



***Dryden & District Agricultural Society***

***99 Scott Street***

***R R # 3, Ste 300, Box 4***

***Dryden, ON***

***P8N 3G2***

***www.drydenfair.ca***

**Invitation to Tender for Cleaning, January 1, 2019 through December 31, 2019**

**Tender Closing : November 14, 2018**

Submit Tenders via email: [info@drydenfair.ca](mailto:info@drydenfair.ca)

Or Mail: DDAS, R R # 3, Ste 300, Box 4, Dryden, On P8N 3G2

**Intent**

This invitation to Tender is to provide cleaning at the Dryden Fairgrounds. Most of the cleaning required will be the Multiplex Building, but may also include the washrooms in the barn or stand alone washrooms.

**Areas to be cleaned:**

The Secretary will provide a list of dates to clean at the first of each month, and will advise of any new bookings that require cleaning before/after when received to allow time to schedule cleaning time.

Main Hall: Floors swept each cleaning and washed as necessary, suggested twice per month December through April, once per month May through November. Wipe windows in the doors, all shelves, cupboard surfaces, etc. to be cleaned regularly. Empty and leave one garbage can ready for use.

Washrooms: Toilets, sinks, counters, mirrors, floors cleaned and disinfected. Garbage cans emptied and left ready for use. Fill hand towel dispensers, toilet paper dispensers and soap dispensers.

Meeting Room (when requested ) Wipe all counters, windows and empty garbage and leave clean and ready for use.

Bar (when requested) Wipe all counters, empty garbage and leave clean and ready for use.

Furnace Room- as the sink in this room is used to store and fill/empty the floor scrubber, the sink must be left clean. The area around the furnace to be kept clear. Extra Garbage cans stored in this room, must be left clean and ready for use.

Garbage to be put into the dumpster following each cleaning.

Report any problems encountered to the Secretary, she will relate them to the appropriate board member.

### **Tender Acceptance**

The lowest Tender may not necessarily be accepted and DDAS reserves the right to cancel the Tender call.

DDAS shall be entitled, but not obligated, to terminate the contract awarded to a successful bidder, if, in the absolute discretion of DDAS, any of the following infractions shall occur:

- Poor performance
- Damage to or at the site which the successful bidder shall fail to remedy within 5 days of receiving written notice from DDAS of the requirement to remedy such damage
- Failure to respond to normal requests for emergency cleaning
- Failure to meet any of the obligations of a successful bidder as required by this request for Tenders
- Circumstances that make the service unneeded

Payment of the contract price shall be made in by the 15<sup>th</sup> of each month, Each invoice MUST include a detailed LOG of work completed for the Month the invoice is dated prior to payment being issued.

### **Successful Bidder Responsibilities**

- Be responsible for cleaning as required.
- The term of the contract shall be for a period commencing 1 January 2019 up to and including 31 December 2019.
- Adhere to all standards covered by the OH & S guidelines at all times throughout the term
- Record all activities for which the successful bidder has been awarded a contract on Log Sheets for:

- Cleaning
- Concerns or calls from DDAS
- Damage to Property

Log sheets must be submitted with all invoices before any payment is awarded.

- Successful bidders shall be held responsible for any damage that occurs at the site due to cleaning operations
- Prior to submitting its bid, bidders may contact the office regarding any concerns pertaining to cleaning or the area.
- Bidder shall provide a list of contact numbers and the names of other helpers.
- Bidder shall be in attendance with helpers unless permission has been granted by DDAS rep. for helper to work alone at the facility
- Bidder and helpers will not enter the facility while it is being used by DDAS or others without previous permission

**Cancellation:**

This contract can be cancelled by either party by providing written notice to the other party giving two weeks notice of intent to cancel.

Signed:	
Title:	
Company Name:	
Address:	
Phone:	Cell:
Tender Price:	Tax Extra Yes _____ No _____