



Memo To: Responders to the Request for Tenders

From: Bethany Green, Team Leader, HCSS

Date: August 12, 2022

Re: Request for Tenders

Our agency offers support services including Meals on Wheels, Volunteer Drivers, Friendly Visiting, Housekeeping and Day Away Programs throughout Grey-Bruce.

We are searching for a professional and conscientious Cleaning Company to clean our Day Away Program location in **Markdale**. **We are looking to have this location cleaned 4 times/week to start September 2022: Monday, Wednesday, Thursday, and Friday. Approximately 2hrs/cleaning visit. Cleaning can be completed early morning, late afternoon/evening, or during the night. Cleaning chemicals can be provided, or, if preferred, cleaning company can provide their own.**

Please find the necessary information in the Request for Tenders package regarding Meal provisions and requirements.

Package Contents (3 pages total):

1. Request for Tender Page 2
2. Tender Questionnaire, including your Sample Menu.... Page 3

To respond to the Request for Tenders, we must receive the Tender Questionnaire.

Closing Date: 4:00 pm August 26, 2022

Tenders are allowed to be emailed to bgreen@hcssgreybruce.com or they can be sealed in an envelope, clearly marked, and sent to:

Bethany Green
RE: Request for Tenders
Unit G12, 1350 16th St. E
Owen Sound, ON
N4K 6N7

Lowest or any tender is not necessarily accepted. The tender will negotiate a contract with Home and Community Support Services of Grey-Bruce.



1. Request for Tender

Markdale Day Away Cleaning

General Requirements

1. 4 cleaning visits per week. One cleaning visit to be completed Monday, Wednesday, Thursday, and Friday of each week. The cleaning visit will be 2hrs and will be completed either in the early morning, late afternoon, evening, or during the night.
2. The cleaning company will be notified of any cleaning cancelation with notice by 930 am for cleaning after that program day.
3. Payment to the cleaning company will be made monthly.
4. The Provider must provide proof of liability insurance and WSIB coverage.



2. Tender Questionnaire

1. **Cleaning Company** _____

2. **Contact Name** _____

3. **Address** _____

4. **Telephone Number** _____

5. **Email Address** _____

6. **Will you need chemicals provided by HCSS, or will you be providing your own chemicals?**

HCSS Provide Chemicals

Company Provide Chemicals

7. **Cleaning is required 4 times/week (Monday, Wednesday, Thursday, Friday), with each cleaning involving 2 hours of work and to be completed early morning, late afternoon, evening, or during the night. Can you accommodate these requirements? Please circle your answer.**

Yes

No

10. **Please indicate what rate per cleaning you will charge to meet the requirements of the Tender.**

Please add any additional comments or information that we should consider in our review of your Tender.

