



The Corporation of the Township of Seguin
REQUEST FOR PROPOSAL (RFP) No. 2024-024
Custodial Services
Seguin Municipal Office

The Township of Seguin Department of Community Services is seeking proposals from qualified individuals and firms interested in providing part time custodial services for the Seguin Municipal Office located at 5 Humphrey Drive.

RFP Closing Date and Time:	Thursday, October 3, 2024 at 2:00pm.
RFP Opening Date, Time & Location:	Thursday, October 3, 2024 at 2:05pm. Opening at the Township of Seguin Municipal Office, 5 Humphrey Drive, Seguin, ON P2A 2W8
Contact Person	Dominique O'Brien Director of Community Services Township of Seguin 5 Humphrey Drive, Seguin, ON P2A 2W8 dobrien@seguin.ca

(Lowest or any proposal not necessarily accepted)

INFORMATION TO BIDDERS

Responses to this RFP can be submitted electronically to: bids@seguin.ca or delivered in person to the Township of Seguin Municipal Office at the following address:

5 Humphrey Drive
Seguin, Ontario
P2A 2W8

Attention: Dominique O'Brien, Director of Community Services

RFP's must be received at bids@seguin.ca or the Municipal office before the specified closing date and time of 2:00 p.m. on Thursday, October 3, 2024. Proposals received after the closing date and time will not be considered.

Introduction

The Seguin Municipal office is a 9,500 square foot facility with multi-use spaces including a Council Chambers, staff offices, 5 washrooms, 2 staff kitchen areas, and storage rooms. The building is open Monday - Friday from 8:30 to 4:30.

Scope of Work

Seguin Township is seeking proposals for custodial services to conduct an initial deep cleaning of the Seguin Municipal Office. Following the initial cleaning, further deep cleaning services will be required on an as-needed basis or as recommended by the service provider. Seguin staff provide bi-weekly cleaning that includes garbage disposal, vacuuming in main areas and stocking/cleaning washrooms. Proposals should include a professional assessment and recommendation on the frequency of deep cleanings to maintain a high standard of cleanliness.

Site visits are mandatory and can be booked by contacting Facility Supervisor, Ken Griffiths at kgriffith@seguin.ca.

Service providers are invited to submit proposals outlining their approach, experience, and pricing structure for the following:

- Initial deep cleaning of the Seguin Municipal Office including but not limited to:

- Dusting & wiping all ledges, desks, office equipment and lighting fixtures, sweeping floors, washing floors, vacuuming carpets, cleaning washrooms, cleaning kitchen areas, and washing windows.
- Ongoing deep cleaning services as needed
- Recommendation on the ideal frequency of deep cleanings based on industry standards and site conditions

Please ensure that proposals include references, a breakdown of costs, and availability.

Proposals will include all staffing necessary to provide the custodial services. Proposals may include the provision of all necessary cleaning supplies. Alternatively, proponents may choose to use cleaning supplies provided by the Township at wholesale cost.

The Township of Seguin reserves the right to accept, reject or negotiate modifications to any proposal, as it shall, in its sole discretion, deem to be in its best interest.

While the Township reserves the right to negotiate with any and all proposers regarding the information which is requested in the RFP, each proposer must provide ALL information as requested to be considered and may be disqualified for failure to submit any required documents or incomplete information. Any such negotiations will occur subsequent to review and acceptance of proposals as fully complete.

GENERAL TERMS AND CONDITIONS:

The successful Contractor will enter into a binding agreement with the Township of Seguin.

It is the Township's intent to enter into a contract from approximately October 15, 2024 to September 31, 2025. The Township reserves the right to extend this Contract for an additional year, following mutually agreeable terms and conditions.

The Township of Seguin reserves the right to immediately terminate the contract for due cause.

Insurance

The Contractor shall supply to the Township of Seguin a Certificate of Insurance and liability coverage, naming the Township of Seguin as 'also insured', in the amount of not less than Two Million Dollars (\$2,000,000.00)



Form of Proposal

Project: Part time custodial services for the Seguin Municipal Office located at 5 Humphrey Drive.

I/We, the Undersigned, having examined this Request for Proposal, do hereby offer to enter into an agreement with Seguin Township to provide services under the terms included in this RFP.

Name: _____

Address: _____

Phone: _____ Email: _____

Initial Deep Cleaning: \$ _____

Subsequent Deep Cleaning per visit: \$ _____

Frequency Recommended: _____

Signature: _____