

Homestead Consumer Co-operative Ltd.

CLEANING SERVICES REQUEST FOR QUOTE

Portage Food Store

Homestead Consumers Cooperative Limited at 2275 Saskatchewan Ave W, Portage la Prairie RM, MB R1N 3B3

Terms: Contract to run from September 1st, 2023 to August 31, 2026.

Please quote the janitorial services for our **Portage Food Store Building**. Service scope of areas are main floor sales area, bakery and deli prep area, washrooms, offices and board room 1st mezzanine, lunchroom 2nd mezzanine, washrooms 2nd mezzanine. Plus, additional services annually at extra billing costs which are carpet extraction cleaning, washing of walls, stone guard protection, high level window cleaning, and other requested tasks

Labor and Supplies:

1. Contractor will supply all labor to fulfill this obligation.
2. Contractor will supply a) mops, brooms, vacuums with power head attachment, buckets and wringers, dust mops and whatever is deemed necessary to produce a level of efficiency that will deliver optimum results b) automatic floor scrubber c) swing scrubber d) janitor cart e) carpet vacuum and cleaner
3. Supplies including toilet tissue, hand soap, Sani tissues, air deodorizers, plastic bags and paper towel, all finishes, detergents, disinfectants, deodorants, blocks, and Windex to be supplied by Homestead Coop.
4. Cleaning supplies inventory is to be maintained at an adequate level. Order additional supplies through the grocery manager.

Daily Services (except when stated):

Main Floor Sales Area, including front foyer:

1. Thorough sweep so to maintain clean corner and edges.
2. Power vac sweeper
3. Auto scrub wash
4. Detail mopping
5. Entrance Glass Doors
6. Spot cleaning walls and doors
7. Empty garbage in all department offices, including click and collect room and Food Store Manager Office
8. Foyer – remove all carts, sweep and auto scrub weekly.
9. Foyer – remove entrance grates, vacuum debris and pour 40 litres of water down drain, monthly.

Bakery and Deli Prep Area:

1. Detailed sweep and damp mop so to maintain clean corner and edges.
2. Scrub bakery and deli floor
3. Paper towel dispensers filled as required
4. Monthly front glass windows, entrance vestibule glass, doors – interior and exterior
5. Side office windows
6. Pull out all movable tables to sweep and scrub floor monthly

Washrooms:

1. Disinfect sinks, mirrors, toilet bowls, toilet seats, and walls
2. Detailed Sweep and mop floors so to maintain clean corner and edges.
3. Empty garbage
4. Fill paper towel, toilet tissue, soap dispensers, air fresheners
5. Spot wash walls and doors as required
6. Thorough scrub of all washroom walls, monthly.

Offices and Board Room 1st Mezzanine:

1. Vacuum carpets
2. Empty garbage containers
3. Empty recycling contained when full
4. Dust desks, window ledges and cabinets weekly
5. Spot wash walls and doors
6. Stairways swept and washed daily so to maintain clean corner and edges.
7. Semi-annual 2nd level windows washed interior and exterior. (April, Oct)

Lunchroom – 2nd floor Mezzanine

1. Detailed Sweep and mop floors so to maintain clean corner and edges.
2. Empty garbage containers
3. Empty recycling contained when full.
4. Stairways swept and washed daily so to maintain clean corner and edges.
5. Semi-annual 2nd level windows washed interior and exterior. (April, Oct)

Washrooms – 2nd floor Mezzanine

1. Disinfect sinks, mirrors, toilet bowls, toilet seats, and walls
2. Thorough scrub of all washroom walls, monthly.
3. Sweep and mop floors so to maintain clean corner and edges.
4. Empty garbage
5. Fill paper towel, toilet tissue, soap dispensers, air fresheners
6. Spot wash doors as required

Annually (extra billing):

1. Carpet extraction cleaning
2. Polish tile as required (lunchroom 2nd floor mezzanine and meat/produce office)
3. Stone guard protection
4. Other requested tasks

Other Notes:

- All employees are to be insured for WCB along with liability and employee rider for your protection
- All employees are bonded, insured and WHMIS certified, and subject to the Homestead Contractor survey
- All quotes to be submitted **by June 16, 2023 12:00 pm, via email to** lisa.lehouillier@homestead.crs