



Request for Quote

Reference #: 2016-RFQ-02

**JANITORIAL SERVICES
FOR
DISTRICT BUILDINGS AND
PUBLIC WASHROOMS**

Issue Date:

October 7, 2016

Table of Contents

1. INTRODUCTION	2
1.1 GENERAL	2
2. INSTRUCTIONS TO CONTRACTORS	2
2.1 RESPONSIBILITY OF CONTRACTORS	2
2.2 NOT A TENDER	2
2.3 LOCAL CONDITIONS	2
2.4 CONTRACT DOCUMENTS	2
2.5 SUBMISSION OF QUOTES	2
2.6 ADDENDA	3
2.7 ACCEPTANCE OR REJECTION OF QUOTES	4
2.8 VALIDITY PERIOD	4
3. SAMPLE CONTRACT	5
4. GENERAL CONDITIONS	8
4.1 DEFINITIONS	8
4.3 CHANGES TO THE SCOPE OF WORK	8
4.4 PAYMENT	8
4.5 TAXES, TARIFFS, AND DUTIES	8
4.6 PAYMENT WITHHELD	8
4.7 INSPECTION OF WORK	9
4.8 SUPERVISION AND LABOUR	9
4.9 SUBCONTRACTORS	9
4.10 WAGES AND WORKSAFE BC	9
4.11 CERTIFICATES OF INSURANCE	9
4.12 REMOVAL OF LIENS	9
4.13 PERMITS	9
4.14 BANKRUPTCY OR DEFAULT BY CONTRACTOR	9
4.15 DISPUTE RESOLUTION	10
4.16 TERMINATION NOTICE	10
4.17 REMEDIES	10
SCHEDULE 'A' – SCOPE OF WORK	11
SCHEDULE 'B' – QUOTE FORM	19
SCHEDULE 'C' – SITE LOCATIONS	21

1. INTRODUCTION

1.1 General

This Request for Quote (RFQ) is being issued by the District of Summerland (the District) who is soliciting Quotes from qualified Contractors with a demonstrated expertise in this type of service.

The general scope of work to be considered under the terms of this RFQ is outlined in Schedule 'A' – Scope of Work.

The Contractor must demonstrate compliance with all applicable bylaws and regulations of the District and all applicable laws of the Province of British Columbia and the Government of Canada.

2. INSTRUCTIONS TO CONTRACTORS

2.1 Responsibility of Contractors

It is the responsibility of the contractor to check the District's website for any addenda. Contractors must acknowledge receipt of all addenda in the quotation package.

2.2 Not a Tender

This RFQ is not a tender call and the submission of any response to this RFQ does not create a tender process. This RFQ is not an invitation for an offer to Contract and it is not an offer to Contract made by the District.

By this RFQ, the District reserves the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select and shortlist Contractors, or attempt to negotiate a Contract with the Contractor that the District considers the most preferable.

2.3 Local Conditions

It is the Contractor's responsibility, either personally or through a representative, to examine the various sites to determine local conditions and all matters pertaining to the Work. The Contractor is fully responsible for obtaining all information necessary for the preparation of their Quote. By submitting a Quote, the Contractor is confirming that he has examined the various sites, or that he has specifically elected not to do so. No additional payment will be claimable or due because of difficulties experienced by the Contractor relating to any condition which was reasonably foreseeable by a Contractor qualified to undertake the Work.

2.4 Contract Documents

Contractors shall carefully examine the Contract Documents and shall fully inform themselves as to all existing conditions and any limitations that may affect the execution of the Work. No consideration will be given, after the submission of a Quote, to any claim that there was any misunderstanding with respect to the terms and conditions imposed by the Contract Documents.

2.5 Submission of Quotes

2.5.1 The Quote shall be submitted in a sealed envelope and directed to the attention of:

Director of Corporate Services
District of Summerland
13211 Henry Avenue
PO Box 159
Summerland BC V0H 1Z0

- 2.5.2 Quotes are to be submitted on or before **2:00 PM Pacific Time, October 28, 2016** (the 'Closing Time and Date'). Quotes received after the Closing Time and Date will not be considered and will be returned to the Contractor unopened.
- 2.5.3 The Quote shall be submitted on the attached Quote Form as outlined in Schedule 'B' and include:
1. the Contractor's legal status and business address;
 2. a description of similar work previously performed by the Contractor;
 3. a list of any proposed subcontractors and description of what work they will perform;
 4. signatures of a duly authorized official and, in the case of a Corporation, be sealed with the Corporate Seal.
- 2.5.4 The cover of the Quote envelope shall include the name and address of the Contractor, and be clearly marked "**Janitorial Services for District Buildings and Public Washrooms**".
- 2.5.5 Written amendments to a Quote will be permitted if they are received no later than two hours prior to the Closing Date and Time and are endorsed by the same parties who signed and sealed the original Quote. All amendments shall include the name and address of the Contractor, and be clearly marked "Janitorial Services for District Buildings and Public Washrooms".
- 2.5.6 Quotes submitted by facsimile or other electronic media will not be accepted.

2.6 Addenda

- 2.6.1 A Contractor must immediately notify the District if they find discrepancies or omissions in the Contract Documents or if they have any doubt as to the meaning or intent of any part of the Contract Documents.
- 2.6.2 Every request for an interpretation shall be made in writing and addressed and forwarded to:
- Jeremy Denegar**
Director of Corporate Services
District of Summerland
13211 Henry Ave
PO Box 159
Summerland BC V0H 1Z0

corporateofficer@summerland.ca
Fax: 250-494-1415
- 2.6.3 All responses to queries regarding this RFQ will be made in a form of a written addendum.
- 2.6.4 The District will not be responsible for or be bound by any verbal instructions, interpretations, or explanations issued by its officials, employees, agents, successors, or assigns.
- 2.6.5 All addenda will become a part of the Contract Documents. Contractors must acknowledge receipt of all addenda in their Quote.
- 2.6.6 Addenda may be issued up to 48 hours prior to the Closing Date and Time. After this time the RFQ will be considered complete and no further addenda will be issued.
- 2.6.7 For emailed or faxed inquiries, the Contractor takes full responsibility for the risk that the inquiry may not reach the intended recipient.

2.7 Acceptance or Rejection of Quotes

2.7.1 The District reserves the right to:

- consider and analyze Quote submissions;
- meet with the Contractors, either individually or collectively, to discuss the RFQ and their submissions;
- negotiate any changes, amendments, or modifications with the preferred Contractor, without offering the other Contractors the right to amend their Quotes;
- cancel this RFQ at any time without incurring liability to any Contractor;
- reject any or all Quotes;
- accept any Quote whether complete or not;
- not accept the Quote with the lowest Contract Fee; and
- alter any aspects of this RFQ.

2.7.2 A Quote may be rejected for reasons that include, but are not limited to, the following:

- the District considers a Quote is not in the District's best interest;
- the District deems that the Contractor has not allotted sufficient staff or hours of work to perform the Work in accordance with the Contract Documents;
- incomplete, conditional, or non-compliant submissions;
- obscure or irregular erasures or alterations;
- omitted or unbalanced prices;
- insufficient or irregular guarantees;
- insufficient evidence of qualifications, experience, financial stability, or capacity to perform the Work; or
- sub-standard performance of similar Work.

2.7.3 The Director will notify the successful Contractor through the issuance of a formal written 'Notice of Award'.

2.8 Validity Period

Quotes shall remain valid and irrevocable for 30 days after the Closing Date and Time.



3. SAMPLE CONTRACT

Janitorial Services for District Buildings and Public Washrooms

THIS CONTRACT made in duplicate and entered into effective as of the _____ day of _____, 201__.

BETWEEN:

The Corporation of the District of Summerland
13211 Henry Avenue, PO Box 159
Summerland, BC V0H 1Z0

(hereinafter referred to as the "District")

AND:

Contractor name
Contractor address

(hereinafter referred to as the "Contractor")

NOW THIS CONTRACT WITNESSETH that in consideration of their mutual rights and obligations to one another as hereinafter set forth the parties hereto agree as follows:

1.0 Contract Description

The Work for which this Contract pertains to is titled **Janitorial Services for District Buildings and Public Washrooms** and hereinafter shall be referred to as the "Work".

2.0 Contract Documents

The Contract Documents, in order of precedence, for which this Contract pertains, are:

- Instructions to Contractors
- General Conditions
- Schedule 'A' – Scope of Work
- Schedule 'B' – Quote Form
- Schedule 'C' - Site Locations

Where there is a conflict between the wording and interpretation of the Contract Documents the wording or interpretation contained in the Contract Document with the highest precedence shall apply.

3.0 Successors or Assigns

- 3.1 This Contract and the terms and conditions herein contained shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.
- 3.2 Neither party shall assign this Contract, or any portion thereof, without the prior written consent of the other.

4.0 Applicable Laws

- 4.1 This Contract shall be governed by the laws of the Province of British Columbia.

5.0 Waiver

- 5.1 The waiver by the District of any breach of this Contract by the Contractor, shall not require, nor be construed to require, the District to waive any subsequent breach of the same condition, covenant, or obligation.

6.0 Indemnification

- 6.1 The Contractor shall indemnify and save harmless the District, its elected officials, officers, agents, servants and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them and the District, by reason of any act or omission of the Contractor, their agents, employees, or subcontractors in the execution of the Work and shall pay any and all legal or other costs incurred by the District as a result of such act or omission.
- 6.2 The Contractor hereby waives all rights of recourse against the District, its elected officials, officers, agents, servants and employees with regard to damage to the Contractor's property.

7.0 Entire Contract

- 7.1 This Contract constitutes the sole and entire Contract between the District and the Contractor relating to the Work and completely supersedes and abrogates any prior Contracts existing between the District and the Contractor whether written or oral.

8.0 Notification

- 8.1 All Notices shall be in writing.
- 8.2 Notices between the parties shall be considered to have been received by the addressee:
- on the date of delivery if delivered by hand to the individual or to a member of the company for whom they are intended;
 - within one working day if sent by email;
 - within five working days if sent by mail or fax.

8.3 Notices must be sent to the following addresses:

District of Summerland
13211 Henry Avenue
PO Box 159
Summerland BC V0H 1Z0
Tel: 250-494-6451
Fax: 250-494-1415

And **Contractor Name**
Contractor address

IN WITNESS WHEREOF the parties have executed this Contract on the day and year written above by their officers or persons duly authorized to execute on their behalf.

THE CORPORATION OF THE DISTRICT OF SUMMERLAND by its authorized signatories:

CONTRACTOR by its authorized signatories:

4. GENERAL CONDITIONS

4.1 Definitions

In the Contract Documents, unless the context requires otherwise,

- a. **Contract Documents** means the documents outlined in Section 3 – Sample Contract.
- b. **Contract Fee** means the lump sum rates as outlined in Schedule 'B' – Quote Form.
- c. **Contractor** means the individual, firm, co-partnership, or corporation retained by the District to perform the Work in accordance with the Contract Documents.
- d. **Contractor's Superintendent** means the Contractor's on-site representative who is responsible on a daily basis to ensure the Work is completed in accordance with the Contract Documents.
- e. **Director** means the Director of Corporate Services, as appointed by the Council of the District, and his duly appointed representative.
- f. **District** means the Corporation of the District of Summerland.
- g. **District's Representative** means that person or persons appointed by the Director to manage and administer the Contract.
- h. **Equipment** means anything and everything, except persons and material, used by the Contractor in the performance of the Work.
- i. **Person** means an individual, a body corporate, a firm, partnership, association, or any other legal entity or an employee or agent thereof.
- j. **Work** means all cleaning materials, labour, equipment, transportation, or other ancillary items required by the Contractor to complete the Work, in accordance with the Contract Documents.

4.2 Notice to Proceed

- 4.2.1 The Director will issue a formal Notice to Proceed.
- 4.2.2 The Contractor must commence the Work on the date specified in the Notice to Proceed.

4.3 Changes to the Scope of Work

- 4.3.1 Where the District requests the Contractor to provide Work that the Contractor considers is not included in the original scope of work, the Contractor must notify the District that a change order will be required.
- 4.3.2 The District shall not be required to pay for any Work not included in the Scope of Work unless the Director approves a Change Order prior to the Contractor performing the Work.

4.4 Payment

- 4.4.1 The Contract Fee shall be firm, expressed in Canadian currency, and shall be all inclusive for the Work. GST shall be in addition to the Contract Fee.
- 4.4.2 The District will pay the Contractor within 30 days from the date the Contractor submits an invoice for payment.
- 4.4.3 The Director may request the Contractor to submit, at no cost to the District, with the final invoice, a Statutory Declaration or other proof, that there are no outstanding costs, assessments, liens, or claims against the Contractor or against the District's property arising out of or in connection with the Work.

4.5 Taxes, Tariffs, and Duties

- 4.5.1 The Contractor is responsible for all taxes, tariffs, and duties applicable to labour, Work and equipment and these taxes, tariffs, and duties shall be included in the Contract Fee. Notwithstanding, GST shall be billed as a separate item.

4.6 Payment Withheld

- 4.6.1 The District may withhold or nullify the whole or part of any payment to the extent necessary to protect themselves from loss due to one or more of the following:
 - a. the Contractor is not performing the Work to the satisfaction of the Director;
 - b. defective Work is not being remedied;
 - c. there is an affidavit, claim of lien, or lien filed against the equipment on which the Work is done or is being done, or reasonable evidence of the probable filing of an affidavit, claim of lien, or lien;
 - d. the Contractor is failing to make prompt payments to anyone employed by the Contractor in connection with the Work; or
 - e. an unsatisfied claim exists for damages caused by the Contractor in connection with the Work.
- 4.6.2 Where subcontractors or suppliers of material are not receiving prompt payment, the District may deduct the amount of such payments from amounts otherwise due to the Contractor and will, if deducted, hold these funds in trust until such time as the Contractor has resolved the issue to the satisfaction of the Director.

4.7 Inspection of Work

- 4.7.1 The District's Representative may, at any time, enter into any place or premises where the Contractor is undertaking Work to inspect the Work and to ensure the Work is being performed in accordance with the Contract Documents.
- 4.7.2 The District's Representative, upon written notice to the Contractor, has the authority to stop the Work or to order the Contractor to take remedial action where,
- the Contractor is not performing the Work in accordance with the Contract Documents; or
 - he is of the opinion that there exists a danger to life or to property.
- The Contractor shall immediately obey the provisions of the notice and will not be entitled to any extra payment unless approved by a Change Order.
- 4.7.3 The District is not required to make inspections. Inspections made by the District do not relieve or release the Contractor from being responsible for the supervision of its operations under this Contract, from making its own inspections, and for ensuring the Work is being performed in accordance with the Contract Documents.

4.8 Supervision and Labour

- 4.8.1 The Contractor shall provide a competent Superintendent. The Superintendent shall represent the Contractor and, in the Contractor's absence, directions given to the Superintendent from the District's Representative shall be held to be given to the Contractor.
- 4.8.2 Outside normal District business hours, persons not employed or subcontracted by the Contractor are not permitted to enter District property during the performance of the Work without the prior written consent of the District.
- 4.8.3 Outside normal District business hours, persons under the age of majority are not permitted to enter District property during the performance of the Work without the prior written consent of the District.
- 4.8.4 Employees and subcontractors of the Contractor performing Work in RCMP facilities must pass and maintain a RCMP Reliability Security Clearance.

4.9 Subcontractors

- 4.9.1 The Director has the right, without any liability to the District, to reject any proposed subcontractor and to require the Contractor to substitute another subcontractor that is acceptable to the Director.
- 4.9.2 Subcontractors approved by the Director shall not be changed without the written consent of the Director.

4.10 Wages and WorkSafe BC

- 4.10.1 The Contractor shall comply with the requirements of the British Columbia Employment Standards Act, the Workers Compensation Act, and all other applicable federal and provincial legislation regarding wages and labour regulations.
- 4.10.2 The Contractor shall, upon request by the District, provide proof of payment in good standing with WorkSafe BC.

4.11 Certificates of Insurance

- 4.11.1 The Contractor shall provide, maintain, and pay for the following insurance policies with insurers licensed in British Columbia, providing coverage to the Contractor and any subcontractor performing Work provided by this Contract:
- a. Comprehensive General Liability Insurance;
 - b. Automobile Liability Insurance.
- 4.11.2 Comprehensive General Liability Insurance
- a. The Contractor shall provide Comprehensive General Liability Insurance with limits of not less than \$5,000,000 inclusive per occurrence for personal injury, death, liability assumed under this contract, and damage to property.
 - b. The District shall be named as an Additional Insured.
- 4.11.3 Automobile Liability Insurance
- a. The Contractor shall provide and maintain a minimum of \$5,000,000 liability insurance in respect of owned, non-owned, leased, rented, licensed, and unlicensed vehicles or equipment used in performance of this Contract.

4.12 Removal of Liens

- 4.12.1 The Contractor shall immediately remove, at their own expense, all liens filed or registered against the District's equipment or the District's property.

4.13 Permits

- 4.13.1 The Contractor shall, at their own expense, procure all permits, certificates, and licenses required by law for the execution of the Work.

4.14 Bankruptcy or Default by Contractor

- 4.14.1 If the Contractor:
- is adjudged bankrupt; or
 - makes a general assignment for the benefit of creditors due to insolvency; or

- has a receiver appointed because of his insolvency,

the District may, without prejudice to any other of the District's rights or remedies, give the Contractor, the receiver, or the trustee written notice and terminate the Contract.

4.14.2 If the Contractor fails to perform the Work in accordance with the Contract Documents, the District may provide written notice informing the Contractor that he is in default of his contractual obligations and instruct the Contractor to correct the default within five days, or such other longer specified time as outlined in the notice.

4.14.3 If the Contractor fails to correct the default within the time specified, the District may, without prejudice to any other of the District's rights or remedies,

- correct the default and deduct the District's direct costs from any payment owing to the Contractor or any security held by the District; and/or
- deduct any portion of the remaining Work from the Contract; or
- terminate the Contract.

4.15 Dispute Resolution

4.15.1 The Director shall be the interpreter of the requirements of the Contract.

4.15.2 In the event of any Dispute, which shall be any disagreement or misunderstanding between the District and the Contractor after initial attempts at resolution, either party may provide the other with a written summary of the Contract question at issue and the redress sought.

Within fourteen calendar days of receipt of such communication the recipient shall acknowledge and respond in writing addressing all the issues raised in the initial communication or request a time extension.

4.15.3 If a party does not provide any written response to the written communication issued as per the foregoing, the communication will be deemed to have been accepted by the receiving party.

4.15.4 If there is an exchange of communication and issues remain unresolved, both parties shall:

- a. make immediate bona fide efforts to resolve the outstanding issues by amicable negotiations involving the assistance of senior persons in both parties' organizations and;
- b. provide frank, conditional, and timely disclosure of all relevant facts, information, and documents to facilitate those negotiations.

4.15.5 If the dispute cannot be settled within fourteen calendar days of the end of the above negotiations, or such other time period as agreed to by both parties, the dispute may be referred to and finally resolved by arbitration conducted by a single arbitrator, agreed to by both parties, and under the rules of the British Columbia International Commercial Arbitration Centre. The place of arbitration shall be in Summerland, B.C. unless otherwise agreed to by both parties. The findings of the arbitrator shall be final and binding upon both parties.

4.15.6 The Contractor shall not delay any of the Work on account of or during any dispute, negotiation, or arbitration proceedings. The parties shall each bear their own costs throughout the process and the costs of a mediator or arbitrator shall be divided equally between the parties.

4.16 Termination Notice

A termination notice shall be in writing, delivered by registered mail, and specify the date the Contract will be terminated and the date the Contractor must vacate the place of Work. Termination notice must be a minimum of 30 days unless the termination is due to fraud, dishonesty, bankruptcy, default, or other significant issue that irrevocably damages the relationship between the District and the Contractor.

4.17 Remedies

4.17.1 On any early termination of the Contract by the District:

- a. The District shall pay to the Contractor the money owing to them under this Contract to the date of termination and upon such payment being made the District shall have no further obligation to the Contractor under this Contract; and
- b. If the Contractor's right to perform the Work is terminated in accordance with the provisions of the Contract, the District shall not be liable to the Contractor for any damage or loss, including economic loss, sustained, or suffered by the Contractor as a result of any action taken by the District.

SCHEDULE 'A' – SCOPE OF WORK

The District of Summerland is requesting quotes from qualified Contractors to perform Janitorial Services for District Buildings and Public Washrooms which includes Municipal Hall, Okanagan College Summerland Campus, RCMP building, Museum, Arts & Cultural Centre, Works and Utilities buildings, Water Treatment Plant, Wastewater Treatment Plant, and Public Washrooms located at Memorial Park, Peach Orchard Park, Powell Beach Park, Dale Meadows Park, and Rotary Beach Park.

Site locations are listed in Schedule 'C'.

Contractor's Responsibilities

All Work to be completed at a level of excellence that meets or exceeds standards.

The successful Contractor will be required to fill out a daily checklist of the Work that was completed. This checklist will be provided by the District and will be placed inside a binder at each site location.

The Contractor will be required to perform the work at a time that does not conflict with Staff or public use of the buildings.

The successful Contractor will provide the following to complete the specified Work:

1. All labour.
2. All cleaning products, including disinfectants, floor stripping and floor waxing/finishing products, and carpet shampoo.
3. All polishers, scrubbers, vacuum cleaners, brooms, mops, pails, rags, dusters and any other equipment or hand tools. All equipment to be kept in good working condition.
4. All necessary personal protective equipment.

The District encourages the use of environmentally friendly products, but it is not a requirement.

District's Responsibilities

The District will provide the following at no charge to the successful Contractor:

1. All paper products, including toilet tissue, paper towel dispenser rolls, small brown bags for sanitary napkins, liquid hand soap, hand sanitizer, urinal pucks, urinal refreshers, and meter mist
2. All garbage containers, including garbage bags.
3. Water and electrical power.
4. Janitorial rooms for the storage of equipment and supplies. These areas must be kept clean and tidy at all times. These rooms will be accessible by District Staff and building occupants.

The successful Contractor must notify the District's Works and Utilities Administration office when supplies are required by emailing worksandutilities@summerland.ca.

Please note that the District does not supply products for the Museum, the successful Contractor must notify the Museum when supplies are required by calling 250-494-9395.

1. MUNICIPAL HALL (5,660 sq. ft.)

All Working Days

- empty wastepaper baskets
- wash the top and sides of the public counters in Finance, Administration and Development Services
- clean glass in entrance doors
- wash all door handles
- check and replenish paper towels in staff room as required
- wash ceramic tiled public areas
- vacuum carpeted area as required
- wash tables and counter, clean sink in staff room

Monday, Wednesday and Friday

- dust desks, tops of credenzas, tables and windowsills in the offices

Weekly

- dust and/or vacuum all baseboards, rails and shelves
- dust and clean/vacuum all chairs
- clean and disinfect all telephones
- clean fingerprints and smudges from walls and doorways
- clean inside glass doors as required
- polish furniture
- wash anti-static mats

General

- wash interior windows four times per year
- wash outside windows twice per year (April and September)
- shampoo all carpeted areas twice annually or more often as required

A. COMMON AREAS (5,155 sq. ft.)

All Working Days

- clean glass tables in Council Chamber and Meeting Rooms as required
- clean all washroom fixtures
- check and replenish paper towels, soap, etc. in washrooms as required
- clean glass in entrance doors
- vacuum carpeted areas, as required
- clean foyer area for garbage and keep tidy

Monday, Wednesday and Friday

- wash washroom floors
- wash stairs

Weekly

- dust and/or vacuum all baseboards and rails

- sweep front and back outside steps
- clean fingerprints and smudges from walls and doorways
- wash anti-static mats
- add water to the traps in all washrooms

General

- wash interior windows four times per year
- wash outside windows twice per year (April and September)
- shampoo all carpeted areas twice annually or more often as required

B. OKANAGAN COLLEGE (2,800 sq. ft.)

Only when classes are in session September to April (8 months):

All Working Days

- empty wastepaper baskets
- clean glass in entrance doors
- vacuum carpeted area
- wash classroom desks, tables and all counters
- wash coffee areas and equipment/machines

Weekly

- dust and vacuum all baseboards
- dust and clean/vacuum all chairs
- clean and disinfect all telephones
- clean fingerprints and smudges from walls and doorways
- dust computer monitors and keyboards in offices and classrooms
- vacuum chalk trays on blackboards

General

- clean blackboards, whiteboards and brushes four times per year
- wash interior windows four times per year
- wash outside windows twice per year (April and September)
- shampoo all carpeted areas twice annually or more often as required

2. RCMP BUILDING

Staff and subcontractors of the Contractor performing Work in RCMP facilities must pass and maintain a RCMP Reliability Security Clearance.

All work must be done between 8:30AM and 4:00PM:

Mondays, Wednesdays and Fridays or Tuesdays, Thursdays and one Weekend day

- All open offices to be cleaned on each day including the general duty area, municipal employee area, project room, kitchen, interview room supply room, file room lobby and any other space that is used regularly
- Vacuum rugs and wash tile floors

- empty wastepaper baskets
- clean and disinfect all telephones
- dust all desks and counter tops
- clean all washroom fixtures
- check and refill paper towels
- clean front door glass
- clean project room table and counter

Weekly

- dust all furniture
- dust shelves, windowsills, woodwork, moulding and other places where dust may collect
- damp cloth/rub fingerprints and handprints from doors, especially around door knobs
- wash floors in the washrooms and dust as necessary
- vacuum floor in change room locker area and exercise room and clean toilet

Monthly

- Interior windows accumulate dust and should be dusted or cleaned monthly
- wash floors in cells area and exercise area as necessary
- sweep-wash garage floors as necessary
- elevator lobby and stairwell
- basement floors to be swept and washed
- Off-limits rooms are to be cleaned once per month (must be escorted by an officer when cleaning these areas)

General

- wash inside windows and glass doors every three months
- wash outside windows twice per year (April and October)

3. MUSEUM (1,000 sq. ft.)

Twice Per Year

- shampoo all carpet areas, upstairs and on main floor
- wash all windows, inside and outside
- wash and wax all floors in the washrooms and stock room

The above does not include wall washing in general, however washing small areas and washrooms may be required from time to time.

Every Second Week

- vacuum and mop all floors
- clean washrooms
- spot clean doors and glass
- empty garbage

4. ARTS & CULTURAL CENTRE

A. COMMON AREAS (1,000 sq. ft.)

Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays

- empty wastepaper baskets
- sweep floor in entrance way and shake out black entry rugs
- thoroughly clean washrooms including washing and disinfecting the floors (two public washrooms) and ensuring adequate supply of soap, toilet tissue and paper towel for public use
- clean glass of entrance doors, inside and outside
- clean push bars and handles

Weekly

- dust and/or vacuum baseboards including corners where wall meets floor, chair rails and shelves
- wash tile floor at main entrances and wax floors as required
- remove fingerprints and smudges from walls, stair bannisters, etc.

General

- strip wax off washroom floors every three months
- clean washroom walls and vents every six months
- wash windows, inside and outside, twice per year
- clean ceiling vents every six months

B. DOWNSTAIRS (3,000 sq. ft.)

Monday to Friday inclusive

- empty garbage, clean sink in main basement room
- dry mop the floor of the large room and lower foyer under the stairs
- dust and clean tables and chairs as required
- vacuum carpets in viewing room including corners where wall meets carpet
- clean glass doors, sweep floor as required including entry ways and stairwells
- clean push bars and handles
- clean washrooms; wash toilets and sinks in public washrooms, sweep and clean floors, provide hand soap and paper towels and remove trash

Weekly

- wash floors in large basement room
- remove fingerprints and smudges from walls, stair banisters, etc.
- dry mop the tiled stairwell
- vacuum the carpeted stairwell

General

- wash windows inside and outside four times each year
- shampoo carpets every four months in viewing room and stairwell
- clean ceiling vents every six months
- clean tiled stairs every six months

5. WORKS AND UTILITIES BUILDINGS

Janitorial duties pertain to the main floor of the Works and Utilities building, stairwell, landing, downstairs Staff change room and First Aid room, the Electrical Utility Warehouse, and all washrooms and kitchens.

Washrooms are located in the following areas:

- Men's and women's on main floor of the Works and Utilities building
- Men's washroom on main floor of Works and Utilities building by the stairwell
- First Aid Room downstairs of Works and Utilities building
- Electrical Utility Warehouse

Kitchens are located in the following areas:

- Kitchenette on main floor of Works and Utilities building
- Crew lunch room on main floor of the Works and Utilities building
- Electrical Utility Warehouse

Specified Work for all areas mentioned above to be performed:

Tuesdays and Thursdays (after 4:00 p.m.) and one day of the Weekend (any time)

- Sweep and wash all floors, including stairwell, landing and chair mats
- Vacuum all carpeted areas, including under desks and carpeted mats
- Clean and disinfect all lunch room and meeting room tables, all counters, kitchen sinks, sink fixtures, and downstairs staff change room bench
- Dust desks and furniture
- Clean and disinfect all telephones
- Clean and disinfect all washrooms including toilets, urinals, counters, sinks, fixtures
- Clean mirrors
- Replenish toilet paper, paper towels, liquid soap dispensers, hand sanitizer dispensers, urinal pucks, urinal refreshers and meter mists, when required
- Empty, damp wipe kitchen garbage containers, disinfect and replace bags
- Empty waste baskets, disinfect and replace bags when required

Monthly (at the end of each month, to coincide with a regular cleaning day above)

- Damp wipe desks and furniture, including the top of all desk hutches or shelving units
- Dust window ledges, door sills and window blinds
- Wash and disinfect wall areas around light switches and door handles
- Clean and disinfect shower located in First Aid Room
- Wash any visible marks from walls that can be removed where it is reasonable to do so without washing entire walls
- Spot clean any visible marks from carpets

April and October of each year

- Shampoo carpeted areas
- Strip and re-wax floor areas, including stairwell and landing
- Wash windows inside and outside on the main floor of Works and Utilities building and in the Electrical Utility Warehouse, including bay door window

6. WATER TREATMENT PLANT

Janitorial duties pertain to the Administration area of the Water Treatment Plant (2,800 sq. ft.). *This does not include the lab area.*

Specified Work to be performed:

Tuesdays and Thursdays (after 4:00 p.m.)

- Sweep and wash all floors
- Vacuum all carpeted areas, including under desks and carpeted mats
- Clean and disinfect lunch/meeting room table, all counters, kitchen sink and fixture
- Dust desks and furniture
- Clean and disinfect all telephones
- Clean and disinfect all washrooms including toilets, urinal, counters, sinks, and fixtures
- Clean mirrors
- Replenish toilet paper, paper towels, liquid soap dispensers, hand sanitizer dispensers, urinal pucks, urinal refreshers and meter mists, when required
- Empty, damp wipe kitchen garbage container, disinfect and replace bag
- Empty waste baskets, disinfect and replace bags when required

Monthly (at the end of each month, to coincide with a regular cleaning day above)

- Damp wipe desks and furniture, including the top of any desk hutches or shelving units
- Dust window ledges and door sills
- Wash and disinfect wall areas around light switches and door handles
- Wash any visible marks from walls that can be removed where it is reasonable to do so without washing entire walls
- Clean and disinfect showers located in washrooms
- Spot clean any visible marks from carpets

April and October of each year

- Shampoo carpeted areas
- Strip and re-wax floor areas
- Wash all inside lower windows
- Damp wipe blinds

7. WASTEWATER TREATMENT PLANT

Janitorial duties pertain to the Administration area of the Wastewater Treatment Plant (2,800 sq. ft.). *This does not include the lab area.*

Specified Work to be performed:

Wednesdays and Fridays (after 4:30 p.m.)

- Sweep and wash all floors
- Clean and disinfect lunch/meeting room table, all counters, kitchen sinks and fixtures
- Dust desks and furniture
- Clean and disinfect showers located in washrooms
- Clean and disinfect all washrooms including toilets, urinals, counters, sinks, and fixtures

- Clean mirrors
- Replenish toilet paper, paper towels, liquid soap dispensers, hand sanitizer dispensers, urinal pucks, urinal refreshers and meter mists, when required
- Empty, damp wipe kitchen garbage container, disinfect and replace bag
- Empty waste baskets, disinfect and replace bags when required

Monthly (at the end of each month, to coincide with a regular cleaning day above)

- Damp wipe desks and furniture, including chairs, tops of desk hutches or shelving units
- Dust window ledges and door sills
- Wash and disinfect wall areas around light switches and door handles
- Wash any visible marks from walls that can be removed where it is reasonable to do so without washing entire walls

April and October of each year

- Strip and re-wax floor areas
- Wash windows inside and outside

8. PUBLIC WASHROOMS

Janitorial duties are conducted from approximately April 15 to October 15 each year at public washroom facilities in Memorial Park, Peach Orchard Park, Powell Beach Park, Dale Meadows Park and Rotary Beach Park. Work must be completed by 9:00 a.m. every morning.

Specified Work to be performed:

Seven Days per Week from approximately April 15 to October 15 each year (by 9:00 a.m.)

- Sweep and wash floors
- Clean and disinfect all toilets, urinals, counters, sinks, and fixtures
- Wash any visible marks from walls that can be removed where it is reasonable to do so without washing entire walls
- Replenish toilet paper, paper towels, liquid soap dispensers, small brown bags for sanitary napkins, urinal pucks, urinal refreshers and meter mists, if applicable, when required
- Remove cobwebs from corners and ceiling areas

SCHEDULE 'B' – QUOTE FORM, continued

Lump Sum Rates

The Contractor must provide a yearly Lump Sum Rate for the items specified in Table 1. The lump sum rates shall be all inclusive and include, but not be limited to, all cleaning materials, labour, equipment and all applicable taxes and levies, excluding GST, required to complete the Work.

Table 1

Item	Description of Work	2016	2017	2018
1.	Municipal Hall			
2.	Okanagan College			
3.	RCMP Building			
4.	Museum			
5.	Arts & Cultural Centre			
6.	Works and Utilities Buildings			
7.	Water Treatment Plant			
8.	Wastewater Treatment Plant			
9.	Public Washrooms			
		<i>Do not include GST in pricing above</i>		

Table 2

Item	Description of Work	2016	2017	2018
a.	Hourly rate if work is requested by the District beyond Schedule 'A' Scope of Work			
		<i>Do not include GST in pricing above</i>		

CONTRACTOR by its authorized signatories:

SCHEDULE 'C' – SITE LOCATIONS

1. Municipal Hall & Okanagan College, 13211 Henry Avenue
2. RCMP building, 9101 Pineo Court
3. Museum, 9521 Wharton Street
4. Arts & Cultural Centre, 9525 Wharton Street
5. Works and Utilities Buildings, 9215 Cedar Avenue
6. Water Treatment Plant, 16700 Prairie Valley Road
7. Wastewater Treatment Plant, 7630 Dunn Street
8. Public Washrooms:
 - a. Memorial Park, 9999 Wharton Street
 - b. Peach Orchard Park, 14877 Lakeshore Drive
 - c. Powell Beach Park, 6411 Powell Beach Road
 - d. Dale Meadows Park, 10502 Dale Meadows Road
 - e. Rotary Beach Park, 13827 Lakeshore Drive