



# Janitorial Contract

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2016 - 2019

Instructions to Contractors  
Request for Proposal Form  
Sample Contract  
Schedules A - F

Please return your proposal form to the Town of Oliver no later than  
2:00 p.m., Thursday, June 16, 2016  
in an envelope clearly marked  
"Proposal for Town of Oliver Janitorial Services"

## INSTRUCTIONS TO JANITORIAL CONTRACTORS

We invite you to submit a proposal for providing janitorial services for five municipal buildings within Oliver. The contract is for a three-year term commencing on July 1, 2016. The basic details of the buildings to be cleaned are as follows

LOCATION	AREA SQUARE FEET	BASIC SERVICE REQUIRED	GENERAL COMMENTS
1. Municipal Hall	Main Floor – 2489 Upstairs – 1456 Downstairs - 1682	Tuesday, Thursday, plus one additional day (flexible Friday Saturday or Sunday) Cleaning	Meeting room, 6 full time staff, 3 washrooms, staff lunch room, occasional users in the basement.
2. Finance Building	1769	Tuesday, Thursday, plus one additional day (flexible Friday Saturday or Sunday) Cleaning	Meeting room, 4 full time staff, 3 washrooms, kitchen
3. Council Chambers and Washroom	747 63	Bi-Weekly Cleaning	Used for Council meetings every Monday except the 5 <sup>th</sup> Monday of any month. Also may be used by other Council sponsored groups.
4. Fire Hall	1100	Weekly Cleaning Wednesday	Washrooms, briefing room and common room
5. Public Works	2800 Upstairs & Downstairs Office Space (not shop)	Daily (Monday through Friday)	See Schedule 'E'

We have enclosed a draft contract which includes cleaning specifications and conditions for each building.

**ONLY ONE VIEWING WILL BE CONDUCTED ON Friday, June 10, 2016, at 200 P.M.** Viewing will begin at the Town Office.

As it is the purpose of the Town to obtain a Proposal most suitable to the interests of the Town and what it wishes to accomplish, the Town has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed most favourable to the interest of the Town. The lowest of any proposal will not necessarily be accepted.

Proposals may be submitted for individual buildings or all buildings. For example, proposals

may be for the Town Office or other individual building, a group of buildings or for all five buildings.

Proposals, which contain qualifying conditions or otherwise fail to conform to the instructions for proposals may be disqualified or rejected. The Town may, however, in its sole discretion, reject or retain for its consideration, proposals, which are non-conforming because they do not contain the content or form required by the instructions for submissions or for failure to comply with the process for proposals set out in these instructions.

The Town will base its evaluation of the Proposals on payment rates, references, and proven experience working with similar size janitorial contracts.

This is a request for proposals only, and not a call for tenders or request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the Town and no contractual obligations whatsoever (including "Contract A") shall arise as a result of the submission of a proposal in response to this RFP.

Proposals must be received at the Town Office **NO LATER THAN 200 p.m., Thursday, June 16, 2016**. Proposals must be submitted on the attached "Request for Proposal Form". Please ensure to enclose with your proposal, references, a complete list of buildings that you presently maintain, and a list of equipment you currently use.

TOWN OF OLIVER

REQUEST FOR PROPOSAL FORM FOR JANITORIAL CONTRACT

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OF

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

Dear Sirs/Mesdames

In response to your Request for Proposal for Janitorial Services, we have carefully examined the contract documents and work sites.

Our contract prices for the period from July 1, 2016 to June 30, 2019, shall be at the following monthly rates.

	Monthly Rate	GST
Town Hall Office Building	_____	_____
Finance Building	_____	_____
Council Chamber and Washroom	_____	_____
Oliver Fire Hall	_____	_____
Public Works	_____	_____
TOTAL	_____	_____
	_____	_____
	Hourly Rate	
Additional Cleanings	_____	_____

We understand that this proposal is open to acceptance by the Town for 30 days after the close of the Request for Proposals or until an award is made to another submitter, whichever occurs first.

Yours truly,

\_\_\_\_\_  
Signature

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact # \_\_\_\_\_

## JANITORIAL CONTRACT

Town Office, Finance Department Building, Council Chambers and Washrooms,  
Oliver Fire Hall, Public Works

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This Agreement made the \_\_\_\_ day of \_\_\_\_\_, 2016 is

### BETWEEN

The Town of Oliver  
6150 Main Street, Box 638  
Oliver, B.C., V0H 1T0

(hereinafter called "the Town")

### AND

"INSERT NAME OF CONTRACTOR"

(hereinafter called the "Janitorial Contractor")

WITNESSETH that in consideration of the mutual covenants contained in this Agreement the above

AGREE AS FOLLOWS

### 1. Janitorial Service

The Janitorial Contractor shall provide such labour, supervision, equipment, and cleaning supplies necessary for the performance of janitorial services for the Town, the particulars of which services are shown on the following Schedules attached to this Agreement

Schedule A	Town Office Cleaning Specifications
Schedule B	Finance Department Cleaning Specifications
Schedule C	Council Chambers and Washroom
Schedule D	Oliver Fire Hall Specifications
Schedule E	Public Works Building Specifications
Schedule F	General Conditions

Where deficiencies in cleaning are noted by the Town, the Deputy Director of Operations will note the deficiencies by letter or email to the Janitorial Contractor.

### 2. Term

The term of this Agreement shall commence on July 1, 2016, and shall continue up and to June 30, 2019 subject to early termination as provided in this agreement.

### **3. Payment**

The Town shall pay the Janitorial Contractor the sum of \$\_\_\_\_\_ per month plus applicable taxes, payable on the 10<sup>th</sup> day of the month following the month for which the services were performed.

In addition, for other instances the Janitorial Contractor may be called by the Town to provide additional cleaning services not included in this contract, the Town will pay the Janitorial Contractor \$\_\_\_\_\_ plus applicable taxes for each hour.

### **4. Insurance**

The Janitorial Contractor shall maintain general comprehensive liability insurance in connection with its performance of the services provided for in this Agreement in an amount of not less than \$2 million and the Town shall be named as an additional insured. The Janitorial Contractor shall furnish the Town with evidence of such coverage on execution of the contract.

### **5. WCB**

The Janitorial Contractor shall be responsible for Worker's Compensation Board coverage for himself/herself and his/her employees, and shall provide the Town with evidence of such coverage on execution of the contract, and periodically thereafter on request of the Town.

### **6. Bonding**

The Janitorial Contractor shall provide proof of fidelity bonding in favour of the Town in the amount of \$25,000.

### **7. Indemnity Clause**

The Janitorial Contractor will indemnify and save harmless the Town and its officers, employees, servants, agents, successors, and assigns from or against all claims for damage arising from the performance by the Janitorial Contractor of their obligations under this agreement.

### **8. Assignment**

All persons engaged by the Janitorial Contractor to perform any services provided for in this Agreement shall be an employee of the Janitorial Contractor.

The Janitorial Contractor shall not subcontract all or any portion of the services contemplated by this Agreement without the prior written consent from the Town. If consent is granted by the Town, the contractor must give written notice of the janitors that will be working in the buildings and proof of bonding.

No unauthorized persons are permitted on the premises during cleaning. Only the assigned bonded janitor(s) are permitted.

## **9. Termination**

This contract is subject to cancellation, without cause, by either party upon 60 (sixty) days written notice to the other party of its intention to cancel the contract.

## **10. Notices**

Any notice to be given to the Town may be given at the address of the Town above recited and any notice to be given by the Town to the Janitorial Contractor may be given to the Janitorial Contractor at the said address and such notices if mailed by prepaid registered mail shall be deemed to have been received five (5) days after the mailing thereof.

## **11. Binding Effect**

This Agreement shall enure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, successors and permitted assigns.

## **12. Proposal Confidentiality and Proprietary Information**

All submissions become the property of the Town of Oliver and will not be returned to the Proponent. The Town of Oliver will consider all proposals submitted as confidential but reserves the right to make copies of all proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Town of Oliver is a "public body" as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should be not be released under "*Freedom of Information*" legislation.

The rationale for keeping information confidential under this legislation includes

- a) Trade secrets of the proponent
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the proponent or
- c) Information disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the proponent.



IN WITNESS WHEREOF the Town and the Janitorial Contractor have executed this Agreement on the dates set out below.

**TOWN OF OLIVER** by its authorized )  
signatories )  
 )  
\_\_\_\_\_)  
Authorized Signatory )  
 )  
\_\_\_\_\_)  
Authorized Signatory )  
 )  
 )  
 )  
Date \_\_\_\_\_) )

Signed, Sealed and Delivered by )  
 )  
\_\_\_\_\_)  
in the presence of )  
 )  
\_\_\_\_\_)  
Witness )  
 )  
\_\_\_\_\_)  
Address )  
 )  
\_\_\_\_\_)  
Occupation )  
 )  
\_\_\_\_\_)  
Date )

\_\_\_\_\_  
Authorized Signatory

## SCHEDULE A

### TOWN OFFICE

MAIN FLOOR-2439 SQ FT/TOP FLOOR-1456 SQ FT/BASEMENT-1682 SQ FT

CLEANING (Tuesday, Thursday, plus one additional day (flexible Friday, Saturday or Sunday) Cleaning

#### Offices

- a) empty and damp wipe all waste baskets including changing plastic bag liner when required
- b) dust all furniture and equipment
- c) dust all window sills, partition ledges and other horizontal surfaces below 7'0"
- d) vacuum all carpets and rugs
- e) sweep and damp mop all floors

#### Washrooms

- a) clean all wash bowl and plumbing fixtures with germicidal detergent
- b) clean and disinfect toilet bowls and seats
- c) empty and damp wipe all waste receptacles and change plastic liners
- d) restock paper towel, soap, toilet tissue (supplied by Town) and include a spare of each in each washroom
- e) wash bare floor areas with a disinfectant detergent solution
- f) clean mirrors and scrub counter tops

#### Common Areas

- a) remove finger marks and smudges from all glass, metal and painted surfaces
- b) vacuum all carpets and rugs
- c) dust all furniture and equipment
- d) dust all window sills and other horizontal surfaces below 7'0"
- e) main counter to be cleaned with ink removing, non-abrasive cleanser and polished
- f) sweep and damp mop main public thoroughfare
- g) clean both sides of glass on all entrance way and emergency exit doors
- h) remove finger marks, etc from both sides of entrance door and emergency exit doors
- i) vacuum entranceway mats
- j) empty and damp wipe all waste baskets including changing plastic bag liner

#### Coffee Room Lounge

- a. clean all counters, sink and tables
- b. empty and damp wipe waste basket including changing plastic bag liner
- c. wipe down fridge door, handles and water dispenser
- b) wipe inside and outside of microwave oven and fridge

#### WEEKLY CLEANING

- a) Dust all vertical surfaces including all pictures
- b) Stairway, Damp wipe hand railings and baseboards
- c) Remove finger marks and smudges from walls, doors, windows
- d) Vacuum thoroughly
- e) Coffee Room – wipe out microwave oven and outside of refrigerator

#### OTHER PERIODIC CLEANING

- a) Fridge – empty, clean and sanitize fridge quarterly
- b) Carpets - steam clean or shampoo all carpeted areas at least once a year
- c) Blinds – damp wipe at least once every year
- d) Mini Blinds - dust at least once a month
- e) Interior Walls - wash as required
- f) Baseboards - damp wipe at least monthly
- g) Wash tile floor in public thoroughfare monthly
- h) Basement Storage area – vacuum, damp mop floor once per month and dust windowsills, windows, ledges, including removing cobwebs from ceiling at least monthly

## SCHEDULE B

### FINANCE BUILDING

1769 SQ FT

#### CLEANING (Tuesday, Thursday, plus one additional day (flexible Friday, Saturday or Sunday) Cleaning

##### Offices

- a) empty and damp wipe all waste baskets including changing plastic bag liner when required
- b) dust all furniture and equipment
- c) dust all window sills, partition ledges and other horizontal surfaces below 7'0"
- d) vacuum all carpets and rugs
- e) sweep and damp mop all floors

##### Washrooms

- a) clean all wash bowl and plumbing fixtures with germicidal detergent
- b) clean and disinfect toilet bowls and seats
- c) empty and damp wipe all waste receptacles and change plastic liners
- d) restock paper towel, soap, toilet tissue (supplied by Town) and include a spare of each in each washroom
- e) wash bare floor areas with a disinfectant detergent solution
- f) clean mirrors and scrub counter tops

##### Common Areas

- a) remove finger marks and smudges from all glass, metal and painted surfaces
- b) vacuum all carpets and rugs
- c) dust all furniture and equipment
- d) dust all window sills and other horizontal surfaces below 7'0"
- e) main counter to be cleaned with ink removing, non-abrasive cleanser and polished
- f) sweep and damp mop main public thoroughfare
- g) clean both sides of glass on all entrance way and emergency exit doors
- h) remove finger marks, etc from both sides of entrance door and emergency exit doors
- i) vacuum entranceway mats
- j) empty and damp wipe all waste baskets including changing plastic bag liner

##### Coffee Room

- a) clean all counters, sink and tables
- b) empty and damp wipe waste basket including changing plastic bag liner
- c) Coffee Room – wipe out microwave oven and outside of refrigerator

#### WEEKLY CLEANING

- a) Dust all vertical surfaces including all pictures
- b) Stairway, Damp wipe hand railings and baseboards
- c) Remove finger marks and smudges from walls, doors, windows
- d) Vacuum thoroughly

#### OTHER PERIODIC CLEANING

- a) Fridge – empty, clean and sanitize fridge quarterly
- b) Carpets - steam clean or shampoo all carpeted areas at least once a year
- c) Vertical Blinds - vacuum at least once every year
- d) Mini Blinds - dust at least once a month
- e) Interior Walls - wash as required
- f) Baseboards - damp wipe at least monthly
- g) Wash tile floor in public thoroughfare monthly
- h) Storage Area – damp mop floor once a month

## SCHEDULE C

### COUNCIL CHAMBER - 747 SQFT and WASHROOM - 63 SQ FT

*Cleaning Bi-Weekly (one every two weeks)*

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#### Washroom

- a) clean wash bowl and plumbing fixtures with germicidal detergent
- b) clean and disinfect toilet bowl and seat
- c) empty and damp wipe waste receptacle, including changing plastic liner
- d) restock paper towel, soap and toilet tissue (supplied by Town)
- e) clean floor thoroughly
- f) clean mirror

#### Front Entrance

- a) clean floor thoroughly
- b) clean windows and entrance door removing all finger prints and smudges
- c) dust walls and surfaces

#### Council Chamber

- a) vacuum and spot clean carpet
- b) remove finger marks and smudges from all glass and painted surfaces
- c) empty and damp wipe waste receptacle, including changing plastic liner
- d) dust all furniture and equipment
- e) dust all horizontal surfaces
- f) Vacuum cloth chairs

#### ANNUALLY

- a) Interior Walls wash as required
- b) Carpets steam clean or shampoo all carpeted areas at least once every year

#### NOTE

**The Council Chamber is used the second and fourth Monday night of the month Other Council groups may meet in this building on other days during the week**

**SCHEDULE D**  
**OLIVER FIRE HALL**

*Weekly Cleaning – Wednesday*

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**LOUNGE**

Weekly

- a) Dust mop tile floor using a dust control method including kitchen area
- b) Empty wastebaskets, damp wipe, change plastic liners and remove garbage from building
- c) Spot-wipe walls

Bi-Weekly

(Once every 2 weeks)

- a) Wash floors including kitchen area

Monthly

- a) Wash and buff floor tiles including kitchen area
- b) Dust all windowsills and other horizontal surfaces below 7 feet

**OFFICES INCLUDING RADIO ROOM**

Weekly

- a) Dust mop tile floor using a dust control method
- b) Empty wastebaskets and damp wipe and change plastic liners and remove garbage from building

Bi-Weekly

- a) Wash floors

Monthly

- a) Dust all window sills and other horizontal surfaces below 7 feet
- b) Dust window blinds
- c) Wash and buff floors

**WASHROOMS**

Weekly

- a) Restock paper towel, soap and toilet paper (supplied by OFD)
- b) Clean all sinks, toilet bowls, seats, urinals, showers, plumbing fixtures with germicidal detergent
- c) Sweep and damp mop concrete floor
- d) Clean mirrors
- e) Empty waste baskets, damp wipe, change plastic liners and remove garbage from building
- f) Wash floors

Monthly

- a) Dust all horizontal surfaces below 7 feet
- b) Wash all steel dividing walls with germicidal detergent

**BRIEFING ROOM**

Weekly

- a) Dust mop tile floor using a dust control method
- b) Empty waste baskets and damp wipe and change plastic liners and remove garbage from building

Bi-Weekly

- a) Wash floors

Monthly

- a) Dust all horizontal surfaces below 7 feet
- b) Wash and buff floors

**COMMON AREAS**

Weekly

- a) Dust mop tile floor using a dust control method
- b) Spot-wipe walls
- c) Remove garbage

Bi-Weekly

- a) Wash floors including stairwell

Monthly

- a) Dust all window sills and other horizontal surfaces below 7 feet
- b) Wash and buff floors
- c) Clean all door windows

**UPSTAIRS CLASS ROOM**

Monthly

- a) Wipe down working surfaces
- b) Remove garbage
- c) Dust all horizontal surfaces below 7 feet
- d) Wash and buff floors

**PERIODIC CLEANING**

- a) Floors Remove all wax and refinish to a deep shine quarterly
- b) Windows Wash inside and outside once every six months
- c) Light fixtures Clean once every year
- d) Ceilings Dust to remove cobwebs twice every year
- e) Washrooms Wash all painted surfaces once every year
- f) Air Vents Clean once every year
- g) Clean walls once every 6 months
- h) **Exercise Room As requested (per hour rate applies)**



## SCHEDULE E

### PUBLIC WORKS BUILDING - OFFICE AREA (NOT SHOP)

*Daily Cleaning – Monday through Friday*

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#### **DAILY CLEANING**

##### Upstairs Offices

- a) dust, sweep and damp mop tile floor using a dust control method
- b) spot wash spills or stains that occur from time to time
- c) empty and damp wipe waste baskets and change plastic liners
- d) wipe phones in Map Room with disinfectant
- e) wipe down handrails daily
- f) clean and mop under all desks

##### All Washrooms & Lunch Room

- a) restock paper towel, soap, and toilet paper (supplied by Town)
- b) clean all sinks, toilet bowls, seats and plumbing fixtures with germicidal detergent
- c) sweep and damp mop tile floors
- d) wash all soiled coffee cups and utensils and clean and organize coffee machine area, counters, and lunch tables in which dishwasher can be utilized
- e) empty and damp wipe waste baskets and change plastic liners
- f) clean mirrors
- g) wipe phone receiver with disinfectant
- h) wipe all used surfaces, ie, door handles, fridge handles, front of cupboards, etc

##### Common Areas including stairway, hallways, main entrance and time bench

- a. dust, sweep and damp mop tile floor
- b. vacuum various floor mats
- c. spot wash spills or stains that occur from time to time
- d. damp wipe time bench counter
- e. clean under time bench
- f. wipe phone receiver with disinfectant
- g. empty and damp wipe waste basket and change plastic liners

#### **WEEKLY CLEANING**

##### Upstairs Offices, water room (Shop) and STP Lab (separate building)

- a) wash and buff floors including under chair mats with disinfectant detergent
- b) clean both sides of chair mats when required
- c) damp wipe all window sills, doors and frames and other horizontal surfaces below 7'0" as well as around and under light switches
- d) wipe and clean all office furniture
- e) wipe all phone receivers with disinfectant
- f) *STP Lab Only*- clean all sinks, countertops and plumbing fixtures with germicidal detergent
- g) Sweep and mop inside Water Lab, sweep stairs leading to lab, clean sink and countertop

#### All Washrooms & Lunch Room

- a) damp wipe all window sills, doors and frames, and other horizontal surfaces below 7'0" as well as around and under light switches
- b) damp wipe shelving and contents
- c) wipe all furniture
- d) wash and buff floors with disinfectant detergent solution
- e) wipe inside and outside of microwave oven and fridge
- f) wipe phone receiver with disinfectant

#### Common Areas includes stairway, hallways and main entrance

- a) wash floors with disinfectant detergent
- b) spot wash walls and doorways
- c) damp wipe all window sills, doors and frames, counters, and other horizontal surfaces below 7'0" as well as around and under light switches
- d) wipe all furniture

#### PERIODIC CLEANING

- a) Floors -remove all wax and refinish at least 3 times a year or as needed
- b) Clean baseboards of any waxy residue also as needed
- c) Ceilings - dust to remove cobwebs at least once every month
- d) All Areas - dust all horizontal surfaces above 7'0" and all vertical surfaces at least twice a year  
Wash all painted surfaces once every year
- e) Blinds - dust at least once a month
- f) Clean fridge shelving and coffee machine in lunch room (monthly)

## SCHEDULE F

### GENERAL CONDITIONS

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- a) Janitor to provide all equipment and cleaning supplies with major equipment including a vacuum cleaner which satisfactorily cleans low tight weave pile carpet
- b) Janitor to ensure vacuum does not mark up or scratch corners and walls or bare floors
- c) Floor polisher and burnisher for Fire Hall
- d) all equipment and cleaning supplies must be of industrial and commercial strength
- e) a specified closet will be provided in each building for storage of janitorial supplies and equipment if desired. Supplies and equipment shall not be left elsewhere in the building with the exception of toilet tissue and paper towels
- f) paper products and bathroom soaps will be supply by the Town, janitor to advise Deputy Director of Operations when paper products and bathroom soaps are running low for the buildings
- g) all garbage to be removed from the premises each cleaning day and only garbage from these buildings is to be disposed of at either the Public Works Yard or the Fire Hall This will be determined at time of contract being awarded
- h) No dogs or children are allowed in the building when performing the cleaning services under this contract
- i) The janitor is required to complete a log of periodic cleaning tasks that are not daily, weekly or biweekly. A note book will be placed in each building to facilitate communication between Town and Janitorial staff
- j) Lounge kitchen area and shop area of the fire hall are maintained by the Oliver Fire Department