

# Village of Port Clements

## Janitorial/Custodial Contract Specifications

1. The Village of Port Clements operates and manages facilities located at 36 Cedar Avenue (Senior's Room, Vancouver Island Regional Library, Public Washrooms, Council Chamber's and the Village Office, Playschool room rental), 36 Park Street (Community Park Washrooms), and 14 Park Street (Gymnasium rentals).
2. Maintain the applicable areas of the building in a clean and sanitary condition.
3. Operate janitorial equipment in a safe and approved manner.
4. Move furniture and equipment as needed from room for waxing purposes.
5. Shampoo carpets when requested by the Administrator. This may be necessary if a carpet becomes stained.
6. All equipment such as polishers, vacuums, sweepers, janitor carts, mop buckets and wringers, brooms, mops and miscellaneous equipment must be kept thoroughly clean and properly attended at all times.
7. Give assistance to the use of facilities on the off-hour periods, including weekends, for activities such as public functions, in accordance with arrangements noted on the calendar in the Administration office (will say "KEY"). This assistance is to open/lock building and room rentals, as well as arm/disarm alarm.
8. Janitorial services for the Village Office shall normally not commence during business hours.
9. Janitorial and store rooms are to be kept as clean and organized as those rooms are accessible to the public.
10. Garbage removal: The contractor is responsible for the removal of garbage from the applicable rooms and garbage is to be placed in the dumpster located in the Fire Hall/Public Works parking lot.
11. The Contractor, where applicable, shall treat staff and the public in a courteous manner and shall be responsive to the needs of those authorized to use the facilities.
12. The Village of Port Clements may terminate the contract:
  - a. due to failure of the Contractor to follow the Contract Specifications by giving ninety (90) days' notice of termination in writing; or
  - b. Immediately for cause.
13. The Contractor may terminate this contract by giving ninety (90) days' written notice of termination to the Administrator.
14. Personnel
  - a. The Contractor shall provide personnel competent to perform the work; employees of the Contractor are subject to approval by the Administrator.
  - b. Any person(s) provided by the Contractor to carry out the work shall be employees of the Contractor. The Contractor shall pay all contributions to Worker's Compensation, Employment Insurance and Canada Pension and shall ensure that all appropriate deductions are made from employees' wages in respect of their own contributions to EI and CPP.

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- c. The Contractor will be responsible for and will supervise the execution of all work covered by this contract and the manner and means of conducting the work is under the sole control of the Contractor.
  - d. The Administrator has the right to request the Contractor to remove persons employed by the Contractor who fail to competently perform their work or whose conduct is not satisfactory while on the premises.
15. Liability  
The Contractor is responsible for providing and maintaining liability insurance coverage in the amount of \$1,000,000 and such coverage is to be assigned in favor of the Village of Port Clements. Proof of such insurance shall be filed at the commencement of the contract.
16. Should extra work be required, outside the scope of this contract, the Contractor shall be reimbursed at a rate of twenty (\$20.00) dollars per hour for the term of this contract.

### TENDER SPECIFICATIONS SPECIFIC SERVICES

#### 1. WASHROOMS

Washrooms must be cleaned and sanitized daily as well as replenishing supplies such as soap, towels and toilet paper (weekends can be excluded if the building is not in use).

#### 2. WASHING WINDOWS

Custodian will be responsible twice annually to wash the interior windows up to 6 feet from the ground for the Council Chambers, Village Office, Entrance, Library (Display case included), Senior's and Playschool rooms, AND, all exterior windows up to 6' around the entire building (including the school side) once per year. Windows over the 6' height will be done by the Public Works Department.

#### 3. WAXING (where applicable)

Sealing and stripping of the floors in the Multi-Purpose Building will be coordinated with the School District. Time of cleaning must be approved through Administration. The Admin office, washrooms, senior's room, community kitchen and playschool room will be done twice annually (once during the closure over Christmas break and once over the summer).

#### 4. GENERAL DUTIES

For Village Office, Council Chambers, Washrooms and Hallways:

5 days per week dust surfaces, vacuum, wash dishes, clean floor, remove garbage, remove cobwebs. Wash off any spilled liquids/soiled markings on walls.

For Seniors and Playschool:

After events, when the space is not in use – dust, vacuum, clean floor, remove garbage, remove cobwebs and report any damage to the Village office. In addition, the

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Playschool room floor is to be washed once weekly on Wednesdays and all surfaces (tables, counters, chairs) damp wiped 5 days per week. The Playschool washroom does not fall within this contract. Wash off any spilled liquids/soiled markings on walls.

### For the Library:

Dust, vacuum, clean floor, wipe down surfaces, remove garbage and cobwebs twice per week.

### For the Kitchen

Only as requested by Administrator after rentals – clean countertops, wipe down surfaces, clean floor, remove garbage.

### For the Community Park:

Three times per week from May 1 to October 15 clean washrooms, replace paper products and remove garbage. During the Canada Day weekend celebration, every 3 hours from 8am to 8pm clean washrooms, replenish supplies and remove garbage as needed. Wash off any spilled liquids/soiled markings on walls.

### School Gym:

Only as requested by Administrator after events – clean washrooms, wet mop floor, sweep and remove garbage. Wash off any spilled liquids/soiled markings on walls.

### Access to building and Security:

When the calendar is marked “key” the Custodian is to let user groups into the building and lock up at the end of the function. At all times when the Custodian leaves the building they are to assure that all persons have left the building, doors and windows are properly locked or secured and lights are switched off. In case of break-in or malicious damage, the police are to be notified immediately. Follow the call to the police with a call to the Public Works Supervisor and send a follow up email to the Administrator. Wash off any spilled liquids/soiled markings on walls.

This contract is for two years commencing September 1, 2018 and ending August 31, 2020.