



Request for Quotation

RFQ#:

Quotation Requirement:

Contract Caretaker Services

Location:

Issued on:

Site Visit:

Submission Deadline:

_____current Manitoba Central Time on _____

It is solely the Bidders responsibility to ensure that its Quote is received in accordance with the instructions set out in this document.

Available in alternate formats upon request

- 1 Quotation submitted must:
 - 1.1 include the following completed and signed forms:
 - 1.1.1 Part A – Price Form (number of addenda received must be completed); and
 - 1.1.2 Certificate of Independent Tender Determination
 - 1.2 be mailed, couriered, or delivered to the front desk of the address provided below; and
 - 1.3 be in a sealed envelope and have the following on the face of the envelope:
 - 1.3.1 Bidders return address
 - 1.3.2 Address:
Manitoba Housing
Contract Caretaker

Attention:
 - 1.3.3 Submission Deadline
- 2 You are invited to submit on Part A - Price Form contained within this document, pricing for the requirements as set out in Part B - Scope of Work. This is an invitational Request for Quotation. Manitoba Housing may, but is not required to, issue a Service Agreement for the Services specified in this Request for Quotation.
- 3 If Manitoba Housing enters into a Service Agreement it will be with the compliant Bidder submitting the lowest total fixed fee for the two-year term of the contract. In the event Manitoba Housing issues a Service Agreement for the Services in this Request for Quotation, the successful Bidder will be required to submit a list of current employees and subcontractors performing the Services.
- 4 Manitoba Housing may reject a bid as being non-compliant if the bid submission is incomplete, conditional, or contains additions, deletions, or other irregularities.

Part A – Price Form

Bidders must submit this form fully completed and signed by the Bidder or an authorized individual.

Two year fixed fee contract			
Manitoba Housing #	Address	City/Town	Fixed Fee per Month (excluding taxes)
Total fixed fee per month			
Total fixed fee for two year term			

*Manitoba Housing is relieved of paying GST

Item Pricing

1. Item Pricing:

- a. The price per hour for a specific portion of work.
 - b. Not included in the base quote submitted.
 - c. Used to value additional stipulated work as may be required.
2. Acceptance of Item Prices for the duration of any subsequent Contract is at the sole discretion of Manitoba Housing.
3. Submit complete and accurate rates for each Item Price including overhead and profit as well as labour, materials and applicable taxes.
4. All work completed for Item Pricing must be requested in writing by Manitoba Housing and invoiced and submitted to the district office.

Item Description	Amount per
Notices - deliver to tenants	
Scattered unit - provide Service Requirements and Fire Safety Procedures for the Scattered Unit(s) listed in the table below – see Section 1 and 2 scope of work for details	

Water Samples – provide samples for testing in the spring and fall at the request of and according to Manitoba Housing requirements.		
<u>Emergency</u> – respond to requests from Manitoba Housing after <u>normal working hours</u> within 30 minutes from receiving the notification of the <u>emergency</u> situation. If unable to respond to the <u>emergency</u> within the 30 minute time allotted the successful Bidder is responsible for notifying the Manitoba Housing Communications Centre at 1-800-661-4663.		

Scattered Unit(s) (if applicable)		
MB Housing #	Address	City/Town

Enter the number of addendum received in the space provide below or “0” if no addendum received.

I acknowledge receipt of a total of _____ addendum.

A compliant bid must include, but is not limited to, the following submitted in a sealed envelope to the address on the cover of this Request for Quotation prior to the submission deadline:

- this completed Part A - Price Form signed by the Bidder;
- acknowledgement of receipt of all addenda received in the space provided above; and
- a completed Certificate of Independent Tender Determination form.

The final Agreement, if any, will consist of this Request for Quotation and the documents detailed therein, the successful Bid and the subsequent Manitoba Housing Contract Caretaker Service Agreement. The Bidder may view Manitoba Housing’s Contract Caretaker Service Agreement and the Protection of Personal Information document online at the following link:
<http://www.gov.mb.ca/housing/business/procurement-resources.html>

Business Name: _____

Printed Name: _____

Signature: _____

Date: _____

Part B – Scope of Work

1 For the purpose of this Request for Quotation, the following definitions apply to this scope of work:

Check means visual observation to ensure the unit, device or system is in place and is not obviously damaged or obstructed.

Damp mop means applying a clean mop, well wrung out of solution, with the purpose of removing light dust and spillage left after sweeping or dust mopping.

Emergency means an unforeseen situation that poses a threat to life, property, and/or public security.

Inspect means physical examination to determine that the unit, device or system will perform in accordance with its intended function.

Machine Scrub means applying a clean resilient floor spray and/or buffing solution, using a floor machine with abrasion pad to remove black marks and/or scuffing and polish the surface. Care must be taken not to spray solution on baseboards or furniture. Buffing is followed by dust mopping to remove fine dust generated during the former process.

Normal working hour means Monday to Friday 7 a.m. to 10 p.m.; and Saturday to Sunday 9 a.m. to 10 p.m.

Strip and refinish means moving all furniture to clean under pedestals and legs. Ammoniated or non-ammoniated stripping compound shall be used as per manufacturer's label. All wax and build-up shall be removed and the floor rinsed clean and clear. A minimum of one coat sealer and two coats of high quality finish shall be applied. Corridors and entrances shall receive a minimum of three coats of high quality finish. Baseboards and furniture legs shall be wiped clean.

Sweep or dust mopping means removal of loose, generally dry dust and/or debris from resilient floor surfaces, generally using a treated dust cloth or dust mop

Test means operation of device or system to ensure that it will perform in accordance with its intended function.

Vacuum means all carpet surfaces plus using a crevice tool to clean corners, around furniture and along baseboards, etc.

Walk-off mat cleaning means using a wet and dry tank vacuum to remove not only sand and other soil, but also slush and water.

Wash means clean with water and appropriate cleaning agent.

Wet mop means applying a neutral detergent solution to the floor, cleaning off marks or encrusted soil, removing the solution by mop or wet vacuum, rinsing and drying floor; washroom floors shall be rinsed with a germicidal solution.

Windows clean surface areas below 11' 0" using commercial window cleaning solution and telescopic equipment; ladders are not to be used.

2 The following details the requirements and Services to be provided by the successful Bidder. The successful Bidder shall provide the Service Requirements and Fire Safety Procedures as outlined in this Part B - Scope of Work on a daily basis during normal working hours unless otherwise indicated.

2.1 All sections of Part B - Scope of Work marked with an X by Manitoba Housing in the left column are deleted from this scope.

Example: The example below shows the Playgrounds section and all points for this section as deleted from the scope of work.

X	a) Playgrounds
	(i) <u>Check</u> playground area and remove debris, litter, glass and/or other hazardous foreign objects.
	(ii) Empty refuse cans.

All sections marked with an X in the left column are deleted from this scope.

3 Janitorial Service

3.1 Daily:	
	3.1.1 Non-carpeted floor surfaces - sweep using a dust control method, remove marks, buff and/or spray buff; damp mop as required
	3.1.2 Common area furniture – check and damp wipe vinyl, vacuum, spot clean as required
	3.1.3 Waste baskets and refuse containers - empty into plastic garbage bags; ashtrays and combustible refuse empty into separate metal containers; damp-wipe with a mild disinfectant
	3.1.4 Inspect buildings and grounds – clean graffiti, waste paper and litter up from the buildings, grounds, walks and parking lot areas.
	3.1.5 Garbage in the building(s) and on the grounds - collect in plastic garbage bags and store in the designated storage areas. When disposal of a material is in question, set aside and contact Manitoba Housing district office for further instruction
	3.1.6 Entrance area – wipe all surfaces clean of smudges and marks using a commercial cleaning solution
	3.1.7 Washrooms
	3.1.7.1 Wash and sanitize - soap dispensers, sinks, walls, tiles, shelves, floors, toilet bowls, seats, waste receptacles and sanitary napkin disposals
	3.1.7.2 Polish - mirrors, faucets, flushometers, hinges, chrome plating and all bright work

	3.1.7.3 Floors – remove marks, wash and sanitize
	3.1.7.4 Supply items such as but not limited to 2-ply toilet paper, deodorizing products, hand soap for dispensers, paper towels, plastic garbage bags for general garbage disposal and plastic liner bags for individual waste bins as required
	3.1.8 Laundry room
	3.1.8.1 Check washer(s) and dryer(s); clean washer and dryer as required
3.2 Weekly:	
	3.2.1 Carpet areas – vacuum; spot clean as required
	3.2.2 Walk-off mats and plastic carpet protection mats - clean and replace as required
	3.2.3 Windows – interior and exterior public areas; exterior cleaning as required and when weather permits
	3.2.4 Entrance areas - wash and polish doors, handles, surrounding glass, kick plates, light fixtures, light switches and other highly polished areas using a commercial cleaning solution
	3.2.5 Garbage from stored area is put out for collection on the areas designated garbage day or if local collection is not available then dispose at the local land fill in a safe manner
	3.2.6 Shelving, countertops, tables, chairs and other furniture shall be hand dusted with treated cloths; telephones shall be wiped clean with disinfectant
	3.2.7 Janitor, electrical rooms and storage sheds shall be kept clean, tidy and free of clutter and debris
	3.2.8 Solid doors – dust
	3.2.9 Waste baskets – wash and sanitize
	3.2.10 Common area furniture - check and spot clean as required
	3.2.11 Baseboards, ledges, door casings, signs, mouldings, ventilation louvers and grills, window sills, radiator cabinets, stair balustrades and handrails, etc. - dust and wipe clean all marks on surfaces
3.3 Monthly:	
	3.3.1 Ledges, wall clocks, transom lights, partitions and all other horizontal and vertical surfaces not reached in daily cleaning – dust

	3.3.2 Non – carpet floors – Machine scrub
	3.3.3 Venetian blinds - dust/vacuum; spot clean as required
	3.3.4 Common area furniture – damp wipe vinyl and vacuum fabric
	3.3.5 Grounds - hose down and sweep clean exterior of building, as required and wherever accessible, to maintain a clean appearance at all times
3.4	Annual:
	3.4.1 Strip and refinish resilient floor finishes
	3.4.2 Vacuum and steam clean carpeted floor surfaces
	3.4.3 Windows – all exterior
	3.4.4 Venetian blinds – wipe down

All sections marked with an X in the left column are deleted from this scope.

4 Minor Building Maintenance – as required

	4.1 Minor maintenance requests
	4.2 Contact the district office for maintenance requests that require a certified contractor
	4.3 Plumbing
	4.3.1 Unplug drains and toilets using plungers, augers and snakes
	4.3.2 Respond to and repair minor plumbing problems (e.g. faucets, sinks, toilets)
	4.4 Electrical
	4.4.1 Replacement of fluorescent, incandescent or appliance light bulbs
	4.4.2 Change cover plates of electrical outlets and light switches
	4.5 Carpentry
	4.5.1 Minor carpentry work (e.g. tighten hinges, baseboard repairs, etc.)
	4.5.2 Change door locks using Manitoba Housing supplied locks
	4.6 Mechanical

	4.6.1 Check sump pumps
	4.6.2 Check v-belts for wear monthly
	4.6.3 Inspect and maintain water softener salt levels
	4.7 Appliance Repairs
	4.7.1 Replace stove parts (e.g. knobs)
	4.8 Maintenance Responsibilities
	4.8.1 Obtain goods required for minor building maintenance requests approved in writing by Manitoba Housing
	4.8.2 Perform scheduled and preventative maintenance for all building equipment according to manufacturer and Manitoba Housing requirements
	4.8.3 Check down spouts
	4.8.4 Clean and/or replace filters
	4.8.5 Check dampers to ensure that they are functioning properly
	4.8.6 Clean or replace damaged bathroom/kitchen exhaust fan covers
	4.8.7 Clean/remove debris from condensing units
	4.8.8 Check utility meter readings on a monthly basis, keeping a log of same and advising Manitoba Housing of readings when requested
	4.8.9 Perform minor and preventative maintenance on air handling units and exhaust fans:
	4.8.9.1 check fan belts, adjusting and replacing where necessary
	4.8.9.2 clean and wash intake screens
	4.8.10 Perform routine fire safety maintenance procedures as per Subsection 7

All sections marked with an X in the left column are deleted from this scope.

5 Grounds Maintenance

	5.1 General duties:
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	5.1.1 Grass cutting as per city bylaws, raking, trimming, shrub trimming, pruning of hedges/trees, watering of grass, spraying for weeds in compliance with area having jurisdiction, application of fertilizer, picking up of debris on grounds and parking lots, planting and maintaining flower beds, etc. as required.
	5.1.2 Where pesticides, herbicides and/or fertilizers are required, the successful Bidder is responsible for understanding and compliance with all environmental bylaws as they apply to the specific duties performed and as approved by Manitoba Housing
	5.1.3 Parking area, sidewalks, steps and exits - sweep and hose off as required
	5.1.4 Repair of grass areas including seed or re-sod when requested by Manitoba Housing, including the spreading, application, and leveling of topsoil.
	5.1.5 Only adults 18 years of age or older with training, shall be allowed to work on site. Proper clothing and safety equipment shall be worn when performing work on site as indicated by Manitoba Housing and the manufacturer of the equipment.
	5.2 Playgrounds, maintain daily
	5.2.1 Check playground area and remove debris, litter, glass and/or other hazardous foreign objects
	5.2.2 Empty refuse cans
	5.2.3 Check playground area for damaged or broken playground equipment, benches, signs or fences
	5.2.4 Remove strings, ropes, or other items tied to or added onto any equipment
	5.2.5 Check all welds, bolts and nuts are secure
	5.2.6 Check for sharp edges/points or protruding objects (bars, bolts, nuts, springs, etc)
	5.2.7 Check and rake surfacing material (pea gravel, wood, sand) back into high traffic areas. "Surfacing material to be loose - not compact"
	5.2.8 Clean up any protective surface material (pea gravel, wood, sand) that is outside of the play space area (sidewalks, pathways)
	5.2.9 Check for substantial cracks, burn damage, corrosion, excess wear in the playground equipment
	5.2.10 Maintain a record of the playground maintenance on Manitoba Housing log sheets provided
	5.2.10.1 each month log sheets are to be faxed to the Manitoba Housing district office

	5.2.10.2 the successful Bidder will produce these logs for inspection by the Manitoba Housing district office when requested
	5.2.11 Snow Removal - Sanding - Salting
	5.2.11.1 Check daily: concrete sidewalks (including city sidewalks) between the building(s) and surrounding the property, landings, steps, building entrances, fire exit paths and work areas such as garbage bin pads. Remove snow and ice accumulation down to the surface, when snow accumulation (dry depth) reaches 2 cm and as required.
	5.2.11.2 Check daily: parking stalls (applicable for five (5) stalls or less) and remove snow and ice accumulation down to the surface, as required. Notify tenants if cars need to be moved prior to snow removal.
	5.2.11.3 Apply sand and/or de-icer chemical to remove ice, as required and as requested by Manitoba Housing
	5.2.11.4 From time to time, drifting of snow caused by wind creates accumulation of snow. Drifted snow must be cleared upon request by Manitoba Housing.
	5.2.11.5 Maintain a record for the snow removal/sanding/de-icing on Manitoba Housing log sheets provided, indicating the date and time the work was done. Log sheets must be available for inspection upon request by Manitoba Housing.

All sections marked with an X in the left column are deleted from this scope.

6 Additional Activities on Behalf of Manitoba Housing

	6.1 The successful Bidder shall perform the following services when requested in writing by Manitoba Housing:
	6.1.1 Keys - maintain key control as directed by Manitoba Housing
	6.1.2 Pest management – notify Manitoba Housing Contact immediately for all pest infestations
	6.1.3 Vacant units
	6.1.3.1 Show vacant units to potential tenants, preferably by appointment
	6.1.3.2 Contact the Manitoba Housing district office immediately when a tenant has vacated a unit
	6.1.3.3 Check vacant units, once per week minimum or as requested by Manitoba Housing
	6.1.4 Response times

	6.1.4.1 Acknowledge email or phone call from Manitoba Housing within 20 minutes of receipt
	6.1.4.2 Emergency requests from Manitoba Housing during normal working hours within 30 minutes from receiving the notification of the emergency situation. If unable to respond to the emergency within the 30-minute time allotted, the successful Bidder is responsible for notifying the Manitoba Housing Communications Centre at 1-800-661-4663.
	6.1.5 The successful Bidder may be required to attend an orientation at the start of the contract term

All sections marked with an X in the left column are deleted from this scope.

7 Fire Life Safety Maintenance Procedures

	7.1 The successful Bidder must be familiar with the fire life safety plan for each specified location(s) listed in this quotation and carry out the checks, inspections and tests required
	7.1.1 For the purpose of inspection frequency for these fire life safety maintenance procedures “as required” items in the fire life safety plan shall be checked on a daily basis
	7.1.2 A written record, on the provided log forms, of the maintenance, tests and corrective measures outlined in the fire life safety plan shall be maintained on site by the successful Bidder, with a copy provided to Manitoba Housing upon request.
	7.1.3 Twelve current and consecutive months of recorded log forms must be maintained in the fire life safety plan box.
	7.2 The successful Bidder may attend fire life safety orientation as scheduled by Manitoba Housing

All sections marked with an X in the left column are deleted from this scope.

8 Fire Life Safety Procedure

	8.1 In the event of a fire alarm activation the successful Bidder is responsible for following the building’s fire plan if on site or responding to the emergency
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