

Wiikwemkoong Unceded Territory

19A Complex Drive, P.O. Box 112
Wiikwemkoong, Ontario P0P 2J0

TENDER

For Janitorial Services

LOCATION: Wiikwemkoong Band Administration Complex

DURATION: December 18, 2023 to December 17, 2025

CLOSING DATE: December 15, 2023 @ 3:00 pm

Requirements:

1. Must be a resident and registered band member of Wiikwemkoong Unceded Territory.
2. Must be knowledgeable in commercial building cleaning, handling of cleaning chemicals, and proper disposal of various materials, recent WHMIS training.
3. Must provide proof of own WSIB coverage and business permit.
4. Contractor must be physically fit and good health
5. Contractor and Contractors Staff must be of good moral character and background within the community.
6. Please provide three letters of reference relating to janitorial experience.
7. Contractor to provide a recent clear criminal reference check for each person to be staffed by janitorial contractor.
8. Provide schedule for year of activities as per tender form.

Please send your proposals to: Wiikwemkoong Unceded Territory
19A Complex Drive, P.O. Box 112
Wikwemikong, Ontario
P0P 2J0
Marked: Janitorial Services Proposal

Tender forms may be picked up at the Band Administration's Main Reception

*** The lowest or any tender will not necessary be accepted**

Website: www.wiikwemkoong.ca
Telephone: (705) 859-3122
Fax: (705) 859-3851

Wiikwemkoong Unceded Territory

Tender Form

I/We _____ have carefully examined the locality and site of the building and hereby submit this tender and offer to enter into a contract to supply all labour only, necessary to perform the following:

Item	Description	Tendered Amount
1.	To provide janitorial services for the Band Administration Building (25,500.0 ft ²) as per the Terms of Reference attached.	

Submit Tenders to: Wiikwemkoong Unceded Territory
19A Complex Drive, P.O. Box 112
Wikwemikong, Ontario
P0P 2J0

Marked: Janitorial Services Proposal Tender

Tender Closing Date: December 15, 2023 @ 3:00 p.m.

Duration of Contract: December 18, 2023 to December 17, 2025

Tender By: _____

Company: _____ Tel: _____

Contractors Signature: _____ Date: _____

Three Work Related References Must be Included

The Lowest or Any Tender Not Necessarily Accepted

TERMS OF REFERENCE
JANITORIAL SERVICES CONTRACT #2023-2025-19A

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JOB SUMMARY: The Contractor will provide all the necessary labour for the cleaning of the Wikwemikong Administration Complex (25,500ft²), the furnishings therein, the windows, and any common areas via the adherence to of the following minimum cleaning requirements. The band will purchase and supply all the materials and equipment necessary to perform the work

REPORTS TO: The Contractor is under the direction of the Building Maintenance Supervisor.

DUTIES:

1. **Daily** - Clean and disinfect sinks, fountains, and washrooms (lavatories, wash basins, mirrors, sinks, urinals, toilets, towels dispenser) providing washrooms with required supplies daily (toilet paper, soap and paper towels);
 - wipe counters and dust furniture and baseboards;
 - Spot clean interior glass, walls, and partitions;
 - Sweep and dust mop floors, clean in crevices around desks.
 - Damp mop all floors and under walkway mats;
 - Vacuum carpets and walkway mats;
 - Remove and empty trash from waste baskets;
 - Remove recycling materials off-site to landfill recycling bins.
 - Clean all trash bins/waste baskets;
 - Ensure cleaning of floor around furniture perimeters;
 - Ensure all doors and windows for each office are locked.
 - Wash cups when requested by staff.
2. **Weekly**- wipe down doors and frames;
 - wipe down air intake/exhaust grills;
 - damp mop stairs and landings, shampoo walkway mats and spot clean furniture;
 - wipe down perimeter baseboards where required;
 - ensure hand sanitizer equipment is full. Fill when required;
3. **Monthly** - vacuum furniture
 - wash windows (do not wash windows in bright sunlight), interior and exterior.
4. **Every 3 Months** - major floor cleaning (must move furniture)
 - dust mop floor
 - strip floor of old wax
 - re wax floor and buff
 - clean venetian and vertical blinds, curtains
 - dust and vacuum blinds
 - notify the Maintenance Manager Supervisor for supplies needed and send notices for major floor cleaning to each office to be cleaned.
5. **Annually** - clean drapes and/or curtains
 - clean and wash walls
 - all carpets should be cleaned during July or August preferably using hot water extraction or dry foam methods
 - wash upholstery
6. Set and prepare for all evening meetings, ie tables, chairs, coffee, etc.
7. Submit written reports of any damages or losses to the Building Maintenance Supervisor.
8. Carry out other related duties as deemed necessary.