



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1

Request for Standing Offer No. 2611603

Janitorial Services for Field Road, Transit and Fleet, Utilities, and Parks Services

Date: April 14, 2026

Item No.1

Question:

For the cleaning schedule of the Transit and Fleet Building, could you please confirm what "bi-weekly" refers to in this context? Does it mean twice per week or once every two weeks?

Answer:

Once every two weeks for Transit & Fleet.

Item No.2

Question:

Would it be possible to provide the estimated cleanable square footage for each facility?

Answer:

The Parks Quonset is 40ftx50ft total area, but a lot of it is covered and there would be no expectation to move lawnmowers or shelves, the expectation would be to clean around them. Total cleanable area is probably a little more than half of the total area.

Transit & Fleet is 243.41 sq metres.

Utilities is 91.5 sq meters.

Field Road – approximately building size 18,000 sq. ft.

Item No.3

Question:

The RFP indicates that stripping is included in the cleaning standards. Could you please confirm how often stripping is required, as well as the frequency of waxing?

Answer:

Never required for the Utilities, Parks Quonset or Transit & Fleet.

Not required for Field Road

Item No.4

Question:

Is carpet steam cleaning included in the scope of work, or is the requirement limited to vacuuming only?

Answer:

The Parks Quonset is limited to vacuum and mopping only. Transit & Fleet is just mopping and vacuuming. Utilities is just vacuuming and mopping.

Field Road is vacuum per schedule with spot cleaning as required– annually carpet clean available “yes / no”

Item No.5

Question:

Can you provide floor plans for the facilities?

Answer:

Yes, we have floor plans available for most of the areas. We have floor plans for Field Road (including the IT building), the Dogwood Building at Field Road, the main floor of the Transit and Fleet building, and the main floor of the Utilities building. Unfortunately, we do not have floor plans for the upstairs of the Transit and Fleet building, the upstairs of the Utilities Building, or the Parks Building. Please see attached.

Item No.6

Question:

What is the cleaning frequency of the Dogwood room (the auxiliary meeting room at Field Road).

Answer:

Twice a week.

Item No.7

Question:

Where is the Janitorial Room at Field Road

Answer:

In the main copy room.

Item No.8

Question:

Do any of the floors need to be scrubbed?

Answer:

Not at Transit and Fleet or Utilities

At Parks once a month.

Item No.9

Question:

Is the shop area of the Transit/Fleet building included in the cleaning requirements?

Answer:

Only one small office that is off the shop. This office contains one desk. The actual shop area is not included in the cleaning requirements.

Item No.10

Question:

Do any carpets require shampooing?

Answer:

Not for Utilities, Parks or Transit & Fleet.

Field Road – See question 4

Item No.11

Question:

What time do the last staff leave the Mason Road facilities?

Answer:

Usually, a service person at Transit on site until 2am on weekdays. Utilities Building is empty after 3pm. Parks departs at 4pm.

Item No.12

Question:

Who is the current Janitorial service provider for the facilities?

Answer:

We do not have a current service provider at Transit – using an in-house janitor. No janitorial provider for Utilities. No janitorial provider for Parks – previously done in house.

Item No.13

Question:

Are the shop area and shop floor in the Utilities building part of the cleaning requirements?

Answer:

No, the shop area and shop floor of the Utilities building are not included in the cleaning requirements.

Item No.14

Question:

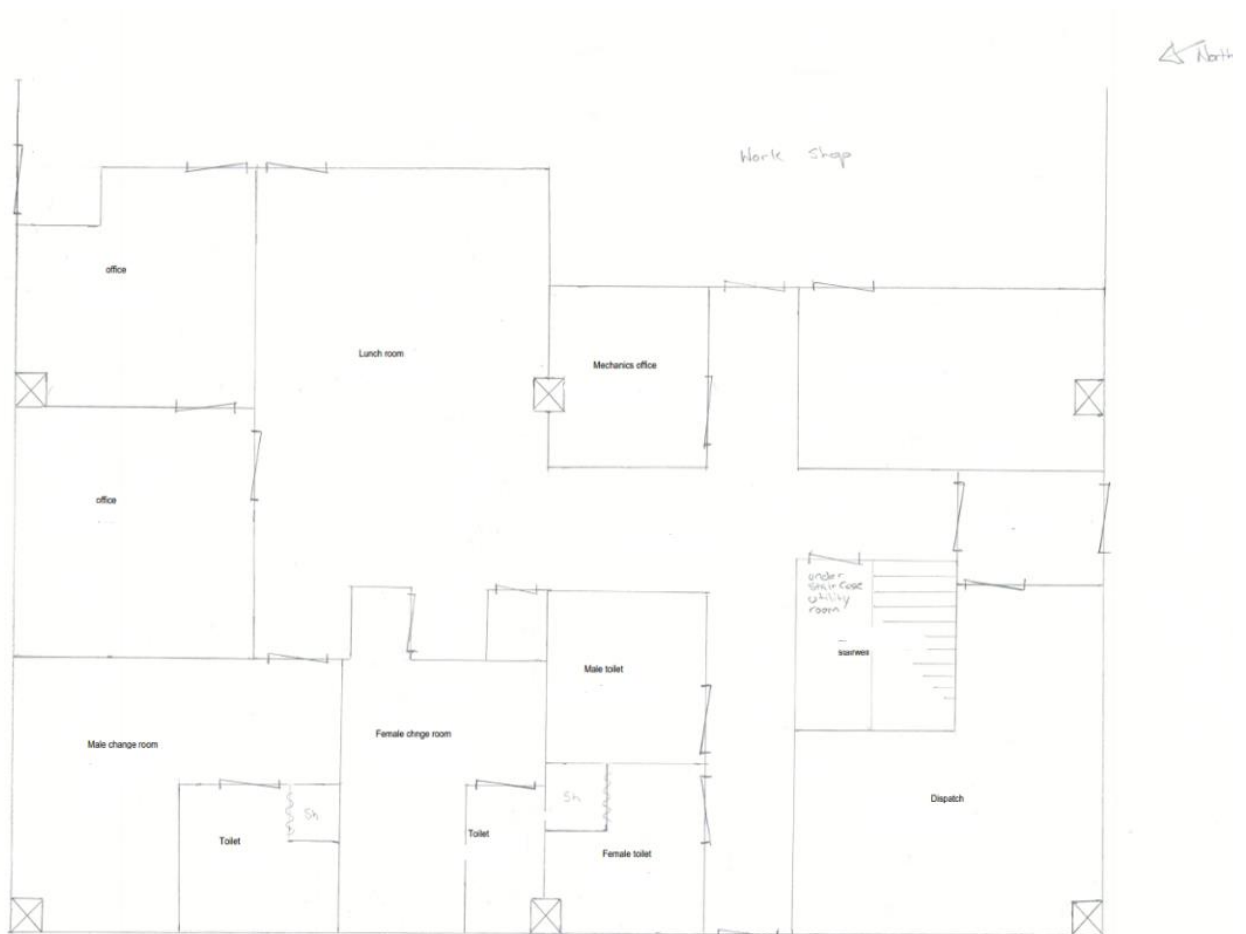
Can the washing machine and dryer in the Utilities building be used to clean and dry rags?

Answer:

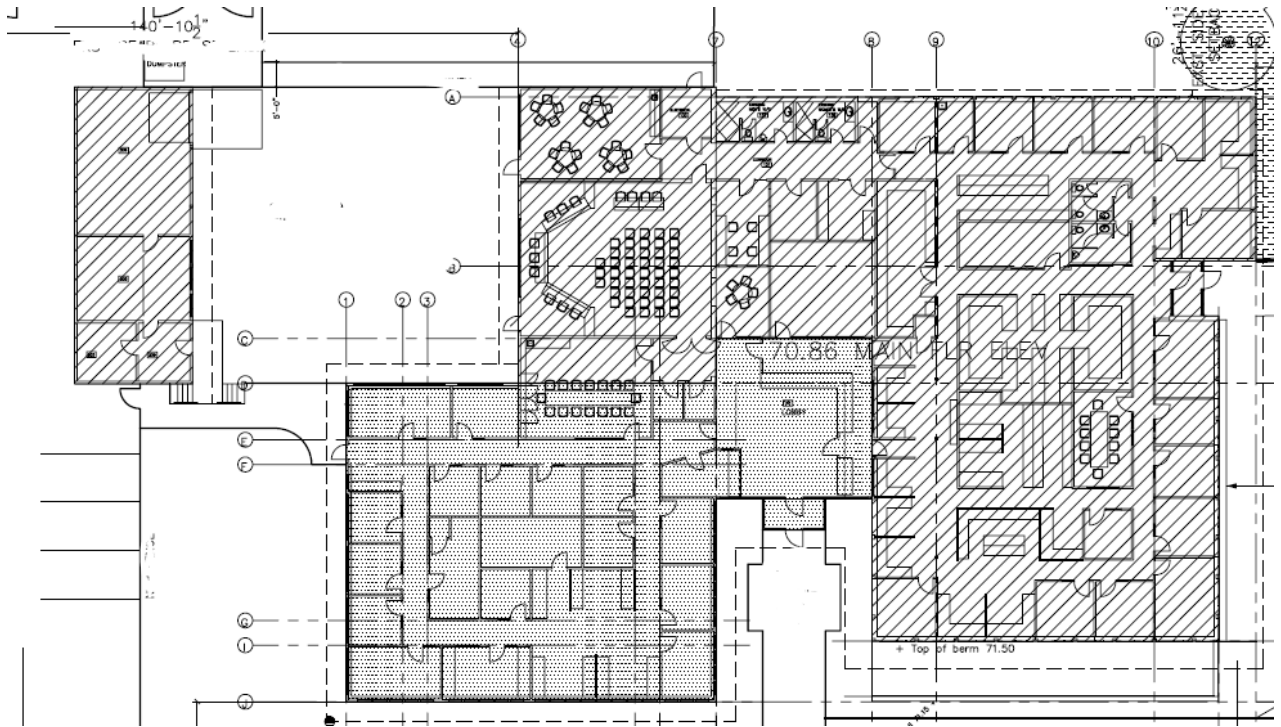
Yes, provided there is no damage to the equipment incurred.

Floor Plans:

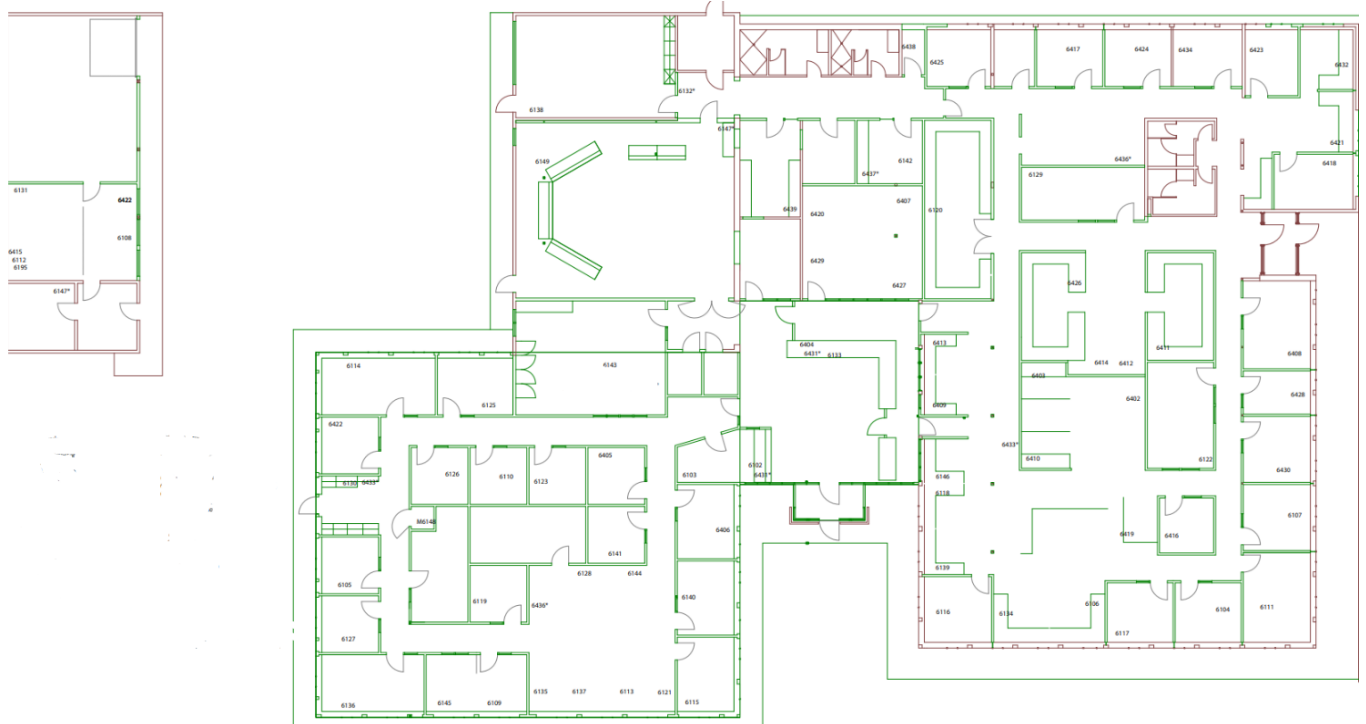
Transit and Fleet Main Floor



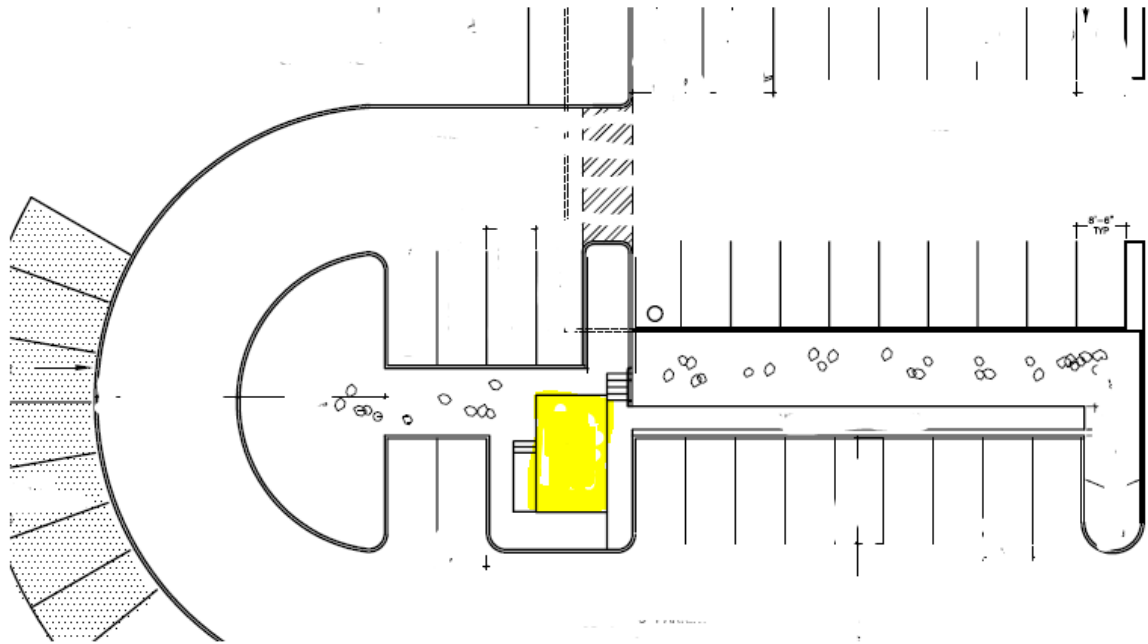
Field Road Office



Field Road Office



Field Road Dogwood Building – Located in Field Road Parking Lot (building highlighted in yellow)



Utilities Building Main Floor

