



Dryden & District Agricultural Society
99 Scott Street
Box 4, Site 300, RR#3
Dryden, ON P8N 3G2
info@drydenfair.ca
807-223-6766

Invitation to Tender for Cleaning, Current to December 31, 2024

Send Resumes/Tenders Via email or arrange drop off to the above address **by June 19, 2024**.
Please provide references, indicate prior cleaning experience and ability to conduct required duties.

Intent

This invitation to Tender is to provide cleaning services at the Dryden Fairgrounds Multiplex building but may also include the stand-alone washroom building or washrooms in the barn.

Areas to be cleaned:

The secretary will provide a list of dates at the first of the month for monthly cleaning based on rentals. The cleaner will be notified of any new bookings that require hall cleaning as soon as possible after they are received to allow time to schedule cleaning time.

Main Hall: Floors to be swept and washed as necessary prior to rentals. Clean windows/ doors, door handles, all shelves, cupboard surfaces for all rentals as required. Empty all garbage containers and leave 2 clean garbage cans with bags ready for use or ready for next rental.

Washrooms: Toilets, sinks, counters, mirrors, doors, dispensers, and floors will be cleaned and disinfected. Garbage cans to be emptied, cleaned, and left ready for use. Ensure all hand towel dispensers, toilet tissue dispensers and soap dispensers are full and ready for use.

Meeting Room: (when requested) Wipe all counters, windows, tables, chairs, floors and leave clean and ready for use. Fill hand sanitizers as needed. Empty garbage container and leave ready for use.

Bar area: (when requested) wash window, doors, doorknobs, coolers, counters, sink and floors as needed. Empty garbage cans, leave clean and ready to use.

Furnace room: Area around the furnace to be kept clean and clear. The Sink, counters, tabletops are to be kept clean and organized. Extra garbage containers stored in this room, must be left clean.

All Garbage to be put in the dumpster trailer following each cleaning.
All cleaning equipment and materials are supplied. A walk behind floor sweeper and a walk behind floor scrubber are available for floor cleaning/ washing.

Report all problems encountered, or repairs needed in writing to the secretary, and the concerns will be conveyed to the appropriate director.

Tender Acceptance:

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

The DDAS shall be entitled, but not obliged to terminate the contract awarded to the successful bidder if any of the following infractions shall occur:

- Inferior performance
- Damage to equipment or the facility
- Failure to respond to normal request for emergency cleaning
- Failure to meet of any of the obligations as noted in the responsibilities
- Circumstances that deem the service unneeded

Payment of the contract price shall be made within 1 week of receiving a written invoice with detailed work log for work completed, complete with dates and times.

Successful Bidders Responsibilities:

- Be responsible for cleaning as required.
- Adhere to all standards covered by OH&S standards including WHMIS.
- Record activities on Log Sheets for: Cleaning / Damage to Property/ Concerns or call from DDAS.
- Submit Log Sheets with invoices for payment of services.
- Be responsible for all damage to property while performing cleaning operations.
- Provide contact names and numbers of any helpers.
- Bidder shall always be onsite if/when helpers are onsite, unless DDAS has granted permission for helper to work alone at the facility.
- Not to enter the facility while it is in use by DDAS or others without previous permission.
- Pay annual membership to DDAS.

Cancellation:

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

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|--------------------------|-----------|-----|----|
| Signed: | | | |
| Title: | | | |
| Company: | | | |
| Address | | | |
| | | | |
| Phone | | | |
| | | | |
| Date submitted | | | |
| Tender Price per hour \$ | Tax Extra | Yes | No |