



## **REQUEST FOR PROPOSALS # 10-029**

### **CLEANING SERVICES CONTRACT FOR THE FOLLOWING LOCATIONS:**

- 1. RAGGED LAKE TRANSIT CENTRE**
- 2. LEBRUN RINK & COMMUNITY CENTRE**
- 3. DARTMOUTH NORTH COMMUNITY CENTRE**

#### **Transportation Public Works - Facility Services**

Date: September 17, 2010

Closing Date: 2:00 PM, Local Time, Friday, October 8, 2010

TOUR: **Mandatory** site visits have been scheduled for **Thursday, September 30<sup>th</sup>, 2010.**  
All interested parties are asked to meet promptly at the following times and locations.

**9:00 am - Ragged Lake Transit Centre, 110 Grassy Lake Drive, Halifax**  
**11:00 am - LeBrun Rink & Community Centre, 36 Holland Avenue, Bedford**  
**1:00 pm - Dartmouth North Community Centre, 134 Pinecrest Drive, Dartmouth**

## INTENT

The intent of the Request for Proposals is to obtain submissions from qualified individuals/firms for the furnishing and delivering of complete cleaning services for all locations listed for the following areas:

1. **Ragged Lake Transit Centre**
2. **Lebrun Rink & Community Centre**
3. **Dartmouth North Community Centre**

### **1. Metro Transit - Ragged Lake Transit Centre, 110 Grassy Lake Drive, Halifax:**

There are two buildings within this site, administration and garage.

Frequency: **Monday to Friday** - the entire building is to be cleaned after 5:00 pm daily but must be completed before 8:00 am the following day. A second cleaning is required between 10:00 am and 12:00 noon each day of the washrooms, staff areas, dispatch and hallways.

#### **A. Administration Building:**

Areas: This building includes main washrooms, regular washrooms, training room computer room, dispatch area, staff area, kitchens, gym, main entrance, office, storage areas, and one long hallway.

#### **B. Garage Building:**

Areas: This building includes an administration area, offices, training room, staff room, main washrooms and a Stores Location for Fleet supplies along with an office area.

### **2. Lebrun Rink & Community Centre, 36 Holland Avenue, Bedford:**

There are two buildings within this site, Rink and the Parks and Grounds Building

**Note:** Cleaning staff are required to be on site between the hours of 6:00 am and 3:00 pm.

#### **A. Rink:**

Frequency: **Monday to Friday:** Cleaning staff is required to open the main entrance by 6:00 am for the public. Two cleanings per day are required: (1) at 6:00 am after the main entrance has been opened and (2) before leaving at 3:00 pm.

Areas: Public washrooms and main entrance.

**B. Parks and Grounds:**

Frequency: **Monday to Friday:** This building is to be cleaned between the two cleanings required at the rink.

Areas: This is a two level building with washrooms, main office, club, hallways, main entrance and stairway.

**3. Dartmouth North Community Centre, 134, Pinecrest Drive, Dartmouth:**

Frequency: **Monday, Friday and Saturday** - Cleaning must be completed after 5:00 pm  
**Tuesday, Wednesday and Thursday** - Two Cleanings are required: (1) Cleaning at 11:00 am for the washrooms and main public areas only, and (2) Complete cleaning of the full building to begin at 8:00 pm reporting to an onsite staff designate.

Areas: Hallways, offices, entrances, gym, Library, games room and washrooms.

**TITLE:** **Cleaning Services Contract**

will be received at the Halifax Regional Municipality Procurement Office, 3<sup>rd</sup> Floor, Duke Tower, Scotia Square, 5251 Duke Street, P.O. Box 1749, Halifax, Nova Scotia, Canada, B3J 3A5 until **2:00 P.M.**, Local Time, on **Friday, October 8, 2010**. Proposals will be binding 60 Days: Unless otherwise specified, all formal proposals submitted shall be irrevocable for 60 calendar days following proposal opening date, unless the respondent(s), upon request of the Purchasing Agent, agrees to an extension.

**GENERAL INSTRUCTIONS**

1. **INSTRUCTIONS AND FORMS:** The Request for Proposal document may be obtained in person or by mail from, Halifax Regional Municipality Procurement Office, 3<sup>rd</sup> Floor, Duke Tower, Scotia Square, 5251 Duke Street, Halifax, Nova Scotia, Canada.
  - (a) All proposals are to be submitted in accordance with Request for Proposal document.
  - (b) All proposals are to be submitted in sealed, plainly marked envelopes.
  - (c) Additional information or clarifications of any of the instructions or information contained herein may be obtained from the Halifax Regional Municipality Procurement Office.
  - (d) Any respondent or respondents finding any discrepancy in or omission from the proposal, in doubt as to their meaning, or feeling that the proposal is discriminatory, shall notify at once the Halifax, Regional Municipality

Procurement Office in writing within 5 days of the scheduled opening of proposals. Exceptions as taken in no way obligates the Halifax Regional Municipality to change the proposal. The Halifax Regional Municipality Procurement Office will notify all respondents in writing, by addendum duly issued, of any interpretations made of proposal instructions.

- (e) The Halifax Regional Municipality will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the proposal should be directed to and will be issued by the Manager of Procurement, Halifax Regional Municipality.

- 2. **ELIGIBILITY:** Prospective proponents are not eligible to submit a proposal if current or past corporate and/or other interests may in the opinion of the Halifax Regional Municipality, give rise to conflict of interest in connection with this project. Proponents are to submit with their proposal documents any issue that may constitute a conflict of interest violation for review by the Halifax Regional Municipality. Halifax Regional Municipality's decision on this matter will be final.

3. **RESERVATIONS:**

- (a) The Halifax Regional Municipality reserves the right to reject or accept any or all proposals or parts of proposals, when in this reasoned judgement, the public interest will be served thereby.
- (b) The Halifax Regional Municipality may waive formalities or technicalities in proposals as the interest of the Halifax Regional Municipality may require.
- (c) The Halifax Regional Municipality may waive minor differences in the proposal provided these differences do not violate the proposal intent.

- 4. **DISPUTES:** In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the Halifax Regional Municipality, or authorized representatives, shall be final and binding on all parties.

- 5. **PROPOSERS EXPENSES:** Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Halifax Regional Municipality, if any.

- 6. **EXCEPTIONS:** The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proposal.

- 7. **CURRENCY AND TAXES:** Prices are to be quoted:
  - in Canadian dollars;
  - inclusive of duty, where applicable;
  - exclusive of HST.

- 8. **COMPLIANCE WITH LAWS:** The contractor will give all the notices and obtain all the

licenses and permits, required to perform the work. The contractor will comply with all laws applicable to the work or performance of the contract.

9. **SECURITY:** Due to the confidentiality of the information Consultants may be required to pass a security check by the Halifax Regional Municipality Police Department. The Halifax Regional Municipality Police Department may disqualify a Consultant based upon their investigation and will be the sole judge of security clearance. The Halifax Regional Municipality Police Department is under no obligation to release the reasons for any disqualification.
10. **GROUND FOR DISQUALIFICATION:** The proponent shall direct all questions regarding this RFP or the Project to the individuals identified on page 3 of this document or section 5 (Contract Administration). Any attempt on the part of the Proponent or any of its employees, agent, contractors or representatives to contact any of the following persons with respect to this RFP or the Project may lead to disqualification:
  - (a) any member of the evaluation team (except those mentioned in this document) or any expert advisor to them;
  - (b) any member of Council; and
  - (c) any member of HRM staff.

**1. CONTRACT ADMINISTRATION:**

All questions concerning this Request for Proposal shall be directed to, Dale Carman, Senior Procurement Consultant at (902) 490-6476 ([carmand@halifax.ca](mailto:carmand@halifax.ca)), Monday through Friday, 8:00 A.M. to 4:00 P.M. and those of a technical nature to John Cook, Supervisor Contract Services at 483-3686 ([cookj@halifax.ca](mailto:cookj@halifax.ca)).

**2. PRE-PROPOSAL CONFERENCE:**

Each proposer must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of work to be performed. Failure to do so will not relieve the successful proposer (aka the Consultant) of their obligation to carry out the provisions of the contract.

**3. COORDINATION:**

After contract award, all coordinating for services will be John Cook, Supervisor, Contract Services at 483-3686 ([cookj@halifax.ca](mailto:cookj@halifax.ca)) or designate.

The successful proposer shall designate in writing, a project manager and all coordination for services between Halifax Regional Municipality and the successful proposer shall be the responsibility of the respective managers.

**4. PROPOSER'S QUALIFICATIONS:**

No contract will be awarded except to responsible proposers capable of providing the services contemplated.

Proposers must be primarily engaged in providing the services as outlined in this Request for Proposal.

Proposers shall be independent of and not affiliated with any prime service provider or manufacturer.

Proposers must have an extremely comprehensive understanding in the areas listed in this Request for Proposal.

Proposers shall have a proven record of having provided this service requirement. The Halifax Regional Municipality reserves the right to check all references furnished and consider the responses received in determining the award of this proposal.

The proposer's personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise. The Halifax Regional Municipality reserves the right to perform investigations as may be deemed necessary to insure that competent

persons will be utilized in the performance of the contract.

The proposer must be currently in the business of cleaning services and must have been engaged in this field for a period of no less than three(3) years.

**5. INDEMNITY:**

If the contract is awarded, the successful proposer will be required to indemnify and hold the Halifax Regional Municipality harmless and against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out or attributable to the consultant's performance of the contract awarded.

Any property or work to be provided by the contractors under this contract will remain at the contractors risk until written acceptance by the Halifax Regional Municipality; and the contractor will replace, at the contractors expense, all property or work damaged or destroyed by any cause whatsoever.

**6. PROPOSAL SUBMISSION**

The submission of a proposal on this service will be considered as a representation that the propose has carefully investigated all conditions which may affect or may, at some future date, affect the performance of the services covered by the proposal, the entire area to be services as described in the attached specifications and other contract documents and that the proposer is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished; also, that the proposer is familiar with all Federal and Provincial laws, all codes and ordinances of the Halifax Regional Municipality which in any way affect the prosecution of the work or persons engaged or employed in the work.

In responding to this proposal, each proponent shall, include, as a minimum, a Technical Proposal and a Cost Proposal. The proposal is not complete unless it contains a Technical Proposal which addresses the requirements described herein, and a separate Cost Proposal that details all costs for the proposed services. Both the Technical Proposal, which shall be identified as envelope #1, and the separate Cost Proposal (Appendix B), which shall be identified as envelope #2, shall be submitted simultaneously. Both Technical and Cost Proposal must be signed by an authorized representative of the firm submitting.

To assure a uniform review process and to obtain the maximum degree of comparability, each proposal shall be presented in the order of the above.

Elaborate brochures or voluminous examples are not required nor desired.

**Three (3) copies, One (1) unbound and two(2) bound of each proposal both technical**

**and price components are to be submitted.**

- 6.1 Submission Requirements: **The Technical Proposal** shall include minimum:
- (a) General: Proposer shall provide the name of the firm, office address, telephone number and facsimile number.
  - (b) Proposer's Credentials: Proposers shall provide, in detail, their credentials in the field of providing cleaning services, especially those contracts related to the requirements of this Request for Proposal. Failure to do so may be cause for rejection of proposal. Include a description of the proposer's business history, number of years in operation, and experience.
  - (c) Staff Credentials: Proposers shall provide the name, title, address and telephone number of persons who will both manage and be assigned to perform the services under the proposal and extent of their involvement under the proposal. Failure to do so may be cause for rejection of proposal.
  - (d) References: Proposers shall provide three (3) current letters of reference from past or present contracts that are of similar size and scope. The letters of reference should include the following information:
    - (a) Company Name and Address
    - (b) Contracting Officer and Telephone Number
    - (c) Technical Representative and Telephone Number, and
    - (d) A brief, written description of the specific services provided including the year and contract value.
- References from Halifax Regional Municipality Staff are not desired and will not be considered.
- (e) Company Policies: Proposers shall provide information as to their approach to lowering staff turnover and increasing morale. Some examples may include but not limited to: rate of pay, bonus structure, company activities, etc.
  - (f) Company Reporting: Proposers shall detail their process to complete, submit and review employee time sheets, inspection reports, safety reports, etc. Please include copies of these forms with your submission.
  - (g) Human Resources and Training: Proposers shall provide a list of specific training courses provided by your company as well as a list of safety training routinely provided.

- (h) Sustainability: Proposers shall describe in detail your company's efforts to reduce its environmental and human health impacts with specific concentration on the following areas:
- Use of environmentally certified cleaning products (EcoLogo, Green Seal, etc. Include a complete list of cleaners that will be used on site including the brand name and type of cleaner.
  - Use of environmentally certified paper products (EcoLogo, Green Seal, etc.). Provide a full list of paper products to be used on site including the brand name, description and type of product.
  - Use of garbage bags with recycled content. Provide the brand name and % of recycled content (minimum 75% recycled content required).
  - Company's programs as it relates to reducing packaging, reducing the use of cleaning tools, etc.
- (i) Additional brief facts concerning your organization which you feel are critical in evaluating your proposal.

**The Cost Proposal:**

The Cost Proposal, shall include proponents price as outlined below and submitted in a separate envelope submitted on Appendix B, which shall be identified as envelope #2:

- (a) Shall include the Lump Sum price including cost of material, labour, contractors and subcontractors profits and overhead but **"excluding" the HST for the list below.**
- (b) HRM reserves the right to add, delete and amend locations, as requirements may change.
- (c) There are three areas to bid as the Halifax Regional Municipality intends to evaluate the three areas, based on the evaluation criteria listed in Appendix "A", as follows:
1. Ragged Lake Transit Centre as one(1) location.
  2. Lebrun Rink & Community Centre and Dartmouth North Community Centre as one(1) location.

## 7. METHOD OF AWARD:

Proposals shall be submitted in sealed identified envelopes.

All proposals will be evaluated and ranked against the criteria listed in the attached Appendix A - Proposal Evaluation Criteria.

This evaluation process will be carried out by an evaluating committee who will establish the ranking of all the bidders and produce a short list of proponents. The short-listed proponents may be invited to make a brief presentation.

The results of the above process will be brought to the appropriate staffing level with a recommendation from the evaluating committee to award.

Proposer's overall response to this solicitation must include, but not limited to:

- (a) Proposer's corporate experience/background.
- (b) Qualifications of the proposer's support staff.
- (c) Proposer's client satisfaction.
- (d) Proposer's overall responsiveness in clearly stating the proposer's technical understanding of the Request for Proposal subject matter and their approach to accomplishing the services.
- (e) Adherence to proposal format.
- (f) Fixed firm rate for the services outlined. Price may not be the determining factor.

### 7.1 Proposal Evaluation

All proposals will be evaluated and ranked against the weighted **Proposal Evaluation Criteria** listed in Appendix "A". **This will be a two(2) envelope submission. Proponents must score 75% or better on the Technical Submission to have their Cost Envelope opened and evaluated. Proponents who do not receive the necessary 75% on the Technical Submission will have their Cost Envelope returned to them, unopened.** Proponents are reminded that the proposal is the main document used in the evaluation and that the Proponent shall insure all information required to make the decision is included.

### 7.2 Cost Proposal Evaluation

Unless otherwise stated in this document or it's addenda, the proposal with the lowest cost shall receive the maximum points allowed. All other proposals shall receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

$\frac{\text{Lowest Cost}}{\text{Cost Being Evaluated}} \times \text{maximum points available} = \text{awarded points}$

*The value of the contract for this project shall be inclusive of applicable HST.*

**8. METHOD OF PURCHASE:**

A purchase order will be issued by the Procurement Office for all services performed under this contract prior to the actual services being started.

**9. BILLING AND PAYMENT:**

The proposer shall submit an invoice for services provided to:

**Halifax Regional Municipality  
Transportation and Public Works - Real Property  
Facility Services  
P.O. Box 1749, Halifax, Nova Scotia  
B3J 3A5**

The invoice shall contain the following information:

**Purchase Order Number;  
Period of Work;  
Itemized List of Services Provided;**

Payment shall be made upon request of proper invoice from the contractor and authorized by the head of the department or designee. Normal payment terms for the Halifax Regional Municipality is 30 days from receipt.

**10. EXCEPTIONS:**

The proposer shall furnish a statement on company letterhead giving complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the proposer agrees to meet all requirements of the Request for Proposal.

**11. TERMINATION:**

**Termination for Convenience:** The Halifax Regional Municipality may terminate a contract, in whole or in part, whenever the Halifax Regional Municipality determines that such a termination is in the best interest of the Halifax Regional Municipality, without showing cause, upon giving written notice to the proposer. The Halifax Regional Municipality shall pay all reasonable costs incurred by the proposer up to the date of termination. However, in no event shall the proposer be paid an amount which exceeds the bid price for the work performed. The proposer shall not be reimbursed for any profits

which may have been anticipated but which have not been earned up to the date of termination.

**Termination for Default:** When the proposer has not performed or has unsatisfactorily performed the contract, the Halifax Regional Municipality may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of Halifax Regional Municipality. Failure on the part of the proposer to fulfil the contractual obligations shall be considered just cause for termination of the contract. The proposer will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the Halifax Regional Municipality in re-procuring and completing the work.

**12. AWARD OF PROPOSALS:**

HRM reserves the right to modify the terms, or cancel, or reissue the Request for Proposals at any time at its sole discretion. Although proposals will be assessed in light of the evaluation criteria, HRM is not bound to accept the lowest priced or highest scoring proposal or any proposal. HRM reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever, in its opinion, best serves the interests of HRM. HRM will not be obligated in any manner to any proponent until a written contract has been duly executed. Neither acceptance of a proposal, nor execution of a contract, will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or licence pursuant to any statute, regulation or by-law. HRM will not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed. Any damages arising out of a breach by HRM, including damages for any implied duty at law, are limited to the actual costs of preparing the proposal.

Subsequent to the submissions of proposals, interviews may be conducted with some of the proponents, but there will be no obligation to receive further information, whether written or oral from any proponent.

**13. AVAILABILITY OF FUNDS:**

The contractual obligations of the Halifax Regional Municipality under this contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.

**14. INTERPRETATION:**

The contract resulting from this Request for Proposal shall be construed under the laws of the Province of Nova Scotia.

**15. INTEGRATION:**

This Request for Proposal document, the proposer's response to this solicitation, and subsequent purchase order(s) to the successful proposal contain the entire understanding

between parties, and any additions or modifications hereto may only be made in writing executed by both parties.

**16 NON-ASSIGNMENT OF CONTRACT:**

The proposer shall not assign the contract, or any portion thereof, except upon the written approval of the Halifax Regional Municipality.

**17. PUBLIC INFORMATION/PROPRIETARY INFORMATION:**

The Halifax Regional Municipality is subject to the Freedom of Information and Protection of Privacy legislation, which is part of the Municipal Government Act. To review the provisions of this act you may view it at: [http://www.gov.ns.ca/leizi/leRc/bills/57th\\_1st/3rd\\_read/b047\(1\).htm](http://www.gov.ns.ca/leizi/leRc/bills/57th_1st/3rd_read/b047(1).htm) and go to Part XX FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY.

**18. INTELLECTUAL PROPERTY RIGHTS:**

The Halifax Regional Municipality will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any deliverable product or product developed through this contract. Licensing and marketing rights to the developed product will not be granted in the contract. Proposals regarding these rights should not be submitted in response to this Request for Proposal and will not be considered in evaluating responses. In the future the Halifax Regional Municipality elects to commercialize the developed product, the licensing and marketing rights will be negotiated separately.

**19. CONFIDENTIALITY:**

The selected proposer agrees not to release or in any way cause to release any confidential information of the Halifax Regional Municipality unless they have been specifically approved to so in writing.

**20. ADDED VALUE:**

HRM is interested in maximizing the value of expenditures at it relates to achieving additional value that would further benefit HRM and its operation, as well as its community of citizens and their tax based funding. As such, bidders are encouraged to consider, develop and propose added value concepts, programs, components and the like that would further enhance the proposed acquisition represented in this solicitation request.

**21. DEPOSIT AND SURETY**

- (a) For contracts with a value less than \$100,000 (of the Annual Price for Year One), bid surety and contract security is not required
- (b) For proposals valued at over \$100,000 (of the Annual Price for Year One), the bid shall be accompanied by bid security in the amount of 10% of the Lump Sum Price

for Year One, in the form of a certified cheque, a bank draft, a money order, a bid bond, or any combination thereof, made payable without recourse, to the Halifax Regional Municipality, to be held in escrow and dealt with as called for in the proposal.

- (c) For contracts with a value of \$100,000 to \$250,000 (of the Annual Price for Year One) , contract security may be in the form of either a bond in the amount of 50% of the total tender price or alternatively, a certified cheque or irrevocable letter of credit in the amount 15% of the tender price. For contracts with a value greater than \$250,000 but less than \$500,000, contract security may be in the form of a bond in the amount of 50% of the total tender price or alternatively, a certified cheque or letter of credit in the amount of 20% of the tender price. For contracts with a value greater than \$500,000, security will only be accepted in the form of the 50% performance and labour and material bond.
- (d) After award, the successful tenderer shall replace the bid surety with a performance bond and Labour & Materials bond. Where the Bid Surety has taken the form of a certified cheque, the security of the successful bidder will be returned when he has fully complied with the conditions for performance surety outlined in the tender documents.

## **22. INSURANCE**

Without restricting the generality of Indemnification the Contractor will provide and maintain insurance in accordance with the following minimum criteria:

### **.1 General Conditions All Insurance**

The policies will be in the joint names of the Contractor (Named Insured), and the Sub-Contractor(s) having a direct contract with the Contractor as unnamed insured or, if any specifically request, as Named Insured. The Halifax Regional Municipality (HRM) will be added as an additional insured under this agreement. The policies will be primary to any other coverage with the same terms and conditions held by the named, additional and unnamed insured.

All insurance shall be maintained continuously while this contract is in force.

If any Contractor or Subcontractor fails to furnish HRM a certified copy of each policy required to be obtained hereunder or if after furnishing such certified copy of the policy it lapses, is cancelled, or is materially altered, then in every such case HRM, without the obligation to do so, shall obtain and maintain such insurance in the name of such Contractor or Subcontractor. The cost thereof shall be payable by the Contractor or Subcontractor to HRM on demand, and HRM may at its election deduct the cost thereof from any monies which are due or may become due to such Contractor or Subcontractor. All such policies be furnished under this agreement shall be provided to HRM before commencement of work by the party required to provide same, in a form and with an insurer(s) satisfactory to the Owner. Any review of such insurance by the Owner shall not be an acknowledgment that the

terms of this agreement have been fulfilled.

The Contractor and Subcontractors, as applicable, shall be responsible for any deductible amounts under any policies purchased with respect to this Contract.

Each policy required to be placed by the Contractor or Subcontractor shall state that it cannot be cancelled, lapsed or materially altered without at least 30 days' written notice to the HRM's Risk Manager or designated person.

All insurance policies required by this Contract shall be in a form and with an insurer satisfactory to HRM. The review by HRM of any insurance policy required by this contract shall in no way relieve the Contractor or Subcontractor of its obligations to provide the insurance referred to in this Contract, nor shall it imply that HRM agrees that the Contractor or Subcontractor has fulfilled its obligations under this Contract.

- .2 Commercial General Liability Insurance - This insurance will be subject to limits of not less than Two Million Dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damages to property including loss of use thereof, and including but not limited to coverage for:
- where a guarantee period is required by the Owner under this Contract, the Contractor shall ensure that Completed Operations coverage, as applicable, shall be in force for the duration of the guarantee period or twelve (12) months, whichever is greater;
  - premises and operations liability, including all activities arising out of work performed;
  - owner's and contractor's contingent liability with respect to the operations of persons, firms or corporations having a contract for the execution of a part or parts of the Work included in the Contract;
  - products and completed operations liability;
  - blanket contractual liability;
  - cross liability;.- elevator and hoist liability;
  - contingent employer's liability;
  - personal injury liability;
  - liability with respect to non-owned licensed vehicles;
  - the Contractor or Subcontractor working with the Contractor shall maintain coverage as noted in this paragraph to cover exposures or risks with respect to liability to owned and non-owned water craft;

- if any part of the Work includes blasting, shoring, excavating, underground work, underpinning, demolition, pile driving or caisson work (none of which will be covered by the owner's insurance) it shall be the obligation of the Contractor to ensure that the trade doing such part of the Work has liability insurance similar to that required by this Contract, but including coverage for risks arising out of such part of the Work. It shall also be the duty and responsibility of the respective Contractor or Subcontractor to provide a Certified Copy of the insurance policy required under this subsection prior to the commencing of such Work. The Owner agrees that any additional cost of such insurance shall be considered as an extra under this Contract.
- at the Owner's option, the following insurance coverage may be purchased and, if the Contractor or Subcontractor knows that exposures or risks involving water or air will be involved in the Work, the Contractor or Subcontractor shall be obligated to notify the Owner of such exposures or risks in sufficient time for the Owner to determine whether such insurance coverage should be purchased:

(i) liability with respect to owned and non-owned watercraft, and non-owned aircraft;

(ii) liability with respect to owned aircraft.

- .3 Automobile Liability Insurance - The Contractor and all Subcontractors shall provide automobile liability insurance in respect to owned licensed vehicles subject to limits of not less than Two Million Dollars (\$2,000,000) inclusive.

## **23. POST-BID SUBMISSIONS**

- .1 To be eligible to receive award of Contract the Contractor shall provide within 48 hours after the Proposal closing but before award of Contract a copy of the following documents:

Evidence of compliance with the requirements of the Province of Nova Scotia with respect to Workers' Compensation Safety Audit Program. This shall be in the form of a current and valid letter of Good Standing issued by a safety audit firm endorsed by Worker's Compensation Board of Nova Scotia (WCB) to audit for the type of work covered by this tender. The letter must indicate that the tenderers current standing falls into one of the following categories:

.1 Certificate of Recognition

.2 Audit Pending

Where the Proponent has not yet obtained a Certificate of Recognition, the Proponent must submit a letter from the WCB endorsed audit firm indicating the Proponent is "in the process" (maximum six (6) months) of obtaining the Certificate of Recognition. "In the process" has been defined as the completion of the four mandatory courses (Safety Basics, Safety Orientation, Safety Audit and

Leadership) and completion of training required by the Occupational Health and Safety Act (such as, but not limited to WHMIS, TDG, TCP, Confined Space and First Aid) and for a period no greater than six (6) months.

- .2 The Contractor shall also provide evidence of compliance with the requirements of the Province of Nova Scotia with respect to Workers' Compensation Insurance including payments due thereunder. WCB Clearance Letters provide clarity as to who is covered and who is not covered for individual firms (e.g. Directors not taking a T4 from the company are excluded from coverage, owners of sole proprietorships and partnerships are excluded from coverage, family members living in the household of a director, proprietor or partner are excluded from coverage) It will be the responsibility of the Principal Contractor to ensure coverage is in place for their employees and employees of any their sub-contractors . **Individuals not covered by WCB are not permitted on Halifax Regional Municipality property.**
- .3 At any time during the term of the Contract, when requested by the Owner, the Contractor shall provide such evidence of compliance for both of the above requirements.

## 24. COMPETENCY OF BIDDER

The HRM intends to only contract with responsible bidders who are in the business of providing the goods and/or services bid upon and can provide proof that they can furnish satisfactory performance based on past work experience with the HRM, other companies, or government agencies, and have the financial, managerial, and resource capabilities for the size of project bid upon. Satisfactory performance includes meeting all of the requirements of the various federal and provincial regulations and agencies for completion of work and making payments to subcontractors in a timely basis. The evaluation process may include reference checks, third party credit checks, site visits, and/or your firm may be asked to allow the HRM to complete personal credit and/or criminal record checks if company information is not available or adequate. Bidders found unacceptable during the evaluation process will not be given further consideration.

## 25. THE OWNERS RIGHT TO TERMINATE CONTRACT

- .1 If the Contractor will be adjudged as bankrupt; or
- .2 If the Contractor should make a general assignment for the benefit of his creditors; or
- .3 If a receiver should be appointed on account of the Contractor's insolvency; or
- .4 If the Contractor should persistently or repeatedly refuse or fail, except in cases for which extensions of time are provided, to supply enough properly skilled workmen or proper materials to complete the work; or

- .5 If the Contractor should fail to make prompt payments to Sub-contractors or for materials or labour, or persistently disregard Codes, By-laws, or Ordinances or the instructions of the Owner, or otherwise be guilty of a substantial violation of any provision of the Contract, then the Owner, upon that sufficient cause exists to justify such action, may, without prejudice to any other right of remedy and after giving the Contractor seven (7) days written notice, terminate the employment of the Contractor and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method he may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price shall exceed the expenses of finishing the work, including compensation for additional managerial and administrative services, such excess shall exceed such unpaid balance the Contractor shall pay the difference to the Owner.
- .6 The expense incurred by the Owner herein provided, and the damage incurred through the Contractor's default, shall be determined by HRM.
- .7 Where the Contractor has been terminated by the Owner, said termination shall not affect or terminate any of the rights of the Owner as against the Contractor or his Surety then existing or which may thereafter occur because of such default. Any retention of payment of monies by the Owner due to the Contractor under the term of the Contract shall not release the Contractor or their Surety from liability for their default.

**26. REMOVAL OF EQUIPMENT AND SUPPLIES**

In the case of termination of this Contract, before completion for any cause whatsoever, the Contractor, if notified to do so by the Owner, shall remove any part or all of their equipment or supplies from the property of the Owner within seventy-two (72) hours after receiving written notice. Failing this, the Owner shall have the right to remove such equipment and supplies at the expense of the Contractor.

**27. DEFICIENCY CORRECTIONS**

Correct all deficient items and advise HRM and/or Owner in writing when complete.

**28. COMPLETION CERTIFICATE**

If all deficiencies are found to be complete after a final takeover inspection, the Owner shall issue a completion certificate. The date shown on the completion certificate shall commence the 60 day Lien Period and all guarantee and warranty periods.

**29. TAXES**

When invoicing, all taxes should be shown as a separate item. Since the owner is entitled to claim a rebate of the HST taxes paid under this contract, the contractor shall prepare and submit copies of all invoices showing all taxes paid for all materials purchased for this

contract by the contractor and sub-contractors. The list shall be provided to the Owner at the time of the contractor's application for a certificate of total performance.

### **30. FINAL PAYMENT**

Final payment will be made 60 days after the completion and acceptance of the work in accordance with the contract. However, final payment shall not be made and Performance Security shall not be returned until the following written certificates have been filed with the Owner;

- .1 The contractor's professional, legal representative certifying that no lien has been filed against the contractor or on the premises, or materials mentioned herein, for work done or material furnished in respect of anything done under or by virtue of this Agreement;
- .2 The Workman's Compensation Board that the contractor has paid all assessments required by the Board in respect of this contract.
- .3 The contractor stating that all claims and demands for extra work otherwise, under or in connection with this contract, have been presented;
- .4 The HRM reserves the right to withhold payment for Harmonized Sales Tax until sufficient documentation in the form of copies of all paid invoices is received from a vendor or contractor to claim refund of this tax from the Province of Nova Scotia as applicable.

NOTE: In no case shall the contractor be entitled to a payment which in the judgement of the Owner shall leave the balance withheld insufficient to complete the work and to cover the lien law.

### **31. GUARANTEE/WARRANTY**

- .1 The contractor, in addition to any specific guarantees called for, shall and hereby warrant and/or guarantee, for a period of 24 months from the date of substantial completion, all work called for in the plans and specifications, including any additional work approved and accepted as an extra to the contract.
- .2 The contractor shall furnish the owner with original copies of all guarantees called for under other divisions of this specification.
- .3 Upon written notice during the guarantee period, immediately replace, repair or otherwise make good all defective work, materials or equipment at no additional cost to the Owner.
- .4 The contractor shall be responsible for coordinating and expediting the correction of any deficiencies of his own work or the work of his sub-trades covered by this warranty.

- .5 Nothing in the above implies that this guarantee shall apply to work which has been abused or improperly maintained by this owner or his successor in interest

**32. MINIMUM STANDARDS**

In the absence of other standards being required by the contract documents, all work shall conform to or exceed the minimum standards of the Canadian Government Specification Board, the Canadian Standards Association or the National Building Code of Canada, whichever is applicable.

**33. PROTECTION OF WORK AND PROPERTY**

- .1 The Contractor shall protect the Work and the Owner's property and property adjacent to the place of the Work from damage, and shall be responsible for damage which may arise as the result of operations under the Contract.
- .2 Should the Contractor in the performance of this Contract damage the Work, the Owner's property or property adjacent to the Place of the Work, the Contractor shall be responsible for the making good of such damage at the Contractor's expense.

**34. DAMAGE**

Contractor shall bear the cost of making good all damage to the site, lawn areas, trees, fencing, building, etc., resulting from his operations under the contract.

**35. HEALTH AND SAFETY ACT**

Every constructor shall take every precaution that is reasonable in the circumstances to ensure that every employee, self-employed person and employer performing work in respect of the project complies with the latest revision of the Nova Scotia Health and Safety Act and the Regulations, HRM Health and Safety Regulations (available for viewing at HRM Procurement 3<sup>rd</sup> floor Duke Tower, Scotia Square) and all other safety measures as required by authorities having jurisdiction.

**36. SITE SAFETY PLAN**

Before being permitted access to the site to commence construction, the contractor shall provide the Owner with a written site safety plan. The site safety plan provided shall be a written course of action that, through a pre-job evaluation, identifies and sets out specific actions to be taken to eliminate or control, hazards associated with the work to be performed and to also deal with concerns or hazards that may develop during the course of the project. This plan shall include but not be limited to identification of safety hazards anticipated during the project, solutions to those hazards, safety procedures, identification of designated safety officers and provisions for safe access to the site for HRM staff and consultants. Receipt and acceptance of the safety plan shall be mandatory prior to

commencement of work.

### 37. VALUATION OF CHANGES

.1 The valuation of any changes in the work shall be determined in one or more of the following ways:

.1 By estimate and acceptance in a lump sum, submitted with sub-contractors' and suppliers' signed quotations and breakdown of estimates for material and labour.

For changes where the individual trade cost is anticipated to be less than \$1000, the requirement for the detailed cost breakdowns may be waived but the individual trade quotation must be supplied.

.2 By unit prices agreed upon or as listed in the Contract.

.3 Cost of work and percentage or by cost and fixed fee.

.2 In cases of additional work to be paid for under method .3, the Contractor shall keep and present in such form as the Project Manager may direct, a correct account of the net cost of labour and materials, together with vouchers. The Project Manager shall certify to the amount due to the Contractor including the profit and overhead as described in the Schedule. Pending final determination of value, payments on account of changes shall be made on the Project Manager's certificate.

.3 In determining methods .1 or .3 above, the labour costs shall be calculated by the actual estimated hours at an hourly rate calculated as follows:

The hourly rate shall be the total payroll costs including hourly wage, statutory contributions to UIC, WCB and CPP and other applicable labour burdens paid directly by the employer such as vacation pay, holiday pay and pension plan. The Owner reserves the right to verify the payroll costs by independent audit.

The following percentages shall apply to the total payroll costs:

-small tools/expenditures      5% (on payroll costs)

-site supervision      5% (on payroll costs)

.1 In determining methods 1.1 and 1.3 above, the material costs shall be calculated as follows:

Contractors' net costs, including contractor discounts from suppliers, FOB the project site plus applicable taxes.

.2 In determining methods 1.1 and 1.3, equipment rental costs for

major pieces of equipment required shall be at local industry rates.

- .3 In determining methods 1.1 and 1.3 above, overhead and fees shall be calculated as follows:

The cost of any authorized change shall be determined by the net total of labour and material or equipment as outlined in 3.1, 3.2 and 3.3 on which the percentage mark-up shall be determined as follows:

For Each Change Up To \$5000:

Sub-contractors' own work - Overhead & fee - 15% total

General Contractors own work - Overhead & fee - 15% total

General Contractor on Sub-contractors' work - 10% total

(No percentage mark-up shall be applied to deductions)

For Each Change Above \$5000:

Sub-contractors' own work - Overhead & Fee- 10% total

General Contractors' own work - Overhead & Fee- 10% total

General Contractor on Sub-contractors' work - 8% total

(No percentage mark-up shall be applied to deductions)

Overhead and fee to include all normal overhead costs such as head office supervision, insurance, bonds, site and head office expense etc.

### **38. DISPOSAL OF MATERIALS**

All construction and /or demolition material within the structure , as well as all construction and/or demolition material from the structure and from the property is to be delivered to a Construction and Demolition facility holding a valid license issued by the Administrator of the HRM By Law L-200 . Receipts from the HRM licensed Construction and Demolition facility confirming delivery of the construction and demolition materials from the same structure and property are to be submitted to the Project Coordinator before payment will be issued. Inert C&D materials from the structure and property may be used for rehabilitation / infilling within gravel pits or quarry operations as defined by the Provincial government or as approved by HRM as defined in HRM Lot Grading By Law.

Occupational Health and Safety Division  
Nova Scotia Department of Environment and Labour  
5151 Terminal Road, 6<sup>th</sup> Floor  
P.O. Box 697  
Halifax, Nova Scotia  
B3J 2T8

***NOTICE TO NOVA SCOTIA DEPARTMENT OF ENVIRONMENT AND LABOUR***

This is to advise the Nova Scotia Department of Environment and Labour, the Owner and the Engineer that if we, \_\_\_\_\_(Proponents Name)are successful on the RFP for the **Cleaning Services Contract** that we will be the Contractor for the work and therefore will be the Constructor as defined by the Nova Scotia Occupational Health and Safety Act.

We will have control of the physical work and labour force and shall effectively direct and supervise the work. We will be solely responsible for construction means, methods, techniques, sequences and procedures and for coordinating the various parts of the work under the contract.

We shall be solely responsible for construction and worker safety at the place of the work and to ensure compliance with all rules, regulations, acts and practices required by applicable Construction Safety Legislation including the Nova Scotia Occupational Health and Safety Act, and the Occupational Safety General Regulations (pursuant to the Occupational Health and Safety Act) and the Human Resources Development Canada, Canada Labour Code.

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Contractor's Name

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Authorized Representative's Signature

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Date

### Terms of Submission

I/We hereby submit our proposal for Cleaning Services Contract - Halifax Regional Libraries & Musquodoboit Recreation Centre for the Halifax Regional Municipality as described in the Request for Proposals dated September 17, 2010

I/We understand that the lowest or any proposal will not necessarily be accepted.

I/We have carefully examined all Requests for Proposals documents and have a clear knowledge of the assignment, and that by submitting this Proposal Submission Form, I/We agree to all terms and conditions of the Request for Proposals dated September 17, 2010.

I/We submit the requested information outlining the team organization and deployment of resources, experience of the firm and references, qualifications of the prime contact, and team qualifications. I/We recognize that the information and references submitted may be investigated and that pertinent information may be obtained, and thereby consent to such investigation.

I/We understand that the fee submitted in this Proposal Submission Form is based upon acceptance of the proposal within 60 days of the closing date established by the Halifax Regional Municipality for the receipt of proposals.

I/we understand that any omission or failure to answer questions included herein may result in my/our being disqualified from further consideration in the Request for Proposals.

The Halifax Regional Municipality agrees to examine this Bid and in consideration, therefore, the Bidder hereby agrees not to revoke this Bid:

- .1 until some other Bidder has entered into the Contract with The Halifax Regional Municipality for the performance of the work and the supply of the materials specified in the notice inviting Bids or in the Instructions to Bidders, or
- .2 until sixty (60) days after the time fixed in the Instructions to Bidders for receiving Bids has expired,

Whichever first occurs; provided, however, that the Bidder may revoke this Bid at any time before the time fixed in the Instructions to Bidders for receiving Bids has expired upon receipt by The Halifax Regional Municipality from the Bidder of written notice of such revocation before said time has expired.

3. The Bidder hereby agrees to be bound by the award of the Contract and if awarded the Contract on this Bid to execute the required Contract commencing on the stipulated date.
4. The Bidder hereby acknowledges receipt of the following addenda:

**ADDENDUM NO.**

**DATED**

**NUMBER OF PAGES**

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### General Requirements

#### 1. References

1. Occupational Health and Safety Act revised statutes of Nova Scotia 1996, Chapter 7.
2. Construction Safety and Industrial Safety, regulations made pursuant to the Occupational Health and Safety Act.
3. National Fire Code of Canada

#### 2. Project Manual

1. Sections of the Project Manual are numbered in conformance with the Master List of Section Titles and Numbers, CBC Document 004E, published jointly by Construction Specifications of Canada and the Construction Specifications Institute (USA). Sections are arranged in their standard 16 - Division format.
2. Sections are written as units of work which have been assigned numbers in conformance with the CSC/CSI system. They are arranged in sequence for this manual. Gaps in the order of numerical sequence do not indicate that a section has been inadvertently omitted from this manual, but rather, that a section is not required for completion of the work.
3. Sections are not intended to identify absolute contractual limits between subcontractors, nor between the contractor and his subcontractors. The contractor shall organize division of labour and supply of the materials essential to complete the work in all its parts.
4. Wherever in the Contract Documents the word “provide” is used in any form, it shall mean that the work concerned shall include both supply and installation or application of the products required for completion of that part of the work.

#### 3. Description of Work

1. Work includes, the furnishing of all labour, material, tools, and equipment required for janitorial cleaning services as specified in the contract documents for the site locations for Halifax Regional Libraries & Musquodoboit Recreation Centre.
2. Contract period is for one year, starting **December 1, 2010** with the option for a second and third year.

4. **Work Schedule**

1. Immediately upon receipt of award of contract, the successful contractor will contact John Cook at 483-3686 to arrange a pre-job meeting prior to commencement of any work.

5. **Parking**

1. Parking on site is available.

6. **Codes and Standards**

Meet or exceed requirements of:

1. contract documents
2. specified standards, codes and referenced documents

7. **Documents Required**

Maintain at each specified site, one copy of the following:

1. Contract Documents
2. Addenda
3. Change Orders
4. Other modifications to contract
5. Copy of approved Work Schedule
6. Manufacturer's product information sheets
7. WHMIS information sheets
8. Safety Documents

8. **Quality Assurance**

1. Meet and comply with laws, ordinances, rules and regulations relating to the work and to preservation the Public Health and Safety Act and Workplace Hazardous Materials Information System rules and regulations under the law in the Province of Nova Scotia prior to the commencement of the Work and throughout the duration of the contract.
2. Where the Contractor is a corporation, it shall carry out business in compliance with the laws of the Province of Nova Scotia and shall be registered in good standing.
3. Provide and implement a written quality assurance program for each specified site. Include in the program, monthly and weekly inspections of each specified site.
4. The monthly inspection meetings:
  1. Inspection meetings shall be scheduled to be held within the last 10

days of the month (Monday to Friday between the hours of 9:00 am to 4:00 pm) at a date and time arranged by the Contractor and acceptable to The Halifax Regional Municipality.

2. Present at the inspection meetings shall be:
  1. The contractor, his staff and subcontractors that he requires and notifies.
  2. The Halifax Regional Municipality and representative's of the building occupants that he notifies.
3. The Contractor will provide to The Halifax Regional Municipality weekly deficiency lists, comments and weekly reports compiled since the previous meeting.
4. When the Contractor has satisfied himself that correction of deficiencies are complete he shall schedule a deficiency meeting with The Halifax Regional Municipality within five working days of Contractor's request.
5. Upon approval, The Halifax Regional Municipality shall sign the monthly quality assurance inspection form.
6. Upon approval, the Contractor shall submit an application for monthly progress payment together with a copy of the monthly quality assurance inspection form, signed by The Halifax Regional Municipality and the Contractor, and monthly billing statement.

**9. Environmental Protection**

1. Perform Work in the most careful and environmentally preferable (see glossary of terms) fashion to maximize safety to cleaners and to other occupants, and in so doing shall:
  1. Use cleaning products that are certified EcoLogo or Green Seal (see glossary of terms).
  2. Employ the most environmentally preferable processes, materials and equipment.
  3. Minimize water use.
  4. Detect and report water system leaks, including but not limited to piping, valves, fittings, joints and gaskets.
  5. Avoid wastage through proper handling and use of cleaning materials.
  6. Ensure cleaning staff do not smoke on the specified sites.

2. Participate in the waste management program in effect for the specified sites.
3. Provide and use “environmentally preferable” materials and products, wherever possible. Such products to have minimum impact on the environment, be of low odour and be free of harmful ingredients. Must be certified as EcoLogo or Green Seal.
4. Failure to comply with specified environmental protection requirements will be considered as default of Contract. The Halifax Regional Municipality reserves the right to cancel the contract within 48 hours of notice.

**10. HRM Buildings Standard for Recycling and Organics Programs**

HRM has an internationally recognized and award winning solid waste management system. A component of this system includes By-Law S-600 that requires source separation of organics and recyclables from refuse - to meet Provincial regulations. It is incumbent upon HRM to lead by example. The standard requirement for the provision of recycling and organics programs at all HRM properties (owned or leased) is detailed below:

**Separation Requirements**

The following materials are required by law to be separated for diversion away from landfill:

1. Blue Bag Recyclables includes glass/aluminum containers, steel/tin cans, all plastic bags, pallet and shrink wrap, plastic containers with a PET #1 and HDPE #2 symbol on the containers, all beverage containers, all milk containers, juice cartons, tetra packs and mini-sip containers.
2. Paper includes newspaper, office paper, shredded paper, flyers, telephone books, catalogues, books with hardcover removed and paper egg cartons.
3. Organics includes food waste, box board, leaf and yard materials, branches and brush.

**Containers and Signage**

Separate containers are required to capture Blue Bag Recyclables, Paper and Organics both inside and outside HRM buildings. The following is the HRM standard for Containers and Signage:

| Separate Containers for | Container Colors or multi compartment container with labels | Container Location                                                                                                        | Signage/Text for Labeling | Container Liner (where utilized) |
|-------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------|
| Blue Bag Recyclables    | Blue                                                        | All containers required for lunchrooms, kitchens and Boardrooms.<br><br>Individual work stations require paper recycling. | Recyclables               | Clear or Blue Bag                |
| Paper                   | Blue or Grey                                                |                                                                                                                           | Paper                     | Clear or Blue Bag                |
| Organics                | Green                                                       |                                                                                                                           | Organics                  | *Box board                       |
| Garbage                 | Clear                                                       |                                                                                                                           | Garbage                   | Clear Bags                       |

\* Note: Box board is acceptable for composting. Plastic Bags used as liners are NOT acceptable in the compost process.

For HRM assets, separate containers may be used or clustered together as a grouping, or one multi-compartment container. A garbage container alone is NOT acceptable at any building location ( inside or outside). In HRM buildings where wood or other construction and demolition (C&D) type materials are generated, these materials are also required to be separated from regular garbage for delivery to a C&D recycling facility in HRM.

## 11. Equipment

1. Have necessary equipment to perform required services within the specified times.
2. Use only high efficiency vacuum cleaners throughout the course of Work.
3. Ensure daily care and maintenance is provided for cleaning equipment and include the following in the daily care and maintenance program for cleaning equipment:
  1. Wash buckets, power equipment, mops, brooms and brushes. Keep clean and in proper working order.
4. Keep in stock, for each floor and on site, equipment sufficient in quantity and in good working order to meet obligations arising under the contract.
5. Store equipment on site in locations as directed by The Halifax Regional Municipality. Do not store equipment in other locations on site.

6. Keep assigned storage areas neat, clean and in an orderly condition. Keep doors to storage areas closed except when used by cleaning staff.

**12. Cleaning Products**

1. Order, ship and deliver cleaning product requirements specified in the Contract Documents. Store such items to manufacturer's printed directions on site, protected from damage at locations on site as directed by The Halifax Regional Municipality. Manufacturer's seals and labels are to be intact.
2. Products substituted for those specified or approved, or both, shall be permitted only if the listed product cannot be delivered to maintain cleaning schedule and if the delay is caused by conditions beyond the Contractor's control.
3. Obtain approval for substitutions. Application for approval of substitutions shall be made only by the Contractor. Process proposals for substituted Work in accordance with procedures established for changes in the Work.
4. Submit, with request for substitution, documentary evidence that substituted products are equal to , or superior to , approved products, and a comparison of price and delivery factors for both specified or approved products, and proposed substitute. All cleaning Products to be certified EcoLogo or Green Seal

**13. Progressive Cleaning**

1. Maintain each specified site in a tidy condition, free from accumulation of waste, dirt and debris to requirements specified in the Contract Documents.
2. Deposit waste and debris collected on site in receptacles provided by The Halifax Regional Municipality for the purpose.

**14. Contractor's use Of the Building**

1. Limit access of cleaning personnel to the building only at approved locations.
2. Ensure that cleaning personnel perform Work in building only as required under the Contract. Execute work with least possible interference or disturbance to occupants, public and normal use of premises.
3. Do not obstruct existing exits
4. Where elevators, conveyors or escalators exist in the building, only those assigned for Contractor's use may be used for moving personnel and

material within building. Protect walls of passenger elevators when requested by The Halifax Regional Municipality. Accept liability for damage, safety of equipment and overloading of existing equipment.

5. Provide temporary barriers and warning signs in locations where appropriate to the type of cleaning work in progress.
6. Electrical outlets dedicated to or associated with computer equipment shall not be used to provide electrical power for cleaning equipment.
7. All non essential lights shall be turned off when work is complete.
8. On completion of work in an area that was secure at commencement of such work, contractor's staff will close and lock all windows and doors.

**15. Log**

1. A log shall be maintained in the building by the contractor in which he shall record on a daily basis, all of the work and the time staff arrive and leave the building performed other than the normal day-to-day cleaning. This log shall be made available for inspection by The Halifax Regional Municipality.

**16. Method of Invoicing**

1. Work completed under this specification will be made out in two (2) copies and forwarded to The Halifax Regional Municipality.
2. Each invoice will be a per month price.
3. Each invoice will have Scheduling Agreement number, building name, month and amount clearly marked.
4. All call-outs supported with a Transportation and Public Works purchase order on a contract will be invoiced separately.
5. No invoices will be processed without proper information as outlined in this section.

**17. Service Calls**

1. The contractor shall provide service during regular hours when requested by the Halifax Regional Municipality on an eight hour per day five days a week basis.
2. Provide a 24 hour "call in" service as and when requested by The Halifax Regional Municipality. Report to site within two (2) hours of call.

3. Notify The Halifax Regional Municipality of the telephone number at which contractor or his representative may be contacted at all times.
4. Do not refuse any service calls from The Halifax Regional Municipality or authorized personnel, and shall carry out the service within a minimum of delay.
5. The contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the contractor's risk, with regards to payment.

**18. Emergency Calls**

1. Emergency service calls will be covered under hourly rate to cover vandalism/abuse and minor safety concerns. A Purchase Order is required for emergency service calls.
2. Minor safety concerns. A Purchase Order is required for emergency service calls.

**19. Staffing**

1. Staffing List:
  1. Provide The Halifax Regional Municipality within 10 days of award of contract a list of staff provided by the contractor for execution of work.
  2. Provide qualified, bonded personnel (who has experience and professional qualifications that provide workmanship of the best kind and quality) before they start their contracted work.
2. Employee Dress
  1. Ensure contractor's employees engaged in cleaning work at the specified sites are dressed in clean, fitted uniforms and clearly identify the Contractor. Each employee shall wear a photo identification badge or card issued by contractor prior to starting work under this contract.

**20. Security Requirements**

1. The contractor shall be issued keys and/or access will be provided by security officers to all areas in which janitorial services shall be provided. At the expiration/cancellation of the contract, the contractor must surrender all such keys to The Halifax Regional Municipality. Any payments due the contractor shall be withheld until the contractor has surrendered all keys/key cards issued.

2. The Halifax Regional Municipality shall issue one (1) key per area and a master key to the contractor's employee designated as the supervisor, who, must sign the area keys out to the appropriate employee's on a daily basis. The supervisor shall retain control of the keys in a locked key cabinet. The key cabinet shall be subject to audit by The Halifax Regional Municipality in the presence of the supervisor. The keys shall not be taken out of the building.
3. The contractor shall pay for the replacement of door locks if determined by The Halifax Regional Municipality that such replacement is necessary due to the contractor's loss of key(s). There may be multiple keys issued to building tenants plus reserve keys. The contractor shall be responsible for the replacement costs for all such keys.
4. The contractor shall not duplicate keys. If evidence of duplication is ascertained beyond reasonable doubt, the Halifax Regional Municipality shall have the right to immediately cancel the contract and to initiate legal proceedings.
5. The contractor shall not use nor allow the contractor's employees to use any Halifax Regional Municipality private agency telephones and/or equipment in the building.
6. Perform work in conformance to the security regulations for the specified site as directed by The Halifax Regional Municipality. Subject to more stringent regulations imposed by the administrator of the specified site conform to the following:
  - A. Maintain an accurate inventory of tools and equipment at all times. When work is not in progress all tools and equipment shall be stored in a secure place. Report loss of any tools or equipment immediately.
  - B. Cleaning staff shall be prepared to identify themselves at any time they are requested while on site.
  - C. Restrict cleaning staff to only their particular areas of work where they shall neither converse or fraternize with the specified building's occupants.
  - D. Arrange for suitable escort of cleaning staff at the specified site if required by the administrator of the specified site.
  - E. The contractor will be financially responsible for all costs incurred for failing to properly follow deactivation/activation alarm procedures that results in the response by a paid security firm.

F. Security sensitive areas within buildings will be identified with the successful contractor. The Halifax Regional Municipality will coordinate “Special Requirements” for these areas with the successful contractor.

**21. Neglect of Contractual Duties**

1. The Halifax Regional Municipality reserves the right to charge back costs incurred for correcting unclean areas where:
  1. The situation resulted from inferior service by the Contractor.
  2. The situation was brought to the Contractor’s attention in writing and, given 24 hours to correct the problem, failed to do so.

**22. Changes in Execution of Work**

1. Submit, in writing, to The Halifax Regional Municipality recommendations for improvements to the execution of the work. Include in submission additional cost or savings to the contract. Await approval, in writing, before incorporating changes.
2. There will be no adjustment to the contract amount where the existing floor covering is converted to another type during the term of the contract.

**23. Complaints and Requests**

1. All housekeeping complaints and/or requests made to the contractor will be done in writing on the Complaint and Request form used by the Division. One copy will be issued to the contractor’s supervisor for appropriate action and documentation, then returned to The Halifax Regional Municipality. When possible complaints will be corrected the same day.

**24. Definitions**

1. Emergency cleaning means cleanup after flooding, toilet overflows, drainage back-up, spillage, roof leaks, and window breakage. Clean up of sand and salt.
2. Litter means paper, beer and soft drink cans, bottles, broken glass, bits of scrap, wood, scattered bricks and stones, pieces of metal, plastic bags, containers, and cloths. In general any discarded material foreign to the environment including cigarette butts.

### **Special Requirements**

**1. Section Includes**

1. Work of this Section includes, but is not limited to, ordering of cleaning materials and performing services as specified herein.
2. The Halifax Regional Municipality reserves the right to reject any and all materials that are deemed environmentally “unfriendly”. Or not certified EcoLogo or Green Seal.

**2. Related Sections**

1. Cleaning Products Section

**3. Quality Standards**

1. The Quality Standards, where applicable, shall be strictly adhered to. Inspections made by the Halifax Regional Municipality will be based on these standards.

**4. Cleaning Materials**

1. All materials such as soaps detergents, sanitizers, cleaners, floor care products, etc. must be certified as EcoLogo or Green Seal Certification (meeting the standard for the intended use of the product).
2. All products are to be unscented, low in VOC's and free of preservatives when possible.
3. Use cleaning materials and supplies required to execute work, including but not limited to the following:
  1. Hand towels (must be EcoLogo or Green Seal certified)
  2. Toilet tissue (must be EcoLogo or Green Seal certified)
  3. Hand soap (liquid and/or bar) (must be EcoLogo or Green Seal certified)
  4. Deodorant blocks (must be EcoLogo or Green Seal certified)
  5. Plastic liners for waste receptacles
  6. Waxed bags for sanitary napkin disposal receptacles
  7. Mobile barrels, maid caddies buckets, mop buckets with wringers, power equipment brooms and dust cloths
  8. Carpet spotting kit/gum removal kit (must be EcoLogo or Green Seal certified)
  9. All material and methods must be suitable for the surface intended and shall not be harmful to such surfaces
  10. Cleaning Supply List - Provide the the Halifax Regional

- Municipality within 10 day of award of contract a list of cleaning supplies provided and used by the contractor for execution of Work.
11. When requested by The Halifax Regional Municipality, provide samples of cleaning materials kept in stock. The Halifax Regional Municipality may test samples for approval. The cost of such testing will be paid by The Halifax Regional Municipality. The Halifax Regional Municipality has the right to reject any items.
  12. Periodic checks will be carried out to ensure Green Seal or Eco logo products are being used.

**5. Products for Refilling Dispensers**

1. Provide paper products specified for supply under this contract must be certified EcoLogo or Green Seal. Such paper products include, but are limited to, paper towels and toilet tissue.
2. Provide products that are compatible with existing dispensers.
3. Hand towels (multifold, rolls)
  1. Regular 8" roll; 8" x 117."; 205 ft./roll; colour: white; Must be EcoLogo or Green Seal Certified
  2. Regular multifold 9"x 95.", 400 sheets/pkg; colour: white, Must be EcoLogo or Green Seal Certified
4. Toilet Tissue
  1. Two ply; colour; white, 420 sheet roll or approved equal. Must be EcoLogo or Green Seal Certified
5. Hand Soap
  1. Hypo-allergenic containing no added perfumes, caustics or petroleum products. Mild with medium viscosity, Must be EcoLogo or Green Seal Certified

**6. Building Cleaning Operations**

1. Cleaning operations should be carried out in such a manner that no more than 50 percent of the building will be illuminated while cleaning operations are underway during unoccupied hours, i.e., work should be completed on each floor, or section of a floor, and lights switched off in that area, before proceeding to the next floor or section of a floor to commence operations in that area. Where individual offices are equipped with light switches, lights are to be turned on when entering to clean the office, and switched off, immediately on leaving the office to proceed to clean the next office.
2. Prior to award of contract, the contractor will submit in writing, his plan of operation to conform with the routine cleaning, scheduled operations and

special cleaning conditions.

3. Contractor will be responsible to move or relocate light office furniture for waxing, stripping floors and machine scrubbing of carpets. Not to include Systems furniture or file cabinets.

**7. Supplemental Service Requirements**

1. The contractor shall provide the following supplemental services which be completed as the necessity arises as determined by the engineer.
2. Additional per hour janitorial Services- In the event that additional janitorial services are required for special cleaning not otherwise required herein, the contractor shall provide a person (s) to provide such services under the direction of the engineer. The engineer shall submit a request for any such additional per hour janitorial services in writing to the contractor prior to any such service being required.

## Operations and Frequencies

### 1. Exterior

1. Daily
  1. Remove graffiti and posters from exterior walls, doors, and windows at main entrance.
  2. Clean and polish metal entrance doors and push bars.
  3. Spot clean glass and sashes on both sides in entrance
  4. Sweep and keep clear of debris all entrances doors.
  1. Empty all garbage receptacles at entrance and patio areas.
2. Weekly
  1. Clean glass and sashes on both sides in entrance sidelights.
3. Monthly
  1. Clean air intake, supply, return, and exhaust grills.
  2. Remove dust, litter and cobwebs from light wells, vent openings and service passages.
4. Semi-Annually
  1. Wash around entrance areas.
5. Cleaning products must be EcoLogo/ Green Seal certified.

### 2. Interior - General

1. The operations specified in this section are more particularly defined in Section titled the Glossary of Terms.
2. The Halifax Regional Municipality may require the Contractor to perform additional cleaning and janitorial duties in addition to those specified. The cost for which will be paid by The Halifax Regional Municipality in addition to the Bulk Sum Price.
3. Unless requested by The Halifax Regional Municipality, do not perform daily routine cleaning services in areas affected by renovations or repairs until such renovations or repairs are complete. No change in payment rate will be made due to temporary work changes.

### 3. Initial Cleaning

1. In addition to performing the services specified in the contract documents, perform an initial cleaning of each floor for the specified buildings such that each requirement specified in the contract documents is carried out once.

2. Perform Initial Cleaning within 30 days of the award of the contract, except where specified otherwise.
3. Perform Initial Cleaning of interior of windows within 30 days of award of the contract.
4. Allow 24 hours for inspection of initial cleaning by The Halifax Regional Municipality.
5. Include cost of Initial Cleaning in bulk Sum Price of Contract. Year 1 only.
6. Cleaning products must be EcoLogo/ Green Seal certified.

**4. Floors - General**

1. Preliminary Instructions:
  1. Chairs, wastepaper baskets, etc., must not be placed on desks, tables or work benches during cleaning operations.
  2. Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.
  3. Supply and visibly locate danger signs when performing all floor cleaning operations. Only use yellow, collapsible wet floor signs. Graphic symbols shall conform to CAN3-2321-77.
2. Cleaning products must be EcoLogo/ Green Seal certified.

**5. Floors - Resilient**

1. General
  1. Remove gum and other foreign residue daily.
2. Office Areas
  1. Sweep all floors daily.
  2. Damp mop or wipe all floors to remove spills, salt (sodium and calcium chloride) etc., daily.
  3. Supply and visibly locate danger signs when performing all floor cleaning operations. Only use yellow, collapsible wet floor signs. Graphic symbols shall conform to CANS 2321-77.
  4. Spray buff in front and behind counters in desk well and traffic lanes weekly.
  5. Wet or dry scrub and refinish on a full floor basis as required.
  6. Strip and refinish on a full floor basis twice per year in accordance with Schedule of Operations.
3. Corridors and Elevator Lobbies
  1. Sweep all floors daily.

2. Damp mop or wipe all floors to remove spillages, salt (sodium and calcium chloride) etc., daily.
  3. Damp mop and spray buff once per week.
  4. Strip and refinish on a full floor basis twice per year.
4. Active Storage Space
  1. Maintain as per Office space.
5. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**6. Floors - Ceramic Tile**

1. Exclusions
  1. Entrances, Lobbies. Washrooms and Stairways.
2. General
  1. Sweep all floors daily.
  2. Remove gum and other foreign residue daily.
  3. Damp mop all floors to remove spillage, etc., daily.
  4. Wash and buff all floors weekly.
  5. Strip and refinish all floors twice per year, as required.
3. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**7. Carpeting and Rugs**

1. General
  1. Remove spots and stains from carpeting and rugs daily.
  2. Report to The Halifax Regional Municipality spots on carpeting or rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
  3. Clip loose threads during vacuuming operation.
  4. Pick up litter daily.
2. General Office's
  1. Vacuum daily traffic lanes and desk wells in general working areas and private offices. Remove litter from remainder of area and sweep exposed flooring around rugs.
  2. Vacuum nightly all carpeting and rugs on a full floor basis.
  3. Where T mats are in use, remove, vacuum carpet, clean T mat and replace.
3. Corridors
  1. Vacuum daily on a full floor basis.

4. Carpets
  1. All Corridor carpeted areas to be machine scrubbed three times per year.
5. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**8. Walk-Away Mats**

1. General
  1. The contractor will use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc., from the mat. Cleaning products must be EcoLogo/Green Seal certified.
  2. Mats shall be in place from November 1 to April 30 inclusive. In case of unusual weather conditions, The Halifax Regional Municipality may shorten or extend the period.
  3. Walk away mats will be supplied by other contractor.
  4. Mats are to be removed or rolled up to complete floor cleaning operations. Clean underside of mats before replacing.
2. Daily
  1. Vacuum and remove salt stains from all mats.

**9. Miscellaneous**

1. Daily
  1. Damp wipe window sills, stools and draft deflectors.
  2. Dust public telephone booths and clean glass.
  3. Dust display cases and spot clean glass.
2. Weekly
  1. Blue recycle bins to be gathered and taken to assigned location to be picked up by others. The following work Shift blue bins will be distributed to assigned locations. Locations and timing schedule to be provided by owner representative.
3. Monthly
  1. Clean and polish all decorative metal fittings.
4. Quarterly
  1. Dust or vacuum ledges, tops of partitions, pipes and other high areas including tops of hanging light fixtures and conduit 18. metres or

- more above floor level.
2. Clean all air intake grills, air diffusers and metal surrounds using a detergent solution or solvent.
3. Wash all open radiators.
4. Clean exposed radiator and convactor covers.
5. Cleaning products must be EcoLogo/ Green Seal certified.

**10. Entrance and Lobbies**

1. General
  1. Keep free of litter.
  2. Clean furniture as per office furniture.
  3. Mats are to be removed or rolled up to complete floor cleaning operations.
2. Daily
  1. Clean both sides of door glass.
  2. Remove gum and other foreign daily residue.
  3. Sweep, and wash floors. Provide additional damp mopping of floors if necessary as the result of inclement weather.
  4. Vacuum on a full floor basis.
3. Weekly
  1. Sweep, spray buff and resweep floors.
  2. Clean both sides of all glass windows and metal surrounds.
4. Semi-Annually
  1. Strip and refinish floors.
5. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**11. Stairs and Landings**

1. Daily
  1. Sweep stairs and landings.
  2. Remove gum and other foreign residue.
  3. Damp mop.
  4. Dust handrails, vertical grills, baseboards, stringers and ledges.
2. Every 6 Months
  1. Strip and refinish resilient surfaces.
3. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**12. Elevator(s)**

1. Daily
  1. Clean interior and exterior bright metalwork.
  2. Dust interior of cab and remove finger marks, smudges and stains on doors, door frames and walls including control panels.
  3. Scrape and vacuum clean doorsill/track grooves in both the cab and on each landing.
  4. Sweep and damp mop floors when mats not in use.
  5. Vacuum carpeted floors.
  6. Remove gum and other foreign residue from floors.
2. Three Times Per Year
  1. Wet or dry scrub and refinish floors.
3. Annually
  1. Strip and refinish floors.
4. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**13. Washrooms**

1. General
  1. Blocked toilets, sinks, urinals and drains to be cleared immediately by use of plunger. If plumbing work is necessary, notify Building Management Services at (902) 490-4580.
  2. For purposes of rest room requirements, “clean” shall be defined as sanitizing, polishing and removing water spots. Products must be EcoLogo or Green Seal Certified
2. Daily
  1. Remove gum and other foreign residue.
  2. Sweep all floors.
  3. Damp mop with a germicidal solution.
  4. Dust off tops of partitions.
  5. Remove all trash from strainers in base of urinals.
  6. Wash both sides of toilet seats, interior and exterior of bowls, urinals, washbasins using a sanitizer.
  7. Clean and sanitize all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse receptacles.
  8. Clean flush tanks, shelves, high ledges, mirror, window stools, countertops, and exposed piping.
  9. Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
  10. Empty Santi-cans, wash, sanitize, supply and replace bags.

11. Empty all wastepaper receptacles.
  12. Empty refuse receptacles, supply and insert new plastic bags.
  13. Supply and replenish soap in containers, toilet paper, toilet seat covers, linen and paper towel dispensers.
  14. Pour a pail of clean water into floor drains.
3. Weekly
  1. Wash both sides of partitions and partition doors and the ceramic walls enclosed by the partitions using a sanitizer.
  2. Descale toilet bowls and urinals.
4. Monthly
  1. Machine scrub floors and rinse with a sanitizer.
  2. Wash and sanitize wastepaper and refuse receptacles including metal containers,
  3. Wash all walls.
5. Semi-Annually
  1. Strip, seal and refinish floors.
6. Annually
  1. Wash ceilings and walls.
  7. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**14. Building Operations**

1. Report any and all maintenance repairs required to the building heating system, plumbing, electrical or water systems to Building Management Services at (902) 490-4580.

**15. Blinds**

1. Air Conditioned Buildings
  1. Dust blinds every two (2) months.
  2. Clean with mild cleaning solution yearly.
2. Cleaning products must be EcoLogo/ Green Seal certified.

**16. Drapes**

1. Vacuum drapes quarterly.

**17. Counters**

1. Daily
  1. Damp wipe and polish.

2. Weekly
  1. Clean counter facings, metal wickets, glass and wood partitions.
3. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**18. Interior Glass**

1. General
  1. The word glass will also refer to plexi-glass or other materials used as a substitute for glass.
  2. Glass in all doors will be cleaned on both sides.
  3. All ground level glass at entrance, ie: lobbies, foyers, etc., will be cleaned on exterior and interior as per section 12.
  4. All Exterior facing windows will have interior surfaces cleaned annually.
2. Daily
  1. Spot clean all glass doors, glass in fire doors, glass partitions and/or glass panels in partitions.
  2. Remove all foreign substances such as tape, etc.
3. Monthly
  1. Wash both sides of glass doors and glass in fire doors.
  2. Wash both sides of glass partitions and/or glass panels in partitions.
  3. Wash both sides of glass side lites.
4. Yearly
  1. All interior glass to be cleaned yearly.
5. Cleaning products must be EcoLogo/ Green Seal certified.

**19. Furniture and Fixtures, Window Stools**

1. Preliminary Instructions
  1. Papers and files left on furniture shall not be disturbed by the cleaning staff.
  2. Cleaning of copiers, calculators, computers, typewriters, etc., is excluded.
2. Weekly
  1. Dust all horizontal surfaces including picture frames, fire horn/strobes, emergency lights and wood window stools.
  2. Dust and remove finger marks and stains from vertical and

- horizontal surfaces of boardroom and executive office furniture.
  - 3. Spot clean finger marks and stains from glass topped furniture.
  - 4. Spot clean outside surfaces of lockers, storage and filing cabinets.
  - 5. Spot clean bookcase glass doors.
  - 6. Dust empty stacks and shelves.
  - 7. Dust pictures and wall hangings. (Excluding paintings and art objects).
  - 8. Dust tops and bases of upholstered free standing screen.
- 3. Monthly
    - 1. Dust and remove stains from vertical surfaces.
    - 2. Clean and polish boardroom and executive furniture.
    - 3. Dust tops of lockers and storage cabinets.
    - 4. Clean interior of public clothes closets.
    - 5. Vacuum upholstered furniture.
    - 6. Remove and clean on both sides, all glass or plastic plates covering furniture and dust tops of furniture before replacing plates.
    - 7. Dust plexiglass cases.
  - 4. Quarterly
    - 1. Clean and polish both sides of bookcase glass doors.
  - 5. Semi-Annually
    - 1. Clean using an approved product all leather, vinyl and leatherette upholstered furniture in executive offices, boardrooms, waiting areas and staff rooms.
    - 2. Vacuum upholstered free standing screens.
  - 6. All furniture cleaning products must be EcoLogo or Green Seal certified

## 20. Waste Receptacles

- 1. General
  - 1. The Halifax Regional Municipality has an environmental policy which dictates all waste is sorted and properly disposed of. This includes but is not limited to:
    - 1. Regular waste.
    - 2. Organic waste.
    - 3. Refundables (pop, juice, and water containers).
    - 4. Recyclables (milk cartons, cans, plastic).
    - 5. Waste paper.
    - 6. Cardboard.

2. Supply and install plastic bags of correct size and colour in wastepaper baskets, garbage cans, and all waste receptacles. Replace plastic bags with correct size when dirty or torn. Garbage bags must contain 75% recycled content.
3. All plastic bags containing organic waste to be replaced on a daily basis.
2. Daily
  1. Empty and damp wipe exterior of wastepaper baskets.
  2. Empty garbage cans and waste receptacles.
  3. Replace organic waste plastic bags.
  3. Dispose of boxes, cans, paper, etc. marked waste that are placed near waste receptacles.
3. Weekly
  1. Wash and sanitize garbage cans and waste receptacles including metal liner.
4. Semi-Annually .
  1. Wash and sanitize wastepaper baskets.
5. All cleaning products must be EcoLogo or Green Seal certified .

**21. Doors, Door Frames, Etc.**

1. Daily
  1. Clean fingermarks from doors and door frames.
  2. Dust door grills.
2. Monthly
  1. Clean non-metallic kick and hand plates using a detergent solution.
  2. Clean metal push bars, kick and hand plates using the appropriate cleaner.
  3. Dust doors and door frames.
  4. Cleaning products must be Green Seal or EcoLogo certified.
3. Annually
  1. Wash door grills.
4. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**22. Emergency Fire Equipment**

1. Every Two Months
  1. Clean interior of hose cabinet.
  2. Clean and/or polish fire extinguishers.
  3. Clean both sides of cabinet door glass.
  4. Dust wall hung equipment.
  5. Cleaning products must be Green Seal or EcoLogo certified

**23. Walls, Partitions and Baseboards**

1. Weekly
  1. Remove finger marks, smudges and stains from painted walls and partitions.
  2. Dust baseboards, ledges and mouldings.
  3. Spot clean vinyl covered walls and partitions.
2. Weekly
  1. Dust columns and frames.
3. Quarterly
  1. Wash frames and baseboards.
4. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**24. Control/Dispatch Room**

1. Wet mop and dust on a daily basis.

**25. Contractor's Space**

1. Maintain as per corresponding areas in building.

**26. Janitor Room**

1. General
  1. To be kept free of debris.
  2. Mops to be washed clean before storing. All other equipment to be kept clean and materials neatly stored.
  3. MSDS sheets to be organized and displayed in a appropriate manner
  4. First aid kit and eye wash station to be supplied and maintained in primary cleaners room.

2. Weekly
  1. Sweep and wash floors.
  2. Wash and sanitize sinks.
3. Semi-Annually
  1. Wash walls, shelves, etc.

**27. Recycling**

1. The Halifax Regional Municipality separates its waste in order to dispose of it in accordance with Municipal and Provincial legislation. The following types of waste will be collected and stored in the recycling room:
  1. Refundables
  2. Recyclables
  3. Cardboard
2. Additional collection and handling of garbage, recyclables, and organic materials may be added as new methods of disposal are introduced.

Wastepaper

1. General
  1. All wastepaper to be recycled to be collected and placed in appropriate containers in area designated by owner.

Cardboard

1. General
  1. Cardboard containers designated for disposal must be flattened before placing into appropriate containers in area designated by owner.

Refundables/Recyclables

1. Weekly
  1. All refundables and recyclables to be collected and placed in appropriate containers in area designated by owner.

**28. Light Fixtures**

1. Wash interior of light fixtures including bulbs and tubes twice per year.
2. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**29. Lunchrooms and Rest Areas**

1. Daily
  1. Wash all furniture, tables, chairs, sinks, etc.
  2. Vacuum carpets.

3. Supply and replenish all soap, paper in dispensers.
  4. Spot clean all walls, doors, partitions and exterior of cupboards.
  5. Empty, wash and sanitize waste receptacles and organic waste receptacles, replace plastic bags.
30. Wet mop as required.
2. Weekly
  1. Sweep, wash and buff floors.
  2. Refundable containers to be collected and placed in appropriate containers in area designated by owner.
  3. Recyclable containers to be collected and placed in appropriate containers in area designated by owner.
3. Monthly
  1. Wet or dry scrub and refinish floors.
4. Annually
  1. Strip and refinish floors.
5. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**30. Showers**

1. Daily
  1. Remove all pieces of soap and other foreign matter.
  2. Wipe down walls using a cleaner (sanitizer) and rinse with clear water.
  3. Scrub floor and duck boards using a sanitizer and rinse with clear water.
  4. Report and stoppages or leaks.
2. Weekly
  1. Wash walls and shower curtains using a soapless detergent containing “sequestering agents” to remove soap scum and rinse with clear water.
  2. Scrub floors using a soapless detergent containing “sequestering agents” to remove soap scum and rinse with clear water.
  3. Polish handles, shower heads and other fixtures
  4. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**31. Locker Rooms**

1. Daily
  1. Empty waste receptacles.
  2. Dust exposed surfaces of lockers including tops.

3. Sweep floors.
  4. Remove gum and other foreign residue.
  5. Damp mop floors using a sanitizer.
2. Semi-Annually
  1. Wash the exterior of lockers.
3. Resilient Floors
  1. Wash with a sanitizer weekly.
  2. Wet scrub and refinish four times annually.
  3. Strip and refinish annually.
4. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**32. Window Cleaning**

1. General
  1. The extent of window cleaning shall include only the inner side of glass, draft deflectors, skylights and ceiling lights under them, sash and window framing, except as excluded in schedule. Sills and stools are to be cleaned to the extent of removing splashing and staining from the work to leave them dry.
  2. Cleaning
    1. Glass- The removal of all dirt that detracts from the appearance of transparency of the glazing over its full exposed area. NOTE: No abrasives are to be used when cleaning windows to which a reflecting film has been attached.
    2. Metal- Clean off dirt by use of detergents or approved metal cleaners and subsequent rinsings. No abrasive cleaners to be used. Report defects in the metal or coatings to Building Management Services at (902) 490-4580.
  3. Leave all surfaces
3. Annually
  1. Wash interior of all glass windows.
4. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

**33. Grounds**

1. Daily
  1. Keep all areas including Lawns, flower beds paved and Bricked, courtyards, Sidewalks, drains and ditches free of debris
  2. All exterior stairways to be swept clear of debris. All cigarette Urns to be emptied nightly

**34. Control Area**

1. General
  1. The vacuum cleaner used in this area will be of the industrial canister type equipped with a three prong grounded plug and non-metallic floor tools. The filter is to be cleaned prior to each operation.
  2. Damp mopping - Use a mop, well wrung out in clear water so that there will be no seepage under the equipment or between the tiles. The water is to be changed frequently during each operation and mops are to be washed and well rinsed on completion of the work.
2. The following operations are to be performed on a daily basis
  1. Vacuum entire floor area paying particular attention to the area around the base of equipment, baseboards and corners.
  2. Damp mop the entire floor area.
  3. Vacuum and damp mop ramps.
  4. Remove dust from furniture and shelving.
3.
  1. Wash and sanitize refuse and wastepaper containers weekly.
  2. Wash doors and door frames weekly.
4. Cleaning products and floor care products must be EcoLogo/ Green Seal certified.

## Glossary of Terms

| CATEGORY &<br>TYPE                                         | OPERATION                                                                | DETAILED INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>General</u></b>                                      |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Environmentally preferable                                 | Cleaning products and procedures                                         | <b>Environmentally preferable goods and services</b> are those which have a reduced negative effect on human health and the environment over their full life cycle when compared with competing products or services. They make efficient use of raw materials, energy and water; generate a minimum of waste; and/or minimize the release of harmful substances into the environment during their production or use. Environmentally preferable goods may also have one or more of the following characteristics; reduced packaging, reduced maintenance requirements and ease of re-use, refurbishment, re-manufacture or recycling at end of life.     |
| EcoLogo certified                                          | Cleaning products, floor-care products, hand soaps, paper products, etc. | EcoLogo Program, was established by Environment Canada in 1988 to help purchasers identify products and services that are less harmful to the environment. Products must undergo rigorous testing to ensure that they meet strict environmental standards before they can be certified. To identify Ecologo certified products look for the Ecologo (three stylized doves intertwined to form a maple leaf) on the product label. See <a href="http://www.environmentalchoice.com">www.environmentalchoice.com</a>                                                                                                                                        |
| Washroom surfaces and other specific areas noted in tender | Sanitizing                                                               | Consists of using a sanitizer to significantly reduce the numbers of microorganisms present. Sanitizers should only be used in areas of increased risk of human contact with harmful microorganisms. Use sanitizers sparingly and only when necessary. Over-using and improper use of sanitizers /disinfectants can lead to resistant bacteria. Ensure correct cleaning methods are employed by following the directions on the container label. Soiled surfaces must be cleaned prior to sanitizing to ensure performance of the sanitizer. (Hard surface cleaners alone will actually remove most of the micro-organisms and wash them down the drain.) |

| CATEGORY &<br>TYPE     | OPERATION                            | DETAILED INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Flooring</u></b> |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ALL                    | Sweeping                             | Consists of removing loose, dry surface soil. <u>Where surface is not subject to damage by solvents</u> , use a treated sweeping compound, dust cloth or dust mop. <u>Where surface is subject to damage by solvents</u> , use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor.                                                                                                                                                                                                                                        |
| MOST                   | Spray Buffing<br>(Spray Clean)       | Consists of spraying a spray buff on a swept floor, approximately 45.72 centimeters ahead of the floor machine. Care must be taken that no solution splashes against furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working face of the pad becomes loaded, turn the pad over or replace with a clean pad. Spray buffing is continued until all traffic marks are removed and shine restored. Floor shall be swept after spray buffing has been completed.                                                                                                               |
| MOST                   | Wet or Dry Scrub<br>(Semi-Stripping) | Consists of removing the top layer or layers of floor finish, using either the wet ( use minimum amount of water) or dry scrub method of the application of three (3) coats of a self-polishing, non-slip, metal interlocked floor finish to the dry, clean floor. Complete operation by cleaning baseboards                                                                                                                                                                                                                                                                                                                                                  |
| MOST                   | Wash                                 | <p>Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water.</p> <p><b><u>Note:</u></b></p> <ol style="list-style-type: none"> <li>1. Floor sealer to be applied up to the baseboards.</li> <li>2. Each coat of finish to be laid in the opposite direction from the previous coat.</li> <li>3. Baseboards to be cleaned after each scheduled operation to remove streaks and splashes.</li> <li>4. When using either the wet scrub or wet strip method, use a minimum amount of solution.</li> <li>5. When using a dry scrub or dry strip</li> </ol> |

| CATEGORY &<br>TYPE      | OPERATION          | DETAILED INFORMATION                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                    | method, damp mop the floor before applying sealer or finish.                                                                                                                                                                                                                                                                                                                  |
|                         |                    | 6. When using the wet scrub or wet strip method, rinse the floor twice before applying sealer or finish.                                                                                                                                                                                                                                                                      |
|                         |                    | 7. All products to be EcoLogo or Green Seal Certified                                                                                                                                                                                                                                                                                                                         |
| <b><u>Resilient</u></b> |                    |                                                                                                                                                                                                                                                                                                                                                                               |
| < Offices               | Strip and Refinish | Consists of moving furniture, sweeping floor, stripping using either the wet or dry method to remove all layers of finish. Applying a minimum of two (2) coat of a water base sealer and three (3) coats of a self-polishing, non-slip, metal interlocked floor finish. Complete operation by cleaning baseboards. Cleaning products must be EcoLogo or green Seal certified. |
| < Washrooms             |                    |                                                                                                                                                                                                                                                                                                                                                                               |
| < Corridors             | Strip and Refinish | Same as for Offices and washrooms EXCEPT that four (4) coats of self polishing, non-slip metal interlocked floor finish will be applied. Cleaning products must be EcoLogo or green Seal certified.                                                                                                                                                                           |
| < Entrances             |                    |                                                                                                                                                                                                                                                                                                                                                                               |
| < Lobbies               |                    |                                                                                                                                                                                                                                                                                                                                                                               |
| ALL                     | Polish or Buff     | Consists of covering the full floor area with a machine or brush or pad to restore surface shine.                                                                                                                                                                                                                                                                             |
| ALL                     | Damp Mop           | Consists of applying a clean mop, well wrung out in clean water to remove surface dirt and spillage.                                                                                                                                                                                                                                                                          |
| ENTRANCES &<br>LOBBIES  | Strip and Refinish | Same as for resilient floors                                                                                                                                                                                                                                                                                                                                                  |
| MOST                    | Machine Scrub      | Consists of applying a neutral detergent solution, agitating with a machine and brush or pad, picking up solution, rinsing with clear water and picking up rinse water.                                                                                                                                                                                                       |
| WASHROOMS               | Machine Scrub      | As above EXCEPT rinse with a sanitizing solution. Cleaning products must be EcoLogo or green Seal certified.                                                                                                                                                                                                                                                                  |
| WASHROOMS               | Wash               | Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing with a sanitizing solution and picking up the rinse solution.                                                                                                                                                                                         |
| WASHROOMS               | Strip and Refinish | Consists of sweeping floor, stripping using either the wet or dry strip method to remove all layers of finish. Applying a minimum of two (2) coat of a                                                                                                                                                                                                                        |

| <b>CATEGORY &amp;<br/>TYPE</b> | <b>OPERATION</b>   | <b>DETAILED INFORMATION</b>                                                                                                                                                                                                     |
|--------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                    | water base sealer and three (3) coats of a self-polishing, non slip, metal interlocked floor finish.                                                                                                                            |
| MOST                           | Strip and Reseal   | Consists of sweeping, stripping and applying one coat of an approved sealer.                                                                                                                                                    |
| RUGS AND<br>CARPETING          | Vacuum             | Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.                                                |
|                                | Stain Remover      | Consists of identifying the type of stain by look, feel or odour and the removal using the appropriate remover in accordance with instructions, in commercially available spot remover kits.                                    |
| WALK-AWAY MATS                 | Vacuum             | Consists of removing sand, slush or water using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools.                                                                                        |
|                                | Salt Stain Remover | Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.                                      |
|                                | Shampoo            | Consists of vacuuming, a stain removal and shampooing using either a machine agitated dry foam or jet extractor method. Hose washing may only be used if specified by the manufacturer and in accordance with his instructions. |

## Quality Standards

### 1. Exterior

1. Area Policing (Litter Pick up)
  1. Sidewalks, driveways, lawn areas, entrance and other areas should be free of paper and other debris after policing.
2. Sweeping
  1. Sidewalks, loading docks, entrances and other designated area should be clean after scheduled sweeping.
3. Entrances
  1. After washing exterior concrete, should present a clean surface, free from grime and soap or water streaks.

### 2. Floor Maintenance

1. Sweeping
  1. There should be no dirt, trash nor other matter left in corners, behind nor under free standing radiators, under furniture nor behind doors.
  2. Floors should be free of dust film.
  3. There should be no dirt left where sweepings were picked up.
  4. Furniture and equipment should be relocated to where it was prior to the sweeping operation.
2. Damp and Wet Mopping
  1. All mopped areas should be cleaned with clean mop heads and left free of surface stains, mop streaks and loose mop strands .
  2. Walls, baseboards and other surfaces should be free of watermarks and splashes.
  3. Water or other cleaning solution should not have been allowed to collect under furniture legs and cabinets.
3. Spray Buffing
  1. There should be neither dust nor dirt left on the floor after spray buffing.
  2. There should be no muddying or rippling effect caused by over spraying.
  3. The floor should present an overall appearance of cleanliness.
4. Scrubbing/Stripping
  1. There should be no surface dirt or stains visible following the scheduled scrubbing operation.
  2. There should be no wax or finish build-up on the floor surface following the stripping operation.

3. The furniture (excluding file cabinets) should have been moved for complete floor coverage.
4. Walls, baseboards and other surfaces should be free of watermarks, splashings and scars from equipment.
5. Finishing (Application of wax or floor finish)
  1. The floor should be free of streaks, mop strands, marks, skipped areas and other evidence of improper application.
  2. The floor should be clean and bright looking including in corners and under furniture.
  3. There should be no residue on walls, baseboards, furniture and other surfaces.
  4. Furniture and equipment should be relocated to where it was prior to the waxing operation.
6. Miscellaneous
  1. Chairs, waste paper baskets, etc., should not be placed on desks or tables during cleaning operations.

### **3. Carpets and Rugs**

1. Vacuuming and/or Carpet Sweeping
  1. Carpets and rugs should be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction.
  2. T-mats should be clean and carpet or rug area around and under T-mats should be free of dust and dirt.
  3. Floor area under immediate edge of rugs should be free of dirt and dust.
  4. Base floors around rugs should be clean. No dirt should be left in corners, under furniture, behind door or radiators.
  5. All Furniture and equipment moved during the cleaning operation should be returned to its original location.
  6. Courtroom and corridor carpets to be machine scrubbed yearly.
  7. Non fixed Furniture removals, relocations will be the responsibility of the cleaning Contractor.
  8. Supervision of carpet cleaning must be supervisory level employee of cleaning contractor.

**4. Lobby, Entrance and Corridor Cleaning**

1. Sweeping
  1. See Floor Maintenance (Item 1).
2. Damp and Wet Mopping
  1. See Floor Maintenance (Item 2).
3. Spray Buffing
  1. See Floor Maintenance (Item 3).
4. Scrubbing/Stripping
  1. See Floor Maintenance (Item 4).
5. Finishing
  1. See Floor Maintenance (Item 5).
6. Dusting
  1. Lobby furniture should be free of dust, finger marks and stains.
  2. Baseboards, radiators, grills, window stools and other fixtures should be free of dust.
7. Walls
  1. Walls should be free of finger marks, smudges and any other defacing marks.
8. Glass Doors and Side Lights
  1. There should be no streaks, smears or unwashed places on glass and the door frame should be clean.
  2. There should be no water on the floor, sills or stools.
9. Polishing (where applicable)
  1. Doorknobs, push bars, kick plates, railings, doors and other surfaces should be clean and polished.
10. Miscellaneous
  1. Walk off mats should be clean and dry.
  2. Lobby and entrances should be free of debris.
  3. Notice boards and interior of fire hose cabinets including glass should be clean.

**5. Room Cleaning**

1. Trash Removal
  1. All ash trays and waste paper baskets should be empty, clean and in place.
2. Sweeping
  1. See Floor Maintenance (Item 1).
3. Dusting
  1. There should not be any dust or dust streaks on desks or other office furniture.
  2. Glass tops on desks and tables should be clean and free of finger marks and stains.
  3. All pictures, plaques, etc., should be free of dust.
  4. Corners and crevices should be free of dust.
  5. Radiators, window stools, door ledges, frames, louvers, baseboards and partition ledges should be free of dust.
4. Spot Cleaning
  1. Walls, doors, door frames, door and partition glass should be free of finger marks.
5. Damp Wiping
  1. Mirror, ash trays and all other glass should be clean and free of dust, dirt streaks and spots.
6. Vacuuming and/or Carpet Sweeping
  1. See Carpets and Rugs.

**6. Washroom Cleaning and Servicing**

1. Trash Removal
  1. All paper and garbage receptacles should have emptied, plastic bags should have been replaced, if required, and the exterior surface wiped clean.
2. Supplies
  1. All dispensers of supplies should be filled.

3. Sanitary Receptacles
  1. All Sanitary receptacles should be empty and a disposal bag is placed, if required.
  2. All sanitary receptacles should be free of odour, spots, stains and finger marks removed.
4. Fixtures
  1. All surfaces of wash basins, and all exposed piping should be free of dust, dirt spots and stains.
  2. All surfaces of flush tank toilet seats, bowls and urinals should have been sanitized.
  3. Plumbing fixtures should be free of stains, soap build-up, dust and mould.
5. Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges
  1. All dispensers, shelves, shelf brackets and ledges should be free of finger marks, dust and stains.
  2. All mirrors should be clean.
  3. Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould.
6. Floors
  1. Floors, including corners, should be free of dirt, dust, marks, paper and mop strings, water and mop marks. Baseboards and coves should be clean. Floors should have been sanitized.
7. Sweeping
  1. See Floor Maintenance (Item 1).
8. Damp and Wet Mopping
  1. See Floor Maintenance (Item 2).
9. Scrubbing/Stripping
  1. See Floor Maintenance (Item 4).
10. Finishing
  1. See Floor Maintenance (Item 5).

**7. Stairway Cleaning**

1. Dusting
  1. Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris.
  2. Stair railings, ledges, door mouldings, radiators, window stools and grills should be free of dust.

2. Cleaning, Polishing and Wall Spotting
  1. Glass, wood and metal surfaces should be clean and free of all marks and dirt.
  2. Handrails, doorknobs and other surfaces should be clean and polished where applicable.
  3. Walls up to a standing height should be free of all marks.
3. Mopping & Stripping
  1. Stair landings, treads, risers, walls and baseboards should be clean and free of water marks and splashes from cleaning and finishing solutions.

**8. Elevator Cleaning**

1. Floors, including corners, threshold plates and door tracks should be clean.
2. Floors should be polished and free of slipperiness.
3. Walk-off mats (when in place) should be clean and dry. The floor thereunder should be clean and dry.
4. Carpeted floors should be free of dust, dirt and debris.
5. Walls should be free of dust, finger or splash marks, streaking and water marks.
6. Hand rails and baseboards should be clean and polished.
7. Doors and frames should be free of finger marks, etc.

**9. High Cleaning (on completion of Scheduled Operation)**

1. Clocks
  1. Glass should be clean and free of streaks.
  2. Edge should be wiped free of dust.
2. Light Fixtures
  1. Should be free of dust and insects. No dirt should be left on furniture or floor beneath fixture.
  2. When washed, should be clean and free of streaks.
  3. Diffuser should be securely in place.
  4. No water marks should appear on furniture or on floor.
3. Fire Alarm Bells
  1. Should be free of dust.
4. Lockers
  1. Tops should be free of dust.
5. Overhead Pipes
  1. Should be free of dust.
6. Pictures and Plaques
  1. Glass should be clean and free of streaks.

2. Frames should be free of dust.
7. Tops of Partitions
  1. Should be free of dust.
8. Venetian Blinds
  1. Both sides of slats should be clean and free of dust.
  2. Window frames and adjoining area should be free of dust.
9. Wall or Ceiling Ventilator
  1. Should be free of dust.
  2. Framework around ventilator should have been wiped clean.
10. Exhaust Fans
  1. Wall area around fan should be free of dust.

**10. Window, Partition and Showcase Glass Cleaning**  
(on completion of Scheduled Operation)

1. Glass shall be washed by application of glass cleaner, rubbed with a cloth and finally polished with a clean soft dry cloth or textile wipers. Use only soft cloths on plexiglass.
2. Glass should be clean and dry on both sides. It shall be free from film or streaks and any contamination visible when looking through the glass towards natural light source.
3. Sash, sill and stool should be clean and free of water marks.
4. Items moved during the cleaning operation should have been replaced to original location.

**11. Garbage Rooms**

1. Floors should be clean and free of debris.
2. Waste paper and garbage should be properly stored in the designated fireproof space.
3. Empty garbage containers should be clean and free of odours.

**12. Contractor's Space and Janitor Closets**

1. All floors should be clean.
2. All fixtures and walls should be free of dust and stains.
3. Mop pails/trucks should be empty and free of odours.
4. There should be no waste paper, garbage or empty containers in the Janitor's closet.

## **Safety Requirements**

### **1. Safety Measures**

1. Observe safety measures of:
  1. National Building Code 1995, Part 8
  2. National Fire Code of Canada
  3. Provincial Government, including but not limited to the:
    1. Provincial Building Code Act
    2. Occupational Health and Safety Act revised Statutes of Nova Scotia 1996, Chapter 7 and regulations.
    3. Workers' Compensation Act
    4. Fire Protection Act
    5. Dangerous Goods Transportation Act
2. In case of conflict or discrepancy the more stringent requirement shall apply.
3. Maintain clear emergency exit paths.
4. Ensure that employees working on this specific project have met training requirements as legislated by the Nova Scotia Occupational Health and safety Act and its regulations.
5. Where reference is made to jurisdictional authorities, it shall mean all authorities who have within their constituted powers the right to enforce the laws of the place of the building.
6. Ensure workers wear and correctly use the appropriate personal protective equipment (PPE) required for the safe conduct of the work, including but not limited to, wearing non-skid safety shoes.
7. Prior to the commencement of work, ensure work is undertaken in a safe manner, personnel undertaking the work have been properly trained and advised of any hazards or conditions under which the work will be carried out.

### **2. Equipment and Tools**

1. Each user of equipment or tools shall be responsible to examine for sufficiency before use. Make equipment and tools safe if necessary, or notify the Contractor in writing that user will not commence work with such tools until it is made safe.

### **3. WHIMIS/MSDS**

1. Comply with requirements of Workplace Hazardous Materials

Information System (WHMIS) regarding use, handling, storage, and disposal of materials.

2. Comply with requirements regarding labelling of materials and provision of Material Safety Data Sheets (MSDS) acceptable to the Department of Labour and the Department of Health.
3. Contractor shall maintain a binder with all applicable up-to-date WHMIS and MSDS data sheets, used for this contract, available at the workplace.

**4. Hazardous Material**

1. Should material resembling hazardous materials including but not limited to spray or trowel applied asbestos, be encountered in course of work; stop work immediately. Do not proceed until written instructions have been received from Consultant.
2. Where work entails use, storage, or disposal of toxic or hazardous materials, chemicals and or explosives, or otherwise creates a hazard to life, safety, health, or the environment; work shall be in accordance with the Jurisdictional Authority.

**5. Fire Safety Requirements**

1. Enforce fire protection methods, good housekeeping and adherence to local and underwriter's fire regulations including, but not limited to, Fire Protection Act and the Provincial Building Code Act.
2. Smoking is not permitted in the building.
3. Handle, store and use flammable liquids to requirements of the National Fire Code of Canada.
4. Ensure nothing subverts the integrity of fire protection provided for the building structure.
5. Coordinate work of all sections so that they do not encroach on space required for fire protection.

**6. Reporting Fires**

1. Know the Metro Transit Fire Plan and location of the nearest fire alarm box and telephone, including the emergency phone number.
2. Report immediately all fire incident to the fire department as follows:
  1. Activate nearest fire alarm box, or
  2. Telephone local fire department.
  3. Where fire alarm box is exterior to building, the person activating the fire alarm box shall remain at the box to direct Fire Department to

- scene of the fire.
4. When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

**7. Safety Document Submission**

1. Ensure Safety Document Submission applies to Work of this specific project and site.
2. Submit two copies of Safety Document at the pre-service delivery meeting. Do not commence Work nor deliver material on-site prior to submission.
3. Include in Safety Document submission specific information detailing the methods and procedures to be implemented ensuring adherence to the acts, regulations, codes and policies specified in this section and to:
  1. Ensure the health and safety of persons at or near the Work; including, but not limited to, the Public.
  2. Ensure the measures and procedures of the regulatory agencies specified are carried out.
  3. Ensure every employee, self-employed person and employer performing Work under this contract complies with the regulatory agencies specified.
4. Where changes to the methods and procedures in the execution of work change submitted safety methods and procedures, modify submitted Safety Documentation and submit modifications, in writing to The Halifax Regional Municipality prior to implementation.

**9. Safety Document Headings**

1. Employee Safety Training
  1. Place, under this heading, a statement indicating employees working on this specific project have met specified training requirements.
2. Company Safety Policy
  1. Place, under this heading, information pertaining to the company's policy and commitment to Occupational Health and Safety, including the responsibilities of management, supervisors and workers.
3. Company Safety Rules in General Terms
  1. Place, under this heading, information of a general, global nature, applying to every work environment where the company has staff and pertaining to rules directing compliance to policy. For example state company safety rules with respect to use of hard hats, safety glasses, safety footwear, CSA approval on such items, use of alcohol or non-prescription drugs.

4. Hazard Assessment
  1. Place, under this heading, information identifying possible hazards specific to this project and identify safe methods and procedures for the execution of work to ensure safety in the work place.
  2. Arrange contents of this heading by technical section number of the project number.
5. Emergency Action Plan
  1. Place, under this heading, information detailing action to be taken in the event of various emergencies.
  2. Arrange content under the following sub-headings:
    1. First Aid
      1. Include information concerning establishment of First Aid Station, related supplies, staff awareness of location and staff training in First Aid Care of Casualties.
      2. Contact of Emergency Support Groups:
        1. Include relative information including phone location for emergency use, the emergency telephone numbers (and their location) for the various organizations which must be contracted in case of an emergency, and staff training in procedures.
    3. Cessation of Work:
      1. Include relative information how work cessation during emergencies is handled and communicated to persons present on site.
6. Joint Occupational Health & Safety Committee/Representative:
  1. Place, under this heading, information detailing membership and terms of reference.

**APPENDIX “A”**

**RFP Evaluation Criteria**

|                                 | <b><u>Points</u></b> |
|---------------------------------|----------------------|
| 1. Company History and Resumes  | 35                   |
| 2. Human Resources and Training | 10                   |
| 3. Sustainability               | 15                   |
| 4. Cost                         | 40                   |
| Total Points                    | 100                  |

**APPENDIX B:  
COST PROPOSAL**

Proponents wishing to submit proposals to the Halifax Regional Municipality must complete this Cost Proposal and submit it to HRM Finance Department with their bid information separately, which shall be identified as envelope #2 as per Section 6.0..

This Cost Proposal must be signed by an authorized representative of the firm submitting.

| Site                                         | Annual Rate (HST extra)                  |                                                        |                                                        |
|----------------------------------------------|------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
|                                              | Year 1<br>ending<br>November 30,<br>2011 | Year 2<br>(Optional)<br>ending<br>November 30,<br>2012 | Year 3<br>(Optional)<br>ending<br>November 30,<br>2013 |
| <b>A. Ragged Lake Transit Centre</b>         |                                          |                                                        |                                                        |
| Administration Building                      | \$                                       | \$                                                     | \$                                                     |
| Garage Building                              | \$                                       | \$                                                     | \$                                                     |
| <b>Total</b>                                 | \$                                       | \$                                                     | \$                                                     |
|                                              |                                          |                                                        |                                                        |
| <b>B. Lebrun Rink &amp; Community Centre</b> | \$                                       | \$                                                     | \$                                                     |
| <b>C. Dartmouth North</b>                    | \$                                       | \$                                                     | \$                                                     |
| <b>Total</b>                                 | \$                                       | \$                                                     | \$                                                     |

**APPENDIX B (continued):**

**SEPARATE PRICE**

Separate prices, requested in the bidding documents shall not be included in the Lump Sum Price. Consistent with their acceptance or rejection by The Halifax Regional Municipality, they will be carried in the Agreement as an amount separated from the contract amount, or in a separate agreement. The required separate prices are:

- .1 Hourly rate per staff member for emergency services for 1<sup>st</sup> year:

\$ \_\_\_\_\_  
(Amount in addition to Lump Sum Price)

- .2 Hourly rate per staff member for emergency services for 2<sup>nd</sup> year:

\$ \_\_\_\_\_  
(Amount in addition to Lump Sum Price)

- .3 Hourly rate per staff member for emergency services for 3<sup>rd</sup> year if the option in is exercised:

\$ \_\_\_\_\_  
(Amount in addition to Lump Sum Price)

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Signature

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Date

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Position / Title

**APPENDIX “C”**

**CONTRACTOR HEALTH & SAFETY QUESTIONNAIRE**

Contractors wishing to submit proposals to the Halifax Regional Municipality must complete this questionnaire and submit it to HRM Finance Department with their bid information

**GENERAL INFORMATION:**

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

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

Telephone Number: \_\_\_\_\_

**INSURANCE/WORKERS’ COMPENSATION COVERAGE:**

Is your company covered by general liability insurance, automotive insurance, umbrella policies, etc., that would cover the cost of damages to, and incidents involving third parties? **9** Yes **9** No

Is your company in good standing with the Workers’ Compensation Board for the Province of Nova Scotia? **9** Yes **9** No

If no, please explain \_\_\_\_\_

**SAFETY PERFORMANCE:**

Does your company have any non compliance or outstanding issues with the Nova Scotia Department of Environment and Labour, such as stop work orders, pending charges/prosecutions, or recent (within the last year) convictions or fines? **9** Yes **9** No

If yes, please attach a note explaining the details, including current status or resolution.

**SAFETY PROGRAM:**

Does your company have a written health and safety policy signed by management? **9** Yes **9** No

Does your company have written safety policies, procedures, and safe work practices applicable to the scope of work to be performed, including clearly defined safety responsibilities for managers, supervisors and workers? **9** Yes **9** No

How do you communicate your safety policies and procedures?

---

How often do managers/executive officers visit the work site? \_\_\_\_\_

Please explain how you conduct on site inspections, including how often they are conducted, what they cover and who conducts them?

---

Does your company have a risk assessment procedure? **9** Yes **9** No

Does your company have a procedure in place for investigating incidents, accidents and near misses? **9** Yes **9** No

The Contractor shall attach a list and contact information of all supervisors you will be using on site, as well as any safety coordinator or persons responsible for job site safety.

Do you provide on the job training to all employees? **9** Yes **9** No

Please indicate how you inform your workers, other workers or persons at or near the workplace of any workplace hazards to which they may be exposed.

---

Do you have a disciplinary policy in place for anyone committing health and safety violations? **Please describe:** **9** Yes **9** No

---

Do you have a Joint Occupational Health and Safety Committee or Representative? **9** Yes **9** No

Do you have a preventative maintenance program for tools and machinery? **9** Yes **9** No

Do you have a health and safety policy in place for incorporating sub contractors into the workplace ? **9** Yes **9** No

Please provide any other information relating to other programs or activities that you believe demonstrates your company conducts their projects safely and in accordance with all health and safety requirements.

**NOTE: PLEASE BE ADVISED THAT DURING THE TENDERING PROCESS OR AT ANYTIME DURING THE CONTRACTED WORK, HRM MAY REQUEST COPIES OF POLICIES, PROCEDURES, RECORDS OR DOCUMENTATION OF PROOF FOR ANY QUESTIONS ANSWERED ON THIS QUESTIONNAIRE.**

**DO YOU AGREE TO PROVIDE THIS INFORMATION IF REQUESTED ?** **9** Yes **9** No

---

Signature

Date

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1. Position / Title