

Date: July-30-19  
To: Bidders for Norfolk County Bid No. PW-FAC-19-05  
Janitorial Services 2019 - 2024  
From: Amanda Yager, Facilities Clerk, Facilities Department  
facilities servicedesk@norfolkcounty.ca  
Subject: Addendum No. 3 (2 pages plus 1 page of attachments)

### **ADDENDUM No. 3**

This Addendum shall form part of the Contract Documents.

**The Bidders should acknowledge receipt of this Addendum on the Submission Form – Appendix A.**

**1. Question:**

In each description of the building it states what time the janitorial services are being done. Is this schedule to be kept moving into the new contract?

**Answer:**

The current schedule for each site was included as an outline of what is currently being provided. The schedule is at the discretion of the Bidder's (outside of Norfolk County office hours), with the goal being to improve level of service.

**2. Question:**

The 'Health and Social Services' building states the work needs to be done daily. Meaning Monday-Friday after 4:30pm?

**Delete:**

Section 2.1.24, Site 22. NC-22 Health and Social Services

**Replace with:**

This public administration building sees a high level of traffic 8:30 a.m. – 4:30 p.m., Monday to Friday. After each work day, this facility requires cleaning of the office space used by 120 employees, including a lunchroom, kitchenette and nine employee / public washrooms. Sexual Health and Dental Health

clinics require daily cleaning. The floors must be mopped with hospital grade disinfectants and all touch surfaces (i.e. counters, doorknobs, etc.) disinfected daily. Cleaning of the walls of the dental operator is required at least bi-weekly due to bio aerosols. In clinics, garbage should be removed every day with a new garbage liner placed in the receptacle. The clinics should be “deep cleaned” at least twice a year. Change tables in public washrooms require cleaning, as well as sink and chair in Wellness room. Ensure soap is filled by sink in Wellness Room. Flooring is carpet and tile throughout building and requires frequent cleaning.

**3. Question:**

Do you have Bill 7 information by any chance?

**Answer:**

Refer to attached Bill 7 Employment Standards Act Information.

End of Addendum

Attachments:

Bill 7 Employment Standards Act Information

## Bill 7 Employment Standards Act Information

Site Number	Facility	Address	Employee	Bill 7 start date	Benefits	Hourly rate	Hours per day	Hours per week	Last 26 weeks	Job Class
1	County Administration Building	50 Colborne Street S, Simcoe	Cleaner #1	05-2013	n/a	\$ 14.75	5.5	27.5	26	Light duty
2	Norfolk Arts Centre	21 Lynnwood Avenue, Simcoe	Cleaner #1	04-2000	n/a	\$ 14.75	3	6	26	Light duty
3	Community Services Administration Building	95 Culver Street, Simcoe	Cleaner #1	06-2013	n/a	\$ 14.75	2	6	26	Light duty
4	Simcoe Fire Headquarters	95 Culver Street, Simcoe	Cleaner #1	06-2013	n/a	\$ 14.75	3	6	26	Light duty
5	Simcoe Senior Centre	89 Pond Street, Simcoe	Cleaner #1	06-2009	n/a	\$ 14.75	3	15	26	Light duty
6	Norfolk County Garage	568 Queensway West, Simcoe	Cleaner #1	05-2019	n/a	\$ 14.75	2.5	5	5	Light duty
7	Cedar Street Administration Building	398 Cedar Street, Simcoe	Cleaner #1	06-2009	n/a	\$ 14.75	2	4	26	Light duty
8	Cedar Street Chemical Building	398 Cedar Street, Simcoe	Cleaner #1	06-2009	n/a	\$ 14.75	1.5	3	26	Light duty
9	Port Dover Water Plant	603 Nelson Street, Port Dover	Cleaner #1	06-2009	n/a	\$ 14.75	2	2	26	Light duty
10	East Area Roads Operations Facility	1355 County Road 9, Villa Nova	Cleaner #1	04-2018	n/a	\$ 14.75	3	3	26	Light duty
11	Port Dover Harbour Museum	44 Harbour Street	Cleaner #1	06-2012	n/a	\$ 14.75	3	3	26	Light duty
12	Central Area Roads Operations Facility	340 Argyle Avenue, Delhi	Cleaner #1	04-2009	n/a	\$ 14.75	2	4	26	Light duty
13	Delhi Administration Building	183 Main Street of Delhi, Delhi	Cleaner #1	05-2009	n/a	\$ 14.75	3.5	17.5	26	Light duty
14	Delhi Tobacco Museum	200 Talbot Rd, Delhi	Cleaner #1	02-2009	n/a	\$ 14.75	2.5	5	26	Light duty
15	Langton Administration Building	22 Albert Street, Langton	Cleaner #1	04-2000	n/a	\$ 14.75	3	3	26	Light duty
16	West Area Roads Operations Facility	1630 County Road 45, Langton	Cleaner #1	06-2018	n/a	\$ 14.75	3	15	26	Light duty
17	Port Rowan Medical Centre	1035 Bay Street, Port Rowan	Cleaner #1	05-2013	n/a	\$ 14.75	1.5	7.5	26	Light duty
18	Facilities Operations Building	591 Norfolk Street S, Simcoe	Cleaner #1	1-Aug-2015	n/a	\$ 14.00	3	6	26	Light duty
19	Waterford Heritage and Agricultural Museum	159 Nichol Street, Waterford	Cleaner #1	1-Aug-2015	n/a	\$ 14.00	3	3	26	Light duty
20	Robinson Administration Building	185 Robinson Street, Simcoe	Cleaner #1	15-Jun-2015	n/a	\$ 14.00	5	25	26	Light duty
20	Robinson Administration Building	185 Robinson Street, Simcoe	Cleaner #2	15-Jun-2015	n/a	\$ 14.00	5	25	26	Light duty
21	Simcoe Area Roads Operations Facility	8 Schellburg Avenue	Cleaner #1	1-Jul-2015	n/a	\$ 14.00	2	10	26	Light Duty
21	Simcoe Area Roads Operations Facility	8 Schellburg Avenue	Cleaner #2	1-Jul-2015	n/a	\$ 14.00	2	10	26	Light Duty
22	Health and Social Services	12 Gilberston Drive	Cleaner #1	1-Jun-2015	n/a	\$ 14.00	7	35	26	Light Duty
23	Eva Brook Donly Museum	109 Norfolk Street S, Simcoe	Cleaner #1	1-Jun-2015	n/a	\$ 14.00	3	3	26	Light Duty
24	County Medical Building	807 St. George Street, Port Dover	Cleaner #1	06-2009	n/a	\$ 14.75	4	20	26	Light duty
25	Corporate Communications Building	60 Colborne Street S, Simcoe	Cleaner #1	02-2018	n/a	\$ 14.75	3	6	26	Light duty
26	Courtland Roads Operations Facility	4329 Highway 59, Courtland	Cleaner #1	05-2013	n/a	\$ 14.75	2.5	5	26	Light duty

Please note: There is no existing employee information for Site Number 27 Simcoe Recreation Centre Programs and Aquatics Office as this site does not currently receive janitorial services.