



April 25, 2024

INVITATION TO TENDER
CONTRACT No. PW 24-01
JANITORIAL SERVICES FOR MUNICIPAL FACILITIES

ADDENDUM No. 1

This Addendum shall be read in conjunction with and considered an integral part of the Invitation to Tender, Contract PW 24-01. The following revisions supersede the information contained in the original Invitation to Tender, Contract PW 24-01 - cleaning task schedule issued. No consideration will be allowed for any extras due to any Tenderer not being familiar with the contents of this Addendum.

This addendum is being issued to make the following changes:

Tender Contract PW 24-01 is hereby amended by deleting the pages listed hereunder and substituting therefore the corresponding revised pages marked "Addendum No. 1" and issued herewith. The location of the amendment on the revised pages is indicated in red.

Except as varied herein, all other terms and conditions shall remain the same as in the original Invitation to Tender, Contract PW 24-01.

Delete	Delete Page/s	Add	Substitute Page/s
Cleaning Services Task: Delete "4 times/year – Interior glass will be cleaned." Delete "1 time/month – Exterior glass will be cleaned."	23 28 32	Cleaning Services Task: Add "1 time/month – Interior window glass will be cleaned." Add "2 times/year – Exterior window glass will be cleaned."	23 28 32
Cleaning Services Task: Delete "4 times/year – Interior glass will be cleaned." Delete "1 time/month – Exterior glass will be cleaned."	25	Add "5 times/week – All glass doors and door glass panels will be cleaned daily."	25

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT
JANITORIAL SERVICES FOR MUNICIPAL FACILITIES
CONTRACT NO. PW 22-02

CLEANING TASK SCHEDULE

FACILITY 1: MUNICIPAL HALL

MUNICIPAL HALL: PERIODIC SERVICE - GENERAL	
Frequency	Cleaning Services Task
1 time/year <i>To be determined</i>	All carpets will be cleaned, using hot water extraction method.
1 time/year <i>To be determined</i>	All walls will be washed, floor to ceiling.
1 time/year <i>To be determined</i>	All upholstered furniture to be shampooed.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
1 time/month	Interior window glass will be cleaned.
1 time/month	High dusting of all wall hangings, such as pictures, graphs, etc., tops of doors, high cabinets and high ledges.
1 time/month	Window ledges will be dusted.
2 times/year	Exterior window glass will be cleaned.
3 times/year	Floors will be spray buffed.
1 time/month	All bright work, including push plates and kick plates, will be cleaned.
1 time/month	Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds.

CLEANING TASK SCHEDULE (cont'd)

MUNICIPAL HALL: CLEANING TASK SCHEDULE - ROOMS GENERAL

Frequency	Cleaning Services Task
1 time/month	Furniture will be damp wiped.
1 time/month	Damp wipe and vacuum air diffusers/grills.
5 times/week	All glass doors and door glass panels will be cleaned daily.

MUNICIPAL HALL: CLEANING TASK SCHEDULE - MAIN LOBBIES, ENTRANCES AND HALLWAYS

Frequency	Cleaning Services Task
1 time/week	Furniture will be spot cleaned.
2 times/week	Spot Cleaning: Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	Floors will be swept using a treated dust mop and damp mopped daily.
5 times/week	Entrance matting or grates and door mats will be cleaned or vacuumed daily.
5 times/week	Both sides of front and rear door glass will be cleaned daily.
5 times/week	All glass doors and door glass panels shall be cleaned daily.
1 time/year	All walls to be washed floor to ceiling.
4 times/year	Furniture will be damp wiped.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
6 times/year	All surfaces within reach will be dusted using a treated dust cloth.
1 time/month	Damp wipe and vacuum air diffusers and grills.
1 time/month	Accessible windowsills will be damp wiped.
3 times/year	Floors will be spray buffed.

CLEANING TASK SCHEDULE (cont'd)

FACILITY 2: POLICE FACILITY

POLICE FACILITY: CLEANING TASK SCHEDULE - ROOMS GENERAL	
Frequency	Cleaning Services Task
1 time/week	All carpet stains removed weekly or as needed.
1 time/week	Office furniture will be spot cleaned.
5 times/week	All interior doors will be spot cleaned.
2 times/month	Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds.
5 times/week	Spot Cleaning: Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	All lino floors will be swept with a treated dust mop and damp mopped daily.
5 times/week	All carpets will be vacuumed daily.
5 times/week	All waste receptacles will be emptied and cleaned. Compost and recyclables will be emptied directly into specified receptacles provided by the municipality. Inside receptacles will be cleaned/disinfected as required.
1 time/week	All recyclable material shall be removed and placed in the specified containers provided by the municipality.
5 times/week	Front and rear entrance glass and glass doors will be cleaned daily.
4 times/year	Furniture will be damp wiped.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning. To be co-ordinated with the "Coordinator"
1 time/month	Windowsills will be damp wiped.
1 time/month	Damp wipe & vacuum air diffusers/grills.
5 times/week	All interior doorknobs to be sanitized daily.
1 time/month	Interior window glass will be cleaned.
2 times/year	Exterior window glass will be cleaned.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.

CLEANING TASK SCHEDULE (cont'd)

Facility 3: PUBLIC WORKS YARD

PUBLIC WORKS YARD: CLEANING TASK SCHEDULE - ROOMS GENERAL	
Frequency	Cleaning Services Task
1 time/week	All interior doors will be spot cleaned.
2 times/month	Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds.
2 times/week	Spot Cleaning: Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	All epoxy floors will be swept, and damp mopped daily.
5 times/week	All wastepaper receptacles will be emptied cleaned.
5 times/week	All recyclable material shall be removed and placed in the specified containers provided by the municipality.
5 times/week	Front and Rear Entrance glass and glass doors will be cleaned daily.
1 time/month	Furniture will be damp wiped
2 times/year <i>To be determined</i>	All epoxy floors will be machine scrubbed.
1 time/month	Windowsills will be damp wiped.
1 time/month	Damp wipe and vacuum air diffusers/grills.
1 time/year <i>To be determined</i>	All walls to be washed floor to ceiling.
5 times/week	All compostable materials (bathroom paper towels, lunchroom food waste) shall be removed and placed in the specified containers provided by the municipality. Any plastics or other contaminants will be manually removed from the compostable bin if present and disposed in the appropriate receptacle.
1 time/month	Interior window glass will be cleaned.
2 times/year	Exterior window glass will be cleaned.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.