

# **CITY OF PORT ALBERNI**



**Request for Quotation #024-17**

**For the Supply of Materials and Services**

Name: Port Alberni RCMP Cleaning Services Contract

Location: 4444 Morton Street, Port Alberni, BC

Closing Date: September 14, 2017

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## PART 1

### REQUEST FOR QUOTATIONS

#### 1. INTRODUCTION

The City of Port Alberni ("City") invites contractors to provide a quotation on the form provided in Part 3 for the supply of the goods and services described in Attachment #1 and Appendix A (Draft Contract & Scope of Work). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may choose to also include goods, services or terms that exceed the minimum requirements.

#### 2. ADDRESS FOR DELIVERY

The Contractor will submit the Quotation to the City:

Clearly marked on envelope: **"RFQ024-17 - RCMP Janitorial Services Contract"**

Address: City Hall  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8  
Attention: Leslie Walerius, Purchasing Clerk

#### 3. DATE

Quotations must be received at City Hall not later than **11:00AM Local Time September 14, 2017**. The City's office hours are 8:30AM to 4:30PM, Monday to Friday, except statutory holidays.

#### 4. INQUIRIES

All inquiries related to this Request for Quotations ("RFQ") will be directed in writing to:

Mark Zenko, Facility Operations Supervisor  
City of Port Alberni

Email: [mark\\_zenko@portalberni.ca](mailto:mark_zenko@portalberni.ca)

#### 5. SCHEDULE OF ACTIVITIES

No.	Activities	Date	Time
1	Bid documents available	Wednesday, August 23, 2017	-
2	Site Visit	Tuesday, September 5, 2017	1:00PM
3	Bid Closing	Thursday, September 14, 2017	11:00AM

#### 6. LOCATION

The location in which the services are required is the RCMP Detachment located at 4444 Morton Street, Port Alberni, BC ("Premises"). The Contractor will also be required to pick-up City supplied material from the Public Works Yard located at 4150 – 6<sup>th</sup> Ave, Port Alberni, BC. No other locations are relevant to this RFQ.

#### 7. SITE VISIT

Initials of Signing Officer: \_\_\_\_\_

A site visit will take place at 1:00PM, September 5<sup>th</sup>, 2017. Contractors are strongly encouraged to attend this site visit as alternate times may be difficult to arrange. Failure to attend will not disqualify a contractor. A contractor who is unable to attend this scheduled site visit must contact Mark Zenko for alternate arrangements. A contractor who attends the Premises without prior arrangements will not be accommodated.

**8. ADDENDA**

If the City determines that an amendment is required to this RFQ, the City will post a written addendum on the City website at <https://www.portalberni.ca/bid-opportunities> (the "City Website") and upon posting will be deemed to form part of this RFQ. Upon submitting a Quotation, Contractors will be deemed to have received notice of all addenda that are posted on the City Website.

**9. DURATION OF QUOTATION**

The Quotation will be open for acceptance by the City for 90 days from the date of the Quotation.

**10. NO CONTRACT**

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

**11. ACCEPTANCE**

A Quotation will be an offer to the City which the City may accept by entering into a Contract, as generally represented in Attachment 1, with the Contractor. The City does not bind itself to accept the lowest or any quotation. Any proposal not in accordance with the specifications and form of the proposal will not be considered. All quotation submissions will be reviewed using a weighted scale and will be graded as per the proposal specifications. Submissions will be graded according to submitted cost, contractor experience, references, equipment, safety program and history, and number of employees possessing current "RCMP Enhanced Reliability Security Clearance" certification.

**12. CONTRACTOR'S EXPENSES**

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

**13. CONTRACTOR'S QUALIFICATIONS**

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

**14. CONFLICT OF INTEREST**

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

**15. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS**

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

Initials of Signing Officer: \_\_\_\_\_

**16. CONFIDENTIALITY**

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

**17. SIGNATURE**

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

## PART 2

### Declaration of Wages Paid to Employees

The City of Port Alberni (the City) has a contractual obligation to CUPE Local 118 (the union representing the City's workers) that requires all contractors to pay their employees who are performing work for the City, a minimum of the same hourly rate as the City's workers are paid for performing similar work.

Prior to being awarded a contract to undertake work on behalf of the City, or being engaged to work for the City on an as and when basis, all contractors are required to sign this declaration certifying that they will pay to their employees hourly wages equal to or greater than those identified in the table below, when those employees perform work similar to the positions noted below.

I, \_\_\_\_\_ certify that I am an authorized representative of  
(Name)

\_\_\_\_\_  
(Name of Contractor)

As such, I certify that as a condition of being awarded Contract # 024-17 *RCMP Cleaning Services*, or providing as and when required work for the City, the hourly wages paid by the Contractor to employees of the Contractor who perform work for the City, will be equal to or greater than those hourly wages identified in the table below.

POSITIONS & RATES OF PAY		
POSITION	CITY OF PORT ALBERNI WAGE (2017)	CONTRACTOR-PAID WAGE (include where applicable or note as N/A)
Maintenance Full-Time (Janitorial)	\$25.27	
Maintenance Part-Time (Janitorial)	\$24.58	

On behalf of the Contractor I hereby authorize the City to withhold up to 10% of the total value of the contract until such time as the City is satisfied that the Contractor has complied fully with the commitment noted above. If the City requests payroll records pertaining to the contract (or as and when work) the Contractor will provide such records as requested.

Signed for the Contractor \_\_\_\_\_ Date: \_\_\_\_\_

Signed for the City \_\_\_\_\_ Date: \_\_\_\_\_

Initials of Signing Officer: \_\_\_\_\_

## PART 3

### Port Alberni RCMP Cleaning Services Contract

#### QUOTATION FORM

**RFQ No:** 024-17

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

1. The Contractor declares that this RFQ document and all attachments hereto have been thoroughly reviewed and hereby offers to supply material and services as per all the terms and conditions detailed herein:
  - 1.1. To supply material and cleaning services for all areas of the Port Alberni RCMP Detachment (Premises) but not including the Guard Room area:

\$ \_\_\_\_\_ / month + GST

- 1.2. To supply material and cleaning services for the Guard Room area of the Port Alberni RCMP Detachment (Premises):

\$ \_\_\_\_\_ / month + GST

- 1.3. To supply material and cleaning services for incidental extra work not included in Appendix "A" Scope of Work:

\$ \_\_\_\_\_ / hour + GST

- 1.4. To supply materials that are not included in the scope of work for the Contractor to supply:

On site cost of material (less GST) + \_\_\_\_\_ % + GST

2. Contractor's relevant experience and qualifications in providing material and services similar to those detailed in the Agreement (use the spaces provided and/or attach additional pages, if necessary):

Employer / Client	Dates & Duration	Contact

3. Contractor's references (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references:

Name	Position / Relationship	Phone # or Email Address

4. Contractor should provide the following information on the background and experience of all employees proposed to perform the Services (use the spaces provided and/or attach additional pages if necessary):

Name	Date of Birth*	Years of Experience	RCMP Security Clearance (Y/N)

\* Required for identification purposes only

5. I/We have reviewed the Agreement and would be prepared to enter into the Agreement provided the Agreement is amended by the following departures (list, if any):

Section	Departure / Alternative

6. As of the date of this quotation, the Contractor hereby advises that we have the ability to meet all of the requirements detailed herein **except as follows** (list, if any):

Section	Departure / Alternative



7. List of tools and equipment available to the Contractor that shall be used in the performance of the services:

Tool / Equipment	Manufacturer	Age

I/We, the undersigned, duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement and all attachments, appendices, and addenda, submit this Quotation in response to the RFQ.

**This Quotation** is executed by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

I/We, the undersigned, have the authority to bind the Contractor.

\_\_\_\_\_  
(Legal Name of Contractor)

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position)

\_\_\_\_\_  
(Print Name and Position)

**CITY OF PORT ALBERNI**



**GOODS & SERVICES CONTRACT (DRAFT)**

**PORT ALBERNI RCMP JANITORIAL SERVICES**

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## GOODS & SERVICES CONTRACT

THIS AGREEMENT dated \_\_\_\_\_

IN THE PROVINCE OF BRITISH COLUMBIA

BETWEEN:

CITY OF PORT ABLERNI  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

(The "City")

AND:

*Contractor Info*

(The "Contractor")

WHEREAS the City owns and operates the premises located at 4444 Morton Street, Port Alberni ("Premises") known as the Port Alberni RCMP Detachment, and is responsible for the maintenance and cleanliness of the premises.

AND WHEREAS the City desires to engage the Contractor to provide Janitorial Goods and Services

AND WHEREAS the Contractor agrees to provide such Goods and Services

THE CITY AND THE CONTRACTOR THEREFORE AGREE to enter into a CONTRACT governed by the following terms and conditions:

## **1. DEFINITIONS AND INTERPRETATION**

### **1.1 General Terms and Conditions:**

- (a) "Agreement" and "Contract" are interchangeable terms and means this document properly executed and all schedules attached hereto;
- (b) "City" means the City of Port Alberni;
- (c) "Clean" means a state free of soil deposits, residue, and foul odor;
- (d) "Contractor" means a contractor who is providing Goods and Services under this Agreement;
- (e) "Disbursements" means the actual out-of-pocket costs and expenses which the Contractor incurs in providing the Goods and Services as detailed herein;
- (f) "Disinfect" means a state free of soil deposits, residue, foul odor, and microbial matter.
- (g) "Extra Work" means work that requires the contractor to attend the premises outside of the usually scheduled hours or of a magnitude significantly outside of normal day to day duties.
- (h) "Facility Supervisor" means a person appointed by the City to act on behalf of the City in all matters regarding the premises.
- (i) "Fees" means the price, including all applicable taxes except GST, which the Contractor charges the City in exchange for providing the Goods and Services specified in this agreement;
- (j) "Goods" means the equipment and materials (if any) that are required to enable the Contractor to perform the Services described in Appendix A, including anything and everything required for the fulfilment and completion of this Agreement;
- (k) "Officer in charge" means the highest ranking RCMP member in the Premises at any given time;
- (l) "Partitioned Area" means an area within the premises that is separated by a locked or normally locked door.
- (m) "Services" means the provision of labour and expertise as described generally in Appendix A, including anything and everything required to be done for the fulfilment and completion of this Agreement.

- 1.2 This Agreement may be modified only by express and specific written terms agreed to and authorized by both parties.

## **2. GOODS AND SERVICES**

- 2.1 The Contractor covenants and agrees with the City to provide the Goods and Services in accordance with this Agreement. The Goods and Services provided will meet the specifications and scope set out and described in Appendix A – "Scope of Work".
- 2.2 The City may from time to time, by written notice to the Contractor, make changes in the specifications of Goods and scope of Services. The Fees will be increased or decreased by written agreement between the City and the Contractor according to the rates set out herein.
- 2.3 The Contractor will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner, and on the understanding that the City is relying on the Contractor's experience and expertise. The Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.
- 2.4 The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

## **3. TERM**

- 3.1 The Contractor will provide the Goods and Services for the period commencing on *Start Date* terminating on *End Date*. This Contract may be extended for a period of one year with approval of both parties.

#### **4. SCHEDULE**

- 4.1 The premises are host to an essential service that is in operation 24 hours per day each and every day of the year as such there are sections of the building that must be cleaned daily. There are other "Support Staff" areas of the premises that are occupied only from Monday to Friday from 8:00AM until 4:30PM that are also closed on statutory holidays. The contractor shall propose a schedule of work that ensures all areas of the building are cleaned at times when unoccupied or lightly occupied and submit the schedule to the Facility Supervisor for approval.
- 4.2 The Contractor shall be prepared to schedule activities in the day, evening, or night whichever best suits the needs of the premises.

#### **5. EMPLOYEE WAGES**

- 5.1 The Contractor acknowledges the City's Collective Agreement with the Canadian Union of Public Employees (CUPE) Local 118 and the requirement that contractors are to pay wages at least equal to those paid to a comparable classification of City Worker. The classification applicable to this contract is Maintenance Worker (full time) – \$25.84 (2018 rate) and Maintenance Worker (Part-time or Casual) – \$24.58 (2018 rate)
- 5.2 The City shall inform the Contractor of all rate changes and the Contractor shall adjust the rate paid to its employees at the time specified by the City.

#### **6. EXTRA WORK**

- 6.1 The contractor shall not refuse extra work and shall make every effort to respond day or night within two hours on request from the Facility Supervisor or Officer in Charge.
- 6.2 The Contractor will not be compensated for extra work unless the work is authorized in writing by the Facility Supervisor or Officer in Charge.

#### **7. DISBURSEMENTS**

- 7.1 The Contractor shall ensure that all equipment and materials are available to perform the services detailed in Appendix A. Where equipment or materials are required but do not fall within the scope of the Contractor to supply, the Facility Supervisor may request in writing for the Contractor to supply such goods or materials. The City will compensate the Contractor for the cost of the materials including shipping fees and all taxes (except GST), in addition the Contractor may add \_\_\_\_ % to the cost of the goods or material as full and final compensation for the disbursement.

#### **8. FEES AND INVOICING**

- 8.1 The Contractor agrees to supply goods and perform services as per the conditions of this Contract and as detailed in Schedule A, and the City agrees to pay to the contractor;
- (a) \$\_\_\_\_\_ for each month the service is provided and;
- (b) \$\_\_\_\_\_ for each hour of extra work approved as per Section 6 and ;
- (c) Reimbursement for approved disbursements.
- 8.2 The contractor agrees the fees specified in Section 8.1 includes but is not limited to all labour, material, consumables, incidentals, transportation, taxes (except GST), payroll burdens, equipment rental, insurance, holiday pay, overtime, supervision, profit and all other fixed and variable costs not specified. The amount will be full payment for the Goods and Services and the Contractor will not be entitled to receive any additional payment from the City.

- 8.3 The Contractor will submit a monthly invoice to the City requesting payment of the Fees and Disbursements relating to the Goods and Services provided in the previous month. Invoices must include a copy of the receipts for all disbursements, the Contractor's name, address and telephone number, the Contractor's invoice number and grand total of the invoice.
- 8.4 If the City reasonably determines that any portion of an invoice is not payable, the City will so advise the Contractor.
- 8.5 The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement within 30 days of the receipt of the invoice. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted Goods and Services that are not in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.
- 8.6 Upon receiving notice under the provisions of Section 5.2, the Contractor may submit adjusted fees at the end of each year to the City for approval to compensate for changes in rates that the Contractor must pay its employees as per Section 5.1. The adjusted rates shall be signed by both parties and adopted as an addendum to this Contract.
- 8.7 All dollar amounts referred to in this Agreement are in lawful money of Canada.

## **9. PERSONNEL AND SUBCONTRACTORS**

- 9.1 The Contractor will provide only personnel who have the qualifications, experience and capabilities to perform the contracted services and shall at all times maintain a sufficient reserve of employees to ensure the obligations of this agreement are upheld on a daily basis.
- 9.2 The Contractor shall ensure that there are a sufficient number of qualified and security cleared employees to backfill regular employee vacancies.
- 9.3 The Contractor will provide the full name, date of birth, and contact information of all personnel assigned to perform the Services. The contractor must not substitute personnel without the prior written approval of the Facility Supervisor.
- 9.4 If the City reasonably objects to the performance, qualifications, experience or suitability of any of the Contractor's personnel then the Contractor will, on written request from the City, replace such personnel.
- 9.5 The contractor shall not employ subcontractors to perform the services.
- 9.6 The Contractor will preserve and protect the rights of the City with respect to any Goods provided and Services performed and be fully responsible to the City for acts and omissions of persons directly employed or otherwise engaged by the Contractor.

## **10. LIMITED AUTHORITY**

- 10.1 The Contractor is not and this Agreement does not render the Contractor an agent or employee of the City, and without limiting the above, the Contractor does not have authority to enter into any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this Agreement, or as necessary in order to provide the Goods and Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the Goods and Services. Every vehicle used by the Contractor in the course of providing the Goods and Services shall identify the Contractor by name and telephone number.
- 10.2 The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Services. The Contractor will

determine the number of hours of work required each day to properly and completely perform the Services. The Contractor is primarily responsible for performance of the Services and may not delegate or assign any Services to any other person. The Contractor will be solely liable for the wages, benefits, work schedules and work conditions of any partners or employees.

## **11. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION**

- 11.1 Except as provided for by law or otherwise by this Agreement, the Contractor will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of the provision of the Goods or performance of the Services and this Agreement, and will not, without the prior express written consent of the City, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this Agreement, except as reasonably required to provide the Goods or complete the Services.
- 11.2 The Contractor acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to any disclosure of information by the City required by law.
- 11.3 The Contractor agrees to return to the City all of the City's property at the completion of this Agreement, including any and all copies or originals of reports provided by the City.

## **12. SECURITY REQUIREMENTS**

- 12.1 The contractor must, at its own expense, obtain and maintain during the full term of this contract an *RCMP Enhanced Reliability Security Clearance* for all employees who enter the premises.
- 12.2 The Contractor must immediately report to the Facility Supervisor any events or incidents that may compromise an employee's Security Clearance or the security of the premises including but not limited to:
  - (a) arrest, detention, investigation, or indictment of an employee related to a violation of any Federal or Provincial Statute;
  - (b) arrest, detention, investigation, or indictment of an employee related to an offence in any jurisdiction outside of Canada;
  - (c) an employee being subject to a peace bond or other court imposed restriction;
  - (d) an employee being subject to threats, intimidation, violence, bribes, or coercion.
- 12.3 The Contractor and its employees shall at all times be responsible for security of the Premises. For clarity this includes but is not limited to:
  - (a) All employees possessing access keys and cards shall maintain care and control of those items at all times.
  - (b) Access keys and cards are for the exclusive use of the employee to whom they were issued. Keys and cards shall not be shared or loaned to other employees or any other person.
  - (c) Loss of access keys or cards shall be immediately reported the Facility Supervisor or Officer in Charge and must be followed up within 24 hours with a written report to the Facility Supervisor detailing all circumstances of the loss.
  - (d) Employees shall not grant access to the premises or any partitioned area within the premises to any other person unless directed or approved by the Facility Supervisor or the Officer in Charge.
  - (e) At no time shall an employee of the contractor block or wedge a door into the Premises or partitioned area in the open position except for the immediate loading or unloading of materials or equipment and only while in direct proximity of the open door.

## **13. INSURANCE AND DAMAGES**

- 13.1 The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising



out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.

- 13.2 The indemnities described herein will survive the termination or completion of this Agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.
- 13.3 The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:
- (a) commercial general liability insurance on an occurrence basis, in an amount not less than three million **(\$3,000,000)** dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and contractors protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice;
  - (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than two million **(\$2,000,000)** dollars per occurrence for bodily injury, death and damage to property; and
- 13.4 The Contractor will provide the City with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. The Contractor will, on request from the City, provide certified copies of all of the Contractor's insurance policies providing coverage relating to the Services, including without limitation any professional liability insurance policies. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. To the extent the City has an insurable interest; the builder's risk policy will have the City as first loss payee. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.
- 13.5 The Contractor acknowledges that any requirement by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.
- 13.6 The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

#### **14. CITY RESPONSIBILITIES**

- 14.1 The City will, in co-operation with the Contractor, make efforts to make available to the Contractor information, surveys, and reports which the City has in its files and records that relate to the Goods and Services. The Contractor will review any such material upon which the Contractor intends to rely and take reasonable steps to determine if that information is complete or accurate. The Contractor will assume all risks that the information is complete and accurate and the Contractor will advise the City in writing if in the Contractor's judgment the information is deficient or unreliable and undertake such new surveys and investigations as are necessary.

14.2 The City will in a timely manner make all decisions required under this Agreement, examine documents submitted by the Contractor and respond to all requests for approval made by the Contractor pursuant to this Agreement.

14.3 If the City observes or otherwise becomes aware of any fault or defect in the Goods or Services, it may notify the Contractor, but nothing in this Agreement will be interpreted as giving the City the obligation to inspect the Goods or review the Contractor's performance of the Services.

## **15. DEFICIENCIES**

15.1 The City will determine, at its sole discretion, if the Contractor is deficient in the work detailed in Appendix A and upon such determination may serve written notice upon the Contractor requesting correction of the deficiency.

15.2 Upon receipt of a written notice of deficiency as per Section 15.1, the Contractor shall within 24 hours;

- (a) Correct the deficiency to the satisfaction of the City or;
- (b) Serve written notice of dispute upon the City and commence resolution as per the provisions of Section 18.

15.3 The City may hold back from payments otherwise due to the Contractor funds that correspond to the amount of work that the City determines was deficient.

15.4 Funds held back as per section 15.3 shall not accrue interest and shall be disbursed as follows:

- (a) To the Contractor where the Contractor acts in accordance with Section 15.2 (a)
- (b) To the Contractor where the Contractor acts in accordance with Section 15.2 (b) and where such a dispute is ruled in favour of the Contractor.
- (c) To the Contractor where the Contractor acts in accordance with Section 15.2 (b) and then corrects, within 24 hours, a deficiency where the ruling is in favour of the City.
- (d) To the City where the Contractor fails to take action as per section 15.2 or where the Contractor fails to act in accordance with a dispute ruling.

15.5 Funds allocated to the City as per section 15.4 (d) may be applied, at the City's sole discretion;

- (a) To pay its own forces to correct deficiency or;
- (b) To retain another contractor to correct the deficiency.

15.6 Where funds are disbursed as per Section 15.4 (d) and in the event of a shortfall, the City may withhold additional funds, otherwise payable to the Contractor, equal to the shortfall and where there is a surplus the funds shall be paid to the Contractor.

## **16. DEFAULT AND TERMINATION**

16.1 Where the Contractor defaults and is in breach of any term or condition of this Agreement, and such breach is not remedied to the reasonable satisfaction of the City within 5 days after delivery of written notice to the Contractor, the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor further written notice.

16.2 The City or the Contractor may at any time and for any reason by written notice to the other party terminate this Agreement upon serving notice 90 days in advance of such termination.

16.3 Notwithstanding any other provisions of this agreement, this Agreement may be terminated by mutual agreement or negotiation.

16.4 Upon termination of this agreement as per section 13.1 or 13.2, the City will pay to the Contractor all amounts owing under this Agreement for Services provided by the Contractor up to and including the date of termination. Upon payment of such amounts no other or additional payment will be owed by the

City to the Contractor, and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Services not performed or other profit opportunities.

- 16.5 Upon termination of this agreement all City equipment and property in the possession of the Contractor shall be turned over to the City and all Contractor property shall be removed from City Premises forthwith.

## **17. CURING DEFAULTS**

- 17.1 If the Contractor is in default of any of its obligations under this Agreement, the City may without terminating this Agreement, upon 5 days written notice to the Contractor, remedy the default and set-off all costs and expenses of such remedy against any amounts owing to the Contractor. Nothing in this Agreement will be interpreted or construed to mean that the City has any duty or obligation to remedy any default of the Contractor.

## **18. DISPUTE RESOLUTION**

- 18.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this Agreement or related to this Agreement ("Dispute") using the dispute resolution procedures set out in this section.
- 18.2 Negotiation: The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- 18.3 Mediation: If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Port Alberni, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.
- 18.4 Litigation: If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

## **19. WORKSAFE BC AND OCCUPATIONAL HEALTH AND SAFETY**

- 19.1 The Contractor will, at its own expense, procure and carry full WorkSafe BC coverage for itself and all workers, employees, servants and others engaged in the supply of the Goods and Services. The City has the unfettered right to set off the amount of the unpaid premiums and assessments for WorkSafe BC coverage against any monies owing by the City to the Contractor. The City will have the right to withhold payment under this Agreement until WorkSafe BC premiums, assessments or penalties in respect of the Goods and Services have been paid in full.
- 19.2 The Contractor will provide the City with the Contractor's WorkSafe BC registration number and a current clearance letter from WorkSafe BC confirming that the Contractor is registered in good standing with WorkSafe BC. The City may request such assurance periodically over the term of this agreement.
- 19.3 The Contractor will maintain a health and safety program that meets the requirements of the WorkSafe BC Occupational Health and Safety Regulations and the *Workers Compensation Act* and will provide the City representative with a copy of their program index for review.
- 19.4 Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands,

causes of action, suits, losses, damages, costs, liabilities, expenses, judgments, penalties and proceedings (including all actual legal costs) which any of the Indemnitees incur, suffer or are put to arising out of or in any way related to unpaid WorkSafe BC assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of WorkSafe BC, including penalties levied by WorkSafe BC.

19.5 The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia in relation to the performance of the Contractor's obligations under this Agreement, including without limitation the *Workers Compensation Act* and Regulations pursuant thereto.

19.6 The Contractor understands and undertakes to comply with all WorkSafe BC Occupational Health and Safety Regulations for controlled products and hazardous substances, and in particular with the Workplace Hazardous Materials Information System (WHMIS) regulations. Material Data Sheets (MDS) will be kept up to date and on site for all hazardous materials stored or used in the Premises.

## **20. BUSINESS LICENSE**

20.1 The Contractor will obtain and maintain throughout the term of this Agreement a valid City of Port Alberni business license.

## **21. COMPLIANCE**

21.1 The Contractor will provide the Services in full compliance with all applicable laws, building codes and regulations.

21.2 The Contractor will, as a qualified and experienced practitioner, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Contractor could not reasonably have verified or foreseen prior to entering into this Agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.

## **22. JURISDICTION OF COUNCIL AND NON-APPROPRIATION**

22.1 Nothing in this Agreement limits or abrogates, or will be deemed to limit or abrogate, the jurisdiction of the Council of the City of Port Alberni in the exercise of its powers, rights or obligations under any public or private statute, regulation or by-law or other enactment.

22.2 The Contractor recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for appropriation of sufficient funds to cover all payments covered by this Agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Contractor of its intention to terminate or reduce the services so affected within 30 days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this Agreement.

## **23. WAIVER**

23.1 Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach of the terms and conditions

## **24. APPLICABLE LAW**

- 24.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

## **25. NOTICES**

- 25.1 Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:
- (a) by hand, on delivery;
  - (b) by facsimile, on transmission; or
  - (c) by mail, five calendar days after posting.
- 25.2 The addresses for delivery will be as shown at the start of this document. In addition, the City may give notice to the Contractor by email at the Contractor's email address as shown in the Quotation, which email will be deemed to be validly given and received by the Contractor on transmission. The Contractor may not give notice to the City by email.

## **26. MERGER AND SURVIVAL**

- 26.1 The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and performance of the Services and payment of the Fees and Disbursements.

## **27. ENTIRE AGREEMENT**

- 27.1 This Agreement, including any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods and Services, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods and Services.
- 27.2 In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

## **28. SIGNATURE**

- 28.1 This Agreement may be executed in or one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a PDF file.

## **29. ENUREMENT**

- 29.1 This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

**[OPTIONAL – SPECIAL CONDITIONS]**

**This Contract** is executed by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CONTRACTOR**

\_\_\_\_\_  
(Legal Name of Contractor)

**I/We have the legal authority to bind the Contractor.**

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**This Contract** is executed by the City of Port Alberni this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

## APPENDIX “A”

### **SCOPE OF WORK**

#### **1) Services**

- a) **General and Spot Cleaning** - The Contractor is responsible for the removal of all dust, debris, dirt, and any other defacing matter from all surfaces within the premises including but not limited to soil accumulations, scuff marks, spots, smudges, stains, spills, body fluids, and cob webs. The Contractor is also responsible for cleaning and maintaining such surfaces in a manner that preserves and enhances the natural finish, luster or shine as the case may be.
- b) **Biohazard Remediation** – The Contractor is responsible for the containment and removal of all body fluid deposits and such deposits and the cleaning products used to absorb and remove them shall be processed as biohazardous waste. It is the responsibility of the contractor to ensure that the industry best practices are observed and that biohazards are contained and cleaned in a manner that minimizes risk to employees of the premises and the Contractors employees.
- c) **Carpet Cleaning** - The Contractor shall vacuum and spot clean spills and localized stains on all carpeted areas. Full carpet cleaning (shampoo) is NOT the responsibility of the Contractor and will be arranged by the Facility Supervisor with a carpet cleaning contractor as and when required.
- d) **Pickup Services** - The Contractor is responsible for collection of trash and recycling debris from all designated containers and floor surfaces throughout the Premises. The Premises is a Police Station, as such there are unique considerations for debris pickup. Items such as soda cans and chip bags may have been seized by a police officer as evidence in a criminal investigation; therefore, gloved hands shall be used to shift desk top items and nothing shall ever be removed from a desk top or shelf. This service is limited to collecting trash only from floors, waste receptacles, and recycling receptacles. All paper placed in recycling bins shall be placed in bins designated for shredding. Waste and recycling receptacles must be kept clean and odor free.
- e) **HVAC** - The Premises is heated and cooled with a hydronic coil forced air system. There are several ceiling mounted air supply diffusers and return air vents throughout the premises. The contractor is responsible for removing dust and debris accumulations from the diffusers and return vents as and when it is visible. The contractor is NOT required to clean ducting, filters or attic spaces.

A mechanical room is located on the upper floor of the Premises and houses the boilers, chiller, and air handling equipment. Work in the mechanical room is not included in the regular duties of this contract. Any work required of the contractor in the mechanical room will be on request from the Facility Supervisor and will be paid as Extra Work.

- f) **Recycling** - Contractor shall flatten and remove waste cardboard from the detachment and place in a recycling bin daily. Recycling/shredding bins for paper to are located inside the Premises. All discarded documents in the Premises shall be deposited in the shredding bins. The shredding bins are collected by others.
- g) **Pests** - The contractor shall be responsible for removal of dead pests, feces, webs, and nests. The contractor is NOT responsible for control of pests but shall immediately notify the Facility Supervisor when signs of a pest problem appear.
- h) **Outdoor Areas** - The contractor is responsible for daily pickup of trash accumulation in the outdoor areas surrounding the premises including the patio area and for the cleaning of the outdoor glass surfaces. The Contractor is NOT responsible for any other cleaning or maintenance associated to the outdoor areas.

#### **2) Materials and Equipment**

- a) Materials and equipment required for the performance of the contract such as mop buckets, scrubbing machines, sweeping machines, floor machines, polishers, vacuum cleaners, brooms, mops (wet and dry),

ladders, scaffolding, pails, scrubbing brushes, scrapers, dusters, cloths, soap, scouring materials, detergents, chemical dispensing units, spray deodorants, disinfectants, and polishing materials such as wax shall be supplied by the contractor.

- b) Detergents and other cleaning products shall be EcoLogo certified where the choice exists.
- c) Cleaning cloths and mops shall be synthetic microfiber for cleaning and cotton for drying.
- d) Paper towels, toilet paper, hand soap, garbage bags, light bulbs, and fluorescent tubes will be provided by the City and shall be picked up by the Contractor as and when required from the Public Works Yard located at 4150 – 6<sup>th</sup> Ave, Port Alberni, BC.
- e) All cleaning machinery and equipment shall be maintained at the highest standard of appearance and efficiency. The Facility Supervisor may order all machinery and equipment that is not maintained in a serviceable or presentable appearance from the floor, and ask for immediate replacement of these items by the Contractor.

### **3) Responsibility for Damage to the Building and Contents**

- a) It is the responsibility of the Contractor to ensure that all products are compatible with the surface on which they are employed. All materials such as soaps, detergents, scouring pads, cleaners, finishers, sealers, etc. shall be applied only to the surfaces for which they are authorized by the manufacturer of such material.
- b) The Contractor shall provide and maintain adequate and suitable means to save the building and its contents from damage, dust, and defacement during the progress of the Work by providing and using clothes, painter's cloths, tarpaulins, or other approved protection wherever necessary or directed. The Contractor will also ensure that all mobile equipment, i.e. Floor washers, utility carts, etc., will be provided with resilient bumpers and approved wheels or casters.
- c) It is the Contractor's responsibility at the time of contract award to examine the surfaces which are to be maintained in order to ascertain their condition and to notify the Facility Supervisor of any defective surfaces.

### **4) Supervision**

The Contractor or his/her designated representative shall provide adequate daily supervision to ensure compliance with this agreement.

### **5) Lost and Found Articles**

Lost and found articles shall be turned over to the Facility Supervisor.

### **6) Services Provided by the City**

The City will supply power, heat, water, and on-site storage facilities.

### **7) Methodology**

#### **a) Homogeneous Sheet Vinyl Floors**

##### **i) General:**

- (1) Only clean water or a solution of water and a neutral detergent suitable for non-wax homogeneous vinyl flooring diluted according to manufacturer recommendations shall be used to remove soil markings.
- (2) Sand and grit cause the most amount of wear to a floor surface, therefore, dust, sand, and grit removal using a dust mop or vacuum must always precede all other cleaning activities.



- (3) The progression of activity from mildest to strongest is as follows: Vacuum, dust mop, damp mop, wet mop, motorized rotary scrubber. The mildest method that achieves the objective of a clean, attractive floor shall be used.
- (4) Damp and Wet mopping activities shall be followed with clean water rinse mopping.
- (5) Water and cleaning solutions shall not be left to dwell under furniture or partitions.
- (6) Cardboard boxes and other water permeable materials shall not be left or placed on wet floors.
- (7) A germicidal detergent suitable for homogenous vinyl flooring shall be used when damp or wet mopping in washroom, shower rooms and change rooms.
- (8) A standard speed (150 - 250 rpm) rotary floor machine fitted with a red pad is best suited to a thorough scrubbing process. An ultra-high speed (1000 rpm is best) rotary floor machine fitted with a red pad is best suited to a burnishing or polishing activity and may need to follow a standard speed scrub to bring up a shine.
- (9) Cove bases material shall be kept clean and free from mop swirl marks.
- (10) Trash cans, office equipment, and other furniture shall be shifted when performing periodic cleaning to ensure a consistent floor finish throughout.
- (11) Caution signage and barriers shall be used where appropriate when cleaning processes are underway and not removed while a hazard exists.
- ii) Daily Cleaning: All floor areas shall be vacuumed or dust mopped, including areas under furniture. Soiled areas should be damp mopped. Heavier soiled areas should be sprayed with water or water detergent solution and scrubbed with a red pad, either hand held or fitted to a high speed (1000 rpm) rotary scrubber.
- iii) Weekly or Interim Cleaning (frequency changes with season): Vacuum or dust mop all areas followed by a wet mop using the two bucket system (wash water/ rinse water). The wash water should contain detergent. A hand held **red pad** or ultra-high speed rotary machine fitted with a **red pad** may be used to remove heavier soiled areas.
- iv) Periodic Cleaning (two to three times per year): Vacuum or dust mop all areas followed by a standard speed rotary floor machine scrub with detergent. Rinse mop and let dry. Dry burnish using an ultra-high speed floor machine fitted with a **red pad**.

**b) Walls**

Walls shall be washed with warm water and appropriate detergent and shall be rinsed with warm clean water. At the conclusion of the cleaning operation, there shall be no visible soil, streaks or other discoloration on the finish.

**c) Windows and Glass Surfaces**

Windows shall be washed with a non-streaking cleaning solution. Care shall be taken not to scratch or peel window tint film. Window washing operations shall include all adjacent metal surfaces such as mullion, frames, sills, etc., and window screens where they are installed.

**d) Waste Receptacles**

Waste receptacles shall be visually inspected inside and out after each emptying. Where debris or odor is present it shall be removed by damp wiping with a water and germicidal solution inside and out.

**e) Furniture and Desks**

Shall be inspected on an ongoing basis and cleaned as required on any and all surfaces where dust or soil has accumulated. As a minimum, horizontal surfaces shall be wiped weekly with a cloth dampened with neutral cleaner.

**f) Vinyl Upholstered Furniture**

This material may be washed or damp-wiped using warm water and a germicidal agent and wiped dry. Care must be taken to wipe all cleaner residues from surfaces.

**g) Fabric Upholstered Furniture**

This material shall be vacuumed weekly. Spot stains are the responsibility of the contractor and shall be cleaned with a cleaner appropriate the type of soil deposit. The cleaner and soil shall be drawn from the fabric with a wet/dry vacuum. The area shall be rinsed with clean, cold water and vacuumed a second time. A sign stating "wet surface" shall be placed atop the furniture until dry. It is the responsibility of the City to do a periodic "shampoo" clean of the fabric covered furniture.

**h) Washrooms**

Wash basins, toilet tanks and urinals shall be thoroughly washed with warm water germicidal solution. Special attention shall be paid to cleaning the underside of the seat and rims of the toilet bowls. Toilet bowls and urinals shall be de-scaled weekly with an acid cleaner or suitable alternate. The descaling agent shall be applied in a manner that avoids damage to the fixtures, etc. Spray deodorants shall be used as required.

**i) Ceiling Tile**

Where dust or debris accumulates on ceiling tiles (near HVAC supply or return vents) they shall be vacuumed using a soft bristle brush attachment. Broken or discolored ceiling tiles shall be brought to the attention of the Facility Supervisor.

**j) Prisoner Cells**

There are a total of 12 individual prisoner cells and two group cells. Prior to being occupied by a different prisoner, each cell shall be cleaned and disinfected in the following manner:

- i) Remove all trash and debris
- ii) Using a neutral cleaner remove all visible soil from the floor, walls, ceiling, toilet and sink. Biohazards (if present) shall be cleaned with paper towels and immediately discarded.
- iii) Place biohazardous waste (if applicable) in a designated biohazard plastic bag and seal. Deposit all biohazardous waste directly into the City collection bins as soon as practicable.
- iv) Using an approved disinfectant cleaner, apply with a foam or spray applicator in sufficient quantity to ensure a wet dwell time equal to or greater than the manufacturers recommendations.
- v) Once the dwell time has been achieved, rinse the cell with cold clean water.
- vi) Squeegee excess/standing water into the floor drain

**8) Cleaning Frequency Guide**

The following chart is a guide for the frequency of service based on the history of the Premises. This guide is meant to assist the Contractor with planning, scheduling, and monitoring the work. This guide is not meant to impose unnecessary work nor is it meant to relieve the Contractor of responsibility. It is the responsibility of the contractor to leave the premises in a pristine state at the end of each work day regardless of the tasks required to achieve that state.

<b>DAILY/WEEKLY DUTIES</b>									
Item	Area/Task	Freq	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>(A)</b>	<b>FRONT RECEPTION (Public Side)</b>								
	Sweep Floor	5/wk	X	X	X	X	X		
	Wash Floor	2/wk			X				X
	Wash Reception Counter	5/wk	X	X	X	X	X		
	Wash Seating & Contact Surfaces	2/wk			X				X
	Clean Glass at Main Entrance - Inspect and Clean as Necessary	5/wk	X	X	X	X	X		
	Clean Reception Counter Glass	3/wk	X		X		X		
	Dust Horizontal Surfaces	1/wk							X
	Clean Sinks, Toilets, Urinals, Replenish Soap & Paper	5/wk	X	X	X	X	X		
<b>(B)</b>	<b>VICTIM ASSISTANCE</b>								
	Empty Trash Bins	5/wk	X	X	X	X	X		
	Vacuum Carpet	1/wk				X			
	Dust Horizontal Surfaces	1/wk				X			
	Wash Phones, Computers, Bare Work Surfaces	1/wk				X			
<b>(C)</b>	<b>COMMUNITY POLICING</b>								
	Empty Trash Bins	5/wk	X	X	X	X	X		
	Vacuum Carpet	1/wk				X			
	Dust Horizontal Surfaces	1/wk				X			
	Wash Phones, Computers, Bare Work Surfaces	1/wk				X			
<b>(D)</b>	<b>RECEPTION AREA (Staff Side)</b>								
	Empty Trash Bins	5/wk	X	X	X	X	X		
	Dust Horizontal Surfaces	1/wk							X
	Wash Counter	1/wk							X
	Wash Phones, Computers, Bare Work Surfaces	1/wk							X
	Wash Fingerprint Desk	1/wk							X
	Staff Washrooms - Clean Sinks, Toilets, Urinals, Floor, Replenish Soap & Paper	7/wk	X	X	X	X	X	X	X
<b>(E)</b>	<b>GENERAL DUTY, WATCHCOMMANDER, CALL MANAGER, DOG HANDLER, TRAFFIC</b>								
	Empty Trash Bins	7/wk	X	X	X	X	X	X	X
	Empty Shredding Bins	7/wk	X	X	X	X	X	X	X
	Dust Horizontal Surfaces	1/wk							X
	Wash Phones, Computers, Bare Work Surfaces	2/wk			X				X

Item	Area/Task	Freq	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	Vacuum Carpet	1/wk							X
<b>(F)</b>	<b>EXECUTIVE OFFICE AREA</b>								
	Empty Trash Bins	5/wk	X	X	X	X	X		
	Empty Shredding Bins	5/wk	X	X	X	X	X		
	Dust Horizontal Surfaces	1/wk							X
	Wash Desks, Telephones, & Computer Screens	1/wk							X
	Vacuum Carpet	1/wk							X
<b>(G)</b>	<b>RECORDS</b>								
	Empty Trash Bins	5/wk	X	X	X	X	X		
	Dry Mop Floor	5/wk	X	X	X	X			X
	Wash Floor	1/wk							X
	Dust Horizontal Surfaces	1/wk							X
	Wash Desks, Telephones, & Computer Screens	1/wk							X
<b>(H)</b>	<b>GENERAL STAFF AREAS - LUNCH ROOM/ MEETING ROOM/ HALLWAYS/ ENTRANCES</b>								
	Empty Trash Bins	7/wk	X	X	X	X	X	X	X
	Dry Mop Floor	7/wk	X	X	X	X	X	X	X
	Wash Door Handles	7/wk	X	X	X	X	X	X	X
	Wash Floor	2/wk			X				X
	Dust Horizontal Surfaces	1/wk							X
	Inspect Lunchroom Chairs - Wash as Req'd	1/wk							X
	Wash Lunch Room Tables and Counter	7/wk	X	X	X	X	X	X	X
<b>(I)</b>	<b>GIS</b>								
	Empty Trash Bins	7/wk	X	X	X	X	X	X	X
	Empty Shredding Bins	7/wk	X	X	X	X	X	X	X
	Dust Horizontal Surfaces	1/wk				X			
	Wash Desks, Telephones, & Computer Screens	1/wk				X			
	Vacuum Carpet	1/wk				X			
<b>(J)</b>	<b>LOCKER ROOMS</b>								
	Empty Trash Bins	7/wk	X	X	X	X	X	X	X
	Dry Mop Floor	3/wk		X		X			X
	Wash Floor	3/wk	X		X		X		
	Clean Shower Stalls	3/wk	X		X		X		
	Wash Benches	3/wk	X		X		X		
		1/wk	X						
	Clean Sinks, Toilets, Urinals, Replenish Soap & Paper	7/wk	X	X	X	X	X	X	X

Item	Area/Task	Freq	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
(K)	EXERCISE ROOM								
	Empty Trash Bins	7/wk	X	X	X	X	X	X	X
	Dust Horizontal Surfaces	2/wk			X				X
	Sanitize Equipment	2/wk			X				X
	Fill Sanitizer Bottle	2/wk			X				X
	Sweep & Wash Floor	2/wk			X				X
(L)	EXHIBITS (Custodian must be present)								
	Empty Trash Bins	7/wk	X	X	X	X	X	X	X
	Sweep and Wash Floor	1/wk				X			
	Wash Desks, Telephones, & Computer Screens	1/wk				X			
	Dust Horizontal Surfaces (Excluding Exhibit Items & Racks)	1/wk				X			
(M)	IDENT (Member must be present)								
	Empty Trash Bins	1/wk				X			
	Empty Shredding Bins	1/wk				X			
	Dust Horizontal Surfaces	1/wk				X			
	Wash Desks, Telephones, & Computer Screens	1/wk				X			
	Sweep & Wash Floor	1/wk				X			
(N)	RE-SUPPLY FROM CITY WORKS WAREHOUSE	As Req'd							
(O)	OUTDOORS								
	Pick garbage, wash spills, sweep	7/wk	X	X	X	X	X	X	X
	Empty staff patio area garbage	1/wk							X
(P)	LIGHT FIXTURES (Report defective fixtures and high bay bulbs to Facility Supervisor)								
	Replace Light Tubes/Bulbs	As Required							
SEMI-ANNUAL DUTIES									
(Q)	WINDOWS								
	Wash Inside and Out	2/yr							
	Spot Clean	As Req'd							
(R)	OUTDOORS								
	Wash Exterior Surface of Doors	2/yr							
(S)	MISCELLANEOUS								
	Dust for cobwebs in elevated ceiling areas	2/yr							
	Machine scrub & dry burnish all vinyl floors	2/yr							
	Dust Blinds	2/yr							
	Wash walls where soiled	2/yr							

	Vacuum/Wash Air Vents and Diffusers	2/yr							
	Dust Records Storage Case	3/yr							
	Clean out lunchroom refrigerator	12/yr							

### **GUARD ROOM / PRISONER CELLS**

<b>Area/Task</b>	<b>Freq</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Clean guard room counter	7/wk	X	X	X	X	X	X	X
Clean kitchen counter	7/wk	X	X	X	X	X	X	X
Clean staff washroom	7/wk	X	X	X	X	X	X	X
Clean prisoner shower	2/wk			X				X
Vacuum or Dry mop floor	7/wk	X	X	X	X	X	X	X
Wash floor	2/wk			X				X
Clean & disinfect prisoner cells *	7/wk	X	X	X	X	X	X	X
Clean & disinfect mattresses *	7/wk	X	X	X	X	X	X	X
Sweep & wash garage bay floor	1/wk							X

\* Prisoner cells and mattresses are to be cleaned and sanitized after each cell is vacated by a particular prisoner. There are a total of 14 cells. In 2016 there were 1560 prisoners lodged an average of 2 nights, therefore, an average of two cells will require cleaning each day of the year.

ATTACHMENT 2 – FLOOR PLAN

ATTACHMENT 2

MORTON ST.

