

# Office Cleaning Services- Request for Quote

The Nova Scotia Federation of Agriculture (NSFA), a not-for-profit organization, is seeking competitive quotes to provide cleaning services at our office located at 7 Atlantic Central Drive, East Mountain, NS. The NSFA office is made up of 25 office spaces, a conference centre (with small meeting room, board room, conference centre, and kitchen), 2 staff kitchens, 6 restroom areas, reception and common, and warehouse spaces totaling approximately 11,000 square feet. Please see attached office layout.

The request for quote can be for services over a one to three-year period beginning on April 1, 2024, ending March 31, 2027, unless otherwise terminated. Contracts can be renewed.

1. **Quotes must be submitted to the NSFA by March 22<sup>nd</sup>, 2024, at 5pm.** Late submissions will not be considered. Quotes may be submitted using the provided form or in a proposal and sent:

a. Via email to [smackenzie@nsfa-fane.ca](mailto:smackenzie@nsfa-fane.ca)

b. Via mail or hand delivered to 7 Atlantic Central Drive, East Mountain, NS, B6L 2Z2

Please include two references from previous clients.

2. Should any item in this request for quote be unclear or if you are interested in visiting the property, please contact Shelly MacKenzie at (902)893-2293 or [smackenzie@nsfa-fane.ca](mailto:smackenzie@nsfa-fane.ca) for clarification prior to March 15<sup>th</sup>.

3. The successful Contractor will be required to sign an agreement outlining the services, standards, and applicable clauses prior to the commencement of work. The successful applicant must supply Certificates of Insurance and a Clearance letter from the Workers' Compensation Board of Nova Scotia.

4. Given the NSFA is following an open RFP process, the NSFA welcomes quotes from members of the NSFA who provide these services. Any potential or perceived conflict of interest will be noted in the Agreement for transparency purposes.

5. All applicants deemed to have a complete quote will be notified of the decision of NSFA by April 5, 2024.

6. Evaluation Criteria:

- Competitive pricing.
- Experience and expertise in providing cleaning services to office environments.
- References from previous clients.
- Compliance with all relevant regulations and standards.

7. The NSFA reserves the right to reject any or all proposals and to negotiate modifications with the selected bidder.

## Overview of Services:

The Contractor will provide the following services at least twice weekly, unless otherwise stated:

1. Routine office and conference centre cleaning including:
  - Emptying waste containers and proper disposal of trash and recycling
  - Wiping desks, cabinets, tables, and other office furniture (weekly)

# Office Cleaning Services- Request for Quote

- Vacuuming carpets
  - Vacuuming, sweeping, and mopping hard surface flooring
  - Cleaning interior windows and doors (annually)
  - Thoroughly clean lobby area, including floors, walls, doors and tables
2. Kitchen cleaning including:
- Emptying waste container and proper disposal of trash, recycling, and organics
  - Wipe all tables, counters, and appliance exterior surfaces with appropriate cleaning agents for surfaces.
  - Vacuuming, sweeping, and mopping hard surface flooring
  - Refill all paper towel dispensers and soap containers
3. Restroom cleaning including:
- Empty all waste containers and replace trash bags
  - Clean and disinfect all toilets
  - Clean sinks and counter tops, and faucets
  - Clean exterior/interior of all doors
  - Clean all mirrors
  - Refill all soap containers, paper products, toilet paper, paper towels, etc.
  - Vacuuming, sweeping, and mopping hard surface flooring
4. Heat pump filter cleaning including:
- Semi-annual cleaning of heat pump filters throughout the building.
5. Floor care including:
- Hard surface floor stripping and waxing (once every 2-3 years)
  - Hard surface floor buffing, and polishing services (at least once per year)
  - Shampooing of all carpets (once per year in Spring)
6. Any additional services deemed necessary for maintaining a clean and professional environment.

Contractors are responsible for providing their own equipment and supplies which should be identified in the quote provided.

## Organizational Background:

The Nova Scotia Federation of Agriculture (NSFA) was established in 1895 and is the sole general farm organization in Nova Scotia. As a general farm organization, the NSFA represents over 90% of primary agriculture production and brings together registered farms, industry stakeholders and government partners from across the province to ensure a prosperous and sustainable future for Nova Scotia farms and farmers. The NSFA's membership consists of registered farms in the province of Nova Scotia.

**Our mission** is to influence and affect change for the continual success of agriculture in Nova Scotia.

**Our vision** is a prosperous and sustainable future for Nova Scotia farms and farmers.

The NSFA is a not-for-profit organization, and its office is home to other like-minded not-for-profit organizations.

# Office Cleaning Services- Request for Quote

## Office Layout:

The total office space is about 11,000 square feet including warehouse and storage. The left side of the solid black line is NSFA staff office space and conference center, and the right side of the building is tenant office space and warehouse space.

