

**ADDENDUM # 2**  
**RFP #P-2025-02**  
for  
**Cleaning Services**

This addendum shall form an integral part of the Request for Proposal (RFP) documents for the above noted RFP and shall be read in conjunction therewith. This addendum shall, however, take precedence over all requirements as it pertains to the particular and specific items noted below.

**This addendum must be signed by the Proponent in the appropriate space and must be attached to the Proponent's proposal submission at or before the stated time of the closing of the RFP. Proposals not including this addendum may be rejected.**

The RFP documents are further supplemented by the following questions received and their corresponding answer:

Q1. Do you know the amount of consumption for the supplies used?

**A1. For Peterborough: Per month: Toilet Paper: 4 to 5 cases; Paper Towel: 4 cases; Garbage bags: ½ to 1 case of each size; Hand Soap: 3-4 cartridges; Chemicals are dependant on time of year  
For Lindsay: Per month: Toilet Paper: 2 cases; Paper Towel: 1-2 cases; Hand Soap: 2-3 cartridges; Garbage Bags: ½ case to 1 case of each size; Chemicals are dependant on time of year.**

Q2. Can copies of the floor plans for the Peterborough and Lindsay Offices be provided?

**A2. Yes, I have included floor plans for both sites attached to this addendum.**

Q3. Who is responsible for supplying the hand sanitizer?

**A3. The Agency is responsible for the supply and replacement of the hand sanitizer used in the buildings. It is not a part of the scope of this RFP.**

Q4. Are the current cleaning staff unionized?

**A4. No, the current cleaning staff are not unionized.**

Q5. Do you have the Bill 7 information for the existing staff?

**A5. The Bill 7 information that was requested is as follows:**

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**Bill 7 Information Peterborough**

<b>Cleaner 1</b>	<b>\$22 / hour</b>	<b>17.5 hours per week</b>	<b>Hired July 20/2021</b>
<b>Cleaner 2</b>	<b>\$19/hour</b>	<b>17.5 hours per week</b>	<b>Hired June27/2022</b>
<b>Supervisor</b>	<b>\$25/hour</b>	<b>4 hours per week</b>	<b>Hired July 20/2021</b>

**Bill 7 Information Lindsay**

<b>Cleaner 1</b>	<b>\$19/hour</b>	<b>12.5 hours per week</b>	<b>Hired May 28/2024</b>
<b>Cleaner 2</b>	<b>\$19/hour</b>	<b>12.5 hours per week</b>	<b>Hired July 2/2025</b>
<b>Supervisor</b>	<b>\$25/hour</b>	<b>3 hours per week</b>	<b>Hired Sept 29/2023</b>

Q6. What is the current Schedule for both the Peterborough and Lindsay Offices?

**A6. The cleaners currently work Monday to Friday, after 7 pm. Please see A5 for the total hours worked per week.**

Q7. Is it the same team for both facilities?

**A7. No. While it is the same company who has the contracts, it is not the same people who clean both buildings.**

Q8. Can you use your own format and ensure all of my annexes are covered in it, that way it will make sense to me. Otherwise, what format did I want these three items laid out in? If I want you to use our documents, can I please provide a Word document so you can insert the information?

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**A8. I have no specific template or format that I am looking for. Please use your discretion on how you want to submit this information.**

Q9. Do we want all-inclusive pricing, including supplies, and the HST listed separately?

**A9. Appendix B in the RFP document details how we want the pricing broken down.**

Q10. Why do we require 3 copies of the submission?

**A10. We require 3 copies of the submission because there is a team of people who will be scoring the submissions who will need copies to read.**

Q11. Is the costing based upon annual cost or per contract/facility?

**A11. As stated in A9, Appendix B in the RFP document details how we want the pricing broken down.**

Q12. What is the typical amount of recycling for our facility? Number of bags and bins, (cardboard, paper, bottles, etc). This would help in understanding our requirements. Is this for both facilities or just one?

**A12. The amount of recycling varies from day to day, and more so during specific periods of the year. For example, for the winter holiday season, a lot of recycling is produced due to the number packages that come into the facility daily, whereas the summertime sees much less volume due to the staff being away on vacations. As for the number of bins, page 7 in the RFP document outlines the number receptacles we have.**

Q13. Is the list of products provided in the RFP subject to change to better products that you may consider?

**A13. The products that you wish to use are up to you. This is why we require samples to be submitted with your proposals. This helps us determine if the products you want to use meet the needs of our facilities, which has been identified in the RFP document.**

Q14. How many visitors do our facilities see on average.

**A14. Seeing as this is a public service building, it is next to impossible for us to estimate how many people visit our offices regularly. It varies on a daily basis, where some days we may see up to 100 visitors and others maybe 3. There is no way for us to estimate.**

Q15. How many hours do the Lindsay cleaners work?

**A15. Please refer to A6.**

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**Cleaning Services (Cont'd)**

Q16. Are both offices available to clean only after 7:00 pm.

**A16. There may be the odd exception made from time to time, but this is the hour that has been determined best for the needs of our Agency.**

Q17. Regarding recycling disposal, is this just for the Peterborough site for now? Also, when preparing the pricing, would I like this included as a separate lined item or as part of the total contract price?

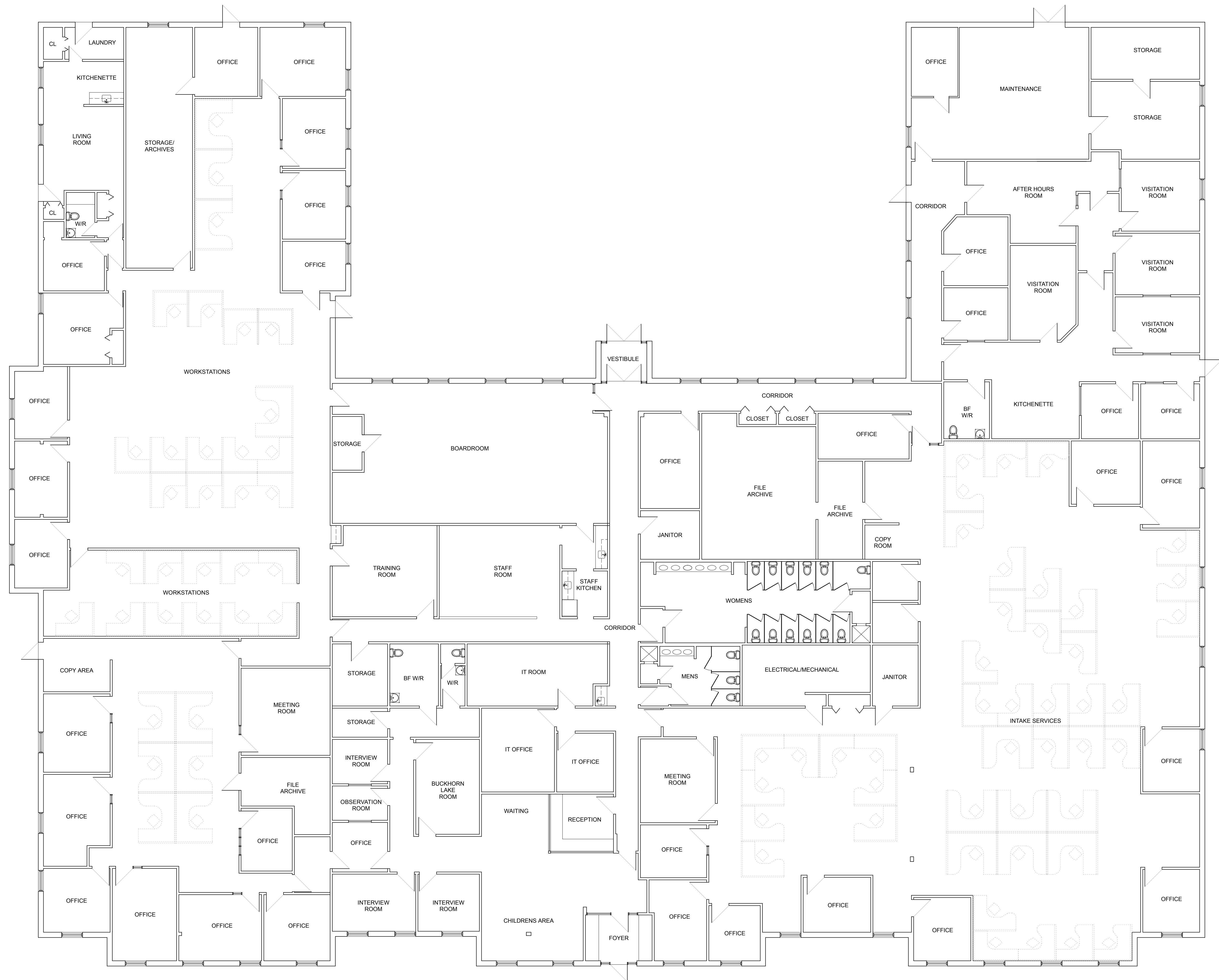
**A17. Recycling is to be disposed of at both sites. The Peterborough Office has the recycling taken to the curb weekly, on Wednesday evenings, with the bins returned on Thursday evenings. The Lindsay Office will be seeing a change in how the recycling is handled, as the City of Kawartha Lakes will no longer be providing curb side recycling pick up. It is currently up in the air with how it is to be handled, however, we would like to see your solution provided in your submission, on how you would be handling it, should we decide to take that route. This may involve a cost on your end and will therefore need to be identified separately in addition to the contract pricing you will be submitting. Please keep this cost separate, so we can determine if that how is how we wish to proceed. We reserve the right to include this in the new contract or not and will be communicated at the time of the awarding and signing of the contract.**

Q18. If the Bill 7 information hasn't been sent out yet, will the due date be extended to give all bidders adequate time to review it once it's available?

**A18. This will be dependent on when the information has been provided to me. If an extension has been granted, everyone will be notified of the new due date.**

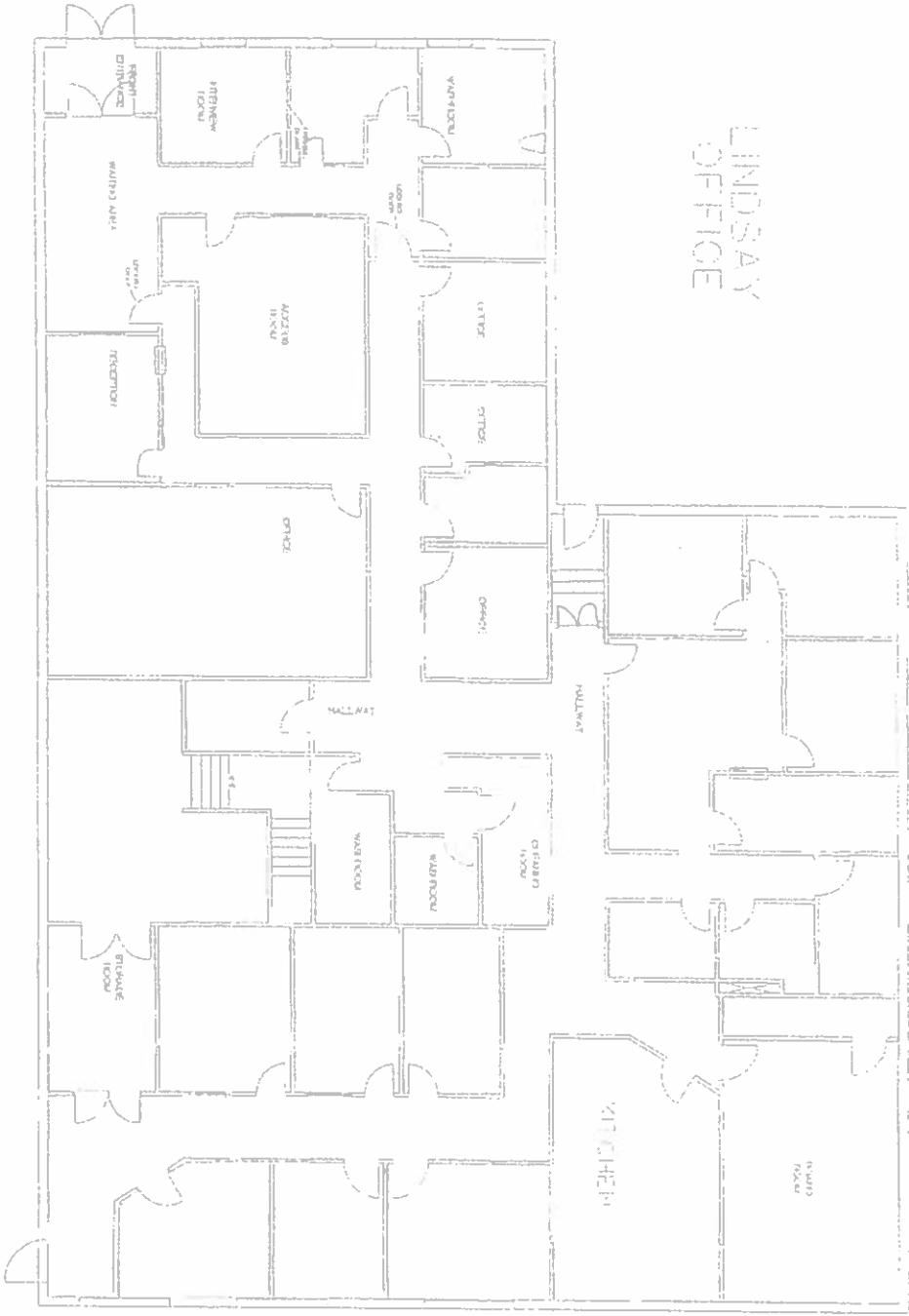
The Proponent shall take due notice of the above noted changes and make allowance for same in their Bid Offer/Proposal to be submitted to the Kawartha-Haliburton Children's Aid Society.

Company Name:
Proponent's Signature:
Date Signed:





# LINDSAY OFFICE



PROPOSED FLOOR PLAN  
2013-09-12