

FINANCE & ADMINISTRATION

REQUEST FOR PROPOSALS

Janitorial Services
RFP50156 - Addendum 1

Release date: March 10, 2017

Proposals will be received up to
3:00:00 pm local time on Tuesday, March 28, 2017

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1. SITE BRIEFING ITINERARY

- 1.1. The site briefing will commence at 9:00 AM in the lobby of Lloyd E. Matheson Centre. A number of the Locations are tenant spaces located in this building and we will endeavor to provide as much access as possible during the site briefing while respecting the needs of the tenants and staff working at this location.
- 1.2. Our intent is to provide a brief walkthrough of all spaces, however, we know from experience that these sessions can take some time and we have planned 2 hours and 45 minutes for the walkthrough at the Lloyd E. Matheson Centre.
- 1.3. Our plan is to break once we have completed the review of Lloyd E. Matheson Centre and to recommence the briefing at the Milford Waste Water Treatment Plant at 1:15 PM. We would move next to the Municipal Pool, followed by the Waste Management Centre in Georgefield and lastly to visit the Water Treatment Plant in Enfield. We anticipate these visits, with travel time, will take us to approximately 4:00 PM.
- 1.4. This itinerary is subject to change. We value proponents' time and will endeavor to complete the briefing within the timeframe we have described. Proponents are responsible for their own transportation and lunch.
- 1.5. While no special personal protective equipment is required for the site briefing, several of the Locations are active industrial sites and Proponents are required to stay with the group and follow instructions from East Hants staff.
- 1.6. Depending on the number of Proponents that attend the site briefing, East Hants may need to manage the access to some spaces.
- 1.7. There will only be one site briefing for this project and no access will be permitted to areas which are not normally accessible to the public.
- 1.8. The site briefing will be held Tuesday, **March 14, 2017**.

2. HOURS AND DAYS OF WORK

The proponent shall perform janitorial services on such days, and during such hours, as shall be mutually agreed upon by and between the proponent and Municipality. It is important to note the irregular hours of cleaning staff required for the Water Treatment and Waste Water Treatment Plants, Municipal Swimming Pool Facility and the East Hants Waste Management Centre.

Locations 1 - 8, Lloyd E. Matheson Centre

Janitorial services at the Lloyd E. Matheson Centre shall be performed five days per week between the hours of 5 PM and 6 AM. Janitorial services for each tenant must be carried out outside of the tenant's regular operating hours. Below is a list of hours of operation for each tenant.

Location 1 - Colchester-East Hants Public Library:

- Tuesday 10:00 AM - 8:00 PM
- Wednesday 10:00 AM - 5:00 PM
- Thursday 10:00 AM - 8:00 PM
- Friday 10:00 AM - 5:00 PM
- Saturday 10:00 AM - 3:00 PM

Location 2 - FutureWorx Job Search Centre: Monday thru Friday 8:30 AM - 4:30 PM

Location 3 - Community Services: Monday thru Friday 8:30 AM - 4:30 PM

Location 4 - Public Health Services: Monday thru Friday 6:30 AM - 4:30 PM

Location 5 - Continuing Care: Monday thru Friday 8:30 AM - 4:30 PM

Location 6 - Addiction & Mental Health Services:

- Monday, Wednesday, Thursday and Friday 8:30 AM - 4:30 PM;
- Tuesday 8:30 AM - 8:30 PM

Location 7 - Municipality of East Hants: Monday thru Friday 8:30 AM - 4:30 PM; some evening meetings held in Council Chambers; meeting schedule will be provided to successful proponent.

Location 8 - Common Areas, Stairwells, and Elevator: Monday thru Sunday

Location 9 - Waste Management Centre (WMC):

Janitorial services at the East Hants Waste Management Centre shall be carried out during the operating hours of the Waste Management Site (8:00 a.m. to 4:00 p.m. weekdays and 8:00 a.m. to 2:00 p.m. Saturdays) two days per week as agreed upon by the Landfill Site Foreman.

Locations 10 and 12 - Enfield Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP):

Janitorial services at the Enfield Water Treatment Plant and Waste Water Treatment Plant shall be carried out bi-weekly after operating hours between Friday and Monday. Operating hours are Monday thru Friday, 8:00 AM to 4:00 PM.

Location 11 - Municipal Pool:

Janitorial services at the Municipal Pool will be carried out daily outside of program hours; program hours are 6:30 AM to 9:30 PM, Monday thru Friday.

3. NUMBER OF STAFF & VISITORS BY LOCATION

We have had a question with respect to the number of staff and visitors associated with each location as an indicator of the required consumable resources. We are gathering these numbers now and will release them as an addendum once we have them all.

