



## **Request for Proposal**

**Janitorial Services  
County Administration Office  
& Operations Facility  
79177 & 79171 Range Road 84  
NW 9 – 79 – 8 – W6**

Date Issued: May 10, 2018

Due Date: 2:00:00 (local time), May 31, 2018

Contact Information:

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Saddle Hills County  
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## Request for Proposals Package Index

### **Section 1**

Part 1 – General Information	Page 3
Part 2 – Terms and Conditions, Standard	Page 8
Part 3 – Specifications	Page 10

### **Section 2**

Proposal Submission Forms	Page 23
Bid Sheet	Page 26
Schedule A – Labour Rates	Page 27
Schedule B – Additional Work	Page 28
Schedule C – Estimated Labour Requirements	Page 29
Schedule D – Experience and Qualifications Questionnaire	Page 31

### **Section 3**

Contract Agreement	Page 32
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## Request for Proposal

### Janitorial Services, County Administration Office and Public Works Facility

#### Part 1 – General Information

Saddle Hills County is requesting the submission of proposals for the provision of janitorial services for the following County owned facilities:

- i) Administration Office
- ii) Public Works Facility

The information required, bidding format, evaluation criteria and terms and conditions are detailed in the following sections.

#### 1.0 Scope of Contract

- 1.1 This contract is for the provision of evening custodial services in the Saddle Hills County facilities indicated above
- 1.2 Evening custodial services will be provided after 18:00 hours, five days per week, and will include (but not be limited to) the following duties:
  - i) general cleaning
  - ii) vacuum and wash floors
  - iii) vacuum, clean, and shampoo carpets
  - iv) dust and clean walls
  - v) dust, wipe, polish and vacuum furniture
  - vi) clean windows
  - vii) spot clean, vacuum ceilings, air vents and grills
  - viii) general cleaning of floors, walls and windows in washrooms
- 1.3 This contract will be for a three year period, commencing July 1, 2018 ending June 30, 2021. The contract will contain provision for up to two single year extensions beyond the third year of the contract (five years total). For the first three years of the contract the pricing will be fixed as per the attached Bid Sheet. After the completion of the third year of the contract, the contract will be reviewed annually prior to the expiration of the previous term and will be either extended or cancelled at that time at the County's discretion.

#### 2.0 Background/General Information

- 2.1 The facilities are located as follows:
  - i) Administration Office Building – NW 9 – 79 – 8 – W6 (79177 Range Road 84)
  - ii) Public Works Building – NW 9 – 79 – 8 – W6 (79171 Range Road 84)

#### 3.0 Timelines

- 3.1 The approximate timelines for this Request for Proposal are as follows:
  - i) bid submission deadline – 2:00 PM (Local Time) May 31, 2018
  - ii) bid evaluation and recommendation – June 20, 2018
  - iii) award of contract – June 30, 2018
  - iv) commencement of contract – August 1, 2018

#### 4.0 General Specifications

##### Janitorial Services

- 4.1 You are being asked to submit a tender to perform the Work. Work shall include all labour, materials, matters and things required to be supplied or done for the carrying out of the Work referred to in the Contract Documents and without limiting the generality of the foregoing means the provision of cleaning, maintenance and janitorial services, including the provision of soaps, cleaning products, supplies and equipment necessary and required to perform same at the Facility including the provision of all services specified on the Janitorial Specifications and applicable Facility Specifications.

- 4.2 The term "Work" means the work and services required to be performed for each Facility with respect to which you submit a tender.

#### Additional Work

- 4.3 It is a requirement of this Contract that you agree to provide cleaning and maintenance services in addition to the Work. This "Additional Work" may be requested by the County from time to time and you agree to provide staff to provide this Additional Work. You shall provide a per hour rate for the provision of:
- i) "Regular Time Additional Work" which is work done during normal cleaning hours where the County has provided at least 48 hours notice
  - ii) "Overtime Additional Work" which is work done on a Saturday, Sunday, Statutory Holiday, or outside the hours contemplated for the provision of Work, where the County has provided at least 48 hours notice
  - iii) "Emergency Additional Work" which is work done at any time on notice of less than 48 hours
- 4.4 You must be in a position to provide persons to provide Regular Time and Holiday Time Additional Work, and Emergency Additional Work.

#### Products

- 4.5 You will be responsible for providing, at your own cost, all cleaning supplies and soaps necessary to perform the Work including replacement soap for all restroom and kitchen facilities. You will also be responsible for supplying all such products necessary for any Additional Work except that you will be reimbursed for such products at your cost plus a percentage for handling. You must specify the amount of this additional percentage in the Submission Form.
- 4.6 As part of your Submission Form you must identify all cleaning products and soaps you are proposing to use. In performing the Work and any Additional Work you will utilize only these identified products and such additional products as are specifically provided for in this Contract or which have been pre approved by the County.

Paper products will be supplied by the County.

#### Equipment

- 4.7 You shall be responsible for providing, at your own cost, all equipment necessary to perform the Work, and any Additional Work of a type, which is consistent with the Work.

### **5.0 Terms and Conditions – Special**

#### General

- 5.1 Notwithstanding the information contained in this RFP Package, and any information provided on site visits, it is your sole responsibility to:
- i) review and become familiar with this RFP Package and the Contract
  - ii) investigate the facility and determine work conditions, and potential problems and difficulties
  - iii) determine costs, equipment needs, personnel needs, and product requirements

#### Vendor Qualifications

- 5.2 In order to qualify for consideration, each vendor must demonstrate that they have an existing capacity to provide janitorial/cleaning services in the Peace Country area. Failure to adequately demonstrate this requirement will result in the disqualification of your submission.

### Site Conditions

- 5.3 The County reserves the right to disqualify any submission where the 'person hours' estimated (Proposal Form – Schedule C) is considered by the County to be inadequate to satisfactorily complete the Work required for this Contract.

### Site Tour

- 5.4 It is a requirement that all firms submitting a proposal be familiar with all areas and aspects of the facilities.
- 5.5 Arrangements must be made with Brian Ballard to tour the facilities.

### Criminal Record Check

- 5.6 It is a requirement that the vendor's staff working in County facilities have obtained a criminal record check from their local RCMP detachment. Misrepresentation in this regard will be considered a fundamental breach of this Contract.

### Insurance

- 5.7 The successful Contractor shall provide to Saddle Hills County proof of an insurance policy for Comprehensive General Liability and Property Damage in the amount of not less than \$1,000,000. Saddle Hills County shall be named as additional insured (form attached).

### Pricing

- 5.8 Pricing for the first three years of the contract will be fixed and firm for each year of the contract, as per the completed Submission Forms.

### Alterations/Amendments to the Contract

- 5.9 This Contract consists of an RFP, a Submission Form, Contract Agreement, General Conditions, Specifications, and all of the Schedules attached thereto. All of these forms and the Schedules attached to them are incorporated into and form part of this Contract. In any event they will be deemed to form part of your Proposal and it is your responsibility to ensure you have reviewed them and determined that they are acceptable to you. None of these documents may be changed, and no purported alterations or deletions to the Contract shall be effective. Changes to the terms of the Contract shall only be effective if they are set out in detail as a "Term of Submission" in the Proposal Form and agreed to by the County.

## **6.0 Bid Submissions**

- 6.1 Proposals must be in ink and any alterations to the Proposal Form must be initialed. Proposal shall be submitted under seal and shall be deemed to be under seal whether or not a seal has been affixed.
- 6.2 Your submission must include two copies of the following:
- i) RFP
  - ii) Proposal Forms
  - iii) Contract Agreement
  - iv) General Conditions
  - v) Specifications
  - vi) All Schedules attached
  - vii) Confirmation of Insurances

All of these forms and the Schedules attached to them are incorporated into and form part of the Contract. Failure to provide complete information/documentation may result in the disqualification of your bid.

- 6.3 Proposals are to be sealed in an envelope and clearly marked as follows:

**Request for Proposal  
Janitorial Services, Administration and Operations Buildings**

Complete with your firm's name and return address. Please ensure that bids are submitted in a clearly marked envelope as to which quotation it is for and addressed to the address indicated below. Vendors are completely responsible for ensuring that their bids reach the correct final location prior to the bid submission deadline. Email and fax submissions will not be accepted.

- 6.4 Your Proposal will be considered if received not later than **2:00:00 p.m. (local time), Thursday, May 31, 2018** at:

Saddle Hills County  
RR-1, Spirit River  
Alberta T0H 3G0

Proposals received by the County after the designated closing time indicated above will not be accepted.

- 6.5 Prior to the submission deadline, all questions related to the bid process shall be directed to:

Brian Ballard, Director of Community & Protective Services  
Telephone: (780) 864-3760  
Fax: (780) 864-3904  
Email: [bballard@saddlehills.ab.ca](mailto:bballard@saddlehills.ab.ca)

- 6.6 All questions relating to the technical or operational aspects of the service required may be directed to:

Brian Ballard, Director of Community & Protective Services

- 6.7 Proposals may be revoked or amended by notice in writing delivered to Saddle Hills County prior to the Closing. No revocations or amendments shall be accepted after Closing and in consideration of the County reviewing your proposal you agree your proposal will be open for acceptance until such time as the County has awarded the contract, or has rejected your proposal in its entirety. Notwithstanding the foregoing in the event your proposal is not accepted within ninety (90) days of Closing you may withdraw your proposal by notice in writing delivered to Saddle Hills County.

- 6.8 Any and all new information made available prior to the submission deadline will be released to all known bidders. In the event of an amendment, a minimum of two business days will be provided for amendment or withdrawal of filed proposals.

- 6.9 Requests for information, clarifications, amendments, extensions or any other material change that may affect the content of the proposals or the submission deadline will not be considered by the County within 72 business hours (3 business days) of the submission deadline.

- 6.10 It is the responsibility of each vendor prior to the filing of their tender to determine if any amendments have been made to the Proposal package.

**7.0 Bid Review and Evaluation**

- 7.1 Bids will be opened immediately following the proposal submission deadline. Final results will not be released until a contract has been awarded.

- 7.2 All submissions will be evaluated on the following criteria:

- i) demonstrated capabilities / quality of service / references – 35%
- ii) price – 65%

- 7.3 In the event of a 'tie' bid, the County reserves the right to use any or all of the following as the method for breaking the tie and determining the successful vendor:

- i) previous experience with the County
- ii) testing and evaluation of each firm's capability to deliver the required service
- iii) references

- 7.4 The County reserves the right at any time to request clarification of the contents of any submission, to accept or reject any bid with or without negotiation and to extend the allocated period for negotiations as it so determines in its sole and absolute discretion.
- 7.5 The County reserves the right to contact any previous or current client, whether referenced or not, to obtain information required regarding the quality of service provision and to use this information in its sole discretion in the evaluation of the submissions.
- 7.6 The County reserves the right to reject any or all bids. The lowest, or any, bid will not necessarily be accepted.

## **8.0 Acceptance of Proposal and Award of Contract**

- 8.1 In the event your Bid is accepted by the County your firm will be notified in writing as soon as possible following Closing. Acceptance of your bid shall bind you to the provisions of this Contract
- 8.2 The County will provide your firm with four Contract documents which shall be signed and returned to the County within five business days. Failure to do so shall constitute a breach of a condition of this Contract, which condition is in favour of the County and shall entitle it, at its option, to terminate same.

## **9.0 Issuance and Payment of Invoices**

- 9.1 Invoices will be issued monthly for the work performed during the previous month.
- 9.2 Each invoice shall include the contracted amount for the work, plus any additional work performed during the month, plus any allowed material costs.
- 9.3 All invoices shall be Net 30 Days.

## **Request for Proposal**

### **Janitorial Services, Administration Office and Operations Facilities**

#### **Part 2 – Terms and Conditions, Standard**

##### **1.0 General**

- 1.1 All prices quoted will be in Canadian dollars. Price adjustments due to currency fluctuations, or any other reason, will not be accepted.
- 1.2 Prices quoted will be firm and unchangeable after the time and date of bid closure. Pricing will be guaranteed for a period of at least 90 days.
- 1.3 All prices quoted shall be exclusive of the Goods and Services Tax. The successful bidder will be required to show the G.S.T. separately on their invoices. All other taxes will be included in the bid price.
- 1.4 Saddle Hills County is a Net 30 Day account and all bids will be tendered as such. Bids requiring payment in less than 30 days will be rejected, however, early payment discounts will be considered.
- 1.5 Unless directed otherwise, all prices quoted will be inclusive of all freight and delivery charges. Delivery shall be F.O.B. Saddle Hills County.
- 1.6 There is no expressed or implied obligation for Saddle Hills County to reimburse responding firms for any expenses incurred in the preparation of bids or attendance at interviews/presentations in response to this Request for Proposal.

##### **2.0 Acceptance of Submissions**

- 2.1 Unless explicitly stated otherwise, submission of a quotation indicates acceptance by the firm of the terms and conditions contained in the Request for Proposal.
- 2.2 The County reserves the right to withdraw, at its discretion and at any time, this Request for Proposal. The County will not be held liable for any expenses, costs, loss or damage incurred or suffered by any Proponent as a result of such withdrawal.
- 2.3 The County reserves the right, without prejudice, to reject any or all proposals.

##### **3.0 Accuracy, Confidentiality and Release of Information**

- 3.1 All information contained in this document with respect to operations, qualities, quantities, values, description of properties, losses, etc., are reasonably and realistically accurate to the best of the County's knowledge, however, is not guaranteed by the County. It is each vendor's responsibility to obtain and verify to the best of their ability the information required to respond accurately to this RFP.
- 3.2 All quotations submitted to the County become the property of the County in their entirety. Proposals and the information contained within will be held in confidence as much as is reasonably possible and subject to the disclosure provisions contained in the Freedom of Information and Protection of Privacy Act (F.O.I.P.P.).
- 3.3 Any information or knowledge gained or obtained by the Vendor as a result of this process will be maintained in confidentiality and will not be sold, distributed or in any way used for profit.
- 3.4 Due to the nature of this Request for Proposal, details contained within each submission may not be provided or available to vendors prior to award of contract. Release of information will be governed by the provisions contained in the Freedom of Information and Protection of Privacy Act (F.O.I.P.P.).



#### **4.0 Negotiation and Termination of Contract**

- 4.1 To a reasonable degree, the County reserves the right to negotiate the final contract with the successful vendor outside of the defined scope of services indicated in the RFP.
- 4.2 At any time and at the sole discretion of the County, the County reserves the right to terminate any and/or all services provided by the successful vendor should the services provided be deemed to be unsatisfactory. In this event, the County will provide written notice to the vendor of the unsatisfactory condition and if the vendor does not remedy the unsatisfactory condition within 30 days of the date of written notice the County will terminate the service(s) on 30 days written notice.

#### **5.0 Conflict of Interest**

- 5.1 All vendors are required to disclose to the County any direct or potential conflict of interest in their RFP submission. The disclosure will detail the nature and degree of the direct or potential conflict. The County reserves the right to reject a proposal and/or to cancel the award of contract if, in the County's sole opinion, any interest disclosed from any source could give the appearance of a conflict of interest or cause speculation as to the objectivity of the awarding of the contract.

## Request for Proposal

### Janitorial Services, Administration and Operations Buildings

#### Part 3 - Specifications

All work must be carried out on regularly scheduled work days, generally 5 days per week between 18:00 and 06:00 hrs. Cleaning schedules are to be approved by Saddle Hills County. Prior to commencement and during contract, Contractor must obtain, from Saddle Hills County; Activity Schedules for the buildings to ensure the Contractor's work will not conflict with building use. During events making access impossible, no janitorial service will be supplied to that portion of a particular building. A periodical table outlining a timeline of required cleaning will be supplied and enforced.

All cleaning supplies and equipment are to be included in the cost. Paper products, soap dispenser refills and garbage bags will be supplied by the Saddle Hills County. All cleaning supplies to be used must be approved by Saddle Hills County. Material Safety Data Sheets are required for all cleaning products brought into the facility.

Brian Ballard, Director of Community & Protective Services

Telephone: (780) 864-3760

Fax: (780) 864-3904

Email: [bballard@saddlehills.ab.ca](mailto:bballard@saddlehills.ab.ca)

#### **II. Service Requirements – Administration Office Building**

##### **1.0 All Areas**

##### **1.1 General Services:**

- i. Emergency cleaning as required (including any entrance areas immediately outside doors).
- ii. Pick up service, empty and damp wipe waste receptacles and outside ash trays – Daily
- iii. Wash and disinfect water coolers/basins – Daily
- iv. Spot clean walls and partitions; remove spillage and stains on floors – Daily
- v. Wash light lenses (inside & outside) – Quarterly

##### **1.2 Floors**

###### Vinyl Composite Tile Floors

- i. Damp mop – Daily
- ii. Spray Buff – Weekly
- iii. Wash with mechanical equipment – Weekly
- iv. Scrub and finish (Vinyl Composite Tile Only) – Twice yearly
- v. Strip and refinish (Vinyl Composite Tile Only) – Yearly
- vi. All floor maintenance including washing, scrubbing and finish application in accordance with manufacturer's instructions

###### Carpet

- i. Vacuum carpet – Daily
- ii. Spot clean as required
- iii. Steam clean – Twice yearly
- iv. Vacuum door mats and carpet runners – Daily

###### Flex Tuft Rubber Tile Floors (Fitness Room)

- i. Sweep/Vacuum – Daily
- ii. Spot clean as required
- iii. Wash - Weekly

###### Porcelain Tile Floors

- i. Sweep/Vacuum – Daily

- ii. Spot clean as required
- iii. Wash – Weekly

#### Nora Rubber Tile Floors (Back Entrances)

- i. Dust Mop/Vacuum – Daily
- ii. Spot clean as required
- iii. Wet Mop – Weekly
- iv. Scrub & Wet Vacuum – Twice Yearly

### **1.3 Walls and Other Vertical Surfaces**

- i. Dust ledges, moldings, woodwork, window stools, radiator covers, etc. – Daily
- ii. Spot clean door hardware, name plates and signs (Incl. Door windows) – Daily
- iii. Clean and polish door hardware, name plates and signs – Monthly
- iv. Dust blinds – Quarterly
- v. Clean blinds – Twice yearly
- vi. Wash walls – Twice yearly
- vii. Deep clean baseboards – Twice yearly

### **1.4 Furniture and Furnishings**

- i. Dust and/or damp wipe furniture – Daily
- ii. Spot clean and dust counters (all types) – Daily
- iii. Clean counters (all types) – Weekly
- iv. Dust picture frames, plaques and clocks – Every 2 weeks
- v. Clean and disinfect ash trays and waste receptacles – Weekly
- vi. Vacuum all carpets – Daily
- vii. Vacuum fabric chairs – Every 2 weeks
- viii. Clean all stored furniture upon request
- ix. Steam clean upholstered chairs - Yearly

### **1.5 Windows**

- i. Clean interior – Twice yearly
- ii. Clean exterior – Twice yearly
- iii. Spot clean as required

### **1.6 Ceilings, Air Vents and Grills**

- i. Spot clean ceilings as required
- ii. Vacuum ceilings – Twice yearly
- iii. Vacuum air vents and grills – Quarterly

### **2.0 Offices and Administration Areas**

- i. Vacuum carpet – Daily
- ii. Shampooed – Twice yearly
- iii. Dust furniture, telephones, counters, file cabinets and computers – Daily
- iv. Empty wastebaskets – Daily
- v. Sanitize cleared desktops, telephone receivers and computer keyboards – Weekly
- vi. Damp wipe clocks and wall hangings - Monthly

### **3.0 Meeting Rooms, Media Room and Teleconference Room**

- i. Vacuum carpet – Daily
- ii. Shampooed – Twice yearly
- iii. Dust furniture, telephones, counters, file cabinets and computers – Daily
- iv. Empty wastebaskets – Daily
- v. Deep clean baseboards – Twice yearly

#### **4.0 Council Chambers**

- i. Vacuum floors – After each use
- ii. Garbage taken out – Daily
- iii. Wipe tables and chairs – Weekly
- iv. Damp wipe desks – Weekly

#### **5.0 Reception Area**

- i. Vacuum Carpets in offices –Daily
- ii. Shampooed – Twice yearly
- iii. Dust furniture, telephones, counters, file cabinets and computers – Daily
- iv. Sanitize counters, tables and furniture – Daily

#### **6.0 Copy Room and Work Area**

- i. Sweep and damp mop floor – Daily
- ii. Damp wipe machines and counters – Daily
- iii. Sanitize machines and counters – Weekly
- iv. Garbage taken out – Daily

#### **7.0 Hallway Areas and Atrium**

- i. Vacuum or sweep and wash the entire length of the hallway floors and stairs (2 levels) – Daily
- ii. Spot clean walls – Daily
- iii. Garbage taken out – Daily

#### **8.0 All Washrooms**

- i. Wash floors – Daily
- ii. Clean sinks and toilets – Daily
- iii. Wash counters – Daily
- iv. Wash mirrors – Daily
- v. Washed partitions and doors – Daily
- vi. Garbage taken out – Daily
- vii. Check and refill paper products – Daily
- viii. Refill soap containers – Daily or as required
- ix. Sanitize door handles – Daily

#### **9.0 Locker Room, Shower Areas and Fitness Room**

- i. Disinfect, scrub and rinse floors thoroughly – Daily
- ii. Disinfect, scrub and rinse shower floors thoroughly – Daily
- iii. Scrub and rinse shower walls – Weekly
- iv. Pick up debris from drains – Daily
- v. Clean benches, partitions and doors – Daily
- vi. Disinfect fitness equipment – Daily
- vii. Lift floor drain covers; remove hair & debris; and clean, disinfect & thoroughly rinse baskets – Weekly
- viii. Wash counters – Daily
- ix. Wash mirrors – Daily
- x. Clean and polish stainless steel – Quarterly
- xi. Garbage taken out – Daily

#### **10.0 Staffroom Area**

- i. Emergency cleaning as required
- ii. Wash counters – Daily
- iii. Wash table tops – Daily
- iv. Wash insides of microwaves – Weekly
- v. Wash inside fridge – Weekly

- vi. Clean stove top - Daily
- vii. Empty and damp wipe waste receptacles – Daily
- viii. Wash and disinfect waste receptacles – Weekly
- ix. Sweep floors– Daily
- x. Wash floors – Weekly
- xi. Place any dirty dishes in dishwasher; start if required – Daily

**11.0 Council Lounge, Classroom Kitchen and Coffee Stations**

- i. Emergency cleaning as required
- ii. Wash counters – Daily
- iii. Wash table tops – Daily
- iv. Wash insides of microwaves – Weekly
- v. Wash inside fridge – Weekly
- vi. Clean stove top – After use
- vii. Empty and damp wipe waste receptacles – Daily
- viii. Wash and disinfect waste receptacles – Twice weekly
- ix. Vacuum and Sweep floors – Daily
- x. Wash vinyl floors – Weekly
- xi. Place any dirty dishes in dishwasher; start if required – Daily

**12.0 Elevator**

- i. Vacuum floors – Daily
- ii. Steam clean – Twice yearly
- iii. Spot clean walls – Daily
- iv. Sanitize controls and handrails – Daily

**13.0 Library**

- i. Vacuum floors – Weekly
- ii. Garbage taken out – Daily
- iii. Damp wipe tables and chairs – Weekly

**14.0 Server Room and Plotter Room**

- i. Sweep floors – Weekly
- ii. Wash floors – Monthly
- iii. Garbage taken out – Daily
- iv. Damp wipe tables and chairs – Weekly

**15.0 File Rooms**

- i. Sweep floors – Weekly
- ii. Wash floors – Monthly
- iii. Wipe counters - Daily
- ii. Garbage taken out – Daily
- iv. Damp wipe file cabinet – Weekly

**16.0 Receiving Bay and Mechanical Rooms**

- i. Sweep floors – Weekly
- ii. Wash floors – Monthly

**17.0 All Areas**

- i. Shampoo all carpets – Twice yearly
- ii. Dust window ledges – Daily
- iii. Dust and clean venetian blinds – Three times yearly
- iv. Wash walls – Twice yearly
- v. Clean all exterior windows (interior and exterior) – Twice yearly

## **18.0 Janitor's Room**

- i. Keep supplies and equipment organized
- ii. Wash floor – Monthly
- iii. Ensure no odour from mops & drains

<b>Saddle Hills County Administration Building – Cleaning Frequency</b>					
	Daily	Weekly	Monthly	Twice Yearly	Yearly
<b>GENERAL SERVICE:</b>					
Empty and wipe waste receptacles	X				
Empty recycling bins	X				
Wash & Disinfect water coolers	X				
Clean hand wash stations	X				
Wash light lenses inside and outside				X	
Gather any cups, dishes etc. and wash	X				
Spot Clean (Everywhere)	As Required				
<b>STAFFROOM AREA &amp; TRAINING KITCHEN</b>					
Gather any cups, dishes etc. and wash	X				
Run Dishwasher cycle if not already done	X				
Empty Dishwasher and put dishes in cupboards	X				
<b>FLOORS:</b>					
Sweep/Vacuum and wash floors	X				
Vacuum door mats & Floor runners	X				
Vacuum Carpets	X				
Steam Clean carpets				X	
Tuft rubber sweep & Vacuum		X			
Wash Tuft rubber					X
Scrub & Finish ( Lino or Vinyl)				X	
Strip & Refinish (Lino or Vinyl)					X
Clean and Refill floor drains			X		
Mop Stairways	X				
Sweep Server Room		X			
Wash with mechanical equipment		X			
<b>WALLS &amp; OTHER VERTICAL SURFACES:</b>					
Dust ledges, mouldings, window sills & radiators		X			
Clean door hardware, name plates		X			
Clean door window and signs		X			
Wash lunch room walls			X		
Clean blinds, interior & Exterior of windows				X	
Clean Partition glass and baseboards				X	
Dust picture frames, plaques & clocks				X	
Wash walls					X
<b>FURNITURE &amp; FURNISHINGS:</b>					
Dust computers, telephones & Desk tops	X				
Clean all counters	X				
Dust and wipe furniture		X			
Vacuum fabric chairs			X		
Steam clean upholstered chairs					X
Alcohol wipe telephones			X		
Screen wipe Computer screens			X		
<b>CEILINGS, AIR VENTS &amp; GRILLS:</b>					
Vacuum air vents & grills				X	
Vacuum ceilings					X

<b>WASHROOMS:</b>					
Replenish toilet & washroom supplies	X				
Clean & disinfect toilets, urinals, dispensers	X				
Clean & disinfect sinks & faucets	X				
Clean mirrors, exposed pipes & partition walls	X				
<b>LOCKER ROOM &amp; SHOWER AREAS:</b>					
Clean benches, partitions & doors	X				
Scrub, rinse & disinfect shower walls & floors	X				
Remove hair & debris from shower drain		X			
<b>ELEVATOR:</b>					
Vacuum		X		X	
Steam clean				X	
Clean & Sanitize control panel & handrails	X				
Spot clean control panel & Hand rails	X				
<b>LIBRARY &amp; FILE ROOMS:</b>					
Empty waste receptacles	X				
Wipe tables & chairs		X			
Vacuum			X		
<b>RECEIVING BAY:</b>					
Sweep		X			
Empty recycling & cardboard		X			
Wash floors			X		



## **II. Service Requirements – Operations Building**

### **2.1 General Services**

- Clean as required any entrance areas immediately outside doors including ashtrays
- Empty and wipe waste receptacles - Daily
- Empty all Recycling bins - Daily
- Wash and disinfect water coolers/basins – Daily
- Clean hand wash stations – Daily
- Wash light lenses inside and outside – Quarterly

### **2.2 Floors**

- Sweep / Vacuum and wash – Daily
- Vacuum door mats and floor runners – Daily
- Scrub and finish (Lino or Vinyl) - Twice Yearly
- Strip and refinish (Lino or Vinyl) – Yearly
- Clean and refill floor drains – Monthly

All floor maintenance including washing, scrubbing and finish application in accordance with manufacturer's instruction.

### **2.3 Walls and Other Vertical Surfaces**

- Spot clean walls and partitions – As required
- Spot clean windows and partition glass – As required
- Dust ledges, mouldings, window sills and Radiators – Weekly
- Spot clean door hardware, name plates, signs and door windows – Weekly
- Wash lunchroom walls – Monthly
- Clean blinds, Interior and exterior windows and baseboards – Twice yearly
- Dust picture frames, plaques and clocks – Monthly
- Wash walls – Twice Yearly

### **2.4 Furniture, Furnishings and Other Horizontal Surfaces**

- Dust computers, telephones and desk tops – Daily

- Clean all counters – Daily
- Dust and wipe furniture – Weekly
- Clean chairs – Every two weeks
- Polish Stainless steel – Quarterly
- Steam clean upholstered furniture – Yearly

### **2.5 Ceilings, Air vents and grills**

- Spot clean ceilings – As required
- Vacuum air vents and grills – Quarterly
- Vacuum ceilings – Yearly

### **2.6 Lunchroom Area**

- Wash inside of fridge and microwave – Weekly
- Wash cupboard doors – As required

### **2.7 Washrooms and Locker Rooms**

- Replenish Toilet and Washroom supplies ( toilet paper, hand towels, soap and spray deodorant ) Daily
- Clean hand dryers as per manufactures recommendations
- Clean and Disinfect Toilets, Urinals, Sinks, Dispensers and Faucets – Daily
- Clean mirrors, Exposed pipes and Partition walls – Daily
- Clean hand wash stations in bay's – Daily

### **2.8 Showers**

- Clean and Disinfect – Daily
- Emergency showers – Monthly

### **2.9 Areas Not Included in the Contract**

Wash bays, Service Bays, Storage Rooms, Warehouse space and Mechanical rooms are not included in this contract

<b>Saddle Hills County Operations Building – Cleaning Frequency</b>					
	Daily	Weekly	Monthly	Twice Yearly	Yearly
<b>GENERAL SERVICE:</b>					
Empty and wipe waste receptacles	X				
Empty recycling bins	X				
Wash & disinfect water coolers	X				
Clean hand wash stations	X				
Wash light lenses inside and outside				X	
Spot Clean (Everywhere)	As Required				
<b>FLOORS:</b>					
Sweep/Vacuum & wash	X				
Vacuum door mats & floor runners	X				
Scrub & Finish (Lino or Vinyl)				X	
Strip & Refinish (Lino or Vinyl)					X
Clean and refill floor drains			X		
<b>WALLS &amp; OTHER VERTICAL SURFACES:</b>					
Dust ledges, mouldings, window sills & Radiators		X			
Clean door hardware, Name plates		X			
Clean Signs and door windows		X			
Wash lunch room walls			X		
Clean blinds, Interior & Exterior of windows				X	
Clean baseboards				X	
Dust picture frames, plaques & clocks				X	
Wash walls					X
<b>FURNITURE &amp; FURNISHINGS:</b>					
Dust computers, telephones & Desk tops	X				
Clean all counters	X				
Dust & Wipe furniture		X			
Steam clean upholstered furniture					X
Alcohol wipe Telephones & Computer screens			X		
<b>CEILINGS, AIR VENTS &amp; GRILLS:</b>					
Vacuum air vents & grills				X	
Vacuum ceilings					X
<b>LUNCHROOM:</b>					
Wash inside of fridge & microwave		X			
Wash cupboard doors		X			
<b>WASHROOMS &amp; LOCKER ROOMS:</b>					
Replenish toilet & washroom supplies	X				
Clean & disinfect toilets, urinals & dispensers	X				
Clean & disinfect sinks & faucets	X				
Clean mirrors, exposed pipes & partition walls	X				
<b>SHOWERS:</b>					
Clean & disinfect	X				
Emergency showers			X		

### **III. Description of Services - General**

#### **1.0 Description of Services**

## 1.1 Spot Cleaning

This service consists of removing spots, smudges, stains and traffic lanes in all areas of the buildings.

## 1.2 Pick-Up Service

This service consists of removing debris and emptying outside ashtrays, ash urns (includes picking up cigarette butts), empty waste receptacles (including materials labeled garbage), and taking recyclables to the recycling bins.

## 1.3 Project Work

Project work shall consist of all cleaning other than routine and is identified as: application of floor finish, floor stripping and finishing, high dusting, major window washing, wall and ceiling washing.

## 2.0 Methods of Cleaning

### 2.1 Care of Floors

- i. Dust mopping: A dust control method shall be used in all dust mopping operations; sweeping compounds containing oils, abrasives, etc. will not be permitted.
- ii. Damp mopping: Clean water to which a small amount of cleaner has been added shall be used. This operation shall be preceded by dust mopping.
- iii. Washing and Finishing: The purpose of this operation is to remove all soils, spots, stains, scratches and scuffs and apply a new coat of floor finish. (This operation shall be preceded by dust mopping.)  
**NOTE**: Spray buffing will be permitted in lieu of the above service in lightly soiled areas, Office Categories only.
- iv. Stripping and Refinishing: Stripping shall consist of the complete removal of the existing floor finish. Furniture shall be removed. Floor shall be rinsed with clean warm water to remove all traces of cleaning solutions. Sufficient floor finish (approved synthetic or wax of non-slip property) shall be applied to protect the floor surface against excessive wear as per manufacturer's recommendation. When completed, floors shall present a high lustre surface.
- v. Buffing: This operation shall be performed by mechanical means, using a lamb's wool, felt or proper nylon pad.  
**NOTE**: Public Areas: Damp mopping, washing and stripping in unobstructed areas shall be performed using commercially available mechanical equipment which is properly designed and sized for efficient utilization in the areas concerned.
- vi. Corners shall be kept free of dirt, dust and water marks at all times: cleaning solutions shall not be allowed to seep under furniture, partitions, etc.; petroleum base waxes shall not be used on asphalt tile floors.
- vii. Portable warning signs and guide ropes shall be used by the Contractor to identify areas undergoing major cleaning operations; the size and type of these signs shall be appropriate for the areas in which they are used.

### 2.2 Lavatory Cleaning

- i. Wash basins, water closets and urinals shall be thoroughly scrubbed with a suitable disinfectant. Special attention shall be paid to the underside of the seats and the rims of toilet bowls. Toilet bowls and urinals to be descaled using approved materials and applied in such a way as to avoid damage to fixtures.
- ii. Body contact points such as faucets, toilet seats, receptacles, etc. shall be disinfected daily.
- iii. A spray deodorant shall be used as directed by Saddle Hills County.
- iv. Towels, tissue, toilet paper, soap and deodorizers shall be replenished as necessary to ensure a continuous supply for Facility users.

### 2.3 Walls and Ceiling

The walls shall be washed so that at the conclusion of the cleaning operation, there shall be no visible soil, streaks or other discoloration of the finish.

#### **2.4 Cleaning of Vinyl-Upholstered Furniture**

This material shall be washed or damp wiped. Environmentally friendly, non-toxic solvents may be used to remove stubborn dirt marks.

#### **2.5 Windows and Glass Surfaces**

Washing solution: Water with non-streaking agent. Alcohol solution may be used.

#### **2.6 Waste Receptacles**

Waste receptacles shall be damp wiped, washed and disinfected with a strong disinfectant. Garbage bags shall be replaced as necessary.

#### **2.7 Waste Removal**

All waste and debris shall be bagged and removed from the buildings and disposed of in County owned waste collection bins (Dumpster) available for this purpose at the site.

#### **2.8 Ash Urns and Ash Trays**

- i. All ash urns and/or ash trays shall be emptied, damp wiped clean at the specified frequencies.
- ii. Ash urns shall contain clean white silica sand to a level above the strainers. The Contractor is to supply the sand.
- iii. Any cigarette butts on the ground are to be picked up.

#### **2.9 Door Mats and Floor Runners**

- i. Door mats and floor runners shall be vacuumed daily.
- ii. These mats and runners are anticipated to be supplied and exchanged under contract with a third party supplier; deep cleaning is outside of the scope of this contract.

#### **2.10 Finishes (General)**

All surfaces listed hereunder shall be cleaned by damp wiping with a soft cloth or chamois. The cleaning solution, except where otherwise indicated, shall be clear water to which a soap, detergent or other non-harmful cleaner has been added. The surface must always be properly rinsed and dried. Acid, abrasive and other cleaning materials may be used provided adequate care is taken not to damage the treated surface. The particular cleaner, which may be used for each surface, is indicated below:

- i. Stainless Steel  
Cleaning Solution: A properly buffered weak acid detergent.  
Stubborn dirt marks: A mild abrasive cleaning compound.
- ii. Aluminum  
Cleaning solution: A buffered silicate.  
Stubborn dirt marks: A mild abrasive cleaner (Such as 00 steel wool) in conjunction with a non-etching chemical cleaner.
- iii. Anodized Aluminum  
No abrasive or acid cleaner permitted.
- iv. Concrete  
Bristle scrub brush may be used.  
Stubborn dirt marks: A cleaning detergent or mild abrasive.
- v. Painted Wood or Metal Surfaces  
Stubborn dirt marks: A mild abrasive or properly buffered acid cleaner
- vi. Glazed Brick and/or Ceramic  
A medium bristle scrub brush may be used.
- vii. Terrazzo, Mosaic, Polished Stone and Marble

Cleaning Solution: Water to which a neutral liquid cleaner has been added. The cleaning agent must be free from alcohols, acid, salts or other strong ingredients.

viii. Cut Stone and Stucco

A medium stiff brush may be used with clear water.

ix. Vinyl Wall Surface

Cleaning and maintenance of these surfaces shall be performed with an appropriate cleaner.

**Request for Proposal**

**Janitorial Services, Administration and Operations Buildings**

**SUBMISSION FORM**

PROPOSAL OF:\*Firm Name - \_\_\_\_\_

Address - \_\_\_\_\_

Contact Person - \_\_\_\_\_

Phone/Fax Number - \_\_\_\_\_

Email Address - \_\_\_\_\_

(this address will be used by the County to forward any correspondence, amendments, or Notices)

---

**GST Number** (must be provided)

TO: BRIAN BALLARD  
Director of Community & Protective Services  
Saddle Hills County  
RR-1, SPIRIT RIVER, ALBERTA T0H 3G0

The undersigned has carefully examined all parts of the Contract Documents, as listed in the Table of Contents of the Contract Documents, and submits the following Tender:

1. Work Price - Insert in the Proposal Form Bid Sheet where appropriate your tender price for the provision of the Work for the Facilities upon which you are tendering.
2. Additional Work/Pricing - If Saddle Hills County request Additional Work the Bidder agrees to provide it at the following rates (for labour and equipment) and mark-ups (for material);

i. Labour Rates

Labour rates for Contractors and its subcontractors labour force base for regular, overtime, and emergency services, shall be inserted on Schedule A attached hereto. The rates shall be all inclusive billing rates including, but not limited to wages, taxes, union assessment, welfare benefits, insurance, small tools, cleaning supplies, travel time, room and board, overhead and profit. Costs for supervisory (non-manual) personnel shall be included in overhead markup.

ii. Equipment Rental Rates

Equipment rental rates shall be as stated in Schedule B and shall be all-inclusive billing rates including but not limited to cost for fuels, lubricants, repairs, maintenance, overhead and profit. (Operators shall be paid for under Item i).

iii. Materials

All other additional materials requested to be supplied by the County representative for Additional Work will be supplied at actual material cost to the Bidder, including transportation to site as substantiated by invoices certified paid or by such documents are as required by the County, plus the percentage markup specified in Schedule A which shall cover the Bidders overhead and profit.

The Bidder will be paid for materials supplied by his subcontractors at actual cost to the Bidder, including transportation to the site as substantiated by the subcontractor invoice, or other documentation required by Saddle Hills County. No markup will be allowed for the Bidder on material supplied by his subcontractors.

iv. Time and Material Sheets

For all Additional Work performed, or all material supplied for Additional Work, the Bidder shall submit a daily time and material sheet for approval by the County's representative. An approved copy of said time and material sheets detailing hours worked and material provided shall accompany the monthly invoice to Saddle Hills County.

3. Particulars of Work - The Bidder proposes to execute the Work in accordance with the details listed in Schedule C.
4. Relevant Experience and References - The Bidder must provide particulars of relevant experience and references using Schedule D.
5. Confirmation - The undersigned Bidder understands, agrees and confirms as follows:
  - i. The services, which this Contract indicates are required to perform the Work, are approximate only and are subject to change. The Bidder offers to do the Work whether the quantities are increased or decreased.
  - ii. No claim may be made by the Bidder on account of any loss of anticipated profits or for any other matter or thing arising from or related, directly or indirectly, to any variation between the estimated quantities set forth in this Submission Form and the actual quantities involved in performing the Work.
  - iii. In arriving at the Prices set forth in this Submission Form the Bidder has made his own estimates of the respective quantities involved and has not solely relied upon the estimates shown in the Submission Form.
  - iv. The Bidder shall commence Work on the date specified in the "Notice to Proceed" unless other arrangements have been approved by the County's Representative.
  - v. No person, firm or corporation other than the Bidder has any interest in this Proposal or in the proposed Contract (except for specified sub-contractors) for which this Proposal is made and to which it relates.
  - vi. This Proposal is made by the Bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Submission for the same Contract, and is in all respects fair and without collusion or fraud.
  - vii. Unless and until the formal agreement is prepared and executed it is understood that this Submission together with the Notice of Acceptance shall constitute a binding Contract between the County and the Bidder.
  - viii. Communication to the Bidder of the Notice of Acceptance by delivery, fax, or posting by prepaid mail shall constitute acceptance of this Submission. If sent by mail, Acceptance will be effective the date of posting.



The undersigned has received the following amendments to the Contract Documents:\*

Amendment \_\_\_\_\_ Dated \_\_\_\_\_

Amendment \_\_\_\_\_ Dated \_\_\_\_\_

Amendment \_\_\_\_\_ Dated \_\_\_\_\_

Amendment \_\_\_\_\_ Dated \_\_\_\_\_

\* To be completed by the Bidder.

DATED at \_\_\_\_\_ this \_\_\_\_\_

day of \_\_\_\_\_ A.D., 20\_\_\_\_\_

Corporate Bidder sign here:

\_\_\_\_\_  
(Name of Corporate Bidder)

\_\_\_\_\_  
(Signature of Bidders Signing Officer)

(Corporate Seal)

\_\_\_\_\_  
(Capacity of Signing Officer e.g. President)

\_\_\_\_\_  
(Address of Corporate Bidder)

Unincorporated Bidder or individual sign here:

SIGNED and SEALED  
in the presence of:

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Bidders Name)

\_\_\_\_\_  
(Signature of Bidder)

(SEAL)

\_\_\_\_\_  
(Address)

**PROPOSAL FORM - BID SHEET**

The Bidder offers to provide the Work at the following Facilities for the following prices:

**NOTE – all prices indicated will be on a “Per Year, G.S.T. excluded” basis**

**I. Contracted Services**

Site	Bid Price – Yr. 1 (2013 – 2014)	Bid Price – Yr. 2 (2014 – 2015)	Bid Price – Yr. 3 (2015 – 2016)
a) <b>Administration Office Building</b>	\$ _____	\$ _____	\$ _____
b) <b>Operations Building</b>	\$ _____	\$ _____	\$ _____
<b>Annual Total:</b>	\$ _____	\$ _____	\$ _____

**SUBMISSION FORM – SCHEDULE A**

**LABOUR RATES**

<u>Regular Time</u>	Year 1	Year 2	Year3
	\$ _____/hour	\$ _____/hour	\$ _____/hour
 <u>Overtime</u>			
After normal working hours	\$ _____/hour	\$ _____/hour	\$ _____/hour
Saturdays	\$ _____/hour	\$ _____/hour	\$ _____/hour
Sunday and Holidays	\$ _____/hour	\$ _____/hour	\$ _____/hour
<u>Emergency</u>	\$ _____/hour	\$ _____/hour	\$ _____/hour
	\$ _____/hour	\$ _____/hour	\$ _____/hour

Contractor should attach additional sheets if necessary.

Rates for Materials for Additional Work\*\*

Supplied by Contractor      Cost + \_\_\_\_\_%

\*\*This is applicable to Additional Work only. The cost of all materials required to perform the Work are at the expense of the Bidder.

**SUBMISSION FORM - SCHEDULE B**

**ADDITIONAL WORK EQUIPMENT RENTAL/LEASE RATES**

These are rates applicable to equipment required to perform Additional Work. For purposes of this Table please list all of the equipment required for the Work and give the hourly rate for each piece of equipment that will apply to Additional Work.

Please specify the following information for each piece of equipment:

EQUIPMENT	MANUFACTURE	YEAR	TOTAL LUMP	RENTAL	LEASE	RATE PER HOUR
DESCRIPTION	MODEL		MOVE-ON MOVE-OFF PER UNIT	REGULAR TIME	OVERTIME	DAY

**SUBMISSION FORM - SCHEDULE C**

Work

The Bidder shall submit his proposed Work Schedule. Work shall be performed at the following time:

Start of Work by: August 1, 2018

Complete All Work by: July 31, 2021

Additional Work shall be done at the times requested by Saddle Hills County. Work to be carried out 5 days a week.

Some additional work is expected to be required following Saddle Hills County moving into these facilities. If this additional work is required prior to the commencement date of the contract, it shall be performed at the rates listed in Schedule A.

Person-hours

The Bidder submits below his estimate of Person-hours for on-site manual and non-manual (supervisory) personnel required to complete the work.

The Person-hour estimate quoted will in no way relieve the Bidder of his responsibility to complete all Work required under this Contract for the price quoted.

Total on-site Person-hours to complete all scheduled maintenance tasks:

	<u>Estimated Person-hours</u>	<u># of Cleaners</u>
1. Public Works Building	_____/mo.	_____/day
2. Administration Office Building	_____/mo.	_____/day

Subcontractors

The Bidder states that the following subcontractors (if any) will be utilized for Work in this Contract:

<u>Subcontractor</u>	<u>Items of Work</u>	<u>Building</u>
_____	_____	_____

The Bidder shall be solely responsible for actions, omissions, supervision and payment of subcontractors.

**Schedule C - continued.**

Statement of Material Suppliers

The Bidder states that the following suppliers will be utilized for the major supply items in this Contract:

<u>Supplier</u>	<u>Material</u>
	<u>Carpet Cleaning Contractor</u>
	<u>Other Cleaning Supplies</u>

Key Personnel

The Bidder states that the following supervisory personnel will be employed on this project:

<u>Name</u>	<u>Position</u>	<u>Experience</u>

Bonding

The Bidder states that all staff working in any County facility will obtain a Criminal Record Check prior to commencement of the Work:

yes \_\_\_\_\_ no \_\_\_\_\_

The Bidder should attach additional sheets if necessary.

## SUBMISSION FORM – SCHEDULE D

### Experience and qualifications questionnaire:

1. How long has your company been in the janitorial service business?
  
2. Please provide a brief history and experience your company has pertaining to the requirements as described in this quotation?
  
3. How many personnel does your company employ? What percentage of that staff is administrative?  
What are the average years of service for your field cleaning staff?  
What was the percentage of janitorial field staff turnover for the past three years?
  
4. Explain your management and supervision strategy for this contract, as some of the staff will be working without direct supervision during some of the shifts?
  
5. How does your firm handle emergency callouts?
  
6. Provide the contact information for three reference firms where your company has provided similar services within the last two years. Saddle Hills County reserves the right to contact any organizations or individuals to verify vendor's performance, past or present. Include in your response the name of the firm, the personal contact name, the phone number, the fax number, and the length of time the services have been provided in this location by your company.
  
7. Please summarize briefly why your company is best suited to provide the required janitorial services for Saddle Hills County.
  
8. Briefly describe any other services or options your company is willing to provide?

The Bidder should attach additional sheets if necessary.

**JANITORIAL SERVICES CONTRACT**

**BETWEEN  
SADDLE HILLS COUNTY  
(hereinafter referred to as "County")**

**OF THE FIRST PART  
AND**

**(hereinafter referred to as the "Contractor")  
OF THE SECOND PART**

WHEREAS, Saddle Hills County under the provisions of the Municipal Government Act, may enter into a contract to provide for the efficient and timely provision of Janitorial Services on a regular basis; and WHEREAS, \_\_\_\_\_, has successfully entered to provide such services and has the necessary resources and expertise to provide the services required by the County.

The PARTIES to this agreement, in consideration of the mutual terms, covenants and conditions hereinafter contained, agree as follows:

**SERVICES TO BE PROVIDED:**

**GENERAL JANITORIAL SERVICES:**

The Contractor shall provide the following general janitorial services outside of office operating hours, Monday to Thursday. Friday cleaning may be scheduled into the weekend.

Daily, Weekly and Monthly Cleaning:

As listed in "Part 3 Specifications" of the Request for Proposal documents as attached.

**SPECIAL JANITORIAL SERVICES:**

The Contractor shall provide the following Special Janitorial Services on or before June 30th and December 31st in each year of the Agreement as indicated:

Wash: all windows (exterior and interior), walls, ceilings, doors, lights and fixtures.

Professional Carpet Cleaning: it is the Contractor's responsibility to co-ordinate the steam cleaning of all carpets and cloth upholstered chairs at a time set by the County. Estimate for professional cleaning is to be approved by the County prior to commencing. Professional carpet cleaning will be paid directly by the County.

**AREAS TO BE SERVICED:**

The Contractor agrees that the areas within the said buildings in which they shall provide janitorial services shall be:

The Administration Building located at NW 9 – 79 – 9 – W6, west of Spirit River, AB, all offices and work stations, all washrooms, entrance ways, hallways, council chambers and lounge, all meeting and conference rooms, janitorial storage rooms, staff room, conference kitchen, elevator, stairways, library, file rooms, supplies room, small meeting rooms, plotter and server rooms, and public waiting areas and;

The Field Operations Shop located at NW 9 – 79 – 9 – W6, west of Spirit River, AB, all administrative offices, washrooms, hallways, staff room, file storage area and public waiting area.



**PAYMENT FOR SERVICES:**

The County shall pay to the Contractor, for the General Janitorial Services provided at the Administration Building. The monthly invoice is payable within 30 days of receipt of an invoice from the Contractor.

The County shall pay to the Contractor, for the General Janitorial Services provided at the Field Operations Shop. The monthly invoice is payable within 30 days of receipt of an invoice from the Contractor.

The County shall pay to the Contractor for the Special Janitorial Services and will be payable within 30 days of receipt of an invoice from the Contractor.

Any additional work considered over and above this contract is subject to prior approval by the CAO of the County.

The County may request special cleaning services to be negotiated directly with the contractor at the rates established within this contract for special janitorial services.

All invoice amounts shall be at the rates quoted on the "Proposal Submission Form Bid Sheet" of the Request for Proposals as attached.

**PERIOD COVERED:**

The terms of this Agreement shall be for the period of August 1, 2018 to July 31, 2011, unless the Agreement is earlier terminated by either of the parties hereto.

At the end of the third year the contract may be reviewed and extended for up to two additional one year terms.

**REPRESENTATIVES:**

The representatives of the parties to this Agreement are:

**Saddle Hills County, CAO:** \_\_\_\_\_

Address: **RR-1, Spirit River, AB T0H 3G0**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Any notice required to be given by one party to the other can be given to the parties' representative at the addresses set out above.

**TERMS AND CONDITIONS:**

This Agreement incorporates the terms and conditions set out in Appendix A:

The "Request for Proposals Parts 1, 2 and 3; Proposal Submission Forms including schedules A, B, C, and D"; as attached all form part of this contract.

In the event any provision of this Agreement is found to be invalid or unenforceable, the balance of this Agreement and the application of such unenforceable provision in any other circumstance shall not be affected hereby, and this Agreement shall not be terminated by such unenforceability.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Saddle Hills County

Dated: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor

Dated: \_\_\_\_\_

## APPENDIX "A"

### **TERMS AND CONDITIONS OF AGREEMENT:**

The Contract documents are complimentary and what is called for in one shall be binding as if called for by all.

The services of the Contractor shall be performed to the specifications of the contract and satisfaction of the County.

Should there be any conflict or ambiguity within the Contract Documents, the Contractor shall notify the County's Representative, whose decision on questions arising under the Contract Documents, or the interpretation of the specifications, shall govern.

This Agreement shall not come into effect until signed by both parties.

Failure to complete the contract within the specified time, or failure to remedy a deficiency in the Work in a timely fashion when requested to do so, shall entitle the County to employ other persons to complete the work at the Contractor's expense.

This Agreement may be terminated by either party hereto by giving to the other party no less than 30 days notice in writing of the intention to terminate.

The Contractor is an independent contractor and shall not for any purpose be a servant, employee or agent of the County.

The Contractor covenants and agrees with the County to keep the Work, the Facility, and every part thereof free from lien or charge, at law or in equity.

This Agreement may be amended by mutual written agreement of both parties.

This Agreement shall not be assigned without first obtaining the written consent of the County.

The Contractor shall supply all cleaning supplies and approved commercial cleaning equipment.

Material Safety Data Sheets (MSDS) shall be kept on site for all applicable cleaning supplies.

The County shall supply all paper towels and toilet tissue for dispensers.

The Contractor shall replace all light bulbs as needed.

The County shall supply all light bulbs for replacement on a needed basis.

The Contractor shall indemnify and hold harmless the County, its employees and agents from any and all claims, demands, actions and costs that may arise, directly or indirectly, out of any act or omission of the Contractor, his employees or agents, in the performance by the Contractor to this Agreement.

Such indemnification shall survive termination of this Agreement.

The County shall not be liable, or responsible for any bodily injury or property damage of any nature that may be suffered or sustained by the Contractor, his employees or agents in the performance of this Agreement.

The Contractor shall, without limiting his obligations and at his own expense:

- i. provide and maintain Comprehensive General Liability Insurance in the amount of not less than \$1,000,000 inclusive per occurrence against bodily injury, personal injury, and property damage including loss of use of the property. Such insurance shall extend to include insurance against liability assumed under written contract on the terms sufficient to cover the indemnification clause of this Agreement;

**Appendix "A", continued.**

- ii. where such risk exists, have the Comprehensive General Liability Insurance amended to include a Broad Form Property Damage endorsement for coverage of existing property in the Contractor's care, custody and control;
- iii. maintain Automobile Liability Insurance including owned and non-owned vehicles in the amount of not less than \$1,000,000 inclusive.

The Contractor shall comply with the Worker's Compensation Act when the Act applies and shall, upon demand by the County, deliver to the County a certificate from the Worker's Compensation Board showing that the Contractor is registered and is in good standing with the Board.

The Contractor shall give notice in writing to the Asset Management Supervisor immediately after the happening of any accident with the name or names of the persons having received injuries thereby, the nature and character of any property damage that has been caused either as a result of the neglect of the Contractor or otherwise in the carrying on of the said Work and Additional Work.

The Contractor acknowledges that it is an employer as defined in the Occupational Health and Safety Act and that it will, as a condition to this Agreement, comply with the provisions of the Occupational Health and Safety Act, and the regulations made under the Act.

The Contractor shall use competent personnel to perform the services; and, provide the County with a list of employees to be used in providing these services, and will obtain the County's approval prior to using temporary relief personnel in providing these services. The Contractor shall also ensure that the services are performed efficiently, in good and workmanlike manner, and in accordance with normal standards of quality, unless higher standards are required by the County in writing ancillary to this Agreement. The Contractor shall not permit any personnel or family member(s) not employed by the contractor on County property at any time.

The Contractor's staff must not use/tamper with any equipment in the Facilities (i.e. calculators, computers, photocopiers, telephone switchboards, and other such equipment).

All entrance doors in the Facility must be securely locked during and after cleaning of premises.

The Contractor's superintendent will be responsible for the conduct of its staff and subcontractors and will ensure the following:

- i. That lights are not left on unnecessarily;
- ii. That Contractor's staff do not interfere with building occupants' property i.e. do not open drawers or cabinets, do not use telephones (except in emergency), do not disturb books, papers, and other property;
- iii. That the conduct of the Contractor's staff is beyond reproach at all times.

The Contractor shall comply with:

- i. any Act of the Legislature of the Province and the Parliament of Canada now in force or enacted after this time and any regulations enforced from time to time under any such Acts;
- ii. any By-Law or resolution of any Municipal Government in the Province which the Contractor is lawfully subject to, that applies to the Contractor in respect of this Agreement.

It is agreed that this written document and the Contract documents as specified contain the entire agreement of the parties in regard to the matters dealt with, and that no understandings or Agreements, verbal or otherwise, exist between the parties except as expressly set out.

The validity and interpretation of this Agreement and of each clause or part is to be governed by the laws of the Province of Alberta.