



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 73-2005

PROVISION OF BUILDING CLEANING SERVICES AT VARIOUS LOCATIONS

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PART B

BIDDING PROCEDURES

PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 PROVISION OF BUILDING CLEANING SERVICES AT VARIOUS LOCATIONS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, May 5, 2005.

B2.2 Bid Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

B3.1 Further to GC.2.01, the Bidder shall attend a Site Investigation in accordance with B3.5. Attendance is mandatory, and the Bid of any Bidder not having attended will be rejected on the basis that it is non-responsive.

B3.2 The Bidder is advised that the Site Investigation includes a walk-through, review of the floor plans and the Work that needs to be done.

B3.3 The Bidder shall not be entitled to rely on any information or interpretation received at the Site Investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

B3.4 Questions raised at the Site Investigation will be recorded and the written answers will be issued as an Addendum to this document.

B3.5 Further to B3.1, Bidders shall meet on the Main Floor, Front lobby at each location. The locations, dates and times are as follows:

- (a) Site: 20 West Gate
Date: April 26, 2005 or April 28, 2005
Time: 9:00 a.m.
- (b) Site: 1520 Corydon Avenue
Date: April 26, 2005 or April 28, 2005
Time: 9:45 a.m.
- (c) Site: 5006 Roblin Boulevard (secondly 5014 Roblin Boulevard)
Date: April 26, 2005 or April 28, 2005
Time: 10:30 a.m.
- (d) Site: 850 Empress Street
Date: April 26, 2005 or April 28, 2005
Time: 11:45 a.m.
- (e) Site: 44 Bangor Avenue
Date: April 26, 2005 or April 28, 2005
Time: 1:00 p.m.
- (f) Site: 1220 Pacific Avenue
Date: April 26, 2005 or April 28, 2005
Time: 1:30 p.m.
- (g) Site: 1057 Logan Avenue

- Date: April 26, 2005 or April 28, 2005
Time: 2:00 p.m.
- (h) Site: 823 Ellice Avenue
Date: April 26, 2005 or April 28, 2005
Time: 2:45 p.m.
- (i) Site: 280 William Avenue
Date: April 27, 2005 or April 29, 2005
Time: 9:00 a.m.
- (j) Site: 457 Main Street
Date: April 27, 2005 or April 29, 2005
Time: 9:45 a.m.
- (k) Site: 1-1050 Henderson Hwy.
Date: April 27, 2005 or April 29, 2005
Time: 11:15 a.m.
- (l) Site: 1400 Rothesay Street
Date: April 27, 2005 or April 29, 2005
Time: 12:00 noon.
- (m) Site: 489 London Street
Date: April 27, 2005 or April 29, 2005
Time: 12:45 p.m.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Contract Administrator identified in D5.1.
- B4.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.
- B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.
- B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B4.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. ADDENDA

- B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.
- B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B5.2.1 Addenda will be available in Adobe Acrobat (pdf) format on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

B5.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division internet site for addenda shortly before submitting his Bid.

B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. SUBSTITUTES

B6.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.

B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.

B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may at his sole discretion grant approval for the use of a substitute as an "approved equal" or as an "approved alternative", or may refuse to grant approval of the substitute.

B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.

B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.

B6.7 If the Contract Administrator approves a substitute as an "approved equal", any Bidder may use the approved equal in place of the specified item.

B6.8 If the Contract Administrator approves a substitute as an "approved alternative", any Bidder bidding that approved alternative shall base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B14.

B6.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B7. BID SUBMISSION

B7.1 The Bid Submission consists of the following components:

- (a) Form A: Bid;
- (b) Form B: Prices.

B7.2 All components of the Bid Submission shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely in ink, to constitute a responsive Bid.

B7.3 The Bid Submission shall be submitted enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address.

B7.3.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.

B7.4 Bid Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B7.5 Bid Submissions shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B8. BID

B8.1 The Bidder shall complete Form A: Bid, making all required entries.

B8.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
- (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
- (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
- (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B8.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;

- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.

B8.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.

B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid Submission and the Contract, when awarded, shall be both joint and several.

B9. PRICES

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 The Bidder shall state the monthly price of labour required to provide building cleaning services in accordance with Part E – Specifications, in the Unit Price column of Form B: Prices.

B9.1.2 The Bidder shall state the monthly price of materials required to provide building cleaning services, in accordance with Part E – Specifications, in the Unit Price column of Form B: Prices.

B9.1.3 The Bidder shall state the minimum number of person hours that they will require to provide building cleaning services, in accordance with Part E – Specifications, on Form B: Prices.

B9.1.4 Notwithstanding GC.9.01(1), Prices on Form B: Prices shall not include the Goods and Services Tax (GST), which shall be extra where applicable.

B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10. QUALIFICATION

B10.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business;
- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;

- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) employ only Subcontractors who:
 - (i) are responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>); and
 - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
- (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba).

B10.2 The Bidder shall be prepared to submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B10.3 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B11. OPENING OF BIDS AND RELEASE OF INFORMATION

B11.1 Bid Submissions will not be opened publicly.

B11.2 Within two (2) Business Day following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available in Adobe Acrobat (pdf) format on the Closed Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

B11.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

B11.4 The Bidder is advised that any information contained in any Bid Submission may be released if required by City policy or procedures, or by other authorities having jurisdiction.

B12. IRREVOCABLE BID

B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B12.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

B13. WITHDRAWAL OF BIDS

B13.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

- B13.1.1 Notwithstanding GC.7.06(2), the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B13.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B13.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:
- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
 - (b) open the Bid Submission to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B13.1.3(b), declare the Bid withdrawn.
- B13.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B12.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Award Authority considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B14. EVALUATION OF BIDS

- B14.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity;
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10;
 - (c) Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B6.
- B14.2 Further to B14.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements if the interests of the City so require.
- B14.3 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid Submission or in other information required to be submitted, that he is responsible and qualified.
- B14.4 Further to B14.1(c), the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown for Alternative 1 or Alternative 2, Sections A, B, C1 with C2, D, E, F, G, H, I, J, K, L, M on Form B: Prices.
- B14.5 This Contract may be awarded as a whole (Alternative 1) or separately in sections (Alternative 2) as identified on Form B: Prices.
- B14.5.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections in Alternative 2.
- B14.5.2 The City shall not be obligated to award any section to the responsible Bidder submitting the lowest evaluated responsive Bid for that section and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on both alternatives or on all sections in Alternative 2, he/she shall have no claim against the City if his/her partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which he/she has not bid.

B15. AWARD OF CONTRACT

- B15.1 The Award Authority will give notice of the award of the Contract or will give notice that no award will be made.
- B15.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.
- B15.2.1 Without limiting the generality of B15.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Bid is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B15.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- B15.4 Notwithstanding GC.3.01 and GC.3.02, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B15.5 The Contract Documents, as defined in GC.1.01(7), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C

GENERAL CONDITIONS

PART C - GENERAL CONDITIONS

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for Provision of Services* (Revision 1996 02 05) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Provision of Services* are available in Adobe Acrobat (.pdf) format on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

PART D

SUPPLEMENTAL CONDITIONS

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for Provision of Services*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of the provision of building cleaning services for the period of July 1, 2005 to June 30, 2008 at:
- (a) 20 West Gate, approximately 7,384 sq. ft.
 - (b) 1520 Corydon Avenue, approximately 7,063 sq. ft.
 - (c) 5006 Roblin Blvd. , approximately 5,911 sq. ft.; and 5014 Roblin Blvd. , approximately 4,423 sq. ft.
 - (d) 850 Empress Street , approximately 7,918 sq. ft.
 - (e) 44 Bangor Avenue, approximately 1,524 sq. ft.
 - (f) 1220 Pacific Avenue, approximately 5,908 sq. ft.
 - (g) 1057 Logan Avenue, approximately 5,894 sq. ft.
 - (h) 823 Ellice Avenue, approximately 3,716 sq. ft.
 - (i) 280 William Avenue, approximately 12,461 sq. ft.
 - (j) 457 Main Street, approximately 56,104 sq. ft.
 - (k) 1050 Henderson Hwy. , approximately 11,543 sq. ft.
 - (l) 1400 Rothesay Street, approximately 8,407 sq. ft.
 - (m) 489 London Street, approximately 7,589 sq. ft.
- D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2005.
- D2.4 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed

under this Contract or add or delete locations, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D3. DURATION OF CONTRACT

D3.1 Notwithstanding GC.8.01, the Contractor shall perform the Work of this Contract during the period of July 1, 2005 – June 30, 2008.

D3.1.1 Year 1: July 1, 2005 – June 30, 2006

D3.1.2 Year 2: July 1, 2006 – June 30, 2007

D3.1.3 Year 3: July 1, 2007 – June 30, 2008

D4. DEFINITIONS

D4.1 When used in this Bid Opportunity:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Calendar Day**" means the period from one midnight to the following midnight;
- (c) "**C.S.A.**" means the Canadian Standards Association that complies with the latest edition of standards including amendments and supplements in effect on the date of issue of this Specification shall apply to the Work;
- (d) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Bids;
- (e) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (f) "**W.C.B.**" means the Workers Compensation Board.

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Kris Ramnawaj
Superintendent of Building Operation Services
Public Works Department
Building Services Division
Main Floor, 100 Main Street
Winnipeg, MB R3C 1A4
Telephone No. (204) 986-5914
Facsimile No. (204) 986-7311

D5.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D6. CONTRACTOR'S SUPERVISOR

D6.1 At the pre-commencement meeting, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D7. NOTICES

- D7.1 GC.7.06 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".
- D7.2 GC.7.06 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.
- D7.3 Further to GC.7.06, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D7.4, D7.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D5.1.
- D7.4 All notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:
The City of Winnipeg
Chief Administrative Officer Secretariat
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174
- D7.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:
The City of Winnipeg
Corporate Services Department
Legal Services Division
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1
Facsimile No.: (204) 947-9155

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

- D8.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D9. WORKERS COMPENSATION

- D9.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D10. INSURANCE

- D10.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products and completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period;
 - (b) maintain and pay for an Employee Dishonesty Bond in an amount of not less than ten thousand dollars (\$10,000.00) covering all of the Contractor's employees, agents, and subcontractors involved in providing the services, for any direct loss of money or other property caused by a fraudulent or dishonest act, or acts, of the Contractor, Contractor's employees, agents or subcontractors. The Contractor is to provide a certified true copy of the bond, satisfactory to the Contract Administrator, prior to commencement of Work.
- D10.2 Deductibles shall be borne by the Contractor.
- D10.3 The Contractor shall provide the Contract Administrator with a certificate of insurance of each policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.
- D10.4 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

D11. SECURITY CLEARANCE

- D11.1 Each individual proposed to perform Work under the Contract within City facilities or on private property shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his/her place of residence.
- D11.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform Work within City facilities or on private property.
- D11.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work within City facilities or on private property.
- D11.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- D11.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform Work under the Contract within City facilities or on private property.

CONTROL OF WORK

D12. COMMENCEMENT

- D12.1 The Contractor shall not commence any Work until he is in receipt of a purchase order authorizing the commencement of the Work.
- D12.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence that the Contractor is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba;
 - (ii) evidence of the workers compensation coverage specified in D9;
 - (iii) evidence of the insurance specified in D10; and
 - (iv) the security clearances specified in D11.
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
 - (c) Materials Safety Data Sheets for all products proposed to use at City of Winnipeg locations.

D13. ENQUIRIES DURING CONTRACT

- D13.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which enquiries for service may be placed.
- D13.2 The Contractor shall provide a telephone number or a toll-free telephone number at which they may be contacted between the hours of 06:00 and 24:00 Sunday to Saturday throughout the year.
- D13.3 An answering service is acceptable, provided the Contractor returns calls within fifteen (15) minutes of a message from the City.

MEASUREMENT AND PAYMENT

D14. INVOICES

- D14.1 Further to D7.3, the Contractor shall submit invoices for Sections A - K and M to The City of Winnipeg, Public Works Department, Building Services Division, 100 Main St. Winnipeg MB, R3C 1A4
- D14.2 For Section L to the City of Winnipeg, Community Services Department, 395 Main St. Winnipeg, MB., R3B 3N8.
- D14.3 Invoices must clearly indicate, as a minimum:
- (a) the City's order number;
 - (b) date(s) of provision of services;
 - (c) location at which service was provided;
 - (d) type and quantity of services provided;
 - (e) the amount payable with GST and PST shown as separate amounts; and
 - (f) the Contractor's GST registration number.

D14.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D15. PAYMENT

D15.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

PART E

SPECIFICATIONS

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E1.2 The following Drawings are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing</u>
0020WE0B	20 West Gate - Basement
0020WE01	20 West Gate - Main Floor
1520CY0B	1520 Corydon Ave. - Basement
1520CY01	1520 Corydon Ave. - Main Floor
5006RB01	5006 Roblin Blvd. - Basement & Ground Floor
5006RB02	5006 Roblin Blvd. - Main & Second Floor
5014RB0B	5014 Roblin Blvd. - Basement
5014RB01	5014 Roblin Blvd. - Main Floor
0850EP01	850 Empress St. - Main Floor
0850EP02	850 Empress St. - Second Floor
0044BG01	44 Bangor Ave. - Main Floor
1220PC01	1220 Pacific Ave. - Main and Mezzanine Floors
1057LG01	1057 Logan Ave. - Main Floor
0823EL01	823 Ellice Ave. - Main Floor
0280WM0B	280 William Ave. - Basement
0280WM01	280 William Ave. - Main Floor
0280WM02	280 William Ave. - Second Floor
0457MN0B	457 Main St. - Basement
0457MN01	457 Main St. - Main Floor
0457MN02	457 Main St. - Second Floor
0457MN03	457 Main St. - Third Floor
0457MN04	457 Main St. - Fourth Floor
0457MN05	457 Main St. - Fifth Floor
0457MN06	457 Main St. - Sixth Floor
0457MN07	457 Main St. - Seventh Floor
0457MN08	457 Main St. - Eighth Floor
0457MN09	457 Main St. - Ninth Floor
0457MN10	457 Main St. - Tenth Floor
1050HN01	1-1050 Henderson Hwy. - Main Floor
1400RO01	1400 Rothesay St. - Basement
0489LN01	489 London St. - Main Floor

E1.3 Further to E1.2, drawings indicate shaded areas where building cleaning services shall be performed by the Contractor.

WORK - CLEANING STANDARDS

E2. INTERIOR OF BUILDING

E2.1 Interior of Buildings will consist of; entrances, lobbies, waiting areas, rooms, corridors (open and closed areas), meeting and conference rooms, common areas, coffee stations, coffee-lunch room areas and/or rooms, basements, and storage rooms.

E2.1.1 DAILY TASK

- (a) WASTE RECEPTACLES AND CONTAINERS:
 - (i) Empty all contents;
 - (ii) Remove liners;
 - (iii) Clean both interior and exterior with germicidal detergent;
 - (iv) Replace liner;
 - (v) Return waste receptacles and/or containers in their correct place; and
 - (vi) Where required, the scheduled transportation of recyclables to the designated location takes place.
- (b) TELEPHONES, FURNISHINGS, AND FITTINGS IN PUBLIC ACCESS AREAS:
 - (i) Clean with germicidal detergent; and
 - (ii) Carefully clean touch pads of office phones, avoiding de-programming.
- (c) HARD SURFACE FLOORING:
 - (i) Clean floors as follows:
 - A) A water soluble dry mop treatment may be used for dust mopping, however, the electrostatic type which do not require any treatment are preferred; and
 - B) An effective free rinsing detergent solution shall be used for damp/wet mopping.
- (d) CARPETED AREAS, INCLUDING STAIRS AND MATS:
 - (i) Vacuum and spot clean carpets, rugs:
 - A) Vacuum carpet wall to wall; and
 - B) Vacuum only, entrance mats.
 - (ii) Move all light furniture, excluding desks, screens, and cabinets; and
 - (iii) Dust/damp mop "carpet saver" mats.
- (e) WALLS, DOORS, WOODWORK, GLASS PARTITIONS:
 - (i) Spot clean and remove smudges.
- (f) WATER FOUNTAINS:
 - (i) Clean all surfaces with germicidal detergent; and
 - (ii) Clean walls and floors around the drinking fountain(s).

E3. WASHROOM FACILITIES

E3.1 Washroom facilities shall be all public and private washrooms and other areas where sinks and/or dispensers are installed.

E3.1.1 DAILY TASK

- (a) INTERIOR AND EXTERIOR SURFACES:
 - (i) Clean with germicidal detergent: wash basins; toilet seats; bowls and bases, exposed flush tanks; urinals; and plumbing fixtures (including exposed pipes); polished chrome, brass or similar fixtures;
 - (ii) Use separate and identifiable cleaning cloths for the cleaning of washrooms from other facilities. Toilets and urinals are to be cleaned using separate equipment or cloths;
 - (iii) Non acid bowl cleaners are permitted, however, when a phosphoric acid bowl cleaner is used, it must be dispensed using a flip top or a foaming trigger spray head only; and
 - (iv) Parazine blocks are not permitted, however, water soluble packets of enzymes, enzyme tablets or granules, or approved urinal maintainers formulated with acids and detergents held in a mat frame may be used as necessary.

- (b) **SANITARY AND WASTE RECEPTACLES:**
 - (i) Remove and empty liners;
 - (ii) Clean receptacles with germicidal detergent; and
 - (iii) Replace liners.
- (c) **TOILET TISSUE HOLDERS AND DISPENSERS:**
 - (i) Clean interior and exterior of dispensers with germicidal detergent; and
 - (ii) Then, restock all toilet tissue holders, soap, sanitary and towel dispensers.
- (d) **FLOORS:**
 - (i) Wet mop floors and wall bases with a non filming detergent solution,
 - (ii) Clean floors, wall bases, and corners;
 - (iii) Ensure floor drains are not blocked and no odour emanating from floor drains;
 - (iv) Machine scrub floors with detergent solution including toilet bases;
 - (v) Apply sealer as required; and
 - (vi) Where directed, maintain floors with sufficient coats of water base sealer. A minimum of three coats of finish to be applied over the sealer.
- (e) **MISCELLANEOUS:** Partitions, walls, including the enamel surfaces, doors and ledges.
 - (i) Spot clean with germicidal cleaner;
 - (ii) Clean with germicidal cleaner;
 - (iii) Clean partitions and walls from the bottom up; and
 - (iv) Clean and polish all mirrors, frames, powder shelves and bright work, including flush meters, piping and toilet seat hinges.

E3.1.2 WEEKLY TASK

- (a) **FLOORS:**
 - (i) Pour clean water in floor drains, or as directed.

E4. STAIRWAYS

E4.1 Stairways shall consist of stairs, handrails, ledges, railings, banisters, walls, ceilings and appurtenances (including doors, frames, trims, mouldings, radiators, grilles). Equipment/fixtures made of glass, vinyl, wood and metal.

E4.1.1 DAILY TASK

- (a) **HANDRAILS, LEDGES, RAILINGS AND BANISTERS:**
 - (i) Clean with germicidal cleaner.
- (b) **WALLS, CEILINGS AND APPURTENANCES**
 - (i) Spot clean with neutral detergent.
- (c) **STAIRS:**
 - (i) Vacuum carpeted stairs; and
 - (ii) Wet mop washable surfaced stairs, including landings, stair risers and wall bases.

E4.1.2 MONTHLY TASK

- (a) **WALLS, CEILINGS AND APPURTENANCES :**
 - (i) Wash with neutral detergent;
 - (ii) Wash walls first and the ceilings second where walls and ceilings are being washed consecutively;

- (iii) Wash walls from bottom up, staying within ½ inch of ceiling to prevent marks;
and
- (iv) Immediately wipe up any water spillage on floors and furniture.

E5. ALL RESILIENT AND NON-RESILIENT FLOORS

E5.1 Resilient and non-resilient floors shall consist of materials made of vinyl, corlon, mondo, terrazzo, ceramic, and quarry.

E5.1.1 DAILY TASK

- (a) FLOORS:
 - (i) Wash with neutral detergent.
- (b) CORNERS, BASES AND EQUIPMENT:
 - (i) Wipe all surfaces of spray residue.

E5.1.2 WEEKLY TASK

- (a) FLOORS:
 - (i) Burnish all hard surfaces, and wear areas as required; and
 - (ii) Re-coat wear areas as required.

E5.1.3 YEARLY TASK

- (a) FLOORS:
 - (i) Scrub/strip and remove all soil, stains, seal and old floor finish;
 - (ii) Neutralize rinse, then
 - (iii) Rinse with at least two (2) clear warm water rinses; then
 - (iv) Wet vacuum each time after rinsing;
 - (v) Re-seal/re-coat floors,
 - (vi) Allow sufficient drying time between applications;
 - (vii) Refinish floors by applying sufficient coats of slip resistant finish (minimum of four) environmentally responsible finishes to be used; and
 - (viii) Burnish floors to a uniform sheen, with slip resistant finish.

E6. CEILINGS AND WALLS

E6.1 Ceilings and walls shall consist of ceiling and walls, transoms, and other fixtures and fittings attached to walls and ceilings.

E6.1.1 DAILY TASK

- (i) Spot clean with neutral detergent.

E6.1.2 MONTHLY TASK

- (i) Wash with neutral detergent;
- (ii) When washing walls and ceiling consecutively, walls must be washed before ceilings;
- (iii) Wash walls from bottom up, staying within ½ inch of ceiling to prevent marks;
and
- (iv) Immediately wipe up any water spillage on floors and furniture.

E7. VENETIAN BLINDS, VERTICAL BLINDS, DRAPES AND CURTAINS

E7.1 Venetian Blinds, vertical blinds drapes and curtains, tracks, surfaces and sills.

E7.1.1 MONTHLY TASK

- (a) **BLINDS:**
 - (i) Dust and damp clean both sides of PVC and Aluminium blinds, etc., and
 - (ii) Vacuum both sides of fabric blinds.
- (b) **TRACKS, SURFACES AND SILLS:**
 - (i) All surfaces shall be free of dust and fingerprints, etc.
- (c) **WINDOW COVERINGS:**
 - (i) Vacuum drapes and curtains, both sides;
 - (ii) Vacuum tracks; and
 - (iii) Curtains and drapes should be left neatly pleated.

E8. VERTICAL SURFACES, HIGH CLEANING

E8.1 Vertical surfaces and high cleaning shall consist of high cleaning down to window sills, partition ledges, including doors/frames, ledges, charts, graphs, wall louvers, exposed pipes, clocks, etc.

E8.1.1 YEARLY TASK

- (a) **VERTICAL AND HORIZONTAL SURFACES OTHER THAN WALLS:**
 - (i) Dust or wipe with damp cloth and polish where required.

E9. FURNITURE

E9.1 Furniture shall consist of showcases, cabinets, bookcases, credenzas, and cupboards.

E9.1.1 WEEKLY TASK

- (a) **FURNITURE:** plastic, wood, vinyl, and leather shall be cleaned as described in E9.1.2:
 - (i) Clean all furniture: credenzas, bookcases, desks, file cabinets, tables, furniture glass, and desk lamps;
 - (ii) Clean and polish all furniture framing and trim; and
 - (iii) Spot clean fabric as required.
 - (iv) Fabric upholstered furniture – vacuum/dust frames
 - (v) Sills and ledges – Clean windowsills, partition ledges, baseboards and mouldings.

E9.1.2 MONTHLY TASK

- (a) **FURNITURE:**
 - (i) **Fabric:**
 - A) Vacuum dividers, both sides.
 - (ii) **Leather:**
 - A) In maintaining leather, only an approved, guaranteed light cleaner and conditioner from a professional firm specializing in leather care can be used; and
 - B) Under no circumstances can the following be used: caustic chemicals, leather preparations containing alcohol or petroleum distillates such as turpentine or mineral spirits, waxes, saddle soap, silicone products, aerosol sprays, Armoral/Protectol or like products or preparations that impair the ability of leather to breath, or stain other fabrics (ie: silk).
 - (iii) **Vinyl:**
 - A) Clean vinyl with a waterless hand cleaner (brush if required);

- B) Application of a polish/protectant where required, on all vinyl furniture;
and
- C) Clean washable furniture with a neutral detergent.
- (iv) Wood:
 - A) Clean washable surfaces with a neutral detergent; and
 - B) Polish furniture with the appropriate furniture polish.
- (v) Guidance and direction from the Contract Administrator is to be obtained before cleaning or applying polish to vinyl, arborite and/or other furniture finishes.

E10. AIR VENTS

E10.1 Air vents shall consist of vents either ceiling or wall type.

E10.1.1 MONTHLY TASK

- (a) ALL VENTS
 - (i) Clean with a neutral cleaner.

E11. WINDOWS

E11.1 Windows made of plexiglass/lexan including glass, frames, sashes, sills and mouldings.

E11.1.1 DAILY TASK

- (a) INTERIOR:
 - (i) Spot clean all interior glass/Plexiglas/Lexan surfaces.
- (b) INTERIOR AND EXTERIOR:
 - (i) Entrance glass and sidelights.

E12. STORAGE AREA

E12.1 Storage areas shall consist of basements and supply vaults.

E12.1.1 MONTHLY TASK

- (a) FLOORS:
 - (i) Sweep and damp mop with a neutral detergent.
- (b) OTHER THAN FLOORS:
 - (i) Dust the following:
 - A) light fixtures;
 - B) overhead beams;
 - C) ledges;
 - D) pipes; and
 - E) other hanging objects.

E13. JANITORIAL ROOMS

E13.1 Janitorial Rooms shall consist of Janitors' Rooms, Utility Rooms, Paper and Waste Storage Rooms.

E13.1.1 DAILY TASK

- (a) ALL ROOMS:
 - (i) Keep room tidy;
 - (ii) Empty mop pails after use;
 - (iii) Sweep and mop floors, ensure all excess water is removed;

- (iv) Wash walls from bottom up, avoid streaks, soil spots or line marks on ceiling;
- (v) Empty waste containers. If required, store waste neatly in Janitor's Room;
- (vi) Clean interior and exterior of waste containers;
- (vii) Clean sinks; and
- (viii) Keep rooms, particularly sinks and waste containers, free from offensive odours.

(b) **EQUIPMENT:**

- (i) Clean equipment;
- (ii) Place equipment in an orderly manner;
- (iii) Clean mops and cloths;
- (iv) Store mops and cloths neatly;
- (v) Store chemicals, paper products, equipment and materials neatly;
- (vi) No soiled mops or cleaning cloths shall be left in use on site; and
- (vii) Remove and launder or bag-seal for regular scheduled pickup.

E14. CONTROLLED DISPENSING SYSTEM

E14.1.1 The Contractor may install a controlled dispensing system if it is required, however, written approval must be obtained from the Contract Administrator:

- (a) The dispensing system must be a type where chemical concentrates are sealed in a bag or container, have a diluted project holding system for filling trigger sprayers and the products are colour coded with corresponding label control; and
- (b) Where the Contractor chooses a controlled dispensing system which is fixed to both the solution and water supply, the Contractor is responsible and liable for the installation and annual inspection of an approved backflow prevention mechanism, unless a controlled dispensing system has previously been installed by the previous Contractor, other than the current Contractor.

E15. PRODUCTS, CHEMICALS, SUPPLIES AND EQUIPMENT

E15.1.1 The Contractor shall ensure that:

General:

- (a) Only the pre-approved listed products, chemicals, supplies and equipment are within or used in the Site;
- (b) all products, supplies, equipment, etc., for use on the Site meet or exceed the specifications and requirements herein as established by the City of Winnipeg;

Chemicals:

- (c) All chemicals are stored in a safe manner and to the satisfaction of the Contract Administrator;
- (d) All chemical containers are label identified with product name, safety and first aid instruction in accordance with current Workplace Hazardous Material Information Systems (W.H.M.I.S.), whether in their original purchase container, or if they have been transferred to a smaller or larger dispensing container;
- (e) solvent seals or finish, butyl or butyl by product contained products, bleach, hydrochloric or sulphuric acid, ammonia, phenolic or hydrogen peroxide based germicides, Armoral, Protectol, Saddle Soap or polishers, vinegar, ammoniated or mop on-mop off strippers, Windex or like product, powdered cleansers, SOS pads,

Parzine blocks, or carpet cleaning products such as Argosheen or those containing optical brighteners over 0.01%, shall not be used or permitted in the Site;

M.S.D.S.:

- (f) Current Materials Safety Data Sheets (M.S.D.S.) are available for all products on site and be contained in a binder specifically marked M.S.D.S. in each area where chemicals are stored or dispensed;
- (g) Written approval shall be obtained from the Contract Administrator prior to using a product that does not have a current M.S.D.S. The written approval to use the product shall be kept in the M.S.D.S. binder referred to in (f);

Supplies and Equipment:

- (h) Cleaning cloths, dry mops, wet mops, finish applicator mops, wall washing mops and extendable dusters are of a launderable type;
- (i) Laundered clean and dried mops and cloths are on site and used at the start of each shift and/or cleaning function;
- (j) Feather dusters and non-launderable (straight string) mops are not on, or for use, at the site. However, washable lambs wool or polywool, extendable handle dusters may be used for safety to perform higher level work;
- (k) Cleaning equipment, carts, etc., are maintained in a clean and operable state, and washable filters, tools, hoses, etc., are thoroughly cleaned weekly;
- (l) Carpet sweepers are not permitted on, or for use in the premises, while vacuums must be a dual motor upright or canister with an electric power head. All must have the appropriate tools to vacuum fabric furniture, draperies, corners, edges, etc., and must be complete with filtration efficiency approved by the Contract Administrator;
- (m) Ergonomic style back-pack vacuums with approved filtration systems may be used for carpeted stairs and traffic lane vacuuming;
- (n) All cleaning equipment, ladders, etc., stored or used on site, are inspected regularly and maintained in a state acceptable to current W.C.B. regulations and be C.S.A. approved.
- (o) Where adequate lockable space has been provided, the approved products, electrical and minor equipment, such as floor pails, wringers, vacuums, etc., utilized in the day to day delivery of the service are available for regular inspection, in the provided space. All products and equipment used for the Work shall be subject to inspection by the Contract Administrator;
- (p) Any items, minor equipment, supplies, etc., which do not conform to the specifications contained herein or which the Contract Administrator deems as potentially harmful to persons or surfaces are removed from the Site.

E15.1.2 The Contract Administrator shall:

- (a) remove and dispose of products found on Site that have no M.S.D.S. or written pre-approval by the Contract Administrator, as will any items, minor equipment, supplies, etc., which have been banned by these Standards or which the Contract Administrator deems as potentially harmful to persons or surfaces, for the protection of the client.

E16. CLEANING RESULTS

E16.1.1 Mandatory:

- (a) Liners for all washroom receptacles, whereas separate or special liners may be utilized for recyclables;

- (b) The use of an effective germicidal detergent and clean cloths.

E16.1.2 General:

- (a) The Contractor is advised that in order to meet the requirements of the Specifications, products, chemicals, supplies or equipment, over and above those specified herein and approved by the Contract Administrator may be required.
- (b) The Contractor is reminded that prior providing any alternate or additional products, chemicals, supplies or equipment on Site, prior written approval of the Contract Administrator must be obtained;
- (c) The Contractor is reminded that the term "Clean" in most cleaning applications within these Specifications means the use of colour coded cleaning cloths, a pail containing appropriate cleaning product and physical handwork to friction clean. Paper towels may only be used in the cleaning of glass/mirror type surfaces.

E16.1.3 The objective of the City and expected results of the building cleaning service performed by the Contractor, shall be:

- (a) All surfaces (horizontal and vertical) clean and free of: finger marks, mop and/or detergent streaks, surface stains, water marks, black marks, soap scum, mildew/mould; dust, spots, surface stains, loose and caked soil; debris, loose paper, mop strings; odours, cleaning solution, heavy accumulation of finish, spray residue, water spillage, washing line marks, and scars from equipment (hand and/or machine);
- (b) Surfaces are clean and bright and in a condition equal to that of the intended finish of the surface, where reasonably possible;
- (c) All rooms/areas specified in E2.1 through and including E13 and E18 are clean, neat and tidy and free of debris, to present an overall attractive appearance of cleanliness;
- (d) Floors exhibit a uniform sheen with reflective properties. This level of floor care is to be maintained at all times;
- (e) All debris and/or other soil matter is removed from wall corners, around the edges of carpet or "T" mats, under furniture, tables, chairs, behind doors, and along baseboards;
- (f) Nap on rugs and carpets are to be laid in one direction.
- (g) No waste or recycle holding containers or baskets are to be placed upon desks or tables during cleaning operations;
- (h) Corners, edges and crevices are clean;
- (i) Bare hands are not used to handle or sort any waste/recyclables for health and safety reasons;
 - (i) Liners are to be removed holding them away from the body.
- (j) When washing both walls and ceilings, wash walls first, then wash the ceilings;
- (k) For Floors:
 - (i) Care must be taken throughout mopping operation to prevent cleaning solutions from collecting against and under furniture legs and cabinets;
 - (ii) After scrubbing, neutralizing, recoating and burnishing, no evidence of improper finish applications to exist;
 - (iii) Sufficient coats of sealer is applied;
 - (iv) Sufficient coats of floor finish to offer floor protection;
 - (v) To clean under furniture and equipment without marring or damaging same;
 - (vi) All furniture and equipment moved prior to cleaning, must be returned to their original locations;

- (l) For Carpets and Rugs:
 - (i) When treating a carpet spot, always to spray from the exterior perimeter into the centre of the stain;
 - (ii) Any spots that cannot be removed by conventional/normal methods, shall be reported to the Contract Administrator;
- (m) For Paper Products:
 - (i) Toilet paper and paper towels must fit existing dispensers. Alternate dispensers must be approved by the Contract Administrator before installation.

E17. EXCLUSIONS

E17.1 General:

- (a) Copying machines;
- (b) Typewriters;
- (c) Adding machines;
- (d) Cash registers;
- (e) Dictating equipment;
- (f) Plants;
- (g) Microfilm readers;
- (h) Audio and/or visual equipment;
- (i) Computer equipment, including:
 - (i) keyboards;
 - (ii) printers;
 - (iii) servers;
 - (iv) monitors;
- (j) CRT terminals;
- (k) Art objects;
- (l) Personal accessories, including but not limited to:
 - (i) Ceramics;
 - (ii) Ornaments; and
 - (iii) free standing pictures.
- (m) Mechanical areas;
- (n) Boiler rooms;
- (o) Parking areas; and
- (p) Storage rooms.

E18. LOCATION AND SCHEDULE OF WORK

E18.1 SECTION A – 20 West Gate – Cornish Library

- (a) LOCATION: Basement and Main Floor
- (b) SCHEDULE OF WORK:
 - (i) Winter Hours
September, Labour Day to May, Victoria Day
Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours

Friday between 17:00 hours and 24:00 hours
Sunday and Wednesday CLOSED

(ii) Summer Hours

May, Victoria Day to September, Labour Day

Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours

Friday between 17:00 hours and 24:00 hours

Saturday, Sunday and Wednesday CLOSED

(c) ADDITIONAL DAILY TASK(S):

- (i) Empty the trash bin located in front of the building;
- (ii) Keep clean both sides of entrance glass and side lights;
- (iii) Keep clean outside landing and sidewalk from building to public sidewalk during snow-free periods;
- (iv) Remove spider webs, etc. from around doors.

E18.2 SECTION B – 1520 Corydon Ave. – River Heights Library

(a) LOCATION: Basement and Main Floor

(b) SCHEDULE OF WORK:

(i) Winter Hours

September, Labour Day to May, Victoria Day

Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours

Friday between 17:00 hours and 24:00 hours

Sunday and Wednesday CLOSED

(ii) Summer Hours

May, Victoria Day to September, Labour Day

Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours

Friday between 17:00 hours and 24:00 hours

Saturday, Sunday and Wednesday CLOSED

(c) ADDITIONAL DAILY TASK(S):

- (i) Keep clean both sides of entrance glass and side lights;
- (ii) Keep clean outside landings and sidewalk from building to public sidewalk during snow-free periods;
- (iii) Remove spider webs, etc. from around doors.

(d) ADDITIONAL SEMI-ANNUAL TASK(S)

- (i) In April and October remove chain-link mat, clean area and replace mat between entrance doors.

(e) ADDITIONAL YEARLY TASK(S)

- (i) In October remove light fixture lenses; clean both sides and replace, in fixtures 10 feet or less in height from the floor.

E18.3 SECTION C: 5006 and 5014 Roblin Blvd.

E18.3.1 C1– 5006 Roblin Blvd. – Office Building

(a) LOCATION: Basement & Ground Floor, Main & Second Floors

(b) SCHEDULE OF WORK:

- (i) Monday to Friday between 16:30 hours and 24:00 hours

(c) ADDITIONAL DAILY TASK(S):

- (i) Keep clean both sides of entrance glass and side lights;
- (ii) Keep clean both front and back landings and stairways during snow-free periods;
- (iii) Remove spider webs, etc. from under front entrance canopy and around entrance doors.

(d) ADDITIONAL YEARLY TASK(S):

- (i) In October remove light fixture lenses; clean both sides and replace in fixtures 10 feet or less in height from the floor.

E18.3.2 C2 – 5014 Roblin Blvd. – Charleswood Library

(a) LOCATION: Basement and Main Floor

(b) SCHEDULE OF WORK:

(i) Winter Hours

September, Labour Day to May, Victoria Day

Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours

Friday, Saturday between 17:00 hours and 24:00 hours

Sunday and Wednesday CLOSED

(ii) Summer Hours

May, Victoria Day to September, Labour Day

Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours

Friday between 17:00 hours and 24:00 hours

Saturday, Sunday and Wednesday CLOSED

(c) ADDITIONAL DAILY TASK(S):

- (i) Keep clean both sides of entrance glass;
- (ii) Keep clean front stairway and wheelchair ramp during snow-free periods;
- (iii) Keep clean back entrance stairway during snow-free periods; and
- (iv) Remove spider webs, etc. from around doors and under front canopy.

(d) ADDITIONAL YEARLY TASK(S):

- (i) In October remove light fixture lenses; clean both sides and replace in fixtures 10 feet or less in height from the floor.

E18.4 SECTION D – 850 Empress St. – Office Building

(a) LOCATION: Main and Mezzanine Floors

(b) SCHEDULE OF WORK:

Monday to Friday between 08:30 hours and 16:30 hours

(c) ADDITIONAL DAILY TASK(S):

- (i) No additional cleaning required.

E18.5 SECTION E – 44 Bangor Ave. – Inspection Building

(a) LOCATION: Main Floor

(b) SCHEDULE OF WORK:

Once (1) per week: Saturday or Sunday between 08:00 hours and 24:00 hours.

(c) ADDITIONAL DAILY TASK(S):

- (i) No additional cleaning required.

E18.6 SECTION F – 1220 Pacific Ave. – Office Building

(a) LOCATION: Main Floor

E18.9 SECTION I – 280 William Ave. – Office Building

- (a) LOCATION: Basement, Main and Second Floors
- (b) SCHEDULE OF WORK:
 - (i) Main and Second Floors
Monday to Friday between 08:30 hours and 16:30 hours
 - (ii) Basement – Once Weekly between 08:30 hours and 16:30 hours
- (c) ADDITIONAL DAILY TASK(S):
 - (i) Remove spider webs, etc. from around entranceways;
 - (ii) Garbage collected from this site must be disposed of by the contractor at his cost.

E18.10 SECTION J – 457 Main St. – Office Building

- (a) LOCATION: Basement, Main, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth and Tenth Floors
- (b) SCHEDULE OF WORK:
 - (i) Basement and Main to Ninth Floor
Monday to Friday between 16:30 hours and 24:00 hours
 - (ii) Tenth Floor
Monday to Friday between 08:30 hours and 16:30 hours
- (c) ADDITIONAL DAILY TASK(S):
 - (i) Remove spider webs etc. from around entrance doors;
 - (ii) Keep clean both sides of vestibule glass and entrance glass.
- (d) ADDITIONAL SEMI-ANNUAL TASK(S):
 - (i) Hanging light fixtures and lenses to be cleaned in April and October;
 - (ii) Remove chain link mat between front doors, clean area and replace mat in April and October.

E18.11 SECTION K – 1-1050 Henderson Hwy. – Henderson Library

- (a) LOCATION: Main Floor
- (b) SCHEDULE OF WORK:
 - (i) Winter Hours
September, Labour Day to May, Victoria Day
Monday, Tuesday,
Wednesday, Thursday between 20:30 hours and 24:00 hours
Friday, Saturday between 17:00 hours and 24:00 hours
Sunday CLOSED
 - (ii) Summer Hours
May, Victoria Day to September, Labour Day
Monday, Tuesday,
Wednesday, Thursday between 20:30 hours and 24:00 hours
Friday, between 17:00 hours and 24:00 hours
Saturday, Sunday CLOSED
- (c) ADDITIONAL DAILY TASK(S):
 - (i) Keep clean both sides of entrance glass and sidelights.

E18.12 SECTION L – 1400 Rothesay St. – Peguis Trail Fitness Centre

- (a) LOCATION: Basement
- (b) SCHEDULE OF WORK:
 - Monday to Thursday between 22:00 hours and 02:00 hours
 - Friday between 21:00 hours and 01:00 hours
 - Saturday and Sunday between 16:00 hours and 24:00 hours
- (c) ADDITIONAL DAILY TASK(S):
 - (i) Keep clean both sides of entrance glass.

E18.13 SECTION M – 489 London St. – Munroe Library

- (a) LOCATION: Main Floor
- (b) SCHEDULE OF WORK:
 - (i) Winter Hours
September, Labour Day to May, Victoria Day
 - Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours
 - Friday, Saturday between 17:00 hours and 24:00 hours
 - Sunday and Wednesday CLOSED
 - (ii) Summer Hours
May, Victoria Day to September, Labour Day
 - Monday, Tuesday, Thursday between 20:30 hours and 24:00 hours
 - Friday between 17:00 hours and 24:00 hours
 - Saturday, Sunday and Wednesday CLOSED
- (c) ADDITIONAL DAILY TASK(S):
 - (i) Keep clean both sides of entrance glass and side lights.

E19. CLEANING FREQUENCY

E19.1 The Contractor shall provide cleaning services in accordance with the Cleaning Requirements.

E19.2 The frequency of cleaning shall be as indicated by the following code:

Code Frequency

- D Daily – Sunday through Saturday
- W Weekly – each Friday
- TW Twice – Weekly (Preferably Tuesday and Thursday)
- M Monthly – First Friday of each Month
- A Annually/Yearly
- SM Semi-Annually (April and October)

E20. HOLIDAYS OBSERVED

E20.1 Normally no cleaning services will be required on the following holidays, unless otherwise stated in E18:

- (a) New Years Day - January 1*
- (b) Good Friday
- (c) Monday following Easter Sunday
- (d) Victoria Day

- (e) July 1st*
- (f) 1st Monday in August
- (g) 1st Monday in September
- (h) Thanksgiving Day
- (i) Remembrance Day - November 11*
- (j) Christmas Day - December 25*
- (k) Boxing Day - December 26*

* or the first subsequent working day if these statutory holidays fall on a Saturday or a Sunday.

E21. MATERIALS AND EQUIPMENT

E21.1 The Contractor shall supply all materials and equipment necessary and advisable to perform the services to the standard specified in this Contract, including but not limited to:

- (a) Sufficient materials to be applied in accordance with the manufacturer's instructions. All materials that are used must meet "Canadian General Standards Board" (CGSB) specifications as listed below and the products under the new Approved Products lists:
- (b) CAN/CGSB-2.1-96 Skin Cleaning Lotion, Type 1
- (c) CAN/CGSB-2.46-95 Toilet Bowl and Urinal Cleaning Compound, Type 1
- (d) CAN/CGSB-2.55-97 Glass Cleaner
- (e) CAN/CGSB-2.60-92 Remover for Water-Emulsion Floor Polish and Wax
and Amendment
dated Apr. 1995
- (f) CAN/CGSB-2.107-92 General Purpose Built Liquid Detergent
- (g) CAN/CGSB-2.160-95 General Purpose, Germicidal Detergent, Type 3
- (h) CAN/CGSB-2.180-94 Carpet and Upholstery Shampoo
- (i) CAN/CGSB-25.3-92 Buffable, Water-Emulsion Floor Wax
- (j) CAN/CGSB-25.10-96 Furniture Polish, Type 1
- (k) Paper Towels (singlefold) shall be from the following approved products list:
 - ◆ Approved Products list:
 - ◆ Product No. 101766, Décor White by Cascades; or
 - ◆ Product No. SB1840, Main Street White by SCA; or
 - ◆ Product No. SK1850E, Main Street Natural by SCA; or
 - ◆ Product No. 01010(West), Embassy Premium by Scott Paper; or
 - ◆ Product No. 01900(West), White Swan by Scott Paper.
- (l) Paper Toilet Tissue (2 ply, white) shall be from the following approved products list:
 - ◆ Approved Products list:
 - ◆ Product No. 74045, New Horizon by Cascades; or
 - ◆ Product No. 74058, North River by Cascades; or
 - ◆ Product No. 48040, Scott (Surpass) by Kimberly-Clark; or
 - ◆ Product No. 05131, Embassy by Scott Paper; or
 - ◆ Product No. 5700(W), Purex by Scott Paper.

E21.2 The Contractor shall supply all washroom supplies including, without limitation, toilet tissue, and paper towels (to fit existing dispensers), liquid hand soap, plastic trash bags, deodorant blocks

and other similar products. All washroom supplies shall meet the "Canadian General Standards Board" (CGSB) specifications.

- E21.3 The Contractor shall provide an extra supply of toilet tissue and paper towels on site for emergency replacement by building users.
- E21.4 Where required, the Contractor shall supply paper towels and liquid hand soap to lunch rooms, kitchenettes and coffee stations.
- E21.5 The Contractor shall ensure that all dispensers are filled to adequate levels with the supplies identified in Clause No. E21.2, E21.3, and E21.4.
- E21.6 The Contractor shall ensure that all employees engaged in the execution of the Contract are properly trained in the handling of cleaning materials and equipment, in accordance with the "Workplace Hazardous Materials Information System" (WHMIS) legislation, and keep on the premises in a prominent place within the janitor storage area, a three-ring binder containing current manufacturers' Material Safety Data sheets for all cleaning products used on site.

E22. IDENTIFICATION OF MATERIALS

- E22.1 The Bidder shall identify all materials proposed to be used, and shall provide within 48 hours of a request by the Contract Administrator, verification consisting of manufacturers' product labels, manufacturers' technical bulletins, independent laboratory tests, or equivalent documentation evidencing that all materials proposed to be used meet or exceed the specified Canadian General Standards Board (CGSB) standards.

E23. TESTING OF MATERIALS

- E23.1 The City may periodically take samples of cleaning materials for analysis by an independent laboratory to ensure uniform quality of materials during the term of the Contract.
- E23.2 The cost of the laboratory analysis will be borne by the City, except when the analysis indicates that the materials are not as specified or approved, in which case the cost of the laboratory analysis will be borne by the Contractor.
- E23.3 The City will notify the Contractor in writing if any materials, based on the analysis, do not meet the original specifications of this Contract.
- E23.4 The Contractor shall during the term of the Contract, use only such materials as specified herein or such other materials as shall be approved from time to time by the Contract Administrator.

E24. GENERAL STANDARDS AND QUALITY OF SERVICE

- E24.1 The Contractor shall ensure that all services expressly described (and reasonably implied in this Contract in the opinion of the Contract Administrator) and materials to be provided meet the optimum standard of workmanship, cleanliness, sanitation, safety and efficiency and shall without limitation:
- (a) ensure that no surfaces are damaged by materials or their application;
 - (b) all residues of cleaning materials, dust and other matter are removed at the completion of each cleaning; and
 - (c) remove all waste/trash resulting from cleaning and deposit in designated bins.

E25. STORAGE

E25.1 The City of Winnipeg shall make available designated storage areas for the purpose of storing the cleaning materials and equipment used by the Contractor during the term of this Contract and any renewals.

E25.2 The Contractor shall:

- (a) store materials and equipment in the designated areas only;
- (b) clearly identify all containers in the designated area as to material content;
- (c) post in a conspicuous place in the designated storage areas safety precautions regarding the materials;
- (d) ensure that all storage areas used by the Contractor are secured so as to be accessible only by authorized personnel of the Contractor and the City;
- (e) ensure that all equipment and tools are properly cleaned and stored at the end of each daily cleaning operation in such a manner as not to present any fire hazard or cause any unsanitary or unsafe condition or odour.

E26. SECURITY OF FACILITY

E26.1 The Contractor shall ensure that, at all times, when his employees or representatives are in the facility that the facility is kept secure from entry by unauthorized persons.

E26.1.1 Upon leaving the building, these employees or representatives of the Contractor shall ensure that all windows and screens are closed and secured, and all entrances to the building are properly locked with alarms set as required.

E26.1.2 If security system is to be left in the OFF mode, because a civic employee is still in the building, the Contractor must first advise the Civic employee that he/she has completed their work and is leaving and secondly inform Central Control at 986-2382 that he/she is leaving the security OFF because a Civic employee is still in the building.

E26.1.3 Failure by the Contractor to set the alarms, as required, causing the City to dispatch City personnel to set the alarm(s), will result in a \$50.00 Service Fee, per occasion, charged to the Contractor.

E27. DEFECTIVE WORK

E27.1 The sum fixed for Defective Work for this Contract, per scheduled Working Day, per location, as follows:

- | | |
|---|--------------|
| (a) 20 West Gate – Cornish Library. | \$50.00 |
| (b) 1520 Corydon Ave. – River Heights Library. | \$50.00 |
| (c) 5006 Roblin Blvd. – Office Building. | \$50.00; and |
| 5014 Roblin Blvd. – Charleswood Library. | \$50.00 |
| (d) 850 Empress Blvd. – Office Building. | \$60.00 |
| (e) 44 Bangor Ave. – Office Trailer. | \$30.00 |
| (f) 1220 Pacific Ave. – Office Building. | \$50.00 |
| (g) 1057 Logan Ave. – Animal Services Building. | \$50.00 |
| (h) 823 Ellice Ave. – West End Library. | \$30.00 |
| (i) 280 William Ave. – Office Building. | \$60.00 |
| (j) 457 Main St. – Office Building. | \$110.00 |

- (k) 1-1050 Henderson Hwy. – Henderson. \$60.00
- (l) 1400 Rothesay St. – Peguis Trail Fitness Centre. \$60.00
- (m) 489 London St. – Munroe Library. \$50.00

E27.2 Further to E27.1, the Contractor will be given a grace period of ten (10) Working Days to learn the building and refine his/her cleaning methods. He/she will then be expected to comply fully with the cleaning requirements outlined in the Contract.

E27.3 Building Cleaning Inspections are carried out at each location once a week on random days. In addition to the fixed sum for Defective Work for this Contract, the Contract Administrator, at his discretion, will impose an inspection fee of \$60.00 per cleaning inspection, for all additional inspections required to ensure compliance with specifications.

E28. PERSONNEL

E28.1 The Contractor shall ensure that all their employees engaged in the execution of this Contract are experienced janitors and are properly trained in the handling of cleaning materials and equipment including use and storage according to manufacturer's instructions.

E28.2 The Contractor shall supervise their employees and shall ensure that all such employees behave at all times in a manner appropriate to persons in a Civic facility and shall without limitation ensure that all the Contractor's employees:

- (a) are dressed in a clean, neat and respectable manner;
- (b) personal hygiene meets acceptable standards;
- (c) behave in a courteous and polite manner to City personnel and other persons in the facility;
- (d) are careful with all property that is in or a part of the facility;
- (e) do not smoke while on the premises;
- (f) are able to communicate effectively in English; and
- (g) refrain from using profanity.

E28.3 The Contractor shall ensure that all its employees working in these facilities have proper identification in the form of:

- (a) a uniform bearing the name of the company (only);
- (b) a photo identification badge, must be worn at all times while on the premises.

E29. COMMUNICATION

E29.1 The Contractor shall have on the Site, a minimum of one (1) employee during all service scheduled Work, who can receive and carry out written and verbal instructions in English or requests that fall within the Contract requirements, and to effectively relay in a timely manner any which fall outside the Contract requirements, such as flooding, building security problems, plumbing needs, etc.

- (a) Further, it is expected that this person will be familiar with the site Task Schedule and the Cleaning Requirements, all of which form part of the Contract.
- (b) The Contractor shall provide to the Contractor's employees performing Work at the Site, a copy of: Part E-Specifications, Drawings, and Table A – Cleaning Requirements, and the copy shall be kept in the janitor's storage room for their referral.

**TABLE A - CLEANING REQUIREMENTS: FLOORS
 FOR VARIOUS LOCATIONS**

**PUBLIC WORKS DEPARTMENT
 BUILDING SERVICES DIVISION
 OPERATIONS BRANCH**

LOCATION	Remove Spots, Stains, and Graffiti	Sweep with Broom and/or Treated Mop	Hand or Machine Wash with Cleaner	Spray Buff, Polish and/or Burnish	Strip and Refinish Floor	Vacuum	Damp Mop	Disinfect
Floor Tile (Asphalt, Vinyl, Mastic)	D	D	D	W	A			
Quarry Tile – Glazed	D	D	D					
Quarry Tile – Unglazed	D	D	D		A			
Ceramic Tile – Glazed	D	D	D					D
Ceramic Tile – Unglazed	D	D	D		A			D
Marble	D	D	D					
Terrazzo	D	D	D	W	A			
Concrete Stairwells (no drain)	D	D	D					
Concrete Floor Areas (no drain)	D	D	D					
Carpeted Stairwells	D					D		
Carpet Traffic Lanes	D					D		
Carpet – Wall to Wall	D					D		
Rugs	D					D		
Door Mats						D		
Walk-on Mats (fabric covered)						D		
Walk-on Mats (rubber/vinyl)						D	D	
Sheet Flooring	D	D	D	W	A			
Wood Stairwells	D	D	W					
Elevator Door Sills (car & floor)	D	D				D		
Escalator Stair Treads and Risers	D	D				D		
Carpet Savers							D	

Revised July 12/99

D - Daily
 W - Weekly
 A - Annually

**TABLE B - CLEANING REQUIREMENTS: WALLS
 FOR VARIOUS LOCATIONS**

**PUBLIC WORKS DEPARTMENT
 BUILDING SERVICES DIVISION
 OPERATIONS BRANCH**

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner	Disinfect	Vacuum/Wash	Treat with Wood Material
Carpet Wall	D			M	
Ceramic Wall Tile	D	D	D		
Concrete (painted/unpainted)	D				
Plaster, Drywall (painted/unpainted)	D	W			
Concrete Block (painted/unpainted)	D	W			
Wood Panelled Wall	D				M
Vinyl Covered Wall	D	D			
Marble	D	D			
Limestone	D				
Brick/Brick Veneer	D				
Base Cove	D	M			
Partition (fabric covered) Not full ceiling height	D			M	
Partitions (metal, painted) Not full ceiling height	D	D	W		
Metal (Painted) Wall	D	D			
Stainless Steel Surfaces	D	D			
Plastic Laminate Surfaces	D	D			
Wallpaper	D				
Fabric Covered Wall	D			M	

Revised July 12/99

D - Daily
 W - Weekly
 M – Monthly

**TABLE C - CLEANING REQUIREMENTS: FURNISHINGS & FIXTURES – 1
 FOR VARIOUS LOCATIONS**

**PUBLIC WORKS DEPARTMENT
 BUILDING SERVICES DIVISION
 OPERATIONS BRANCH**

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner	Disinfect	Vacuum / Wash	Empty & Clean	Remove Refuse to Designated Area	Supply Plastic Trash Bags	Refill Dispensers	Remove Recyclables to Designated Area
Ashtrays (exterior of building)					D				
Waste Receptacles	D	D	D		D	D	D		
Recycle Receptacles Contents:									
Paper									TW
Glass									W
Plastics									W
Aluminium									W
Sinks	D	D	D						
Drinking Fountains	D	D	D						
Dispensers	D	D	D					D	
Toilets & Seats	D	D	D						
Urinals	D	D	D						
Plumbing Fixtures (chrome)	D	D	D						
Mirrors	D	D							
Interior Glass (up to normal door height)	D	D							
Interior Glass (above door height)		M							
Window Blinds (Venetian)	D			M					
Window Sills & Ledges	D	D							
Railings, Banisters	D	D	W						
Appliances: Stoves, Fridges, Microwaves, <i>Exterior Only</i>		D							
Baby Change Tables			D						
Janitor Sink				D					

Revised May 30/2001

D - Daily
 W - Weekly
 TW - Twice Weekly
 M – Monthly

TABLE D - CLEANING REQUIREMENTS: FURNISHINGS & FIXTURES – 2
 FOR VARIOUS LOCATIONS

PUBLIC WORKS DEPARTMENT
 BUILDING SERVICES DIVISION
 OPERATIONS BRANCH

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner	Disinfect	Vacuum
Desk Side Panels & Legs	D	D		
Tables & Legs	D	D		
Counter Tops & Sides	D	D	D	
Filing Cabinets	D	D		
Credenzas	D	D		
Cabinets	D	D		
Desk Lamps		D		
Bookcases	D	D		
Library Book Shelves	D	W		
Telephones (incl. Payphones & enclosures)	D	D	D	
Chairs (vinyl/plastic only)	D	W	D	
Chairs and Chesterfields (fabric covered)	D			W
Furnishings (finished wood/chrome surfaces)	D	D		

Revised July 12/99

D - Daily
 W – Weekly

TABLE E - CLEANING REQUIREMENTS: FURNISHINGS & FIXTURES – 3
 FOR VARIOUS LOCATIONS

PUBLIC WORKS DEPARTMENT
 BUILDING SERVICES DIVISION
 OPERATIONS BRANCH

LOCATION	Remove Spots, Stains, and Graffiti	Wipe with Cleaner	Dust with Treated Cloth	Disinfect	Vacuum
Coat Racks and Hat Shelves	D	W	D		
Stainless Steel Surfaces	D	D			
Doors, Frames and Hardware	D	D			
Grilles (Air Supply & Exhaust)		M			M
Lockers (steel/wood)	D	D		W	
Radiators	D	D			
Shelves (other than library bookshelves)	D				
Directory Cases	D	D			
Display Cases	D	D			
Entrance & Exit Gates	D	D			
Plastic Signs		M			
Study Desks	D	D			
Light Fixtures & Lenses & Diffusers (Both Sides)		A			
Escalator Rubber Handrails	D	D		D	

Revised July 12/99

D - Daily
 W - Weekly
 M - Monthly
 A – Annually

TABLE F - CLEANING REQUIREMENTS: FLOORS, WALLS, FURNISHINGS & FIXTURES – 4
FOR SECTION L – 1400 ROTHESAY STREET ONLY

PUBLIC WORKS DEPARTMENT
 BUILDING SERVICES DIVISION
 OPERATIONS BRANCH

LOCATION	Vacuum/Wash	Wipe with Cleaner	Disinfect	Remove Refuse to Designated Area	Supply Plastic Bags
Main Entrance and Stairway to Basement – Floor	D				
Hallway Outside Washroom – Floor	D				
Reception Desk Area – Floor	D				
Locker Bay Area – Floor	D				
Both Sides of Entrance Glass		D			
Track Area – Floor	TW				
Punching Bag Area – Floor	TW				
Weight Equipment Area – Floor	TW				
Warm Up Area - Floor	TW				
Aerobic Area – Floor	TW				
Bike and Steppers Area – Floor	TW				
Both Washrooms – Floors, Walls & Fixtures	D	D	D	D	D
All Hanging Pipes, Fixtures etc. – From Ceiling		SA			
All Black Matting not already mentioned - Floor	TW				

Revised July 12/99

- D - Daily
- W – Weekly
- TW – Twice Weekly
- A – Annually
- SA – Semi Annually