



**TOWNSHIP OF LAKE OF BAYS**

**Tender Number 2007-06**

**CLEANING SERVICES**

**The Township of Lake of Bays is tendering for Cleaning Services for municipal facilities located in Dwight, Ontario. Sealed Tenders plainly marked as to the contents will be received by the undersigned until 4:00 p.m. on Monday, April 23, 2007.**

**Further information may be obtained by contacting:**

**Dawn Halcrow, C.A.O./Treasurer  
Township of Lake of Bays  
1012 Dwight Beach Road  
Dwight, Ontario  
P0A 1H0**

**(705) 635-2272**

**or**

**1-877-566-0005**

## **INFORMATION TO PROPONENTS**

### 1. Invitation

The Township of Lake of Bays is requesting tenders for cleaning services at municipal buildings located in Dwight, Ontario.

This package includes the following:

- a) Information to Proponents
- b) Tender form.

### 2. Background

The Township of Lake of Bays buildings to which this Tender applies include:

- a) Lake of Bays Municipal Office, 1012 Dwight Beach Road, Dwight ON, including Community Policing Office
  - Municipal Office approximately 16 hours per week and
  - Community Policing Office approximately 1 hour every two weeks.
- b) Dwight Community Centre, 1014 Dwight Beach Road, Dwight ON – approximately 8 hours per week.
- c) Dwight Library, 1014 Dwight Beach Road, Dwight ON – approximately 5 hours per week.
- d) Public Works Garage #1, 1030 Dwight Beach Road, Dwight ON, office lunch room and washrooms only – approximately 3 hours per week.

\*\* NOTE: On tender form, proponent shall estimate annual cost based on items a) b) c) and d) above.

- e) Cleaning carpets as required.
- f) Additional seasonal cleaning including windows and minor repairs as required.
- g) Replenishing supplies in washrooms etc.
- h) First response on list for alarm calls for all buildings.
- i) Shovel/sand sidewalks as required.
- j) Change lighting as required.
- k) Removal of garbage and recycling.
- l) Additional duties related to the operation of the Dwight Community Centre include:
  - setting up for events (approximately 30 events per year)
  - inventory kitchen supplies twice per year
  - strip and wax floor twice per year
  - wash, wax and buff floor as required
  - inspect facilities after events
  - open/close for events as required

All cleaning services are to be performed outside of office hours.

Proponent will report directly to the Public Works Supervisor of Facilities.

The Township of Lake of Bays will supply cleaning supplies and equipment, including mops, vacuum cleaner, floor buffer, rug cleaner, and snow blower.

Proponent will order supplies by notifying the Public Works Supervisor of Facilities of requirements.

Start date shall be May 1, 2007.

3. Registration, Delivery and Opening

Tenders must be submitted in a sealed envelope and shall be clearly marked with the project title and the Tender No., and addressed to The Corporation of the Township of Lake of Bays, Attention: C.A.O./Treasurer, 1012 Dwight Beach Road, Dwight, ON, P0A 1H0, on or before 4:00 p.m., Tuesday April 23, 2007. The use of Canada Post Facilities for mail delivery of a tender will be at the risk of the proponent. Submissions sent by facsimile will **not** be accepted.

Tenders will be irrevocable until April 23, 2007. Tenders will be opened at the regular Council meeting to be held at 1:00 p.m. on Tuesday, April 24, 2007. The successful bidder, if any, will be advised on or before April 27, 2007

4. Disqualification of Proponents

Under no circumstances will tenders be considered which are received after 4:00 p.m., Local Time on April 23, 2007.

5. Amendment and Withdrawal of Tenders.

Only one tender per proponent will be accepted. A proponent who has already submitted a tender may submit a further proposal at any time up to the official closing time. The last tender received shall supersede and invalidate all proposals previously submitted by that proponent for this contract.

A proponent may withdraw his/her tender at any time up to the official closing by submitting a letter bearing his/her signature and seal as in his/her proposal to The Corporation of the Township of Lake of Bays, Attention: C.A.O./Treasurer, 1012 Dwight Beach Road, Dwight, ON, P0A 1H0. Such a submission must be received in sufficient time to be marked before 4:00 p.m. on the date for closing of tenders. The proponent shall show his/her name and the project title and Tender. number on the envelope containing such letter. No telegrams or telephone calls will be considered.

6. Informal or Unbalanced Tenders

All entries in the Tender Form shall be made in ink or by typewriter. Entries or changes made in pencil shall, unless otherwise decided by the Township, be invalid or informal. Tenders which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations (unless properly and clearly made and initialed by the bidder's signing officer) or irregularities of any kind, may be rejected as informal.

Tenders which contain prices which appear to be so unbalanced as likely to affect adversely the interests of the Township may be rejected unless otherwise decided by the municipality.

The Township reserves the right to waive formalities at its discretion.

There shall be no obligation on the Township part to advise any proponent of the reasons as to why any tender is rejected or to justify the rejection of any tender.

7. Tender Form

Each proponent shall include a completed Tender Form as found herein, together with anything further which the proponent is instructed elsewhere herein, or in any addendum hereto, to submit with their Tender. The proponent may retain the rest of the documents issued to them. Personal information contained in this document package is collected under the authority of The Municipal Act, S.O. 2001 c. 25, s. 271, and by-laws passed pursuant to it. Questions about this collection should be directed to the Freedom of Information Coordinator, 1012 Dwight Beach Road, Dwight, Ontario, P0A 1H0.

The proponent shall fill in all blank spaces and other information requested in the Tender Form.

**The Tender must be enclosed in a sealed, clearly identified envelope, addressed to the C.A.O./Treasurer, quoting the Tender No. and Project Title.**

8. Omissions, Discrepancies and Interpretations

Proponents are requested to not make verbal inquiries of Township staff. Should a proponent find omissions from or discrepancies in any of the documents or should they be in doubt as to the meaning of any part of such documents, he/she should notify the CAO/Treasurer via e-mail ([treasury@lakeofbays.on.ca](mailto:treasury@lakeofbays.on.ca)) not later than five (5) days before the closing date. If the CAO/Treasurer considers that a correction, explanation or interpretation is necessary or desirable, it shall issue an addendum to all parties that have taken out documents.

All proponents declare that in tendering for the work and in entering into the contract they did not and do not rely upon information furnished by the Township or any of its servants or agents other than information furnished in writing for or in connection with the "Request For Tender" by the Township.

9. Right to Accept or Reject Tenders

The lowest or any tender will not necessarily be accepted. The Township has the right to reject any and all tenders for any reason whatsoever. The Township shall not be responsible for and proponents shall not be entitled to reimbursement for any liabilities costs, expenses, losses or damages incurred, sustained or suffered by any proponent prior or subsequent to, or by reason of the acceptance or non-acceptance by the Township of any tender or by reason of any delay in the acceptance of a tender. Tenders are subject to formal acceptance by the Township and a formal contract being prepared and executed.

Proponents are advised that acceptance of any tender will be done by resolution of Council. Any action taken by any proponent in the absence of any such resolution is at the sole risk of the proponent.

10. Provincial Sales Tax (P.S.T.) and Federal Goods and Services Tax (G.S.T.)

Tenders shall include applicable P.S.T. or G.S.T. This tax shall be shown separate from the unit price. The proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the municipality of their G.S.T. Registration Number.

11. Agreement

Within ten (10) days after being advised, the successful proponent shall execute a contract in duplicate with the Township.

12. Notice of Acceptance

Notice of acceptance may be made by telephone or fax to the successful proponent at the fax or telephone numbers given by the proponent.

13. Inquiries

Proponents are advised that all inquiries shall be directed to the CAO/Treasurer via e-mail ([treasury@lakeofbays.on.ca](mailto:treasury@lakeofbays.on.ca)) or by telephone.

14. Proof of Qualifications

Proponents shall include with their tender form, evidence as to their ability to complete the work. As a minimum, the following is required:

- i) A brief description of similar experience complete with references;

Proponents may include such additional information as they deem appropriate.

15. Payment

Payment shall be made upon receipt of invoice (net 30 days). More frequent payments may be made at the discretion of the Township upon application by the proponent and completion of work satisfactory to the Township.

## TENDER FORM

To: The Corporation of the Township of Lake of Bays

Sirs: I/We the undersigned having carefully examined the “Information to Proponents”,” hereby offer to submit this Tender for Cleaning Services for the Township of Lake of Bays in accordance with, and as required by the said documents at the terms set forth in “Schedule “A” attached hereto.

We also understand and accept the said “Information to Proponents” and hereby state that the prices set forth in this Tender Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.

I/We acknowledge receipt of the “Information to Proponents”, and acknowledge that each form is an integral part of this quotation.

I/We understand that this agreement terminates in the event that I fail to perform the work to the satisfaction of the Township.

The lowest or any Tender will not necessarily be accepted.

TO BE CONSIDERED, Tender Forms must be received at the Township Office by 4:00 p.m., Local Time, on April 23, 2007.

### GENERAL CONDITIONS

1. The proponent shall discharge all liabilities incurred by him/her for labour, materials and services used or reasonably required for use in the performance of this Agreement on the date upon which each becomes due and all liabilities incidental thereto.
2. The proponent understands and agrees that she/he is not, nor is anyone hired by them, covered by the Township under The Workplace Safety and Insurance Act, and she/he shall be responsible for, and shall pay all dues and assessments payable under The Workplace Safety and Insurance Act, The Unemployment Insurance Act or any other Act, whether Provincial or Federal, in respect of themselves, his/her employees and operations, and shall, upon request, furnish the Township with satisfactory evidence that he/she has complied with the provisions of any such Act. If he/she fails to do so, the Township shall have the right to withhold payment of such sum or sums of money due to him/her that would be sufficient to cover his/her default and the Township shall have the right to same.
3. The proponent will provide proof of valid liability and property damage insurance in an amount of not less than one million dollars, and the proponent shall keep such coverage in place during the entire time that the agreement is in effect.
4. The proponent shall, at all times, comply with the provisions of the Occupational Health and Safety Act in the performance of services provided under this agreement.

5. The proponent covenants and agrees with the Township to indemnify it and save it harmless from all claims by third parties arising out of the performance of this Agreement.
6. Notice of acceptance shall be made by prepaid postage to the proponent at the address provided.
7. No facsimile of tenders will be accepted.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
SIGNATURE OF PROPONENT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

**TENDER FORM**  
**SCHEDULE 'A'**

**TENDER NO. 2007-06 Cleaning Services for the Corporation of the Township of Lake of Bays**

**Please submit prior to 4:00 p.m. April 23, 2007, at:**

The Corporation of the Township of Lake of Bays  
Attn: Dawn Halcrow, C.A.O./Treasurer  
1012 Dwight Beach Road,  
Dwight, Ontario  
P0A 1H0

**COST PER HOUR** \_\_\_\_\_  
**G.S.T.** \_\_\_\_\_  
**TOTAL COST PER HOUR** \_\_\_\_\_

**ANNUAL PRICE (NOT INCLUDING G.S.T.)  
BASED ON PROJECTED HOURS AS  
DESCRIBED IN INFORMATION TO  
PROPOSERS ITEM 2 a) b) c) and d)** \_\_\_\_\_

**A separate proposal shall be attached which addresses the following:**

Description of work plan, scheduling	Y/N
G.S.T. Number	Y/N
References, past experience	Y/N
Other relevant information	Y/N

**Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2007.**

**Name and address of Company:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Facsimile #:** \_\_\_\_\_

\_\_\_\_\_  
**Print Name** \_\_\_\_\_ **Title** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Proponent**