



June 8, 2022

SWT
Box 719
Gull Lake, Sk
S0N 1A0

RE: Invitation for applications for cleaning contract at SWT Antelope site Gull Lake, SK

Your company is invited to tender for the cleaning contract for the SWT Antelope site. To apply please complete application and proposed cleaning services. The closing date for tender is July 18, 2022. Contact myself if you would like to see the layout of buildings or have any other questions.

Regards,

Shannon Friesen

Shannon Friesen
HR Coordinator

PRELIMINARIES

1. South West Terminal (hereinafter called “SWT”) which is appointed to manage Antelope location (hereinafter called “the Building”).
2. The Building comprises of three office buildings, Main Office 10,000 sq foot, Warehouse office 1000 sq foot and Maintenance office 3500sq foot

Hours of Operation:

Monday to Friday 7am to 12am

Saturday 8 am to 4pm.

Sunday closed.

Hours do change during busy season and loading of cars.

3. SWT invites professional cleaning companies/individuals (hereinafter called “the Applicant”) to submit an application for providing cleaning services for the building’s common areas, offices and facilities.
4. Subject to the acceptance of the application and any counteroffer by SWT, the successful applicant (hereinafter called “the Contractor”) shall be under a contract, which consists of Preliminaries, Conditions, Service Schedule, Specifications and Form of application, clean the common areas, offices and facilities of the Building.
5. The scope of the Contractor’s services shall cover all common areas, offices, and facilities of the building. All applicants are advised to understand the building’s layout carefully before submitting application. The Applicant may be invited to attend an interview before a decision on selecting the Contractor can be made by SWT.
6. SWT is not obliged to accept the lowest or any application submitted by the Applicant.
7. The Applicant should submit the application to Shannon Friesen, Human Resource Coordinator by July 18,2022
8. The application submission must comprise the following documents:
 - a. A completed Form of Application and,
 - b. Appendices to the applications including:
 - I. Proposed cleaning service for the occupants’ internal areas with unit rates.
 - II. Proposed initial deep cleaning services for the building with the charge rate.
 - III. Proposed charges on providing additional cleaners.The above documents must be duly filled in and signed by the Applicant

The Applicant submission shall also include the full set of the application documents which are:

- Preliminaries
- Conditions
- Service Schedule



CONDITIONS

1. Either party can terminate the contract by giving the other party a two months' written notice.
2. The Contractor may be nominated by SWT to provide quality cleaning services for the occupants' internal areas. Such services shall be subject to separate contracts between the occupants and the Contractor at the occupants' own expenses. The Contractor must indicate the rates of such services in detail.
3. The Contractor may be required by SWT to carry out initial cleaning for the Building upon commencement of the Term.
4. The Contractor may be required to provide additional cleaner(s) to carry out extra cleaning works from time to time. Additional payments will be made by SWT. The Contractor shall quote the charge rate of such additional cleaner(s).
5. All service charges quoted by the Contractor in the Appendices of the application shall not form any part of the Contract, but such charges shall be valid whenever SWT or the occupants wish to employ relevant services during the Term.
6. The Contractor shall be responsible for the efficient performance of the Contract and for the good conduct of their employees whenever they carry out cleaning works in the Building.
7. Subject to the final agreement made by the parties, the Contractor shall be remunerated by SWT monthly in accordance with the price quoted in the Form of Application.
8. SWT shall provide all necessary machinery, tools, and materials for the proper execution of the work.
9. Unless written consent is given by SWT, the Contract or any part, share, or interest in it, must not be transferred or assigned by the Contractor, directly or indirectly to any persons whomsoever.
10. The Contractor's employees must observe all reasonable instruction of SWT.
11. The Contractor is responsible for cleaning the buildings on the agreed to day of the week if that falls on a Stat holiday the expectation is to be either on, before, or the day after.
12. SWT shall have the power to vary the work reasonably described in the Specifications and Service Schedule and no variation shall void the Contract.



CONDITIONS

13. If the Contractor:

- has abandoned the Contract; or
- Is not executing the service in accordance with the Contract or is persistently or flagrantly neglecting to carry out their obligations under the Contract.

Then SWT, after giving 14 days' notice in writing to the Contractor, may expel the Contractor from the Building without thereby releasing the Contractor from any of their other obligations or liabilities under the Contract.

14. Inspection and Rejection

- All services performed under the Contract shall be subject, before payment, to inspection by SWT who may withhold payment when in their opinion any service has not been performed in accordance with the requirements of the Contract. Payment for services will be made monthly in arrears by SWT only if the services have been performed to the satisfaction of SWT.

15. Injury to Persons

- The Contractor shall be solely liable for and shall indemnify SWT in respect of any liability, loss, claim or proceeding whatsoever, arising under any legislation or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the execution of the work whether or not due to his/her negligence and adequate insurance coverage is preferred in respect of such risks and if applicable shall furnish SWT with a copy of the insurance policy.

16. Damage to Property

- The Contractor shall be liable for and shall indemnify SWT against any liability, loss, claim or proceedings in respect of any damage to any property whatsoever arising out of or in course of his negligence and adequate insurance coverage is preferred in respect of such risks and if applicable shall furnish SWT with a copy of the insurance policy.
- If there are any act, omission or neglect of the Contractor, their agents, work person or others, or of any sub-contractor employed by them, cause or suffer any damage to any property whatsoever in the execution of any works under the Contract, such damage may be made good by SWT at the cost of the Contractor and the Contractor shall on demand pay the damages to SWT.



CONDITIONS

17. Injury to Work Person

- SWT shall not be liable for or in respect of any damage or compensation under the relevant legislation, or at common Law in consequence of any accident or injury to any work person or other person whether in the employment of the Contractor or any sub-contractor and the Contractor shall indemnify and keep indemnified SWT against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
- The Contractor shall take out adequate insurance against all liability to pay demands of compensation as aforesaid in respect of all workmen and other persons who may be employed to carry out the works and shall furnish SWT with a copy of the insurance policy.
- If the Contractor shall fail to effect and keep in force the insurance as mentioned above, then and in any such case SWT may effect and keep in force such insurance and pay such premium or premiums as may become due and recover the same as a debt from the Contractor.
- In the event of any work person or other person employed in the works or in connection with the Contract whether in the employment of the Contractor or a sub-contractor suffering any personal injury and whether there is a claim or compensation or not, the Contractor shall without delay give notice in writing of such personal injury to SWT.

CLEANING SCHEDULE OF SERVICES

Entrance

- Sweep clean main entrance
- Dust/wipe clean walls.
- Wash windows and door

Frequency: Twice a week

Lunchroom

- Vacuum
- Wipe down all tables and countertops
- Clean and disinfect sink
- Empty garbage's
- Wash window and doors
- Dishes if necessary
- Wipe down vending machine with Windex
- Spot clean walls

Frequency: Twice a week

Washrooms

- Clean mirrors
- Clean and disinfect toilets and urinals
- Clean and disinfect all counter and sinks
- Sweep and mop floors
- Wipe down all door handles
- Empty garbage's
- Spot clean walls
- Restock all paper towel and toilet paper

Frequency: Twice a week

Main Office Area

- Clean and disinfect coffee area
- Wipe down filing cabinet and counter
- Sweep and wash floors
- Empty garbage
- Spot clean walls
- Wipe down chairs

Frequency: Twice a week

Offices

- Vacuum and dust
- Wipe off desk
- Empty garbage's
- Wipe cabinets
- Spot clean walls
- Wipe down chairs

Frequency: Twice a week

Grading Room

- Sweep and wash floors
- Empty garbage's
- Wipe all counters
- Wash down door leading to driveway
- Spot clean walls
- Wipe down chairs

Frequency: Twice a week

General

- All garbage will be taken to garbage disposal
- All laundry used will be washed by you

Frequency: Twice a week

Locker Room

- Sweep and wash floors
- Spot clean walls
- Wipe down lockers
- Wipe down chairs

Frequency: Once a week



CLEANING SCHEDULE OF SERVICES

Gym

- Vacuum and dust
- Clean and disinfect sinks
- Wipe all counters and tables
- Empty garbage's
- Spot clean walls
- Clean and disinfect bathroom
- Restock paper towel and toilet paper.

Frequency: Once a week

All office Areas

- Use floor scrubber of floors and along edge walls
- Dust all pictures and computer screens with appropriate cloths
- Clean all windows and dust around door frames
- Wash all glass doors

Frequency: Monthly

All office Areas

- Wash walls and deep clean
- Wash outside windows
- Move furniture as appropriate to vacuum/dust/clean

Frequency: Yearly



SWT APPLICATION

To: SWT

Having read through the Contract and understood the Building's conditions, the Applicant here of offers to provide the cleaning services for the Building at: SWT Antelope Location

\$ _____ per month

I understand that the Committee is not bound to accept the lowest or any applicant.

We understand that unless and until a written acceptance letter is signed by SWT and is delivered to the Contractor, no binding contract is made between SWT and the Contractor.

Name of the Applicant: _____

Correspondence Address: _____

Tel No.: _____

PST No.: _____

Contact Person: _____

Name of the Authorized: _____

Signatory

Signature: _____

Date: _____



I. Proposed Cleaning Service for Grain Office

Scope of Services:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

Unit Rate: \$ _____ per month

II. Proposed Cleaning Services for Maintenance Office and Gym

Services Areas:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

Unit Rate: \$ _____ per month

III. Proposed Charges Service for warehouse office

Services Areas:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

Unit Rate: \$ _____ per month

Minimum Man Hour Required: _____ Man Hours

