



## **REQUEST FOR QUOTE**

### **FAC VH 01-2023**

#### **VICTORIA HALL CLEANING & JANITORIAL SERVICES**

The Town of Petrolia is looking for quotes for the professional cleaning and janitorial services for Victoria Hall and Victoria Playhouse Petrolia located at 411 Greenfield St.  
Petrolia, ON

**Closing date: Jan 6, 2023 at 2:00pm**

**Mandatory Walkthrough to be held:  
Tuesday Dec 20<sup>th</sup> at 9:00am**

Contractors in attendance are welcome to freely walk the building after the walkthrough until 4:30pm

Office is closed Dec 24-31, 2022 and Jan 1&2, 2023

# INFORMATION TO BIDDERS

## SUBMISSION

Quotations shall be submitted either in person or via email:

### In Person:

The Corporation of the Town of Petrolia

411 Greenfield Street,

Petrolia, ON

N0N 1R0

Attention: Dave Menzies, Director of Facilities & Community Services

OR

Via Email: [dmenzies@petrolia.ca](mailto:dmenzies@petrolia.ca)

## CLOSING DATE

Quotes will be received until January 6 at 2:00 p.m. local time. Late quotes will not be considered.

## POSSIBLE AWARD OF CONTRACT

The quotes for the work herein described may be used by the Town to award a contract.

## TERM OF CONTRACT

The contract, if awarded shall be in force and affect from the date of signing to December 31, 2026 with a possible 2 year extension. (4 years + 2 years)

## COMPLETION OF WORK

It is the intent of this Request for Quotes that all work herein described be completed in accordance with the attached schedule and on a required basis.

## QUANTITIES AND QUOTED PRICES

The Quoted Price shall be computed by using the Contractor's own quantity estimates. Any quantities shown on the Form of Quotations are approximated only and are given for the sole purpose of indicating the general magnitude of the work.

## FORM OF QUOTATION

The lump sum prices quoted in the Form of Quotations shall include for the providing of all labour, transportation services and taxes necessary to complete all of the work required under the Contract. The Town will provide all equipment supplies/materials required for the

completion of the work. A “walk through” of Victoria Hall and a meeting will be held Tuesday December 20<sup>th</sup> at 9am, 411 Greenfield St. Petrolia, ON to review the scope of the work. Any items omitted there from which are clearly necessary for the completion of the work shall be considered a portion of the work, though not directly specified and/or shown or called for on the Specifications.

The quoted price shall include fees and any applicable Goods and Services Tax and Provincial Sales Tax.

### **BIDDERS TO INVESTIGATE**

Bidders shall have access to the site on Tuesday Dec 20<sup>th</sup> at 9am, until 4:30pm.

### **CLARIFICATION**

Should a bidder find discrepancies in or omissions from the Request for Quotes or the Specifications, or should he/she be in doubt as to their meanings, he/she should contact the Director by telephone (519) 882-2350 or email at [dmenzies@petrolia.ca](mailto:dmenzies@petrolia.ca).

### **RESERVATIONS**

The Town reserves the right to reject any or all quotes. The lowest quote will not necessarily be awarded a Contract.

Quotes which are incomplete, conditional, obscure or which contain additions not called for, erasures, alternations and irregularities of any kind, may be rejected.

### **QUALIFICATIONS OF BIDDERS**

All bidders shall be required to supply the Town with two quality references, with their quote package, showing evidence that they have the ability and experience to execute and complete the Contract successfully. The Contractors must be authorized to do business in the Province of Ontario.

### **SUB-CONTACTING**

Commercial sub-contractors are not allowed for any work.

The Town will require a list of dedicated employee’s specific to this contract. The Town will not accept individuals or crews randomly cleaning over the course of the week/month/year. All workers under the contract will require a police check and be required to sign a Confidentiality agreement with the Town of Petrolia.

### **FAILURE TO PERFORM**

If, in the opinion of the Town, the Contractor refuses or neglects to perform the work required under the contract in any orderly manner and without delay, the Town of Petrolia may cancel

the contract with 7 days written notice. The Town shall have full right and power at its discretion, without process of action at law, to take possession of the whole work remaining at the time of notice of cancellation and to award the same to any other person or persons without previous advertisement. The Contractor shall be liable for all damages, expenditure, and extra expenditure, and for all additional costs of any work, which may be incurred by reason thereof, together with the penalties from the date fixed for the completion of the work.

#### **TERMINATION OF CONTRACT DUE TO SERVICE DISABILITY**

Where the Contractor is unable to fulfill their obligations by any reasons, the Contractor shall provide 30 days notice in advance of termination date. The Town may terminate the contract by giving notice to the Contractor at least thirty (30) days prior to the effective date of termination.

#### **TERMINATION OF END OF TERM**

On or prior to November 1, 2026, the Town shall advise the Contractor whether it wishes to renew the contract for a 2 year term extension. In the event that the Town advises that it does not wish to renew the contract, then such advice given on or prior to November 1, 2026 will be agreed to be sufficient and reasonable notice of termination and the contract will end on December 31, 2026. The Contractor will not be entitled to any further notice or remuneration whatsoever.

#### **CONTRACT REQUIREMENTS**

##### Insurance

A certificate of insurance or a certified copy of the Contractor's policy shall be provided showing coverage for at least the following minimums:

Comprehensive liability insurance providing bodily injury limits of at least \$2,000,000 per accident, and providing for property damage of at least \$2,000,000 in any one incident.

The liability insurance shall be endorsed to provide that the policy or policies will not be altered, cancelled, or allowed to lapse during the duration of the Contract without 30 days prior written notice to the Town of Petrolia.

The insurance policy shall not contain any deductible amounts and shall remain in effect until the work has been accepted and the contract terminated.

##### Workplace Safety and Insurance Board

The Contractor is responsible for W.S.I.B. coverage on all employees where applicable.

### Health Protocols

The contractor shall provide proof that all their employees and sub-contractors entering any town facility are healthy and well. Contractor agrees to follow all Town of Petrolia and Lambton Public Health, health-related protocols when applicable.

### **PRICES AND BUDGETS**

The Town of Petrolia has a strictly defined budget for the work of its Contract and reserves the right to change the scope of this Contract to bring the tender price within the available budget limits.

### **PAYMENT**

In consideration of the services to be provided by the Contractor hereunder, invoices shall be submitted to the Town on the 1<sup>st</sup> day of each month.

### **GENERAL**

Contractor is responsible through the Town supplier to maintain proper inventory levels for all supplies required, including paper towels, soap and toilet paper and all cleaning related products.

Contractor is responsible to report any building deficiencies, i.e. burned-out light bulbs, malfunctioning door latches, etc. as they are observed.

## SCOPE OF WORK

### Victoria Hall Cleaning & Janitorial Services

#### SCHEDULE A

##### LOWER LEVEL RESTROOMS

###### *Daily*

- Empty waste containers and replace plastic liners
- Refill all soap dispensers from Town inventory
- Refill paper towel dispensers, when required
- Clean and disinfect all toilets, urinals and sinks
- Wash and dry stainless steel fittings
- Clean mirrors
- Refill all hand sanitizers and related products
- Sweep and wet mop floors with germicide solution
- Report any fixture, dispenser malfunction or non-functioning lights to Town

# SCOPE OF WORK

## Victoria Hall Cleaning & Janitorial Services

### SCHEDULE B

#### OFFICE AREA

##### *Daily*

- Vacuum carpets
- Dust wipe clean, table/desk tops and counters where clear
- Empty garbage and recycling containers
- Clean sink
- Refill paper towel dispenser at sink area, when required
- Wipe entry doors and glass
- Refill hand sanitizer
- Remove cobwebs
- Disinfect door knobs, handles, touch surface areas

##### BI-WEEKLY

- Windows
- Lights
- Blinds
- Dusting

#### LOBBY AREA

##### *Daily*

- Wash floor
- Clean entrance doors, elevator car and door, counter, table tops, and glass
- Vacuum carpet runner
- Wipe clean water fountain
- Disinfect

#### LAUNDRY/SUPPLY ROOM

##### *Weekly*

- General tidying
- Clean floor

#### ELECTRICAL ROOM

- Sweep floor
- Wash floor monthly

#### ELEVATOR ROOM

##### *Weekly*

- Sweep and mop floor

## **2<sup>nd</sup> LEVEL**

### **ENTRY – Greenfield St. / Patio**

#### ***Weekly***

- Dust surfaces
- Damp mop grates
- Wipe down doors
- Clean door / windows

### **WASHROOM**

#### ***Daily***

- Empty waste containers and replace plastic liners
- Refill soap dispensers from Town inventory
- Refill paper towel dispensers, when required
- Clean and disinfect toilets and sinks
- Wash and dry stainless steel fittings
- Clean mirrors
- Sweep and wet mop floors with germicide solution
- Report any fixture, dispenser malfunction or non-functioning lights to Town
- Disinfect touch surface areas

### **OFFICE AREAS (LARGE)**

#### ***Weekly; daily garbage disposal***

- Vacuum carpet
- Dust wipe clean, table/desk tops where clear
- Empty garbage and recycling
- Clean sink
- Refill paper town dispenser at sink area, when required
- Wipe entry doors
- Refill hand sanitizer
- Remove cobwebs
- Disinfect door knobs, handles, touch surface areas

### **LOBBY AREA**

#### ***Daily***

- Wash floor
- Clean entrance doors and touch points
- Dust surfaces
- Vacuum runner (seasonal)
- Disinfect touch surface areas

#### ***Weekly***

- Clean fixtures i.e. bank machine, counters, dust pictures, touch points



## **COUNCIL CHAMBERS**

### ***Weekly***

- Vacuum
- Dust desk/table tops
- Empty garbage/recycling containers
- Straighten chairs
- Disinfect touch surface areas

## **BOX OFFICE (Small)**

### ***Daily***

- Vacuum
- Dust desk/table tops
- Empty garbage/recycling containers

## **GALLERY (Bar Area)**

### ***Weekly, depending on rental schedule; daily during theatre season***

- Vacuum carpet
- Dust counters
- Clean bar countertop
- Clean window ledge, blinds and fixtures
- Clean entrance doors
- Mop tile floor
- Disinfect touch surface areas
- Ensure tables and chairs are in order

## **STAIRWELLS**

### ***Weekly; more often in inclement weather***

- Vacuum and clean floors
- Dust ledges
- Clean handrails and stair rails

## **KITCHEN**

### ***Weekly***

- Clean stove and oven and microwave and countertops
- Empty garbage

## **MEETING ROOM**

### ***Weekly; depending on rental schedule; daily during theatre season***

- Vacuum carpet
- Dust surfaces
- Clean boardroom table
- Disinfect touch surface areas

# SCOPE OF WORK

## Victoria Hall Cleaning & Janitorial Services

### SCHEDULE C

#### 3<sup>RD</sup> LEVEL

##### GREEN ROOM

###### *Daily during theatre season*

- Empty garbage and recycling containers
- General clean

###### *Thorough cleaning following the close of each current show (every three weeks).*

- Clean floor
- Dust surfaces
- Vacuum furniture
- Clean windows
- Clean coffee area/tray

##### DRESSING ROOMS

###### *Daily during theatre season*

- Clean toilets and sinks
- Replenish paper products
- Clean washroom floors
- Clean mirrors

###### *Thorough cleaning following the close of each current show (every three weeks).*

- Wipe walls
- Disinfect everything 7 times
- Clean floor
- Dust surfaces
- Vacuum furniture
- Clean mirrors

##### BACKSTAGE

###### *Daily during theatre season and depending on rental schedule*

- Empty garbage/recycling containers
- Clean floor following the close of each show

##### PRODUCTION OFFICE

###### *Once per week during theatre season; daily garbage/recycling disposal*

- Vacuum carpet
- Dust surfaces

## **WASHROOM**

### ***Daily***

- Empty waste containers and replace plastic liners
- Refill soap dispensers from Town inventory
- Refill paper towel dispensers, when required
- Clean and disinfect toilets and sinks
- Wash and dry stainless steel fittings
- Clean mirrors
- Sweep and wet mop floors with germicide solution
- Report any fixture, dispenser malfunction or non-functioning lights to Town
- Disinfect touch surface areas

## **THEATRE SEATING AREA**

### ***Daily during theatre season***

- Dust mop floor
- Following matinees, pick up discarded items – wrappers, programs, etc. Clean floor if required.

### ***Weekly during theatre season***

- Wash floor
- Dust other surfaces

## **BACKSTAIRS**

### ***Weekly***

- Sweep

### ***Following the close of each current show (every three weeks)***

- Vacuum / Wash stairs and floors

## **LIGHT/SOUND**

- Garbage
- No touching other items in this area

## **BALCONY**

- Wipe clean handrails and touch surfaces
- Dust, check floors

## **STAIRS**

- Wipe handrails
- Check/remove cobwebs in windows

## **ELEVATOR**

### ***Daily***

- Wipe buttons and hand rails

# SCOPE OF WORK

## Victoria Hall Cleaning & Janitorial Services

### SCHEDULE D

#### REHEARSAL HALL

*Area to be cleaned includes:*

**Two (2) bathrooms**

**Kitchen**

**Greenroom**

*Frequency:* Once per week on Monday's.

#### **Bathrooms**

- Empty waste container and replace plastic liner
- Refill soap dispenser from Town inventory
- Refill paper towel dispenser, when required
- Clean and disinfect toilet and sink
- Wash and dry stainless steel fittings and other bright work
- Clean mirror
- Sweep and wet mop floors with germicide solution
- Report any fixture, dispenser malfunction or non-functioning lights to Town

#### **Kitchen**

- Clean and disinfect countertops, sinks and floor
- Clean stove and oven and microwave as required
- Empty garbage

#### **Greenroom**

- Clean and disinfect touch points
- Vacuum if needed
- Empty garbage

**SCHEDULE A**

**WASHROOMS: BASEMENT LEVEL**

**Women**

**Accessible**

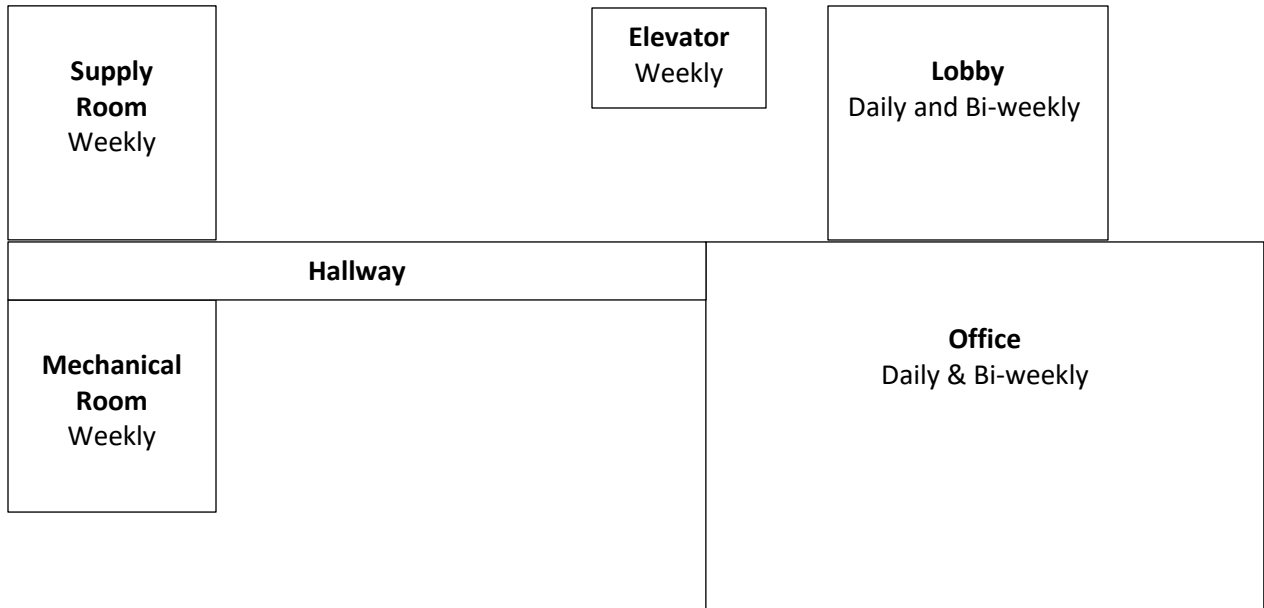
**Men**

**DAILY:** Monday to Friday, excluding stat's and closures

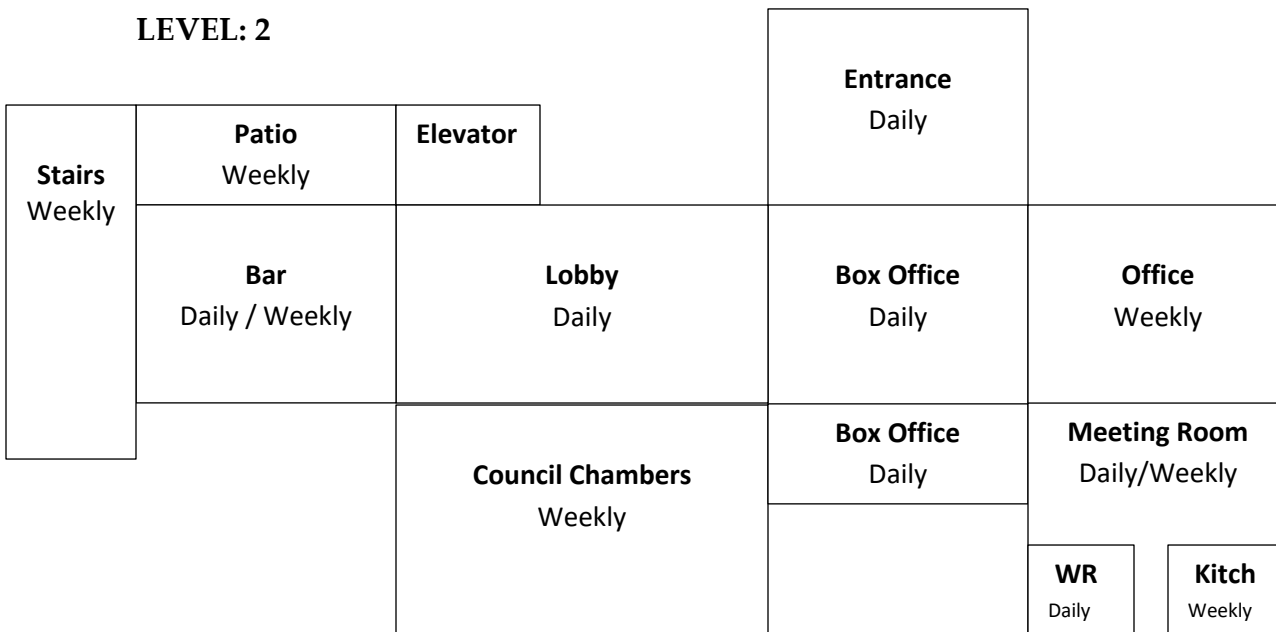
Between performances where applicable.

**SCHEDULE B**

**LEVEL: BASEMENT**

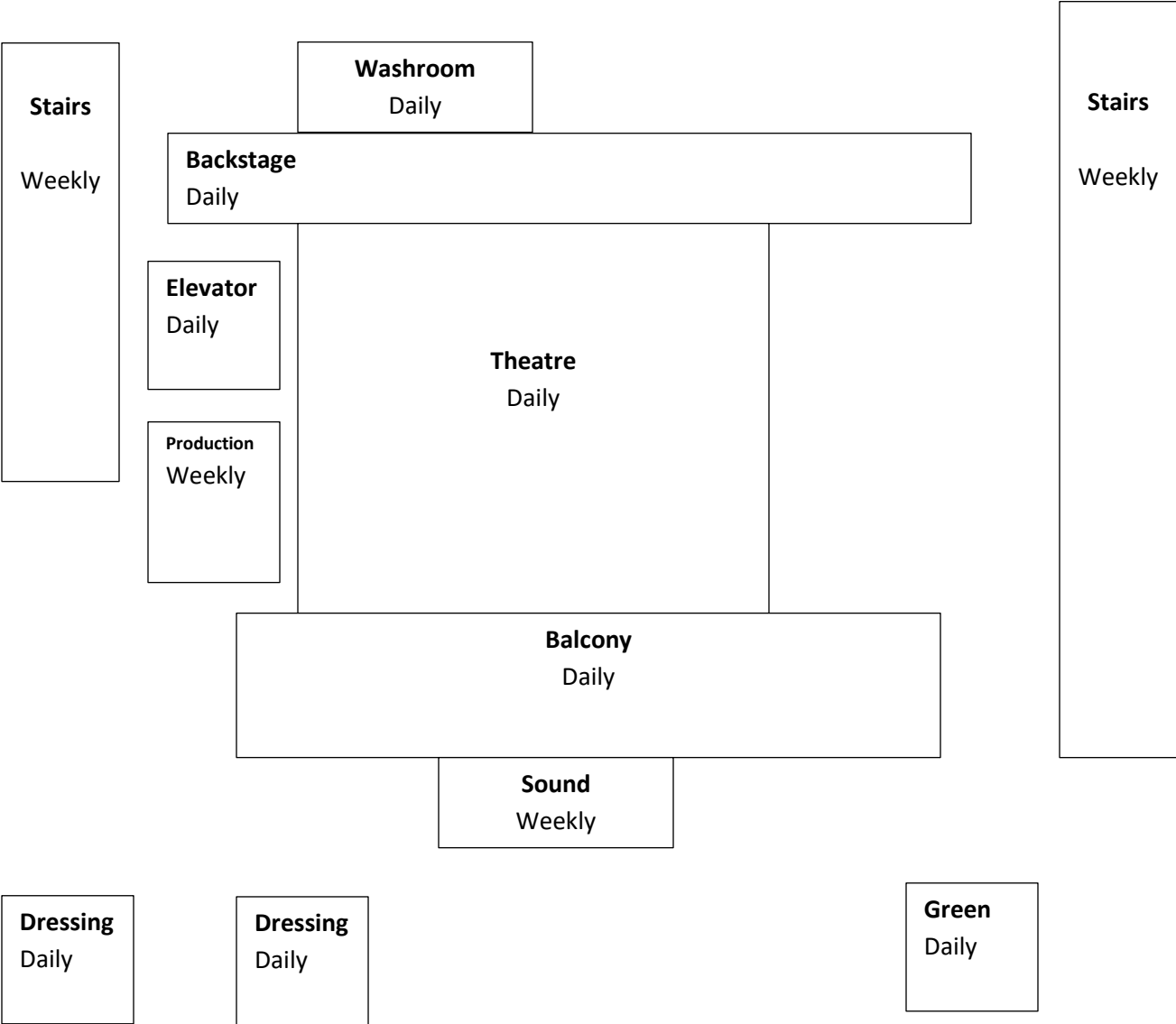


**LEVEL: 2**



SCHEDULE C

**LEVEL: 3<sup>rd</sup> Floor / Theatre**



SCHEDULE D

**LOCATION: RE-HALL**

<b>Women's Washroom</b>	<b>Mens Washroom</b>	<b>Kitchen</b>	<b>Green</b>
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Clean every Monday



# Submission Form

## Cleaning & Janitorial Services at Victoria Hall

**To:** Dave Menzies  
Director of Facilities & Community Services  
Town of Petrolia

**From:** \_\_\_\_\_  
Company Name - Print

**For office use only:**

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

**Time:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**THE TOWN OF PETROLIA**

REQUEST FOR QUOTE

**Cleaning & Janitorial Services at Victoria Hall**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: \_\_\_\_\_

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

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell number: \_\_\_\_\_

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

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

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

I hereby grant permission for the Town of Petrolia to contact the following 2 references:

Company Name:

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Address:

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Phone:

---

Contact:

---

Company Name:

---

Address:

---

Phone:

---

Contact:

---

**SPECIFICATIONS**

**2023**

Schedule A	Schedule B	Schedule C	Schedule D
\$	\$	\$	\$
<b>Quote TOTAL</b> <b>(A+B+C+D)</b>			\$

<b>Quote Total</b>	\$
<b>HST</b>	\$
<b>TOTAL 2023</b> (Quote total + HST)	\$

**2024**

Schedule A	Schedule B	Schedule C	Schedule D
\$	\$	\$	\$
<b>Quote TOTAL</b> <b>(A+B+C+D)</b>			\$

<b>Quote Total</b>	\$
<b>HST</b>	\$
<b>TOTAL 2024</b> (Quote total + HST)	\$

**2025**

Schedule A	Schedule B	Schedule C	Schedule D
\$	\$	\$	\$
<b>Quote TOTAL</b> <b>(A+B+C+D)</b>			\$

<b>Quote Total</b>	\$
<b>HST</b>	\$
<b>TOTAL 2025</b> <small>(Quote total + HST)</small>	\$

**2026**

Schedule A	Schedule B	Schedule C	Schedule D
\$	\$	\$	\$
<b>Quote TOTAL</b> <b>(A+B+C+D)</b>			\$

<b>Quote Total</b>	\$
<b>HST</b>	\$
<b>TOTAL 2026</b> <small>(Quote total + HST)</small>	\$

**TOTAL QUOTE FOR 4 YEAR TERM:** \_\_\_\_\_ +  
 \_\_\_\_\_ **HST**  
 \_\_\_\_\_ **TOTAL**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

**SPECIFICATIONS: OPTIONAL YEARS IF AWARDED**

**2027**

Schedule A	Schedule B	Schedule C	Schedule D
\$	\$	\$	\$
<b>Quote TOTAL</b> <b>(A+B+C+D)</b>			\$

<b>Quote Total</b>	\$
<b>HST</b>	\$
<b>TOTAL 2027</b> <small>(Quote total + HST)</small>	\$

**2028**

Schedule A	Schedule B	Schedule C	Schedule D
\$	\$	\$	\$
<b>Quote TOTAL</b> <b>(A+B+C+D)</b>			\$

<b>Quote Total</b>	\$
<b>HST</b>	\$
<b>TOTAL 2028</b> <small>(Quote total + HST)</small>	\$

**TOTAL QUOTE FOR ADDITONAL 2 YEAR TERM:** \_\_\_\_\_ +

\_\_\_\_\_ **HST**

\_\_\_\_\_ **TOTAL**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

**SPECIFICATIONS: CALL OUT UPON REQUEST OF TOWN, PER PERSON**

<b>2023</b>	PER HOUR
<b>2024</b>	PER HOUR
<b>2025</b>	PER HOUR
<b>2026</b>	PER HOUR
<b>2027</b>	PER HOUR
<b>2028</b>	PER HOUR

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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