

## REQUEST FOR PROPOSAL

**P01.2021**

### **OFFICE CLEANING SERVICES – MULTIPLE HALIFAX WATER LOCATIONS**

Proposals submitted electronically via email marked:

**“RFP P01.2021 – “Office Cleaning Services – Multiple Halifax Water Locations”**

Addressed to:

Halifax Water  
Attn: Brent Hickman  
Procurement Services

Email: [procurement@halifaxwater.ca](mailto:procurement@halifaxwater.ca)

Will be received until **2:00 p.m. Atlantic Time, Tuesday, February 23, 2021** for the above Request for Proposal as per the specifications and terms and conditions.

**Check for changes to this request** – Before submitting your proposal, visit the Provincial Government Web Portal at [www.novascotia.ca/tenders](http://www.novascotia.ca/tenders) to see if any Addenda detailing changes have been issued on this proposal. Changes may be posted up until the proposal closing time. It is the bidders’ responsibility to acknowledge and take into account all Addenda.

Bidders shall be solely responsible for the delivery of their proposals in the manner and time prescribed. Proposals received after the date and time specified shall be rejected.

**Hard copy and facsimile proposals are not accepted.**

The lowest or any submission will not necessarily be accepted.

**Proposal Issue Date – Friday January 22, 2021**



---

**PROPONENT'S SUBMISSION SHEET**

The undersigned hereby acknowledges that he/she, as an officer of the stated corporation, has read and understands the specifications, requirements, and proposed agreement regarding **Office Cleaning Services – Multiple Halifax Water Locations** for Halifax Water. He/she further acknowledges that the seller's proposed product, equipment, materials, and services fully meet or exceed those as specified in Halifax Water's Proposal. Additionally, the Proponent agrees that all its bid documents and responses to the aforementioned Request for Proposal will, at the option of Halifax Water, become a legally binding and essential portion of the final contract between the successful Proponent and Halifax Water.

***The following information must be completed to ensure proposal acceptance.***

---

\*ADDENDA No. \_\_\_\_\_ to \_\_\_\_\_ INCLUSIVE WERE CAREFULLY EXAMINED.

---

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

PROPONENT'S COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

CONTACT NAME (please print): \_\_\_\_\_

TITLE (please print): \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

HST REGISTRATION NO: \_\_\_\_\_

WCB COVERAGE:  YES  NO

---

**\* The proponent shall list and initial all addenda received during the period and shall take them into consideration when preparing their proposal submission. A signed copy of each Addendum must be included with the proposal submission. Failure to comply may be cause for rejection of proposal submission.**

*HALIFAX WATER RESERVES THE RIGHT TO REJECT ANY OR ALL SUBMISSIONS. THE LOWEST OR ANY SUBMISSION WILL NOT NECESSARILY BE ACCEPTED.*

This proposal will adhere to Halifax Water's Standard Terms & Conditions. They can be found on our website at <https://www.halifaxwater.ca/doing-business>

## 1.0 INTRODUCTION

Halifax Regional Water Commission (Halifax Water) is soliciting proposals to secure the services of a highly-qualified supplier to supply **Office Cleaning Services** to five (5) Halifax Water offices located within the greater Halifax area.

## 2.0 BACKGROUND

Halifax Water is the municipally owned water, wastewater and storm water utility responsible for service within the urban and suburban core of the Halifax Regional Municipality (HRM). The utility provides service to more than 80,000 customers (service connections) and a population of approximately 350,000.

## 3.0 SCOPE OF WORK

### **SITE VISIT SCHEDULE**

Site visits will be held at each location. Attendance is not mandatory. Vendors requiring site visits must schedule visits by contacting Peter White, Halifax Water Fleet & Buildings Supervisor at 902-476-1525 or [peterw@halifaxwater.ca](mailto:peterw@halifaxwater.ca)

- 450 & 455 Cowie Hill Road      Feb 8 & 9      0800 to 1600 by appointment
- 1 Mann St & 2 Park Ave      Feb 11      0800 to 1600 by appointment
- 213 Bissett Road      Feb 12      0800 to 1600 by appointment

### **WORK LOCATIONS**

This contract will cover the supply of building cleaning services as per Appendix “B” at five Halifax Water office buildings as listed below.

1. 450 Cowie Hill Rd, Halifax, NS B3P 2V3
2. 455 Cowie Hill Rd, Halifax, NS B4P 2V3
3. 2 Park Avenue, Lower Sackville, NS B4C 4W4
4. 1 Mann Street, Bedford, NS
5. 213 Bissett Road, Dartmouth, NS

### **Building Cleaning**

The successful bidder will be required to provide all labour, equipment and supplies necessary to complete the cleaning requirements outlined in Appendix “B”. HRWC will supply hand tissues, toilet paper, garbage bags and hand soap for washrooms and kitchen areas.

### **Hours of Work**

450 Cowie Hill Road: 4pm – 12am, Monday – Friday

455 Cowie Hill Road: 4pm – 12am, Monday – Friday  
2 Park Avenue: 4pm – 12am, Monday – Friday  
1 Mann Street: 8am – 4pm, Monday – Friday  
213 Bissett Road: 8am – 4pm, Monday – Friday

### **Additional Covid 19 Cleaning Schedule 450 & 455 Cowie Hill**

For the duration of 2021 (April 1 to December 31) cleaning contractor will provide additional high touch surfaces cleaning at both 450 and 455 Cowie Hill office spaces between 0900 and 1200 hours daily. This service will include a daily disinfectant wipe down of all high touch surface areas at each facility. These surfaces include, all door handles, swipe card readers, kitchen counters, microwaves, washroom stalls, washroom taps, light switches and copier areas. The monthly cost for this additional daytime service is to be included on a separate line for each location in Appendix “B”.

### **Communications**

The Contractor must always have supervisory personnel on site or available by telephone during work hours on site.

### **MSDS Sheets / Chemicals**

The contractor will be responsible to ensure all chemicals are inventoried and MSDS sheets are supplied and maintained.

HRWC reserves the right to cancel this contract based on poor performance. HRWC shall be the sole judge of performance.

Halifax Water reserves the right to negotiate prices for other services which are not included in this Proposal for Cleaning Services, but which may be required on a one-time basis, provided the company has the ability and equipment to perform the particular service. Should the contractor not be able to perform the service or cost to Halifax Water's satisfaction, quotations will be solicited from other firms.

The work covered by these specifications consists of furnishing all materials, labour, stand by time, supervision, reporting, tools and equipment, material to and from various work sites while performing all work required. The contractor's monthly rates will be inclusive of transportation of personnel, tools, and equipment (as previously stated) to and from the various facilities and be responsible for all travel and mileage costs.

No work shall be sub-contracted to another company by the Supplier without Halifax Water's written approval of the change.

Suppliers must state the sub-contractors they would be using and the work the sub-contractor would be doing per this proposal.

---

Using any sub-contractors:  YES  NO

If yes, state the name of the company and work this company will be doing.

THE RESULTING PROPOSAL IN NO MANNER, COMMITS HALIFAX WATER TO AN EXCLUSIVE CONTRACT FOR THIS SERVICE. HALIFAX WATER RESERVES THE RIGHT TO SET STANDING OFFERS FOR SIMILAR WORK WITH OTHER CONTRACTORS AND TO HAVE THIS PERFORMED BY OTHER CONTRACTORS AT THE SOLE DISCRETION OF HALIFAX WATER STAFF.

#### **4.0 OCCUPATIONAL HEALTH & SAFETY**

Working safely and in compliance with all N.S. Safety regulations is a priority at Halifax Water. A safe workplace for our staff is a top priority for Halifax Water.

Suppliers are advised that it is their responsibility to ensure that the personnel assigned to this work are familiar with and fully knowledgeable and comply with the Occupational Health and Safety Act of the Province of Nova Scotia, the Halifax Water Safety Policy and Procedures Manual, and other Provincial and Municipal safety requirements.

#### **5.0 INSURANCE COVERAGE**

The supplier must provide a Certificate of Insurance stating the supplier has two million dollars (\$2,000,000) Public General Liability Insurance and Halifax Water is added as an additional named insured in the Certificate of Insurance. Bidders must have two million dollars (\$2,000,000) non-owned automotive insurance stated on their commercial general liability policy.

The supplier shall pay for and maintain during the contract period the above insurance in the name of the supplier, and Halifax Water as named additional insured and as unnamed insured all persons employed directly or indirectly by the supplier indemnifying the supplier, and Halifax Water against all claims, damages, costs, charges, and expenses either party may incur or sustain by reason of the work being performed and in the amounts and coverage stated above. The supplier will notify Halifax water if their insurance coverage changes.

***Certificated copies of all the Certificates requested must be submitted by the awarded bidder(s) within five (5) days of contract award.***

#### **6.0 POLICE RECORD CHECK (PRC) / SECURITY REQUIREMENTS**

All suppliers, consultants and their employees working for Halifax Water must obtain an up to date "Police Record Check" (PRC), which is valid for a three year period. The process for obtaining a PRC is outlined in "Appendix A".

PRC's must be completed and forwarded to Halifax Water for all employees working for or on

behalf of the successful supplier prior to the start of the contract.

**7.0 SUPPLIER EXPERIENCE AND QUALIFICATIONS**

The proposal shall include information on the experience of the company as it relates to the scope of work.

**7.1 Required Supplier Qualifications:**

- Supplier shall provide, in detail, their credentials in this field, and any information which documents successful and reliable experience with past contracts, especially those contracts similar to this work or related to the requirements of this proposal.
- Supplier has been in a related business providing similar services for a minimum of five (5) years. Please indicate total number of years of service.
- Supplier to indicate any additional value added services that they can provide to Halifax Water.

**8.0 REFERENCES**

Suppliers are to provide a list of three (3) references for any work of a similar nature done by your firm in the past three years, including contact person and phone number, indicating if they serve other public sector clients. References from Halifax Water staff cannot be considered as it might be perceived as a conflict of interest.

Halifax Water staff shall be sole judge if their references are suitable to carry out this work. The vendor must be qualified in this field of work and through references and past performance must demonstrate their firm is qualified to carry out this work. Suppliers should assume that the references will be contacted.

<b>1</b>	<b>Company</b>	<b>Contact</b>	<b>Number</b>
	<i>Description of work provided</i>		
<b>2</b>	<b>Company</b>	<b>Contact</b>	<b>Number</b>
	<i>Description of work provided</i>		
<b>3</b>	<b>Company</b>	<b>Contact</b>	<b>Number</b>
	<i>Description of work provided</i>		

## **9.0 CONTRACT**

The contract will be an agreement between Halifax Water and the successful supplier. Services and products to be delivered shall be in keeping with the scope of work requirements.

The contract term will be for a one (1) year period from April 1, 2021 to March 31, 2022. Halifax Water reserves the sole right to extend the contract for an additional three (3) years in one (1) year increments based on performance.

## **10.0 INFORMATION FOR SUPPLIERS**

### **10.1 Proposal Submission**

The response to this RFP shall be submitted using the **two (2) file system** as follows:

- The technical proposal shall include an unencrypted searchable PDF electronic file. The technical proposal shall be clearly labeled as “**TECHNICAL**” and cost information shall not be included in the Technical portion of the submission.
- The financial proposal shall be submitted in a separate PDF electronic file, clearly labeled as “**FINANCIAL**”.

### **10.2 Indemnification**

If the contract is awarded, the successful supplier agrees to indemnify and save harmless Halifax Water from and against all claims, actions, losses, expenses, costs or damages including solicitor’s fees, however rising or incurred, alleging damage to property or injury to, or death of, any person arising out or attributable to the supplier’s performance of the contract awarded.

Any property or work to be provided by the supplier under this contract will remain at the supplier’s risk until written acceptance by Halifax Water.

### **10.3 Acknowledgement**

A complete acknowledgement, in the form set forth in the Proponent Submission Sheet confirming that the Supplier acknowledges and agrees to all the conditions of participation in the RFP.

### **10.4 Assumptions**

The supplier shall clearly identify all assumptions made in the preparation of the proposal. Additionally, the supplier is encouraged to outline other work considered

essential to the successful completion of this project that was not identified by Halifax Water in this RFP.

### **10.5 One Response**

Suppliers may not submit more than one (1) proposal.

### **10.6 Address for Submission**

The proposals shall be submitted electronically via email marked “Request for Proposals # P01.2021 – Office Cleaning Services – Multiple Halifax Water Locations, not later than 2:00 pm Atlantic Time, Tuesday February 23, 2021 addressed to:

Halifax Water  
Attn: Brent Hickman  
Procurement Services  
Email: [procurement@halifaxwater.ca](mailto:procurement@halifaxwater.ca)

Under no circumstance will proposals received after the Submission Closing Date and Time be accepted.

### **10.7 Electronic Copies**

All proposals must be submitted electronically via email to [procurement@halifaxwater.ca](mailto:procurement@halifaxwater.ca). No hard copy or facsimile transmissions will be accepted. However, amendments to the original document will be accepted by facsimile, if received before the Submission Closing Date and Time.

### **10.8 Official Date and Time of Receipt**

The date and time of receipt of a Proposal shall be the date and time indicated by Halifax Water’s email servers’ date and time indicated on the email header.

### **10.9 Revision of Request for Proposals**

Any changes or revisions to this RFP will be issued to all suppliers in writing as a formal addendum to this RFP. Prior to the Submission Date and Time, Halifax Water may modify any provision or part of the RFP at any time upon notice in writing to the suppliers. Halifax Water will provide a reasonable time for the suppliers to respond to such modifications including, without limitation, the opportunity to make any necessary revisions to their respective proposals.

### **10.10 Request for Clarification**

Any supplier who has questions as to the meaning or intent of any part of this RFP or of the project, or who believes this RFP contains an error, inconsistency or omission, should submit a request for clarification. All requests for clarification or inquiries concerning this RFP should be forwarded in writing by email to the Halifax Water representative identified below:

Brent Hickman, S.C.M.P.  
Procurement Officer  
Halifax Water  
Email: [procurement@halifaxwater.ca](mailto:procurement@halifaxwater.ca)

Responses to all requests for clarification will be provided by Halifax Water in writing to all suppliers. Halifax Water will assume no responsibility for oral instructions or suggestions. Halifax Water core hours of operation are Monday to Friday, 8:30 am to 4:30 pm.

#### **10.11 Proposal Evaluation**

Proposals will be evaluated on the basis of all information provided by the Supplier. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

The evaluation criteria and/or the RFP requirements are intended to provide guidance to Halifax Water in determining best value, as that term is defined in the Nova Scotia Public Procurement Act. Halifax Water reserves the right to award the contract to the qualified supplier with the highest assessed or best value bid submission.

In recognition of the importance of the procedure by which a supplier may be selected, the following criteria outline the primary considerations to be used in the evaluation and form the basis of the consequent awarding of this project (not in any order).

Selection of a proposal will be based on the following criteria and any other relevant information provided by the supplier in the submission.

<b>Criteria</b>	<b>Weight</b>	<b>Score</b>
<i>Technical</i>		
Proposed Approach / Methodology	25	
Demonstrated Expertise in Conducting Similar Services	25	
Qualifications and Experience	25	

<i>Subtotal - Technical</i>		
<i>Financial</i>	25	
<b>Total</b>	<b>100</b>	

The score for the “Financial” criteria shall be allocated as follows: An average fee of all financial proposals will be calculated. The average fee shall receive an allocation of 100% of the available points for the “Financial” criteria. Suppliers whose fees are within plus/minus 90% of the average fee, shall receive a lineal prorated percentage of the available points for the “Financial” criteria. Suppliers who exceed plus/minus 90% of the average fee, shall receive 10% of the available points for the “Financial” criteria. For example if the average fee is \$100,000 the following fee proposals would receive points for the "Financial Criteria" as indicated:

- Proponent A, Fee = \$100,000, receive 100% of points available for "Financial Criteria"
- Proponent B, Fee = \$70,000, receive 70% of points available for "Financial Criteria"
- Proponent C, Fee = \$50,000, receive 50% of points available for "Financial Criteria"
- Proponent D, Fee = \$180,000, receive 20% of points available for "Financial Criteria"
- Proponent E, Fee = \$200,000, receive 10% of points available for “Financial Criteria”

Note: The Financial component shall exclude HST. Do not include any Provincial or Federal sales tax. All prices to be quoted in Canadian dollars.

**10.12 Selection Process**

An Evaluation Team comprised of Halifax Water representatives will evaluate responses to the RFP. Suppliers may be invited to make a presentation to the Evaluation Team prior to award. The Evaluation Team may use this opportunity to discuss the submitted proposal and request clarification of information provided in the proposal submission. Suppliers are encouraged to provide any additional information that may be relevant in the evaluation of their proposal.

**10.13 Award**

Provided that at least one of the received proposals meets the approval of the Evaluation Team, a recommendation on Contract award will be made on the basis of the evaluation and overall best value to Halifax Water. All awards are subject to the approval of Senior Management and the availability of funds. No announcement concerning the successful proposal will be made until a complete report is prepared and approved by the appropriate bodies. Halifax Water reserves the right to reject any or all proposals and not necessarily accept the lowest priced proposal. Halifax Water also reserves the right to waive informality or technicality in any proposal.

Written communication to the Successful Supplier of notification of award before the time

of expiration specified by Halifax Water shall result in a binding Contract without further action by either party. Halifax Water may accept an offer whether or not there are negotiations after its receipt. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by Halifax Water.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional or municipal statute, regulation or by-law.

## **11.0 PROJECT ADMINISTRATION**

### **11.1 Payment**

Payment shall be based on Net 30 Days from date of invoice or receipt of goods/ services, whichever is later. If special payment terms or schedules are required, these must be specified in the Bid; otherwise, Halifax Water payment terms (net 30 days) will apply.

Invoices are to be directed to: [accounting@halifaxwater.ca](mailto:accounting@halifaxwater.ca)

Halifax Water administers its payables via an electronic payment process known as EDI payment. Payments for this solicitation and following contract will be administered via the electronic payment process.

## **12.0 GENERAL INFORMATION**

### **12.1 Supplier Responsible for Proposal / No Reliance on Halifax Water**

The Supplier accepts sole responsibility for the preparation and submission of its Proposal including satisfying itself as to the requirements of all documents and the submission of materials and the Proposal within the required time frames.

### **12.2 Rights of Halifax Water**

The issuance of this RFP constitutes only an invitation to submit Proposals. It does not commit Halifax Water to enter into an Agreement with any of the Suppliers. Halifax Water is not bound to accept any Proposal(s) and may proceed, in its sole discretion, as it determines on receipt of Proposals. The rights reserved by Halifax Water include the right at any time and for whatever reason and without liability to any Supplier to:

- (a) conduct investigations with respect to the qualifications and experience of the Supplier and its members;

- (b) require one or more Suppliers to supplement, clarify, provide additional information in order for Halifax Water to evaluate the Proposal submitted;
- (c) reject the Supplier as organized and suggest changes to the Supplier's members prior to the execution of any Agreement;
- (d) terminate, in its sole and absolute discretion, any and all subsequent consideration of, or Agreement with, any Supplier, if it believes a change in the membership of the Supplier, from that described in its Proposal, adversely affects the scoring of the Supplier's Proposal or the Proponent's ability to carry out the Engagement in accordance with the terms and conditions stated herein;
- (e) supplement, amend, substitute or otherwise modify any part or all of this RFP including by extending any schedule or period of time;
- (f) issue one or more addenda to this RFP;
- (g) reject any or all Proposals or any portion thereof;
- (h) disclose to the public information contained in the Proposals;
- (i) suspend, postpone or cancel this RFP in whole or in part with or without substitution of another RFP or proposal process;
- (j) take any action affecting this RFP, the RFP process or the Engagement that would be in the best interests of Halifax Water; and
- (k) use any concept or approach suggested in any Proposal including its use in negotiating an agreement with the Successful Supplier or any other Supplier;

### **12.3 Disclosure of Information and Communication Procedures**

- (a) Disclosure by Halifax Water

Halifax Water will consider all Proposals as confidential, subject to the disclosure requirements imposed by applicable law. Halifax Water will, however, have the right to make copies of all Proposals received for its internal review process and to provide copies to its staff, technical and financial advisors and representatives.

Notwithstanding the foregoing, the Supplier acknowledges and agrees that Halifax Water will not be responsible or liable in any way for any losses that the Supplier may suffer from disclosure of information or materials to third parties.

(b) Disclosure by the Supplier

The Supplier shall not disclose any details pertaining to its Proposal or any part of the selection process to anyone not specifically involved in its Proposal, without the prior approval of Halifax Water. The Supplier shall not issue a news release or other public announcement pertaining to details of its Proposal or the selection process without the prior approval of Halifax Water.

**12.4 Clarification of Proposals**

Halifax Water is not obliged to seek clarification from the Supplier regarding any aspect of its Proposal.

Halifax Water shall have the right to request the Supplier to submit information to clarify or interpret any matters contained in its Proposal and to seek the Supplier's written acknowledgement of that clarification or interpretation. In addition, Halifax Water may request supplementary documentation from the Supplier when there is an irregularity or omission in its Proposal or the documents submitted therewith. The Supplier should not assume Halifax Water will request clarifications.

Supplementary documentation accepted by Halifax Water and written interpretations that have been supplied or acknowledged by the Supplier shall be considered to form part of the Proposal.

**12.5 No Interest in another Supplier**

The Supplier shall not have any interest whatsoever in any other Supplier or in the Proposal of any other Supplier nor enter into any arrangement, agreement or understanding either before or after the Submission Date that would have that result. Provided however, after the Closing Date, the unsuccessful Suppliers or members of the unsuccessful Suppliers may, with the consent of Halifax Water, become involved in the Engagement, provided such involvement is limited solely to acting as a subcontractor to the Successful Supplier.

**12.6 Suppliers to Ensure They Understand the Engagement**

It is the Supplier's responsibility to ensure that it has all the necessary information concerning the intent and requirements of this RFP and the Engagement. The Supplier is solely responsible for examining and reviewing all documents and information provided or required pursuant to this RFP and for satisfying itself as to all other matters which may in any way affect the Engagement or the cost or time required to complete the Engagement.

Nothing contained in this RFP or in any communications from Halifax Water shall constitute any express or implied warranty or representation by Halifax Water, except as explicitly stated herein and therein.

#### **12.7 Waiver / No Reliance**

Halifax Water does not accept responsibility for any information, advice, errors or omissions which may be contained in this RFP or its appendices or any addendum. Halifax Water makes no representation or warranty, either express or implied, in fact or in law, with respect to the accuracy or completeness of this RFP or its appendices or any addendum and Halifax Water shall not be responsible for any action, cost, loss or liability whatsoever arising from the Supplier's reliance on or use of such information or any other technical or historical schedules, data, materials or documents provided by Halifax Water. The Supplier is responsible for obtaining its own independent financial, legal, accounting, engineering and technical advice with respect to any information included in this RFP, its appendices or any addenda or in any documents provided by Halifax Water.

#### **12.8 False or Misleading Information**

If there is any evidence of misleading or false information in any Proposal, Halifax Water may reject that Proposal.

#### **12.9 COVID-19**

Be advised that during the COVID-19 pandemic, various travel restrictions and safety precautions have been implemented by the Nova Scotia and Canadian governments, as well as Halifax Water. Travel to, from and within Halifax Water facilities may be restricted during this time and will be subject to enhanced safety measures and procedures.

---

## **Appendix “A” – Police Records Check (PRC)**

### **PROCESS FOR OBTAINING POLICE RECORD CHECK FOR CONTRACTORS/CONSULTANTS**

1. All contractors, consultants and their employees working on-site for Halifax Water must obtain a “Police Record Check” (PRC). Questions about this process may be directed to [security@halifaxwater.ca](mailto:security@halifaxwater.ca).
2. It is the responsibility of the Halifax Water staff member that engages a contractor/consultant to ensure that a PRC is conducted.
3. To obtain a PRC, contractors or consultants will follow one of the approaches below:
  - a) Online using “Backcheck” (Preferred Approach):
    - i. Go online to <http://backcheck.net/hrwc/> and create a personal account with mybackcheck.
    - ii. The contractor or consultant must verify their identification by:
      - verifying their ID either online by answering a questions regarding their credit history; or,
      - in person at any of the 5000 participating Canada Post locations nationwide.
    - iii. Once identification is verified, the Police will complete the PRC.
    - iv. The individual will receive an email indicating the results are in. They must login to their mybackcheck account and choose to “Share” the results with Halifax Regional Water Commission, indicating:
      - the organization that employs them;
      - the Halifax Water Project Manager
      - the name of the project to which the PRC relates.
  - b) Alternate paper-based approach (Not Preferred):
    - v. The contractor or consultant must book an appointment to visit their local Police Department to request a PRC.
    - vi. Once completed, the result of the PRC should be sent via mail to the address below indicating:
      - the organization that employs them;
      - the Halifax Water Project Manager; and,
      - the name of the project to which the PRC relates.
4. The Safety & Security Department will notify the Halifax Water Project Manager who requested the PRC whether the contractor/consultant has received clearance.

**Halifax Water  
Safety & Security Dept.  
PO Box 8388, RPO CSC  
Halifax, NS B3K 5M1**

5. If a contractor/consultant requires Card Access to a Halifax Water facility(s) the Project Manager will schedule an appointment with the Human Resources Department to have a Contractor Card created and access granted, based on the contractors/consultant's needs.
6. Certain contractors/consultants, depending on the work or services they are providing, may require a fingerprint-based check. Halifax Water reserves the right to request fingerprints where applicable.
7. All contractors, consultants and their employees are required to renew their PRC every **3 years**.

**Appendix “B”**

**450 COWIE HILL ROAD – 33,000 sq. ft.**

<b>All Office, Meeting Rooms &amp; Common Areas</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Vacuum common area carpets	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Vacuum office area carpets		X				
Thoroughly dust all horizontal surfaces, chairs, desk tops, tables, pictures, window sills, filing cabinets (including the top of cubical partitions) within reach of an average person.			X			
All base boards crevice vacuumed.			X			
Damp Wipe Telephones			X			
Dust computer screens			X			
Dust & wipe all chair legs.			X			
Spray wax & buff all hard surface floor areas			X			
Spot clean to remove finger prints from around light switches and door frames.			X			
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.				X		
Strip, wax & buff all hard surface floors					X	
Shampoo & clean all carpet floors						X
<b>Lunch Rooms and Kitchenettes</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Table tops, chairs and counters to be wiped & cleaned.	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Clean & sanitize sinks	X					

Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Clean and wipe exterior of appliances	X					
Spot clean to remove finger prints from around light switches and door frames.	X		X			
Spray wax & buff all hard surface floor areas				X		
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.					X	
Strip, wax & buff all hard surface floors						
<b>Washroom &amp; Shower Areas</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied, wiped and waste removed to a collection point.	X					
Restock Towels, Tissue, Garbage bags and hand soap.	X					
Spot clean walls and doors	X					
Clean and sanitize all sinks & fixtures	X					
Clean & polish mirrors and fixtures	X					
Sweep and wet mop all floor areas.	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Toilets, Urinals and seats to be cleaned and sanitized	X					
Spot clean to remove finger prints from around light switches and door frames.	X					
Clean & wipe towel dispensers	X		X			
Clean & sanitize all partitions			X			
Spray wax & buff all hard surface floor areas			X			
Clean & dust top of partitions lights and other high reach areas			X			
Wash & wipe all tile surfaces			X			
Wash all showers, clean & sanitize wall tile and floor areas				X		
Strip, wax & buff all hard surface floors				X		
Wash & wipe grills and vents.						
<b>Lobby &amp; Front Entrance</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Vacuum common area carpets	X					
Clean & polish all, door and window glass	X					
Dry mop & wet mop all hard surface floor areas.	X					

Vacuum carpets and mats	X					
Thoroughly dust all horizontal surfaces, chairs, desk tops, tables, pictures, window sills, counter tops etc. within reach of an average person.	X					
Spray wax & buff all hard surface floor areas	X					
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames	X					
Strip, wax & buff all hard surface floors			X			
Shampoo & clean all carpet floors					X	

**455 COWIE HILL ROAD – 10,000 sq. ft. + / -**

<b>All Office, Meeting Rooms and Common Areas</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Vacuum common area carpets	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Vacuum office area carpets		X				
Thoroughly dust all horizontal surfaces, chairs, desk tops, tables, pictures, window sills, filing cabinets (including the top of cubical partitions) within reach of an average person.			X			
All base boards crevice vacuumed.			X			
Damp Wipe Telephones			X			
Dust computer screens			X			
Dust & wipe all chair legs.			X			
Spray wax & buff all hard surface floor areas			X			
Spot clean to remove finger prints from around light switches and door frames.			X			
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.				X		
Strip, wax & buff all hard surface floors					X	
Shampoo & clean all carpet floors						X

<b>Lunch Rooms and Kitchenettes</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Table tops, chairs and counters to be wiped & cleaned.	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Clean and wipe exterior of appliances	X					
Spot clean to remove finger prints from around light switches and door frames.	X					
Spray wax & buff all hard surface floor areas			X			
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.				X		
Strip, wax & buff all hard surface floors					X	
<b>Washroom &amp; Shower Areas</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied, wiped and waste removed to a collection point.	X					
Restock Towels, Tissue, Garbage bags and hand soap.						
Spot clean walls and doors	X					
Clean and sanitize all sinks & fixtures	X					
Clean & polish mirrors and fixtures	X					
Sweep and wet mop all floor areas.	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Toilets, Urinals and seats to be cleaned and sanitized	X					
Spot clean to remove finger prints from around light switches and door frames.	X					

Clean & wipe towel dispensers	X					
Clean & sanitize all partitions			X			
Spray wax & buff all hard surface floor areas			X			
Clean & dust top of partitions lights and other high reach areas			X			
Wash & wipe all tile surfaces			X			
Wash all showers, clean & sanitize wall tile and floor areas			X			
Strip, wax & buff all hard surface floors				X		
Wash & wipe grills and vents.				X		

**2 PARK AVENUE – less than 5,000 sq. ft.**

All Office, Meeting Rooms and Common Areas  Description of Service	Daily	Twice a Week	Weekly	Monthly	Quarterly	Twice a Year
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Vacuum common area carpets	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Vacuum office area carpets		X				
Thoroughly dust all horizontal surfaces, chairs, desk tops, tables, pictures, window sills, filing cabinets (including the top of cubical partitions) within reach of an average person.			X			
All base boards crevice vacuumed.			X			
Damp Wipe Telephones			X			
Dust computer screens			X			
Dust & wipe all chair legs.			X			
Spray wax & buff all hard surface floor areas			X			
Spot clean to remove finger prints from around light switches and door frames.			X			
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.				X		
Strip, wax & buff all hard surface floors					X	
Shampoo & clean all carpet floors						X

<b>Lunch Rooms and Kitchenettes</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Table tops, chairs and counters to be wiped & cleaned.	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Clean and wipe exterior of appliances	X					
Spot clean to remove finger prints from around light switches and door frames.	X					
Spray wax & buff all hard surface floor areas			X			
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.				X		
Strip, wax & buff all hard surface floors					X	
<b>Washroom &amp; Shower Areas</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied, wiped and waste removed to a collection point.	X					
Restock Towels, Tissue, Garbage bags and hand soap.	X					
Spot clean walls and doors	X					
Clean and sanitize all sinks & fixtures	X					
Clean & polish mirrors and fixtures	X					
Sweep and wet mop all floor areas.	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Toilets, Urinals and seats to be cleaned and sanitized	X					
Spot clean to remove finger prints from around light switches and door frames.	X					



Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Table tops, chairs and counters to be wiped & cleaned.	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Clean and wipe exterior of appliances	X					
Spot clean to remove finger prints from around light switches and door frames.	X		X			
Spray wax & buff all hard surface floor areas				X		
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.					X	
Strip, wax & buff all hard surface floors						
<b>Washroom &amp; Shower Areas</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied, wiped and waste removed to a collection point.	X					
Restock Towels, Tissue, Garbage bags and hand soap.	X					
Spot clean walls and doors	X					
Clean and sanitize all sinks & fixtures	X					
Clean & polish mirrors and fixtures	X					
Sweep and wet mop all floor areas.	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Toilets, Urinals and seats to be cleaned and sanitized	X					
Spot clean to remove finger prints from around light switches and door frames.	X					
Clean & wipe towel dispensers	X		X			
Clean & sanitize all partitions			X			
Spray wax & buff all hard surface floor areas			X			
Clean & dust top of partitions lights and other high reach areas			X			
Wash & wipe all tile surfaces			X			
Wash all showers, clean & sanitize wall tile and floor areas				X		
Strip, wax & buff all hard surface floors				X		
Wash & wipe grills and vents.				X		

**213 BISSETT ROAD – less than 5000 sq. ft.**

<b>All Office, Meeting Rooms and Common Areas</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Vacuum common area carpets	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					
Vacuum office area carpets		X				
Thoroughly dust all horizontal surfaces, chairs, desk tops, tables, pictures, window sills, filing cabinets (including the top of cubical partitions) within reach of an average person.			X			
All carpeted base boards crevice vacuumed.			X			
Damp Wipe Telephones			X			
Dust computer screens			X			
Dust & wipe all chair legs.			X			
Spray wax & buff all hard surface floor areas			X			
Spot clean to remove finger prints from around light switches and door frames.			X			
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames				X		
Cleaning of interior windows & door side lights.				X		
Crevice vacuuming of upholstered chairs & furnishings.				X		
Strip, wax & buff all hard surface floors					X	
Shampoo & clean all carpet floors						X
<b>Lunch Rooms and Kitchenettes</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied and waste removed to a collection point.	X					
Spot clean walls and doors	X					
Table tops, chairs and counters to be wiped & cleaned.	X					
Clean & polish door glass	X					
Dry mop & damp mop all hard surface floor areas.	X					
Spot clean partition glass as required	X					

Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Clean and wipe exterior of appliances	X					
Spot clean to remove finger prints from around light switches and door frames.	X					
Spray wax & buff all hard surface floor areas			X			
Wiping and dusting of all high reach areas including diffusers, vents, windows and door frames					X	
Cleaning of interior windows & door side lights.					X	
Crevice vacuuming of upholstered chairs & furnishings.					X	
Strip, wax & buff all hard surface floors					X	
<b>Washroom &amp; Shower Areas</b>						
<b>Description of Service</b>	<b>Daily</b>	<b>Twice a Week</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Twice a Year</b>
Waste receptacles to be emptied, wiped and waste removed to a collection point.	X					
Restock Towels, Tissue, Garbage bags and hand soap.	X					
Spot clean walls and doors	X					
Clean and sanitize all sinks & fixtures	X					
Clean & polish mirrors and fixtures	X					
Sweep and wet mop all floor areas.	X					
Clean & sanitize sinks	X					
Clean & wipe front of cabinets and wall areas around waste receptacles	X					
Toilets, Urinals and seats to be cleaned and sanitized	X					
Spot clean to remove finger prints from around light switches and door frames.	X					
Clean & wipe towel dispensers	X					
Clean & sanitize all partitions			X			
Spray wax & buff all hard surface floor areas			X			
Clean & dust top of partitions lights and other high reach areas			X			
Wash & wipe all tile surfaces			X			
Wash all showers, clean & sanitize wall tile and floor areas			X			
Strip, wax & buff all hard surface floors				X		
Wash & wipe grills and vents.				X		

## Appendix “C” – Bid Form

TENDER #	DATE	CLOSING DATE	CONTACT
P01.2021	January 22, 2021	February 23, 2021	Brent Hickman
DESCRIPTION			PRICE
<p><b>Please provide a MONTHLY RATE for cleaning services in the following locations:</b></p> <ul style="list-style-type: none"> <li>○ 450 Cowie Hill Road</li> <li>○ 455 Cowie Hill Road</li> <li>○ 2 Park Avenue</li> <li>○ 1 Mann Street</li> <li>○ 213 Bissett Road</li> <li>○ Additional Covid Cleaning 450 Cowie</li> <li>○ Additional Covid Cleaning 455 Cowie</li> </ul>			<p>MONTHLY RATE</p> <p>\$ _____</p>

Please indicate total # of years in service: \_\_\_\_\_ years.