**
- **REMOVE Appendix G, Bid Document, AND REPLACE with the attached.**

**QUESTION 2:**

Is the interior of door window glass to be cleaned?

**ANSWER 2:**

Yes, twice weekly. See Statement of Work 1.2.

Exterior side of main entrance and office to barn door windows to be cleaned once monthly (summer). See Statement of Work 4.3.

Interior office windows cleaned monthly (summer). See Statement of Work 4.2.

**QUESTION 3:**

Are the inside of the appliances to be cleaned?

**ANSWER 3:**

Outside surfaces only to be cleaned and disinfected weekly. See Statement of Work 2.2.

**QUESTION 4:**

Where are contractor supplies and equipment stored?

**ANSWER 4:**

All equipment and consumables/supplies used by contractor are to be brought in and out by the contractor. Only CPMA-supplied consumables are stored on site. See Statement of Work "Contractor Responsibility".

**QUESTION 5:**

Do we change burnt out bulbs?

**ANSWER 5:**

Contractors are to change bulbs if they note they are out and notify Farm Operations Manager when bulbs are required. CPMA will supply light bulbs.

**QUESTION 6:**

How often are the light fixtures cleaned?

ANSWER 6:

Contractors are to clean inside of fixtures once per year, and when bulbs are replaced.

QUESTION 7:

How is the recycling dealt with?

ANSWER 7:

Contractor is required to collect office recycling and garbage and dispose of in main recycling and garbage receptacles.

QUESTION 8:

What is required for Outside main entrance - seasonal cleaning?

ANSWER 8:

Contractor is required to keep the area immediately in front of the door free of leaves and debris Twice Weekly, and dry sweep debris and cobwebs from around door frame and underside of eaves once Monthly (May 1 through October 31).

**STATEMENT OF WORK** (Amendment 001 – December 5, 2019)

**Appendix B**

Cleaning is to be performed during the following ‘Scheduled Work Hours’:

- Tuesdays and Fridays between 8:00 am and 4:00 pm
- Statutory Holidays excluded

This is a non-smoking, scent free facility

**BUILDINGS**

Main Building

## MAIN BUILDING

### 1. TWICE PER WEEK (Tuesdays and Fridays)

1. Clear Main Entrance Exterior of debris, litter and weeds
  2. Clean and polish glass in Interior Entranceways
  3. Damp wipe Staff Room counters, sinks and table
  4. Empty all garbage cans and recycling receptacles, replace bags/liners when used or soiled  
Dispose of garbage and recycling in main receptacles
  5. Replace light bulbs as required – Remove  
- Clean interior of light fixture when bulb is replaced
  6. Replenish paper towel holders as required
  7. Spot Clean all doors, light switches and walls
  8. Sweep all floors
  9. Vacuum all floor mats and runners
10. WASHROOM
- a) Clean and disinfect all countertops, dispensers, sinks, taps, toilets
  - b) Clean and polish all mirrors
  - c) Clear any blockages from sink drains and toilets  
- If unable to fix, report to the Farm Manager immediately
  - d) Damp mop floor
  - e) Empty all garbage cans and replace bags when used or soiled  
- Dispose of garbage in main receptacle
  - f) Replace / replenish all consumables as required
  - g) Spot clean all doors and walls

### 2. WEEKLY

1. Clean and disinfect all garbage cans
2. Clean and disinfect Staff Room appliance exteriors, counters and sinks
3. Clean and polish Interior door windows (3) – Remove
4. Damp mop all floors
5. Spot Clean all telephones, Disinfect receivers
6. SHOWER
  - a) Clean and disinfect bench and taps
  - b) Clean and disinfect all door handles / knobs and light switches
  - c) Clean and disinfect all Shower curtains, curtain rods, floors and walls
  - d) Clear any blockages from shower  
- If unable to fix, report to the Farm Manager immediately
  - e) Damp mop floor
  - f) Wash all ceilings, doors, door frames and walls
7. WASHROOM
  - a) Clean and disinfect all garbage cans
  - b) Clean and disinfect all door handles / knobs, light switches and toilet paper holders
  - c) Wash all ceilings, doors, door frames and walls

### **3. MONTHLY**

1. Clean ceiling vents
2. Damp wipe venetian blinds
3. Damp wipe all leather chairs
4. High Dust all surfaces above normal reach including fire pull stations, ledges, sills and vents
5. Vacuum all fabric chairs
6. WASHROOM / SHOWER
  - a) Descale all sinks, showers, taps and toilets as required

### **4. MONTHLY - SEASONAL (May 1 to October 31)**

1. Sweep to remove cobwebs, debris, flies, etc. from Front Building Exterior (including around door frame, under eaves and canopies)
2. Clean and polish all Interior windows
3. Wash all Exterior windows

### **5. ANNUAL (September)**

1. Clean inside of light fixtures (replace light bulbs as required)

## **CONTACTOR RESPONSIBILITY**

The Contractor is responsible for providing the necessary storage for any consumables and equipment required to carry out the work.

### **1. CONSUMABLES**

The Contractor must provide and maintain sufficient quantities of the following items to carry out the work:

1. Cleaners & disinfectants for toilets and shower
2. Furniture cleaners & polishes
3. Glass Cleaner
4. General cleaning products
5. Vacuum Cleaner Bags

These commodities shall meet the standards referred to in Appendix A - Additional Terms & Conditions #12 (Materials and WHMIS Compliance) and be appropriate for use in their respective dispensers and / or locations.

### **2. EQUIPMENT**

The Contractor must provide and maintain the following equipment required to carry out the work including but not limited to:

1. Ladders
2. Mops & brooms
3. Pails / buckets / other containers
4. Vacuum
5. Wiping rags / cloths / dusters

## **AAFC RESPONSIBILITY**

### **1. CONSUMABLES**

AAFC will be responsible to provide and maintain sufficient quantities of the following items:

1. Garbage Bags, Plastic
2. Fluorescent light bulbs
3. Hand sanitizer
4. Hand soap and containers
5. Paper towel rolls
6. Toilet paper

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Pricing for Initial Contract Period

MAIN BUILDING

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Twice per Week / Weekly / Monthly	Month	12		
4.1	Monthly - Seasonal (May - Oct) – Sweep Bldg. Exterior	Month	6		
4.2	Monthly - Seasonal (May - Oct) – Interior Windows	Month	6		
4.3	Monthly - Seasonal (May - Oct) – Exterior Windows	Month	6		
5.1	Annual (September) – Light Fixtures	Each	1		
TOTAL					T1

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	15		
TOTAL				T2

Total Cost for Initial Contract Period (T1 + T2) = \_\_\_\_\_

**Pricing for Option Period One (1)**

**MAIN BUILDING**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Twice per Week / Weekly / Monthly	Month	12		
4.1	Monthly - Seasonal (May - Oct) – Sweep Bldg. Exterior	Month	6		
4.2	Monthly - Seasonal (May - Oct) – Interior Windows	Month	6		
4.3	Monthly - Seasonal (May - Oct) – Exterior Windows	Month	6		
5.1	Annual (September) – Light Fixtures	Each	1		
TOTAL					T3

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	15		
TOTAL				T4

Total Cost for Option Period 1 (T3 + T4) = \_\_\_\_\_



**Pricing for Option Period Two (2)**

**MAIN BUILDING**

Item #	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1 / 2 / 3	Twice per Week / Weekly / Monthly	Month	12		
4.1	Monthly - Seasonal (May - Oct) – Sweep Bldg. Exterior	Month	6		
4.2	Monthly - Seasonal (May - Oct) – Interior Windows	Month	6		
4.3	Monthly - Seasonal (May - Oct) – Exterior Windows	Month	6		
<b>5.1</b>	<b>Annual (September) – Light Fixtures</b>	<b>Each</b>	<b>1</b>		
TOTAL					T5

Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
Work on an 'as and when required' basis	Hour	15		
TOTAL				T6

Total Cost for Option Period 2 (T5 + T6) = \_\_\_\_\_

Total Cost for Initial Contract Period \_\_\_\_\_

Total Cost for Option Period One + \_\_\_\_\_

Total Cost for Option Period Two + \_\_\_\_\_

TOTAL COST for all years = \_\_\_\_\_

**Supplier to indicate:**

Vendor / Company Name: \_\_\_\_\_

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

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