

GENERAL INFORMATION TO TENDERERS

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1 LOCATION AND DESCRIPTION OF WORK

- 1.1 The scope of the tender allows for the cleaning of various Nexicom Inc. and Nexicom Systems Inc. buildings.
- 1.2 The proposed contract is for a three-year period commencing April 1, 2018 until March 31, 2021.

2 TENDERS SUBMISSION AND CLOSING DATE

- 2.1 Tenders shall be in the Form of Tender provided. The Tender shall be sealed in an envelope and labelled as follows:
 - a. Tender for Cleaning Service of Various Locations; Nexicom Inc. and Nexicom Systems Inc.
- 2.2 Request for Tender documents shall be submitted to Nexicom Inc. and Nexicom Systems Inc., 306 Stewart Street, Peterborough Ontario, K9J 3N1 "or" Nexicom Inc. and Nexicom Systems Inc., 5 King Street East, Millbrook, Ontario, L0A 1G0, by no later than 5:00 PM, EST, Wednesday February 28, 2018.

3 NEXICOM CONTACT

- 3.1 Ms. Tina Thornton
Manager, Special Assignments
705-932-4102
tthornton@nexicomgroup.net

4 ACCEPTANCE OR REJECTION

- 4.1 Tenders shall remain open to acceptance up to Wednesday February 28, 2018 at 5:00 PM, EST.
- 4.2 The right to reject any or all Tenders in whole or in part, or to accept the Tenders in parts there of judged most satisfactory is expressly reserved by the Owner without liability on the part of the Owner.

5 BONDING

- 5.1 Each officer, employee or agent shall be bondable.

5.2 Each officer, employee or agent shall be cleared by a Criminal Reference Check prior to being allowed on the premises of Nexicom Inc. and Nexicom Systems Inc.

6 HARMONIZED SALES TAX (H.S.T.)

6.1 The Owner, as purchaser, shall be liable to pay H.S.T. at the rate of thirteen percent (13%) on the value of any consideration paid or payable for the supply of cleaning services.

6.2 For the purpose of this Tender, the H.S.T. shall not be included in the Total Tender Price. The Owner will pay the H.S.T. to the Contractor as a separate amount based on the Contract amount payable on each monthly invoice.

7 INSURANCE

7.1 The Contractor shall protect himself/herself and indemnify and save NEXICOM INC. AND NEXICOM SYSTEMS INC. harmless from any and all claims which arise from the Contractor's operations under the Contract where bodily injury, death or property damage is caused and for this purpose, shall, without restricting the generality of the foregoing, maintain insurance acceptable to the Owner, to the limits set forth in the Contract Documents.

7.2 The Contractor shall maintain a comprehensive general liability insurance in the minimum amount of \$5,000,000.00 covering premises and operations liability, contractor's contingency liability with respect to the operations of sub-contractors, completed operations liability, contractual liability and automobile liability insurance (owned, non-owned, or hired units).

7.3 All liability insurance policies shall be written in such terms as will fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the Contract.

7.4 Prior to signing of the Contract, the Contractor shall file with the Owner a copy of any insurance certificates required. All such insurance shall be maintained until final completion of the work including the making good of faulty work or materials.

8 INTERPRETATIONS OR DISCREPANCIES

8.1 No oral interpretation shall be made to a Tenderer as to the meaning of any of the Tender Documents, or be effective to modify any of the provisions of

the Tender Documents. Every request for an interpretation shall be made in writing, addressed and forwarded to the Manager, Special Assignments.

8.2 Should a Tenderer find discrepancies in or omissions in specifications or other Tender Documents, or should be in doubt, as to their meaning, he/she should notify the Manager, Special Assignments who may send a written instruction to all Tenderers.

9 DOCUMENTS

9.1 The documents for this tender are contained in all and any addenda to the tender documents will be listed on the Nexicom website (www.nexicom.net). The tender document contains the following:

- a. General Information to Tenderers
- b. Form of Tender
- c. Special Conditions
- d. List of Recent Contracts

10 WORKPLACE SAFETY AND INSURANCE BOARD

10.1 Further to the requirements stated in the Special Information to Tenderers, the Contractor shall submit evidence of good standing with the Workplace Safety and Insurance Board.

10.2 Nexicom Inc. and Nexicom Systems Inc. requires the Contractor to be in good standing for the duration of the Contract. Failure to maintain a good standing will result in the termination of said contract.

11 PRE-TENDER SITE VISIT

11.1 Each bidder, before submitting any proposal for the work, shall visit the assigned sites and examine the surroundings in order to become familiar with the existing conditions under which the work shall be done and to include in his or her proposal for all conditions relevant to the proper execution of the work.

11.2 The site visit schedule is as follows:

February 20 th at 9:00am	Lakefield Office	36 Bridge Street, Lakefield
February 20 th at 11:00am	Peterborough Offices	306 Stewart Street and 747 Monaghan Road, Peterborough

February 20 th at 2:00pm	Millbrook Offices	5 King Street East, Millbrook
February 20 th at 4:00pm	Lindsay Office	55 Kent Street West, Lindsay

12 EXAMINATION OF DOCUMENTS AND SITE COOPERATION

12.1 Facts of tendering certifies that Tenderer has carefully examined all contract specifications, familiarized himself or herself with all work required and examined and satisfied himself or herself as to the nature of:

- a. Site;
- b. Work, materials to be removed, materials to be supplied, means of access, condition, nature of position of existing buildings, sidewalks, obstructions, sewers, gas, water, telephone and electrical services, and every other condition which may affect tendering or execution of work, both within site and adjoining areas, lanes and streets or any other matter which may enter into the carrying out of the contract to a satisfactory conclusion.
- c. Provisions of the Contract. No extra payment will be allowed for additional work arising from conditions which could have been determined, had a proper examination been made or where the contractor claims that he was uninformed as to any provisions or conditions intended to be covered by the contract.

13 WORK HOURS

13.1 The Contractor shall be allowed to work between 5:00pm and 8:00am Monday to Sunday unless written approval is received from Nexicom. Contractor may be required periodically to begin at 4:00PM to attend to Offices while Nexicom employees are present.

14 TENDER REQUIREMENTS

14.1 Tenderers are required to conform to the conditions listed below and those failing to do so may be subject to disqualification.

- a. The Tender Form, as supplied by Nexicom, must be used and submitted to the Manager, Special Assignments on or before the tender closing date and time. Tenders received after the closing time will not be considered.

- b. The Tender must be legible, written in ink or typed and all items must be bid, where stipulated with the unit price, for every item and other entries as clearly shown. If an error is made extending a unit price, the unit price will be used to determine the corrected total tender price.
- c. The bid must not be restricted by a statement added to the Tender Form or a covering letter, or alterations to the Tender Form. All blank spaces on all Tender Forms must be filled in.
- d. Adjustments by telephone, email or letter to a Tender already submitted will not be considered. A Bidder desiring to make adjustments to a Tender must withdraw the Tender and/or supersede it with a later Tender submission.
- e. The Tender Form must be signed in the space(s) provided on the form, with the signature of the bidder or of the signing officer(s) as designated by Letters of Patent of a corporation bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he or she shall sign separately on behalf of each bidder. In the case of a corporation, the corporate seal must be affixed to the Tender Form.
- f. Erasures, overwriting or strike-outs must be initialed by the person(s) signing the Tender Form.

15 ADDENDA

- 15.1 Interpretations will be made in reply to queries from bidders only in the form of a writing Addenda.
- 15.2 When it becomes necessary to revise, delete, substitute or add to tendering material for a contract under call, the Owner shall approve the issuance of an addendum. The addendum will be posted on the Nexicom website, www.nexicom.net. Additionally, should a prospective Contractor wish to receive an email copy of any issued addendum, he or she shall register as a prospective Contractor by emailing the Manager, Special Assignments at tthornton@nexicomgroup.net.
- 15.3 An Addendum found to be necessary within 48 hours of the time at which the tenders are to be opened will either be withheld and negotiated with the successful Tenderer or else the tender closing date will be postponed.

16 AWARD OF CONTRACT AND COMMENCEMENT OF WORK

16.1 The following procedure will apply.

- a. The recommendation for awarding the contract will be presented to the President of Nexicom not later than March 9, 2018.
- b. Subsequent to the approval by the President, the Manager, Special Assignments will notify the successful bidder as follows:
 - i. The Manager, Special Assignments will forward three (3) copies of the Contract for signing to the successful bidder. Two (2) copies must be returned signed to the Manager, Special Assignments prior to commencement of work.
- c. The Nexicom Manager, Special Assignments will instruct the successful bidder to commence work by a date not earlier than April 1, 2018.

17 RIGHT OF CORPORATION

17.1 The Corporation reserves the right to reject any or all Tenders, and the right to cancel any portion of the work described in the contract documents without any claim whatsoever because of such cancellation.

18 RECENT CONTRACTS BY TENDERER

18.1 The Tenderer shall complete the "Recent Contracts by Tenderer" Form which is included in the Form of Tender with information such as the value, nature and name of the charge person for at least six contracts which the Tenderer has recently or is currently carrying to completion. The contracts described should preferably be similar, as regards to both type and size, to this contract.

FORM OF TENDER

**FORM OF TENDER
FOR CLEANING OF VARIOUS NEXICOM INC. AND NEXICOM SYSTEMS INC. BUILDINGS**

TO: NEXICOM INC. AND NEXICOM SYSTEMS INC.

I (We) _____ having carefully examined the locality and site of the proposed works, as well as all the contract documents relating thereto, including the bid form and specifications, including, relating to the Said Contract, hereby accept and agree to the same as forming part and parcel of the Contract and hereby bid and offer to enter in to a contract, being the contract referred to supply and do all that is set out or called for in the documents of the total contract.

The enclosed proposal form must be used and in the possession of Nexicom one or before the closing date and time. Proposals received after the closing date and time will not be considered.

Organization:		
Name:		Title:
Address:		
Town:	Province:	Postal Code:
Phone:	Cell:	Fax:
Email:		

Total Tender Price for 2018 – 2021 as follows, excluding H. S. T.

\$ _____

Not necessarily the lowest, or any bid accepted.

<p>_____</p> <p>Authorized Signature of Company</p> <p>_____</p> <p>Date</p>

2018 – 2020
SUMMARY OF SCHEDULE OF ITEMS AND PRICES

Building Number	Description and Address	Monthly Amount
1	Millbrook Office Building – 1 King	
2	Millbrook Office Building – 5 King	
3	Millbrook Office Building – 2 Needlers	
4	Peterborough Office Building – 306 Stewart	
5	Peterborough Office Buildings – 747 Monaghan	
6	Lakefield Office Building	
7	Lindsay Office Building	
Total (Excluding HST)		

Millbrook Office Buildings – 1 King Street

Areas	Weekly	Monthly	Annually
Washrooms			
Clean and disinfect toilets, sinks and mirrors.	√		
Refill all empty dispensers.	√		
Floors			
Sweep all tile and laminate flooring.	√		
Vacuum all carpets and mats.	√		
Waste and Recycling Receptacles			
Empty and dispose of waste and recycling. All waste and recycling receptacles to be fitted with plastic bags.	√		
Kitchens			
Clean and disinfect all tables, counters, sinks and fixtures.	√		
Clean and disinfect all counter top appliances including the microwave.	√		
Clean and disinfect fridge.		√	
Refill all empty dispensers.	√		
Windows and Doors			
Clean and disinfect all handles.	√		
Wipe all window ledges.		√	
Walls and Ceilings			
Dust ledges, moldings and baseboards.		√	
Ceilings and corners kept free of cobwebs.		√	
Office Furniture and Fixtures			
Dust and clean boardroom tables, chairs and other fixtures.	√		
Storage Areas / Stairways			
Clean and disinfect railings.	√		
Vacuum, sweep and damp mop flooring.	√		

Note: Monthly logs, including work performed and dates of monthly, yearly duties must be submitted with the invoice.

Millbrook Office Buildings – 5 King Street

Areas	Weekly	Monthly	Annually
Washrooms			
Clean and disinfect toilets, sinks and mirrors.	√		
Refill all empty dispensers.	√		
Floors			
Sweep all tile and laminate flooring.	√		
Vacuum all carpets and mats.	√		
Waste and Recycling Receptacles			
Empty and dispose of waste and recycling. All waste and recycling receptacles to be fitted with plastic bags.	√		
Kitchens			
Clean and disinfect all tables, counters, sinks and fixtures.	√		
Clean and disinfect all counter top appliances including the microwave.	√		
Clean and disinfect fridge.		√	
Refill all empty dispensers.	√		
Windows and Doors			
Clean and disinfect all handles.	√		
Wipe all window ledges.		√	
Walls and Ceilings			
Dust ledges, moldings and baseboards.		√	
Ceilings and corners kept free of cobwebs.		√	
Office Furniture and Fixtures			
Dust and clean boardroom tables, chairs and other fixtures.	√		
Storage Areas / Stairways			
Clean and disinfect railings.	√		
Vacuum, sweep and damp mop flooring.	√		

Note: Monthly logs, including work performed and dates of monthly, yearly duties must be submitted with the invoice.

Millbrook Office Buildings – 2 Needlers Lane

Areas	Weekly	Monthly	Annually
Washrooms			
Clean and disinfect toilets, sinks and mirrors.	√		
Refill all empty dispensers.	√		
Floors			
Sweep all tile and laminate flooring.	√		
Vacuum all carpets and mats.	√		
Waste and Recycling Receptacles			
Empty and dispose of waste and recycling. All waste and recycling receptacles to be fitted with plastic bags.	√		
Kitchens			
Clean and disinfect all tables, counters, sinks and fixtures.	√		
Clean and disinfect all counter top appliances including the microwave.	√		
Clean and disinfect fridge.		√	
Refill all empty dispensers.	√		
Windows and Doors			
Clean and disinfect all handles.	√		
Wipe all window ledges.		√	
Walls and Ceilings			
Dust ledges, moldings and baseboards.		√	
Ceilings and corners kept free of cobwebs.		√	
Office Furniture and Fixtures			
Dust and clean boardroom tables, chairs and other fixtures.	√		
Storage Areas / Stairways			
Clean and disinfect railings.	√		
Vacuum, sweep and damp mop flooring.	√		

Note: Monthly logs, including work performed and dates of monthly, yearly duties must be submitted with the invoice.

Peterborough Office Buildings – 306 Stewart Street

Areas	Weekly	Monthly	Annually
Washrooms			
Clean and disinfect toilets, sinks and mirrors.	√		
Refill all empty dispensers.	√		
Floors			
Sweep all tile and laminate flooring.	√		
Vacuum all carpets and mats.	√		
Waste and Recycling Receptacles			
Empty and dispose of waste and recycling. All waste and recycling receptacles to be fitted with plastic bags.	√		
Kitchens			
Clean and disinfect all tables, counters, sinks and fixtures.	√		
Clean and disinfect all counter top appliances including the microwave.	√		
Clean and disinfect fridge.		√	
Refill all empty dispensers.	√		
Windows and Doors			
Clean and disinfect all handles.	√		
Wipe all window ledges.		√	
Walls and Ceilings			
Dust ledges, moldings and baseboards.		√	
Ceilings and corners kept free of cobwebs.		√	
Office Furniture and Fixtures			
Dust and clean boardroom tables, chairs and other fixtures.	√		
Storage Areas / Stairways			
Clean and disinfect railings.	√		
Vacuum, sweep and damp mop flooring.	√		

Note: Monthly logs, including work performed and dates of monthly, yearly duties must be submitted with the invoice.

Peterborough Office Buildings – 747 Monaghan Road

Areas	Weekly	Monthly	Annually
Washrooms			
Clean and disinfect toilets, sinks and mirrors.	√		
Refill all empty dispensers.	√		
Floors			
Sweep all tile and laminate flooring.	√		
Vacuum all carpets and mats.	√		
Waste and Recycling Receptacles			
Empty and dispose of waste and recycling. All waste and recycling receptacles to be fitted with plastic bags.	√		
Kitchens			
Clean and disinfect all tables, counters, sinks and fixtures.	√		
Clean and disinfect all counter top appliances including the microwave.	√		
Clean and disinfect fridge.		√	
Refill all empty dispensers.	√		
Windows and Doors			
Clean and disinfect all handles.	√		
Wipe all window ledges.		√	
Walls and Ceilings			
Dust ledges, moldings and baseboards.		√	
Ceilings and corners kept free of cobwebs.		√	
Office Furniture and Fixtures			
Dust and clean boardroom tables, chairs and other fixtures.	√		
Storage Areas / Stairways			
Clean and disinfect railings.	√		
Vacuum, sweep and damp mop flooring.	√		
306 Monaghan Road – Warehouse Area Only			
Limited to empty and dispose of “office” waste. All “office” waste receptacles to be fitted with plastic bags.			

Note: Monthly logs, including work performed and dates of monthly, yearly duties must be submitted with the invoice.

Lakefield Office Building – 36 Bridge Street

Areas	Weekly	Monthly	Annually
Washrooms			
Clean and disinfect toilets, sinks and mirrors.	√		
Refill all empty dispensers.	√		
Floors			
Sweep all tile and laminate flooring.	√		
Vacuum all carpets and mats.	√		
Waste and Recycling Receptacles			
Empty and dispose of waste and recycling. All waste and recycling receptacles to be fitted with plastic bags.	√		
Kitchens			
Clean and disinfect all tables, counters, sinks and fixtures.	√		
Clean and disinfect all counter top appliances including the microwave.	√		
Clean and disinfect fridge.		√	
Refill all empty dispensers.	√		
Windows and Doors			
Clean and disinfect all handles.	√		
Wipe all window ledges.		√	
Walls and Ceilings			
Dust ledges, moldings and baseboards.		√	
Ceilings and corners kept free of cobwebs.		√	
Office Furniture and Fixtures			
Dust and clean boardroom tables, chairs and other fixtures.	√		
Storage Areas / Stairways			
Clean and disinfect railings.	√		
Vacuum, sweep and damp mop flooring.	√		

Note: Monthly logs, including work performed and dates of monthly, yearly duties must be submitted with the invoice.

Lindsay Office Building – 55 Kent Street West

Areas	Weekly	Monthly	Annually
Washrooms			
Clean and disinfect toilets, sinks and mirrors.	√		
Refill all empty dispensers.	√		
Floors			
Sweep all tile and laminate flooring.	√		
Vacuum all carpets and mats.	√		
Waste and Recycling Receptacles			
Empty and dispose of waste and recycling. All waste and recycling receptacles to be fitted with plastic bags.	√		
Kitchens			
Clean and disinfect all tables, counters, sinks and fixtures.	√		
Clean and disinfect all counter top appliances including the microwave.	√		
Clean and disinfect fridge.		√	
Refill all empty dispensers.	√		
Windows and Doors			
Clean and disinfect all handles.	√		
Wipe all window ledges.		√	
Walls and Ceilings			
Dust ledges, moldings and baseboards.		√	
Ceilings and corners kept free of cobwebs.		√	
Office Furniture and Fixtures			
Dust and clean boardroom tables, chairs and other fixtures.	√		
Storage Areas / Stairways			
Clean and disinfect railings.	√		
Vacuum, sweep and damp mop flooring.	√		

Note: Monthly logs, including work performed and dates of monthly, yearly duties must be submitted with the invoice.

The Tenderer agrees to leave the Tender open for acceptance until April 1, 2018.

The Tenderer agrees to deliver, within seven (7) calendar days of signing a contract with Nexicom a Certificate of Insurance and a Certificate of Clearance from the Worker's Compensation Board.

It is hereby agreed and understood that this Tender Form is to form part of the Contract Documents. Nexicom, expressly reserves the right to reject any or all Tender in whole or in part, or to accept the Tender or parts thereof judged most satisfactory, without liability on the part of Nexicom.

Tenderer's Signature: _____

And Seal: _____

Witness: _____

Dated At: _____

This _____ Day of _____, 2018.

SPECIAL CONDITIONS

**TENDER FOR CLEANING OF
VARIOUS NEXICOM INC. AND NEXICOM SYSTEMS INC. BUILDINGS**

Special Conditions

1. The Contractor shall supply as adequate number of staff to ensure that the work required under the Contract is completed. Subcontracting cleaning services is not acceptable unless written permission is granted by Nexicom.
2. Nexicom will supply all materials necessitated for this contract:
 - a. Paper products, garbage bags, soap.
 - b. Cleaning products.
3. Contractor will supply all tools necessitated for this contract as applicable and appropriate such as:
 - a. Vacuum, mop and broom.
4. Nexicom reserves the right to accept portions of this proposal on a facility-by-facility basis, with the provision of cleaning services for a selected facility comprising the three-year term. It is suggested that if the Tenderer is not clear as to Nexicom's intent of this particular clause, that the Manager, Special Assignments be contracted prior to submitted a proposal.
5. The Contractor shall maintain a reasonable person whenever work is in progress. This person shall be capable of discussing work requirements with Nexicom's personnel. If the person is not capable of discussing the work requirement, then Nexicom shall be given a contact phone number wherein the main principals of the Contractor can be reached. Any representative or worker not acceptable to Nexicom by reason of incompetence or improper conduct will be removed from the site and replaced forthwith.
6. Electrical and water service is provided on site by Nexicom to facilitate the cleaning of the buildings by the Contractor.
7. The Contractor shall ensure all persons in the employ of the Contractor shall be knowledgeable regarding the latest editions of the Canadian Hazard Form of construction contract issue in compliance with O. H. S. A. Regulations along with other pertinent safety rules and regulations relative to the current WHMIS Legislation.
8. There will be a review period following 30 days, 60 days and 90 days of commencing the contract term. Unsatisfactory performance may result in termination.

9. The Contractor shall invoice the cost of the services to Nexicom for each building on a separate invoice for each facility, monthly.
10. Upon awarding the contract, the Contractor will abide by the Employment Services Act, 2000 subsection 287/01.

**TENDER FOR CLEANING OF
VARIOUS NEXICOM INC. AND NEXICOM SYSTEMS INC. BUILDINGS**

Six Recent Contracts

Year	Client / Owner	Contact Person	Description of Work