

# Homestead Consumer Co-operative Ltd.

## CLEANING SERVICES REQUEST FOR QUOTE

### Carman Food Store

Homestead Consumers Cooperative Limited at 61 Main Street North, Carman, MB, R0G 0J0

**Terms:** Contract to run from September 1<sup>st</sup>, 2023 to August 31, 2026.

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

#### **Labour and Supplies:**

1. Contractor will supply all labour 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, if available.
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 followed by finish mopping.
4. Detail mopping including mats at checkouts as needed.
5. Clean entrance glass doors and metal railings including steel posts throughout the store.
6. Spot cleaning walls and doors (including refrigerator doors)
7. Entrance garbage and recycle to be checked and serviced. Empty garbage at each checkout
8. Entrance – remove grates and clean area in April and October
9. Foyer – remove all carts, sweep and mop, auto scrub 2 times per year (May and October)
10. Interior and exterior windows and doors to be cleaned 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. Pull out all movable tables to sweep and scrub floor monthly

Produce Prep Room:

1. Sweep and wash floors
2. Paper towel dispensers filled as required

Washrooms: (2 Staff/3 Public):

1. Disinfect sinks, toilet bowls, toilet seats, urinals, change tables and walls.
2. Detailed Sweep and mop floors so to maintain clean corner and edges.
3. Empty garbage including sanitary napkin and waste containers
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.
7. Clean mirrors and faucets streak free.

Offices: to be cleaned weekly (Cash office, fresh office, grocery office, Manager office):

1. Empty garbage containers, as required
2. Empty recycling contained when full, as required
3. Dust desks, computer monitors, phones, window ledges and cabinets
4. Spot wash walls and doors
5. Detailed Sweep and mop floors so to maintain clean corner and edges.

Lunchroom to be cleaned 3 days per week:

1. Detailed Sweep and mop floors so to maintain clean corner and edges. Recoat floors annually in June
2. Empty garbage containers, as required
3. Empty recycling contained when full, as required
4. Semi-annual windows washed interior and exterior. (April, Oct)
5. Wipe tables, countertop, and sink. Staff responsible for doing dishes
6. Paper towel dispensers and soap filled as required

Warehouse:

\* Floors to be swept and washed with an auto scrubber 3 times per week – Tuesday, Thursday, Saturday

\* Dairy and meat coolers - swept and washed with auto scrubber on Thursdays

**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**

# Homestead Consumer Co-operative Ltd.

## CLEANING SERVICES REQUEST FOR QUOTE

### Carman Home Centre

Homestead Consumers Cooperative Limited at 65 Main Street North, Carman, MB, R0G 0J0

**Terms:** Contract to run from September 1<sup>st</sup>, 2023 to August 31, 2026.

Please quote the janitorial services for our **Home Center Building**. Service scope of areas are main sales floor area, washrooms, offices, lunchroom, and warehouse.

#### Labour and Supplies:

5. Contractor will supply all labour to fulfill this obligation.
6. Contractor will supply a) mops, brooms, 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
7. 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.
8. Cleaning supplies inventory is to be maintained at an adequate level. Order additional supplies through location manager.

#### Daily Services to be completed 6 days a week (except when stated):

##### Sales Floor Area, including front foyer:

11. Thorough sweep so to maintain clean corner and edges.
12. Power vac sweeper
13. Auto scrub wash followed by finish mopping.
14. Clean entrance glass doors and metal railings.
15. Spot cleaning walls and doors
16. Entrance garbage and recycle to be checked and serviced.
17. Empty garbage at each checkout
18. Foyer – remove all carts, sweep and auto scrub weekly.
19. Dry dust counter, computer monitors, phones
20. Interior and exterior windows and doors to be cleaned monthly.
21. Vacuum area rugs.

##### Washrooms:

8. Disinfect sinks, toilet bowls, toilet seats, urinals, change tables and walls.
9. Detailed Sweep and mop floors so to maintain clean corner and edges.
10. Empty garbage including sanitary napkin and waste containers.
11. Fill paper towel, toilet tissue, soap dispensers, air fresheners.
12. Spot wash walls and doors as required.
13. Thorough scrub of all washroom walls, monthly.
14. Clean mirrors and faucets streak free.

##### Offices:

6. Empty garbage containers
7. Empty recycling container when full.
8. Dry dust desks, computer monitors, phones and cabinets twice weekly.
9. Spot wash walls and doors
10. Detailed Sweep and mop floors so to maintain clean corner and edges

Staff Room:

7. Detailed Sweep and mop floors so to maintain clean corner and edges.
8. Empty garbage containers
9. Empty recycling containers when full.
10. Wipe tables, countertop, and sink. Staff is responsible for doing dishes

Warehouse:

\* Floors to be swept and washed with an auto scrubber weekly

**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](mailto:lisa.lehouillier@homestead.crs)

# Homestead Consumer Co-operative Ltd.

## CLEANING SERVICES REQUEST FOR QUOTE Carman Administration Office

Homestead Consumers Cooperative Limited at 43A Main Street North, Carman, MB, R0G 0J0

**Terms:** Contract to run from September 1<sup>st</sup>, 2023 to August 31, 2026.

Please quote the janitorial services for our **Administration Office Building**. Service scope of areas are offices and Conference/Training room, staff room, photocopier room, reception area and open office space. Additional services annually at extra billing costs which are carpet extraction cleaning, washing of walls, high level window cleaning, and other requested tasks.

### **Labour and Supplies:**

9. Contractor will supply all labour to fulfill this obligation.
10. 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
11. 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.
12. Cleaning supplies inventory is to be maintained at an adequate level. Order additional supplies through the manager.

### **Services to be completed 2 days per week (except when stated):**

#### Entrance and Foyer

22. Thorough sweep to maintain clean corners and edges.
23. Detail mopping
24. Spot cleaning walls and doors

#### Glass Windows & Doors

- Entrance glass windows and doors as well as office windows to be done monthly.

#### Conference/Training Room:

11. Vacuum carpets
12. Empty garbage containers
13. Empty recycling containers when full
14. Wet wipe and sanitize tables, counters and sink. Staff is responsible for their own dishes.
15. Spot wash walls and doors

#### Carpets

- Carpets are to be vacuumed 2 times a week and shampooed annually.

### Staff Room

11. Detailed Sweep and mop floors to maintain clean corner and edges.
12. Empty garbage containers and bring to the back of the food store in designated bins
13. Empty recycling when full
14. Wet wipe and sanitize tables, counters, and sink. Staff is responsible for their dishes.

### Washrooms

1. Disinfect sinks, toilet bowls, toilet seats, urinals, and walls.
2. Wash all washroom walls and partitions as needed.
3. Sweep and mop floors so to maintain clean corners and edges.
4. Empty garbage including sanitary napkin and waste containers.
5. Fill paper towel, toilet tissue, soap dispensers, air fresheners.
6. Spot wash doors as required.
7. Clean mirrors and faucets streak free.

### Offices cleaned 1 day per week:

1. Dry dust desks, computer monitors, filing cabinets and phones.
2. Empty garbage and recycling and bring to the back of the food store in designated bins.
3. Wet wipe fingerprints as needed.
4. Spot wash doors and walls as required.
5. Vacuum all carpeted area.
6. Wet wipe baseboard heaters

### **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](mailto:lisa.lehouillier@homestead.crs)**

# Homestead Consumer Co-operative Ltd.

## CLEANING SERVICES REQUEST FOR QUOTE Carman Bulk Petroleum Office

Homestead Consumers Cooperative Limited at 63 Main Street North, Carman, MB, R0G 0J0

**Terms:** Contract to run from September 1<sup>st</sup>, 2023 to August 31, 2026.

Please quote the janitorial services for our **Bulk Petroleum Office Building**.

### **Labour and Supplies:**

13. Contractor will supply all labour to fulfill this obligation.
14. Contractor will supply mops, brooms, buckets and wringers, dust mops and whatever is deemed necessary to produce a level of efficiency that will deliver optimum results
15. Supplies including Sani tissues, air deodorizers, plastic bags and paper towel, all finishes, detergents, disinfectants, deodorants, and Windex to be supplied by Homestead Coop.
16. Cleaning supplies inventory is to be maintained at an adequate level. Order additional supplies through the manager.

### **Services to be completed 1 day per week (except when stated):**

16. Empty garbage containers
17. Empty recycling containers when full
18. Wet wipe and sanitize tables, counters, filing cabinets
19. Wet wipe coffee machine, water cooler, photocopier
20. Spot wash walls and doors
21. Shake out floor mats
22. Thorough sweep to maintain clean corners and edges.
23. Detail mopping
24. Dusting window coverings
25. Entrance glass windows and doors as well as office windows to be done monthly.

### **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](mailto:lisa.lehouillier@homestead.crs)**