

**Request for Proposals
Peterborough County-City Health Unit**

Name of Project: DENTAL OFFICE CLEANING

RFP Issue Date: January 15, 2013

RFP Due Date: February 1, 2013

Submittal Location:

Peterborough County-City Health Unit

Attention: Brent Woodford, Director of Corporate Services

10 Hospital Drive

Peterborough, ON K9J 8M1

LATE, FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED

Project Summary:

The Peterborough County-City Health Unit (PCCHU) is seeking proposals from qualified vendors to provide hospital-grade cleaning services for its George Street Dental Clinic and mobile dental unit. The dental clinic requires cleaning/disinfecting six days per week while the mobile dental unit requires cleaning/disinfecting twice per week. PCCHU will provide all cleaning supplies and equipment.

Project Timelines:

| Deadlines (end of business day) | Item |
|---------------------------------|--|
| January 24, 2013 | Deadline for submitting written questions or seeking clarification |
| January 28, 2013 | Responses to written questions provided |
| February 1, 2013 | Deadline for submitting proposals |
| February 5, 2013 | Tender awarded |

Scope of Work:

The PCCHU is seeking proposal to provide hospital-grade cleaning and disinfecting services for its Dental Clinic located in the Peterborough Square on George Street and for its mobile dental unit parked at 10 Hospital Drive. All work must be done between the hour of 6:00PM and 7:00 AM so as not to interfere with provision of services.

Please refer to "Appendix A" for daily cleaning/disinfecting requirements, "Appendix B" for weekly cleaning/disinfecting requirements and "Appendix C" for quarterly cleaning/disinfecting requirements.

George Street Dental Clinic

The downtown Community Dental Health Centre (CDHC) is located in the Peterborough Square and is entered from George Street. The CDHC is open Monday to Saturday.

The CDHC consists of three dental suites, a reception/waiting area, one washroom and a small kitchenette.

Garbage and recycling must be taken from the CDHC to the garbage area in the mall. There is a locked storage area for the clinic behind the food court where larger cleaning tools are kept. There is a "sink room" available in the CDHC for buckets and cleaning supplies.

Mobile Dental Unit

The Mobile Dental Unit is a specially designed Winnebago with two dental chairs and associated equipment.

The vehicle is used Thursdays and Fridays.

The vehicle does not have a washroom and water is available on-site.

Other Details:

- PCCHU will provide all supplies and equipment
- Both locations may be viewed by contacting:
Ms. Sarah Tanner
Oral Health Supervisor
(705) 743-1000, Extension 207

Required Content for Proposal:

- The response to this RFP must be received to the individual and the address identified on page 1 of this RFP no later than February 1, 2013, 4:00 PM
- At least one copy of the response to the RFP submitted by the vendor must bear an original signature
- The proposal must include a complete costing breakdown

The proposal will be evaluated based on content in the following areas:

Overview – demonstrating the qualifications of the vendor to fulfill the requirements of the RFP, including experience with similar cleaning projects.

Solution – describe the solution approach.


References- Current or former clients, with permission to contact and contact information.

Fee schedule and pricing- include a comprehensive cost proposal for all services described herein. Please provide a menu of services and prices.

PCCHU reserves the right to seek clarification on any part of the proposal.

The lowest or any proposal may not be accepted.

**Peterborough County-City Health Unit
Community Dental Health Centre - Peterborough Square**
Daily cleaning and disinfecting schedules for items and equipment:


 When completed

Month: _____

| Area/Item | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| Entire floor (microfiber mop) * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exterior surfaces of all cabinets and cupboards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exterior surfaces of Auto-clave, refrigerator, microwave, coffee machine | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All the sinks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All counter surfaces | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All tables and chairs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All key boards & monitors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All door handles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Two Dentist chairs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Front entrance windows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Panoramic X-Ray machine | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Washroom fixtures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- Floor cleaning consists of dry dust mopping to remove dust and debris, followed by wet mopping with a detergent to clean. The floors do not require to be disinfected unless the floor area is contaminated with blood or body fluids.

**Peterborough County-City Health Unit
Community Dental Health Centre - Peterborough Square
Weekly cleaning and disinfecting schedules for items and equipment**

 When completed


Month: _____

| Week | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------|
| Area/Item | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | Comments |
| Interior surfaces of all cupboards | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interior surfaces of all cabinets | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interior surfaces of the refrigerator | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interior surfaces of the microwave | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The compressor room | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The lower half of the wall along the hall way | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The glass windows (inside & outside) facing George Street and Mall | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The glass door entrance inside the Mall | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |

- Use hospital grade disinfectants for all surfaces cleaning and disinfecting.

Appendix C:

Peterborough County-City Health Unit
Community Dental Health Centre - Peterborough Square
Quarterly cleaning and disinfecting schedules for items and equipment:

 When completed

Year: _____

| Quarter | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Comments |
|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------|
| Area/Item | (Jan-Feb-Mar) | (Apr-May-June) | (Jul-Aug-Sep) | (Oct-Nov-Dec) | |
| The ceiling | | | | | |
| Ceiling air vents | | | | | |
| Ceiling light fixtures | | | | | |
| All the walls | | | | | |
| Pictures frames | | | | | |
| | | | | | |
| | | | | | |

- Use hospital grade disinfectant for all surfaces cleaning and disinfecting.