



TO: All Tenders
FROM: District of Sooke
DATE: June 14, 2019
PROJECT: **Janitorial Services – Request for Quotes**
FILE NO: 1790-20

1. Purpose

During the tour at Municipal Hall on June 12, 2019, there were a few unanswered questions.

1. Details

What is the square footage of the District of Sooke?

- Total site coverage is 13,212 sq ft
- Total floor space is 21,486 sq ft

What time can janitorial services start on Thursdays?

- 4:30 pm is the earliest start time.
- The training room must be completed by no later than 6:15 pm on Thursdays.

Are the windows in the Firefighter Lounge included in the three-month schedule and the blinds in the yearly schedule?

- Yes, this is correct. The Firefighter Lounge and Fire Hall Station One are considered one in respect to the cleaning schedule on page 3 of the scope of work for Fire Hall.