



REQUEST FOR PROPOSAL to

Provide Janitorial Services

At the

North Bay Jack Garland Airport

February, 2017

REQUEST FOR PROPOSAL TO PROVIDE JANITORIAL SERVICES FOR

North Bay Jack Garland Airport Corporation

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1.0 INTRODUCTION

1.1 Purpose

The Terms of Reference defines the scope of work required from the Proponent to provide Janitorial duties related to four airport buildings and minor snow removal and entry way cleaning for the administration building, terminal and NavCanada tower.

- Air Terminal Building
- Airport Administration Building
- NavCanada Tower
- Maintenance Garage

A Mandatory Meeting and Site Tour will be held at the North Bay Airport Tuesday February 21, 2017 from 10:30am to 12:00 noon in the Airport Boardroom located in the Airport Administration Building located at 50 Terminal Street, North Bay, Ontario.

1.2 Location

North Bay Airport is located approximately 8 km from the North Bay City Centre. The aerodrome elevation is 370m (1215') above sea level. Strategically located near the trans-Canada Highway 17 and Highway 11, and the Ontario Northland Railway, the airport serves not only the City of North Bay itself but the surrounding districts of Nipissing, Parry Sound, Temiskaming, and many other communities within Northern Ontario. Access to the airport from major ground transportation corridors including Highways 11 and 17 is via Airport Road.

1.3 Background

The airport operates on a 24 hour per day, 7 day per week basis with approximately 95,000 passengers and 20,000 aircraft using the facilities. During the course of a normal work day there is approximately 60 persons working or attending class in the various buildings included in the RFP.

Terminal Building

The terminal building was constructed in 2002 and facilitates the movement of 95% percent of the passenger load. The terminal is open from 04:00 am to 01:00 am and serves three airlines and one sun destination air carrier, CATSA Security Screeners, Airport Security, Airport Restaurant and Aircraft ground service personnel.

The services required for the building are contained on the main floor.

Please see Appendix A for the building diagram and service required.

Administration Building

The Administration Building was constructed in late sixties and houses, NavCanada Technicians, NavCanada Administration, Airport Administration , Canada Border Service Agency, Ministry of Natural Resources, Helicopters Canada, Weisflock Aviation, Central North flying school and AMCO.

The facility is a mix of workshops, offices, lunchrooms, boardrooms, classroom and washrooms

Please see Appendix B for the attached drawing and services required for these spaces.

NavCanada Tower

This building was built in 1995 and is a combination of equipment rooms and work stations for the flight service specialist.

Please see appendix C for the attached drawing and services required.

Maintenance Garage

This building was built in the early seventies and is the work space for the airport operations. The cleaning services will be limited to the office space, washrooms, and lunchroom.

Please see Appendix D for the attached Drawing and Services required.

2.0 OBJECTIVES

2.1 General

The objectives are to partner with a proven building Cleaning Service Company who will deliver worry free high quality and cost effective services.

The contract will include the provision of Janitorial/Cleaning Services for four buildings and minor snow removal and cleaning services for entryways and sidewalks for the Terminal Building and Administration Building and NavCanada Tower.

3.0 REQUIREMENTS

In providing cleaning Services for the airport, the following is a brief description of the general requirements:

Provide cleaners as required to meet the operating hours and requirements of the airport as directed by the Airport Manager. Current hours of operations are 04:00 to 01:00 hours daily. These hours may vary seasonally. It should be noted that the proponent will need to evaluate the duties required and build the proposal accordingly.

Designate one contact person who will have the ability to deal with distribution of information and training for the cleaning staff. This person if not part of the daily cleaning staff will be required to carry out periodical inspections to ensure cleaning levels are being met.

Additional work requirements may be requested by the Airport Manager at any time. Such requests will normally be processed via purchase/work order and be invoiced separately at the end of the current month. The proponent shall provide a labour cost per hour for additional services in their proposal

The proponent will be responsible for providing all material and equipment other than those noted to be supplied by the airport.

All employees will be required to provide the airport with a clear police criminal records check in order to meet security clearances.

3.1 The cleaning staff shall provide services as per the guidelines established by the Airport and Proponent jointly. Such services may include, but are not limited to, the following:

1. General cleaning of all office space including work stations and desks
2. Cleaning of all washrooms
3. Cleaning of all lunchrooms
4. Cleaning of workshops
5. Cleaning of windows
6. Carpet cleaning yearly
7. Floor maintenance which may include washing, striping and waxing in certain areas
8. Maintenance and cleaning of entryways which will include maintenance of the cigarette butt can.
9. Snow removal as per the attached plan which will include meeting all flight departures during the winter season.

3.2 Training Requirements

Cleaning staff provided under this Agreement shall maintain the following minimum certification and training standards:

- Airport Security Awareness (Initially Airport Provided)
- WHIMIS
- FOD (Initially Airport Provided)
- Airport Orientation (Initially Airport Provided)
- Standard First Aid
- CPR
- Work place orientation
- Standard Cleaning training program as set out by the Proponent (on-going on the job training)

Documentation substantiating training levels shall be provided yearly and upon any employee

change or new equipment being used.

All training costs associated with the above requirements shall be borne by Proponent except for those noted to be provided by the airport.

The proponent will be responsible to provide details on the proposed methods of accomplishing the required work.

4.0 TERM OF CONTRACT

The term of this agreement is (5) years. This service will commence at 00:01 hours on the 1st day of April, 2017 and terminate at 24:00 hours on the 31st day of March, 2022 subject to earlier termination or renewal. The contract may automatically be renewed thereafter for yearly periods under the same terms and conditions, subject to prior cancellation or revision as provided for under this Agreement.

4.1 Payment

The Airport will be invoiced monthly in arrears for services rendered in accordance with the established cost of services set out in "Schedule 1A - Cost of Services".

Any current taxes, or any new taxes which may become effective after the Agreement Date, shall be invoiced and paid in addition to the contract price. Payment for services is net thirty (30) days.

5.0 OBLIGATIONS

The proponent shall supply Cleaning Staff who meet the specified qualifications as outlined in "Section 3.2 - Training Requirements". Cleaning Staff will comply with all statutory and local airport regulations in effect from time to time throughout the Term of the Agreement. The Airport will be advised in writing of the dismissal or release of any Cleaning Staff. The Proponent will be responsible for any lost or not returned restricted area passes. The Airport maintains the right to remove or reject for any reason any employee(s) from providing services under the Agreement.

The Proponent will provide uniforms for employees, which shall be approved by the Airport Authority. Said approval will not be arbitrarily withheld.

Under this agreement the Proponent will be responsible to supply all material and equipment to carry out the required work, such as:

- Toilet Paper
- Paper Towels
- Hand soap
- Hand sanitizer
- Floor cleaning products (soap, wax, brushes and pads for the scrubbers)
- Dry and wet mops
- Brooms
- Window cleaning products and equipment

- Buckets
- Ladders
- Cleaning trolleys
- Vacuum cleaners
- Shovels and ice scrappers
- Two push behind snowblowers
- Floor Scrubber

The Airport

Shall provide storage space and janitor rooms as follows:

- Terminal Building – 3 room
- Administration Building – 3 room
- Maintenance Garage – 1 area

Shall provide access to hot and cold water.

5.1 Code and Regulation Compliance

Proponent shall review all relevant codes, statues, regulations and by-laws applicable to the work required, and ensure those authorities having jurisdiction are consulted and approvals as appropriate are secured or complied with. These may include but not be limited to:

- Department of Labour, Occupations Environmental Regulations
- The Workers Compensation Industrial Health and Safety Regulations

6.0 INSTRUCTIONS TO PROPONENTS

6.1 General

Eligible proponents must provide with their proposal:

1. Proof of licence to conduct business within the Province of Ontario.
2. Letter of good standing with the Workplace Safety & Insurance Board.
3. Proof of General and Professional Liability Insurance \$5,000,000 inclusive per occurrence.

The information contained in the proposal must be organized under the same headings and in the same order as outlined in the following section entitled “Mandatory Proposal Components”.

6.2 Mandatory Proposal Components

Please order proposal as follows:

1.0 Introduction, including the following:

- 1.1. Introductory letter describing the firm's commitment to the RFP, signed and sealed as outlined above.
- 1.2. Letter of good standing with the Workplace Safety and Insurance Board.
- 1.3. Letter from Insurance Company stating availability Liability Insurance specific to this contract. The successful Proponent will be required to carry a minimum of \$5,000,000 in general liability. The insurance coverage cannot be modified without written consent of the Owner.
- 1.4. Tender cost must be broken down in separate components.

**Schedule 1A
Cost of Services -2017-18**

| Buildings | Cost | HST |
|--|------|-----|
| Terminal Building | | |
| Administration Building Airport Section | | |
| Administration Building NavCanada Section | | |
| NavCanada Tower | | |
| Maintenance Garage | | |
| Seasonal snow removal | | |
| Labour cost per hour for additional services | | |

Cost of Services -2018-19

| Buildings | Cost | HST |
|--|------|-----|
| Terminal Building | | |
| Administration Building Airport Section | | |
| Administration Building NavCanada Section | | |
| NavCanada Tower | | |
| Maintenance Garage | | |
| Seasonal snow removal | | |
| Labour cost per hour for additional services | | |

Cost of Services -2019-20

| Buildings | Cost | HST |
|--|------|-----|
| Terminal Building | | |
| Administration Building Airport Section | | |
| Administration Building NavCanada Section | | |
| NavCanada Tower | | |
| Maintenance Garage | | |
| Seasonal snow removal | | |
| Labour cost per hour for additional services | | |

Cost of Services -2020-21

| Buildings | Cost | HST |
|--|------|-----|
| Terminal Building | | |
| Administration Building Airport Section | | |
| Administration Building NavCanada Section | | |
| NavCanada Tower | | |
| Maintenance Garage | | |
| Seasonal snow removal | | |
| Labour cost per hour for additional services | | |

Cost of Services -2021-22

| Buildings | Cost | HST |
|--|------|-----|
| Terminal Building | | |
| Administration Building Airport Section | | |
| Administration Building NavCanada Section | | |
| NavCanada Tower | | |
| Maintenance Garage | | |
| Seasonal snow removal | | |
| Labour cost per hour for additional services | | |

2.0 Corporate Overview

2.1 History of Firm(s) and experience in general.

2.2 Related Experience – A summary of relevant experience of the proposed RFP.

2.3 Statement of ability to handle this work in conjunction with any existing workloads.

7.0 PROPOSAL EVALUATION CRITERIA

The Proponent proposal shall be evaluated in accordance with the following criteria. Proposals will be evaluated by the North Bay Jack Garland Airport Corporation on the basis of perceived “best value” to the Airport as such, the lowest price may not mean award. The North Bay Jack Garland Airport Corporation reserves the right to select and award using its sole discretion and to reject any and all proposals as it sees fit.

The Airport Manager and team will carry out a project assessment and make recommendations to the Airport Board. The evaluation will use the criteria set out as outlined below.

Envelope **Total Value 100 points**

- Proposal Quality 10 points
-overall organization, quality of proposal

- Understanding of the Requirements
- demonstrated understanding of the Requirements 10 points
- Cleaning and similar work related experience
- qualifications and experience of firm & personnel 30 points
- Methodology
- depth, detail, clarity of the submission 15 points
- Total Cost to provide Service 35 points

Acceptance or Rejection of Tenders

The North Bay Jack Garland Airport Corporation reserves the right to reject any or all tenders in the best interest of the Corporation. The lowest or any tender will not necessarily be accepted.

8.0 SUBMISSION INSTRUCTIONS

8.1 Address for Submission of Proposals

Address for submittal of Proposals:

Clearly mark in sealed packages:

**PROPOSAL SUBMISSION FOR:
Janitorial Contract
North Bay Jack Garland Airport Corporation
50 Terminal St. Suite 1
North Bay, Ontario
P1B 8G2**

8.2 Closing Time for Submission of Proposals

Proposals must be received no later than:

3:00 pm, Eastern Standard Time, March 8, 2016

8.3 Enquiries from Proponents

Proponents are to direct enquiries during the proposal call period to:

Jack Santerre
Airport Manager
Phone: 705-474-3026 Ext 5304 Fax: 705-474-3020
Email: jack.santerre@northbayairport.com
North Bay Jack Garland Airport Corporation
50 Terminal St. Suite 1
North Bay, Ontario P1B 8G2

Terminal Cleaning Checklist

| Daily Service | | |
|---------------|---------|--|
| Date | Initial | Sterile and Public Areas |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Clear work surfaces, counters. Dust and sanitize. |
| | | Sanitize and polish doors, glass and walls removing spots, handprints etc |
| | | Hard surface flooring swept and cleaned throughout the day as needed (minimum once a day). Spot cleaning in high traffic areas a minimum of three times per day. |
| | | Walls spot cleaned |
| | | Conveyor belt removing spots, handprints etc |
| | | |
| Date | Initial | Office Area's, Car rentals Counters & Airline Check-In |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Clean work surfaces including desk, counters and filing cabinets. Dust and sanitize. |
| | | Sanitize and polish doors, glass and walls removing spots, handprints etc |
| | | Hard surface flooring swept and cleaned |
| | | |
| Date | Initial | Exterior Stairwell (From Lot B to Terminal) |
| | | Clear garbage and debris as needed. |
| | | Swept in summer, snow cleared in winter. Sand or chemical product applied when required. Snow clearing as necessary from Nov 1 to April 15. No build-up of snow or ice on the runners (steps). |
| | | |
| | | |
| Date | Initial | Groundside Entrance's |
| | | Waste receptacles and ash urns emptied and spot cleaned |
| | | Sidewalks swept in summer, snow cleared in winter. Sand or chemical product applied when required. Snow clearing as necessary from Nov 1 to April 15. Door tracks cleared of debris (sand, dirt, etc.) |
| | | Entrance door glass and frames cleaned |
| | | Walls spot cleaned |
| | | Entrance mats vacuumed. |
| | | |
| | | |
| Date | Initial | Apron side Entrance's |
| | | Sidewalks swept in summer, snow cleared in winter. Sand or chemical product applied when required. Snow clearing as necessary from Nov 1 to April 15. Door tracks cleared of debris (sand, dirt, etc.) |
| | | Entrance door glass and frames cleaned |
| | | |
| Date | Initial | Lunch Rooms and Coffee Stations |
| | | Waste receptacles emptied and replace bag in can. Wipe receptacle clean |
| | | Wash counter and sink. Wipe walls around counters and waste receptacles. |
| | | Wipe outside of Microwave, Fridge and water cooler |
| | | Wipe tables and brush chair seats. |
| | | |
| Date | Initial | Washrooms |
| | | (Note: Public washrooms will be cleaned following each 'cluster' of flights, approximately once in the morning, once at noon, and once in the evening.) |
| | | Flush all toilets and urinals. Apply germicidal disinfectant on toilet, swab and apply inside toilets and urinals (Minimum 3 times Daily) |
| | | Spray all sinks with all sanitizing cleaner (Minimum 3 times Daily) |
| | | Empty all "types" of waste. (Minimum 3 times Daily) |
| | | Check and refill hand soap containers |
| | | Wash garbage and recycle containers and line them with bags. |
| | | Clean all sinks, taps and counters and dry them |
| | | Clean and shine mirrors with glass cleaner |
| | | Wash and polish garbage containers and their stainless steel fixtures as well as all chrome with glass cleaner |
| | | Scrub with brush all toilets, urinals (removing screens or pucks until the cleaning procedure is complete) inside and outside, behind, base and any tiled walls adjacent to the units. |
| | | Dust or wipe lights, higher ledges, tops of cubicle walls, wall pictures. |
| | | Polish all chrome around urinals and toilets. |
| | | Spot clean cubicle doors, walls and entrance door. |
| | | Spot clean entrance door and door frames. Wipe light switch and kick plates. |
| | | Sweep floor corner to corner making sure all surface dirt and hairs are removed |
| | | Using hot water with detergent, wash floor from farthest and inside moving toward the door. Use care not to splash the walls or toilet bowls |
| | | |
| | | |
| | | |

| Weekly Service | | |
|--|---------|---|
| Date | Initial | Sterile and Public Areas |
| | | Conveyor belt washed and cleaned using appropriate materials |
| | | Wash furniture including legs |
| | | |
| Date | Initial | Office Area's |
| | | All areas within normal reach dusted including ledges, bookshelves, door and picture frames |
| | | Telephone wiped and disinfected |
| | | Chair legs dusted and wiped |
| | | |
| Lunch Rooms and Coffee Stations | | |
| | | Wash vinyl chair including legs |
| | | Wash table and legs |
| | | Use cream cleanser to remove any stains in sinks |
| | | Dust all high surfaces such as high ledges, door frames, coolers etc. |
| | | |
| Washrooms | | |
| | | Dust Ceiling vents, partition tops and other ledges |
| | | Toilet and urinals descaled to remove any hard water deposits |
| | | Water and deodorizer poured down the floor drain to fill trap |
| | | Partition walls washed |
| | | Waste receptacles washed |
| | | |
| Monthly Service | | |
| Date | Initial | Entrances |
| | | |
| | | Windows, transom, light diffusers, ledges, and frames cleaned |
| | | |
| Office Area's | | |
| | | |
| | | Upholstered furniture vacuumed. Vinyl furniture washed |
| | | Baseboards dusted |
| | | Venetian blinds dusted |
| | | All areas above normal reach dusted. |
| | | |
| Quarterly Service | | |
| Date | Initial | Entrances |
| | | Floors sprayed, cleaned, with autoscrubber. |
| | | |
| Office Area's | | |
| | | All windows and frames cleaned inside and out |
| | | |
| Lunch Rooms and Coffee Stations | | |
| | | All windows and frames cleaned inside and out |
| | | |
| Washrooms | | |
| | | |
| | | Walls washed |
| | | Plumbing under counter dusted |
| | | Floors sprayed, cleaned, and thoroughly mechanically cleaned. |

| Semi-Annual Service | | |
|---------------------------------|---------|---|
| Date | Initial | Entire Building |
| | | All windows and frames cleaned inside and out. Once in Fall and once in Spring seasons. |
| | | |
| Annual Service | | |
| Date | Initial | Office Area's |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |
| Lunch Rooms and Coffee Stations | | |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |
| Concourses and Hallways | | |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |
| Washrooms | | |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |

Administration Building Cleaning Checklist

| Daily Service | | Note: Cleaning of this area is preferably done after 5 pm except on weekends |
|---------------|----------------|--|
| Date | Initial | Office Area's |
| | | (Note: Canada Border Service Agency and Helicopter's Canada can only be cleaned between 9am-4pm when they're on-site.) |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Clean work surfaces including desk, ledges, counters and filing cabinets. Dust and sanitize. |
| | | Sanitize and polish doors, glass and walls removing spots, handprints etc |
| | | Hard surface flooring swept and cleaned throughout the day as needed (minimum once a day). |
| | | Tiled office flooring swept and mopped. |
| | | Carpet area's vacuumed. |
| | | Entrances |
| | | Waste receptacles and ash urns emptied and spot cleaned |
| | | Sidewalks swept in summer, snow cleared in winter. Sand or chemical product applied when required. Snow clearing as necessary from Nov 1 to April 15. Door tracks cleared of debris (sand, dirt, etc.) |
| | | Entrance door glass and frames cleaned |
| | | Walls spot cleaned |
| | | Entrance mats vacuumed. |
| | | Wash Floor |
| | | Concourses and Hallways |
| | | Sweep Floor |
| | | Wash Floor |
| | | Airside Entrance |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Entrance door glass and frames cleaned |
| | | Walls spot cleaned |
| | | Entrance mats vacuumed. |
| | | Clear snow all doorways and apply Sand and chemical when required |
| Date | Initial | Lunch Rooms and Coffee Stations |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Wash counters and sink. Wipe walls around counters and waste receptacles. |
| | | Wipe outside of Microwave, Fridge and water cooler |
| | | Wipe tables and chair seats (wipe or brush as required). |
| Date | Initial | Washrooms |
| | | Flush all toilets and urinals. Apply germicidal disinfectant on toilet, swab and apply inside toilets and urinals |
| | | Spray all sinks with sanitizing cleaner |
| | | Empty all "types" of waste. |
| | | Check and refill hand soap, paper towel and toilet paper containers |
| | | Waste receptacles emptied and replace bag in can. |
| | | Clean all sinks, taps and counters and dry them |
| | | Clean and shine mirrors with glass cleaner |
| | | Wash and polish garbage containers and their stainless steel fixtures as well as all chrome with glass cleaner |
| | | Scrub with brush all toilets, urinals (removing screens or pucks until the cleaning procedure is complete) inside and outside, behind base and any tiled walls adjacent to the units. |
| | | Dust or wipe lights, higher ledges, tops of cubicle walls, wall pictures. |
| | | Polish all chrome around urinals and toilets. |
| | | Spot clean cubicle doors, walls and entrance door. |
| | | Spot clean entrance door and door frames. Wipe light switch and kick plates. |
| | | Sweep floor corner to corner making sure all surface dirt and hairs are removed. |
| | | Using hot water with detergent, wash floor from farthest and inside moving toward the door. Use care not to splash the walls or toilet bowls. |

| Weekly Service | | |
|---------------------|---------|---|
| Date | Initial | Office Area's |
| | | All areas within normal reach dusted including ledges, bookshelves, door and picture frames |
| | | Carpeted area's vacuumed. |
| | | Tiled areas mopped. |
| | | Telephones wiped and disinfected |
| | | Chair legs dusted and wiped |
| | | |
| | | Concourses and Hallways |
| | | Wipe vinyl seating. |
| | | |
| | | Lunch Rooms and Coffee Stations |
| | | Wash vinyl chair including legs |
| | | Wash table and legs |
| | | Use cream cleanser to remove any stains in sinks |
| | | Dust all high surfaces such as high ledges, door frames, coolers etc. |
| | | |
| | | Washrooms |
| | | Dust Ceiling vents, partition tops and other ledges |
| | | Toilet and urinals descaled to remove any hard water deposits |
| | | Water and deodorizer poured down the floor drain to fill trap |
| | | Partition walls washed |
| | | Waste receptacles washed |
| | | |
| | | |
| Montly Service | | |
| Date | Initial | Entrances |
| | | Windows, transom, light diffusers, ledges, and frames cleaned |
| | | |
| | | Office Area's |
| | | Upholstered furniture vacuumed. Vinyl furniture washed |
| | | Baseboards dusted |
| | | Venetian blinds dusted |
| | | All areas above normal reach dusted. |
| | | |
| | | |
| Semi-Annual Service | | |
| Date | Initial | Entire Building |
| | | All windows and frames cleaned inside and out. Once in Fall and once in Spring seasons. |
| | | |
| | | |
| Annual Service | | |
| Date | Initial | Office Area's |
| | | Clean Carpets |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |
| | | Concourses and Hallways |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |
| | | Washrooms |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |

Nav Canada (Admin Building) Cleaning Checklist

| Daily Service | | Cleaning of this area is preferably done after 5 pm except on weekends |
|-----------------------|----------------|--|
| Date | Initial | Office Area's |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Clear work surfaces including desk, counters and filing cabinets. Dust and sanitize. |
| | | Sanitize and polish doors, glass and walls removing spots, handprints etc |
| | | Hard surface flooring swept and cleaned throughout the day as needed (minimum once a day). |
| | | Carpet area's vacuumed. |
| | | |
| | | Entrance |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Sidewalks swept in summer, snow cleared in winter. Sand or chemical product applied when required. Snow clearing as necessary from Nov 1 to April 15. Door tracks cleared of debris (sand, dirt, etc.) |
| | | Entrance door glass and frames cleaned |
| | | Walls spot cleaned |
| | | Entrance mats vacuumed. |
| | | |
| Date | Initial | Lunch Rooms and Coffee Stations |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Wash counter and sink. Wipe walls around counters and waste receptacles. |
| | | Wipe outside of Microwave, Fridge and water cooler |
| | | Wipe tables and brush chair seats. |
| | | |
| Date | Initial | Washrooms |
| | | Flush all toilets and urinals. Apply germicidal disinfectant on toilet, swab and apply inside toilets and urinals |
| | | Spray all sinks with all sanitizing cleaner |
| | | Empty all "types" of waste. |
| | | Check and refill hand soap, paper towel and toilet paper containers |
| | | Wash garbage and recycle containers and line them with bags. |
| | | Clean all sinks, taps and counters and dry them |
| | | Clean and shine mirrors with glass cleaner |
| | | Wash and polish garbage containers and their stainless steel fixtures as well as all chrome with glass cleaner |
| | | Scrub with brush all toilets, urinals (removing screens or pucks until the cleaning procedure is complete) inside and outside, behind, base and any tiled walls adjacent to the units. |
| | | Dust or wipe lights, higher ledges, tops of cubicle walls, wall pictures. |
| | | Polish all chrome around urinals and toilets. |
| | | Spot clean cubicle doors, walls and entrance door. |
| | | Spot clean entrance door and door frames. Wipe light switch and kick plates. |
| | | Sweep floor corner to corner making sure all surface dirt and hairs are removed |
| | | Using hot water with detergent, wash floor from farthest and inside moving toward the door. Use care not to splash the walls or toilet bowls. |
| | | |
| Weekly Service | | |
| Date | Initial | Office Area's |
| | | All areas within normal reach dusted including ledges, bookshelves, door and picture frames |
| | | Carpeted area's vacuumed |
| | | Telephone disinfected |
| | | Chair legs dusted and wiped |
| | | |
| | | Lunch Rooms and Coffee Stations |
| | | Wash vinyl chair including legs |
| | | Wash table and legs |
| | | Use cream cleanser to remove any stains in sinks |
| | | Dust all high surfaces such as high ledges, door frames, coolers etc. |
| | | |
| | | Washrooms |
| | | Dust Ceiling vents, partition tops and other ledges |
| | | Toilet and urinals descaled to remove any hard water deposits |
| | | Water and deodorizer poured down the floor drain to fill trap |
| | | Partition walls washed |
| | | Waste receptacles washed |

| Monthly Service | | |
|----------------------------|----------------|---|
| Date | Initial | Entrances |
| | | |
| | | Glass side and transom lights and frames cleaned |
| | | Windows, transom, light diffusers, ledges, and frames cleaned |
| | | |
| Office Area's | | |
| | | Upholstered furniture vacuumed. Vinyl furniture washed |
| | | Baseboards dusted |
| | | Venetian blinds dusted |
| | | All areas above normal reach dusted. |
| | | |
| | | |
| Semi-Annual Service | | |
| Date | Initial | Office Area's |
| | | All windows and frames cleaned inside and out. Once in Fall and once in Spring seasons. |
| | | |
| | | |
| Annual Service | | |
| Date | Initial | Office Area's |
| | | Clean Carpets |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |

Nav Canada (Tower Building) Cleaning Checklist

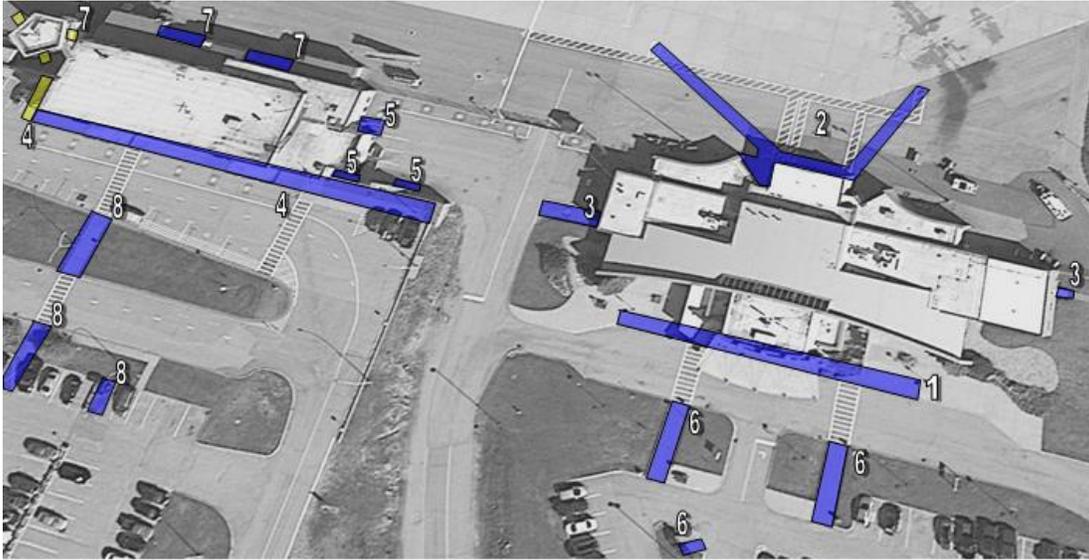
| Daily Service | | Cleaning of this area is preferably done after 5 pm except on weekends |
|-----------------------|----------------|--|
| Date | Initial | Office Area's |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Clear work surfaces including desk, counters and filing cabinets. Dust and sanitize. |
| | | Sanitize and polish doors, glass and walls removing spots, handprints etc |
| | | Hard surface flooring swept and cleaned throughout the day as needed (minimum once a day). |
| | | Carpet area's vacuumed. |
| | | |
| | | Entrance |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Sidewalks swept in summer, snow cleared in winter. Sand or chemical product applied when required. Snow clearing as necessary from Nov 1 to April 15. Door tracks cleared of debris (sand, dirt, etc.) |
| | | Entrance door glass and frames cleaned |
| | | Walls spot cleaned |
| | | Entrance mats vacuumed. |
| | | |
| Date | Initial | Lunch Rooms and Coffee Stations |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Wash counter and sink. Wipe walls around counters and waste receptacles. |
| | | Wipe outside of Microwave, Fridge and water cooler |
| | | Wipe tables and brush chair seats. |
| | | |
| Date | Initial | Washrooms |
| | | Flush all toilets and urinals. Apply germicidal disinfectant on toilet, swab and apply inside toilets and urinals |
| | | Spray all sinks with all sanitizing cleaner |
| | | Empty all "types" of waste. |
| | | Check and refill hand soap, paper towel and toilet paper containers |
| | | Wash garbage and recycle containers and line them with bags. |
| | | Clean all sinks, taps and counters and dry them |
| | | Clean and shine mirrors with glass cleaner |
| | | Wash and polish garbage containers and their stainless steel fixtures as well as all chrome with glass cleaner |
| | | Scrub with brush all toilets, urinals (removing screens or pucks until the cleaning procedure is complete) inside and outside, behind, base and any tiled walls adjacent to the units. |
| | | Dust or wipe lights, higher ledges, tops of cubicle walls, wall pictures. |
| | | Polish all chrome around urinals and toilets. |
| | | Spot clean cubicle doors, walls and entrance door. |
| | | Spot clean entrance door and door frames. Wipe light switch and kick plates. |
| | | Sweep floor corner to corner making sure all surface dirt and hairs are removed |
| | | Using hot water with detergent, wash floor from farthest and inside moving toward the door. Use care not to splash the walls or toilet bowls. |
| | | |
| Weekly Service | | |
| Date | Initial | Office Area's |
| | | All areas within normal reach dusted including ledges, bookshelves, door and picture frames |
| | | Carpeted area's vacuumed |
| | | Telephone disinfected |
| | | Chair legs dusted and wiped |
| | | |
| | | Lunch Rooms and Coffee Stations |
| | | Wash vinyl chair including legs |
| | | Wash table and legs |
| | | Use cream cleanser to remove any stains in sinks |
| | | Dust all high surfaces such as high ledges, door frames, coolers etc. |
| | | |
| | | Washrooms |
| | | Dust Ceiling vents, partition tops and other ledges |
| | | Toilet and urinals descaled to remove any hard water deposits |
| | | Water and deodorizer poured down the floor drain to fill trap |
| | | Partition walls washed |
| | | Waste receptacles washed |

| Monthly Service | | |
|----------------------------|----------------|---|
| Date | Initial | Entrances |
| | | |
| | | Glass side and transom lights and frames cleaned |
| | | Windows, transom, light diffusers, ledges, and frames cleaned |
| | | |
| Office Area's | | |
| | | Upholstered furniture vacuumed. Vinyl furniture washed |
| | | Baseboards dusted |
| | | Venetian blinds dusted |
| | | All areas above normal reach dusted. |
| | | |
| | | |
| Semi-Annual Service | | |
| Date | Initial | Office Area's |
| | | All windows and frames cleaned inside and out. Once in Fall and once in Spring seasons. |
| | | |
| | | |
| Annual Service | | |
| Date | Initial | Office Area's |
| | | Clean Carpets |
| | | Floors sprayed, buffed and finished ensuring a uniform gloss |
| | | |

Garage Building Cleaning Checklist

| | | |
|--------------------------|----------------|--|
| 3 times per week | | Note: Tuesday, Thursday, Saturday Weeks days after 5 pm |
| Date | Initial | Office Area's |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Clean work surfaces including desk, counters and filing cabinets. Dust and sanitize. |
| | | Sanitize and polish doors, glass and walls removing spots, handprints etc |
| | | Hard surface flooring swept and mopped |
| | | |
| Date | Initial | Lunch Rooms and Coffee Stations |
| | | Waste receptacles emptied and replace bag in can. Waste receptacle wiped to remove any spills or organic waste |
| | | Wash counter and sink. Wipe walls around counters and waste receptacles. |
| | | Wipe outside of Microwave, Fridge and water cooler |
| | | Wipe tables and brush chair seats. |
| | | Swept and mop floors |
| | | |
| Date | Initial | Washrooms |
| | | Flush all toilets and urinals. Apply germicidal disinfectant on toilet, swab and apply inside toilets and urinals |
| | | Spray all sinks with all sanitizing cleaner |
| | | Empty all "types" of waste. |
| | | Check and refill hand soap, paper towel and toilet paper containers |
| | | Wash garbage and recycle containers and line them with bags. |
| | | Clean all sinks, taps and counters and dry them |
| | | Clean and shine mirrors with glass cleaner |
| | | Wash and polish garbage containers and ther stainless steel fixtures as well as all chrome with glass cleaner |
| | | Scrub with brush, all toilets and urinals |
| | | Polish all chrome around urinals and toilets. |
| | | Spot clean entrance door and door frames. Wipe light switch and kick plates. |
| | | Sweep floor corner to corner making sure all surface dirt and hairs are removed |
| | | Using hot water with detergent, wash floor from farrest and inside moving toward the door. Use care not to splash the walls or toilet bowls. |
| | | |
| Weekly Service | | |
| Date | Initial | Office Area's |
| | | All areas within normal reach dusted including ledges, bookshelves, door and picture frames |
| | | Telephone wiped and disinfected |
| | | Chair legs dusted and wiped |
| | | |
| | | Lunch Rooms and Coffee Stations |
| | | Wash vinyl chair including legs |
| | | Wash table and legs |
| | | Use cream cleaner to remove any stains in sinks |
| | | Dust all high surfaces such as high ledges, door frames, coolers etc. |
| | | |
| | | Washrooms |
| | | Dust Ceiling vents, partition tops and other ledges |
| | | Toilet and urinals descaled to remove any hard water deposits |
| | | Water and deodorizer poured down the floor drain to fill trap |
| | | Partition walls washed |
| | | Waste receptacles washed |
| | | Janitorial Supplies organized in space available. |
| | | |
| Monthly Service | | |
| Date | Initial | Office Area's |
| | | Upholstered furniture vacuumed. Vinyl furniture washed |
| | | Baseboards dusted |
| | | Venetian blinds dusted |
| | | All areas above normal reach dusted. |
| | | |
| Quarterly Service | | |
| Date | Initial | Office Area's |
| | | Floors sprayed, buffed and finished ensuring uniform gloss |
| | | All windows and frames cleaned inside and out |
| | | |
| | | Washrooms |
| | | Plumbing under counter dusted |
| | | Floor scrubbed and refinished |

Appendix F Snow Removal Requirements



Yellow (Nav Canada) and Blue (Airport) areas above highlight areas requiring snow removal.

All areas are asphalt or concrete. Sand and ice chemicals are provided by the North Bay Jack Garland Airport Corporation as required, and dispensed by the service provider as required. Two snow blowers are required by the service provider, and are to be used and maintained by the service provider.

Current Timings Based on Current Schedules:

| Area Description | Duration |
|--|----------|
| ATB front entrances from doors to road (curbside) | 10:00 |
| Airside: | |
| a) Departure and Arrival paths to Aircraft Stands as required | |
| b) From Departure door up to and across the terminal wall to Arrivals door | 60:00 |
| ATB side entrances | 10:00 |
| Admin building front access doors | 30:00 |
| Lower Admin Building Groundside side entrance and SUPU entrance | 10:00 |
| ATB Parking Lot access and Lot A Parking Meter | 20:00 |
| Lower Admin building Airside Ramp entrance both doors | 10:00 |
| a) ATB Bus stop access | |
| b) ADMIN both median paths as indicated | 20:00 |
| c) Lot B Parking Meter | |

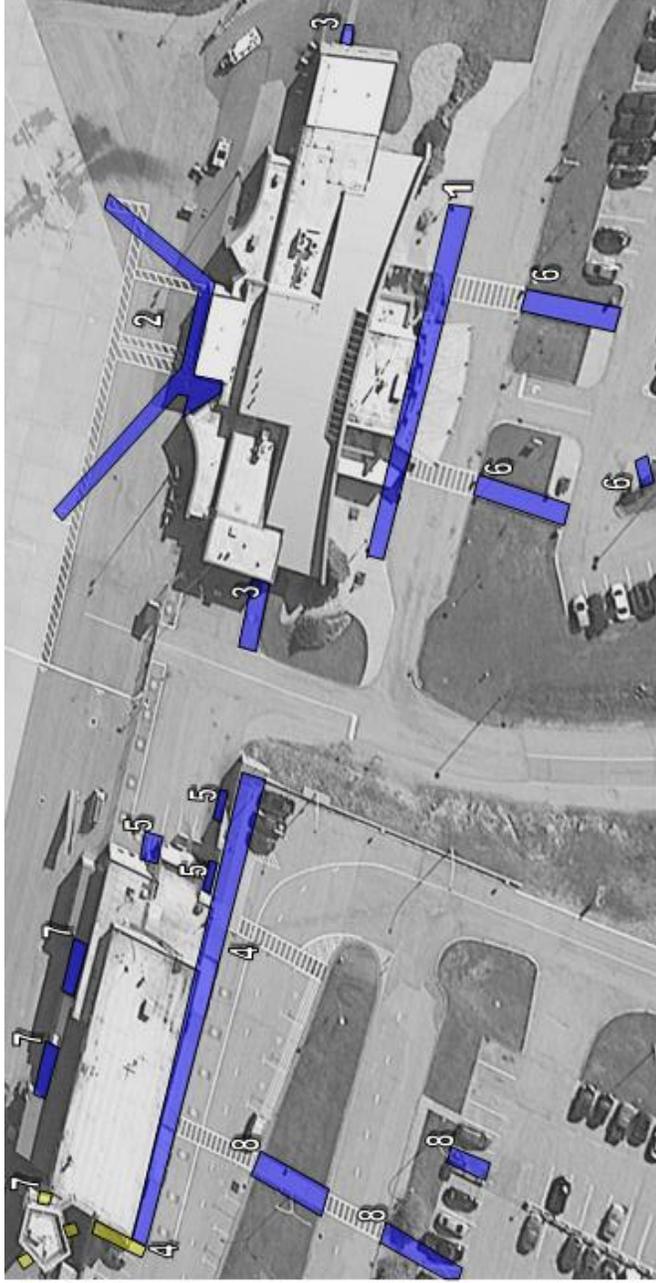
Timing Notes:

- Start and duration estimated times are during "good" weather conditions, i.e. a few inches of snow and no precipitation.
- Beginning November 1, all tenants begin work at 04:00.
- Jazz flight 8674 departure time is 06:00 daily. Sunwing arrives at 05:40 on Wednesday.
- Jazz crew will require airside access by 05:15, therefore the Jazz paths should be finished by this time.
- Considerable longer durations can be expected during active precipitation.
- All times are hand shovelling.

Operational Notes:

- When clearing snow be sure to not leave snow banks across walkways, parking stalls, gates, doors, as appropriate.

Janitorial Snow Removal Diagram
 (Current with Priorities)
 Terminal, Administration Building and
 Nav Canada Tower/Access



Nav Canada
 Responsible Areas



North Bay Airport
 Responsible Areas



Important Note: All and any cleaning areas highlighted yellow in the diagram above should be listed as a separate line item listed as 'Nav Canada Space'.

