

Village of Port Clements

MPBC CUSTODIAL CONTRACT SPECIFICATIONS GENERAL CONDITIONS

1. The Village of Port Clements operates and manages facilities located at 36 Cedar Avenue (Seniors Room, Kitchen after rentals, Vancouver Island Regional Library [VIRL], Public Washrooms, Council Chambers, Municipal Office and Playschool), 36 Park Street (Community Park Washrooms), 14 Park Street (gymnasium rentals), and Sunset Park Campground (Outhouses) during off-season (October – April).
2. Maintain the applicable areas of the facilities in a clean and sanitary condition.
3. Operate janitorial equipment in a safe and approved manner.
4. Under the direction of the Administrator or Acting Administrator, move furniture and equipment as needed from spaces for waxing purposes.
5. Shampoo carpets for spot/stain removal 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 always be kept thoroughly clean and properly attended.
7. Give assistance/access to the use of the facilities on the off-hour periods, including weekends, for activities such as public functions and rentals, in accordance with arrangements noted on the calendar in the Municipal/Village office (will say “KEY” in red on rental calendar). 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 the 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. Replace garbage bags in garbage collection bins in building.
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 thirty (30) days’ notice of termination in writing; or
 - b. Immediately for cause.
13. The Contractor may terminate this contract by giving thirty (30) days’ written notice of termination to the Administrator.

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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.
- 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.

The Administrator has the responsibility to oversee the performance of the contract.

Only the Contractor shall give direction to the employees of the Contractor, other than in those instances as specified in General Conditions 3 and 4, unless there is some pressing urgency.

- 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.
- e. If applicable, no children of employees will be on the premises during working hours except if participating in public events or services (i.e. after school programs or library use).
- f. Any employee MUST have a Criminal Record Check submitted to the Village Office.

15. Liability

The Contractor is responsible for providing and maintaining liability insurance coverage in the amount of \$2,000,000 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 (\$25.00) dollars per hour for the term of this contract or as negotiated for the term of the contract.
17. The Contractor has the responsibility to adhere to the Village of Port Clements workplace policies.
18. The Contractor will be required to supply all his/her own janitorial equipment unless the Contractor agrees to pay the Village Office a monthly fee of \$60.00 for the use of the Municipality's cleaning equipment.
19. The Contractor & their employees will work cooperatively with the SD#50 custodian.
20. The Contractor, where applicable, shall treat staff, members of the public and renters in a courteous manner and shall be responsive to the needs of those authorized to use the facilities.

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21. The Contract is based on the Port Clements facilities listed in item #1, should this change through additions, demolitions, or closing off areas by more than 10%, the contract will also change proportionally.

TENDER SPECIFICATIONS SPECIFIC SERVICES

1. SWEEPING/VACUUMING

- a. Where applicable, all facilities listed in item #1 in the General Conditions section will be swept and/or dry mopped after the end of the final daily session.
- b. All rooms shall be swept daily at such times as they can be entered without inconvenience to others.
- c. Where applicable, all facilities listed in item #1 in the General Conditions section used for evening rentals/meetings, paper and litter shall be picked up after the last evening room rentals/meetings are dismissed, leaving the facilities with a clean, neat appearance for the next day.
- d. Corridors and stairs shall be swept or vacuumed daily.
- e. Sidewalks and blacktop adjacent to all entry doors shall be swept weekly. Paper and other litter in the immediate entry area shall be picked up daily.
- f. Vacuuming VIRL room.

2. DUSTING – DAILY

- a. All desks, computer hardware, phones, office equipment, chairs, tables, window sills, shelves, lower air vents and low ledges in the buildings should be dusted daily.

3. DUSTING – WEEKLY

- a. Dust all high ledges, light fixtures, doors, radio, low use countertops, magazine racks, VIRL racks, appliances, tops of book shelves, paper towel dispensers, pictures, and display racks minimum of once per week.

4. MOPPING

- a. May be classified as either damp or wet, depending upon the amount of water used for the purpose.
- b. Will be required a minimum of once weekly, unless there is obvious traction of debris into the facilities that cannot be removed by sweeping.
- c. Washrooms will require mopping daily.

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5. WASHROOMS

- a. Toilets (includes under the toilet bowl), sinks, floors and any high touch surface must be sanitized daily or after facility use/rentals.
- b. Replenish supplies such as soap, towels, and toilet paper. If the soap or paper towel dispensers are close to empty, it is expected that the Janitor replaces them prior to them emptying.
- c. Floors are to be swept and mopped daily.

6. WALLS

- a. Areas below the dado are to be kept free from soil and finger marks throughout the year. Areas above the dado are to be washed to a program that will ensure that all walls are thoroughly washed at least once per year.
- b. Walls in corridors, washrooms and other rooms shall be spot cleaned and a certain amount washed each day so that the entire building may be covered each month.

7. WASHING WINDOWS

- a. Custodian will be responsible to twice annually wash the interior windows up to 6' from the ground for the Council Chambers, Village Office, Library (Display case included), Seniors and Playschool rooms.
- b. Custodian will be responsible once per year to wash all exterior windows up to 6' around the entire building, including the school side.
- c. Windows over the 6' height will be washed by the Public Works Department.
- d. Coordinating of washing of windows must be arranged with the Administrator, VIRL staff and the Public Works Department.

8. GENERAL DUTIES:

- a. Clean Seniors oven/stove once yearly or as needed.
- b. Sweep and wash floor behind fridge or stove in the Seniors Room at least once per year
- c. Wash door & window handles (interior and exterior) for the facilities listed in #1 of the General Conditions sections as well as the entrance doors located entering the Multipurpose Complex Building (MPBC).
- d. Disinfect or wash down tables, countertops, and frequently touched surfaces (i.e. alarm panels, photocopier, phones, keyboards, computer mouse, calculator, sink taps and chairs (if not made of cloth).
- e. Waste paper baskets shall be emptied daily and washed as required to keep them clean.
- f. Ensure all public hand sanitizer stations are adequately filled for multiple uses.

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9. MACHINERY & EQUIPMENT

- a. All Custodian/Janitor equipment such as polishers, vacuums, sweepers, shampooer, janitor carts, mop buckets and wringers, brooms, mops, and miscellaneous equipment must always be kept thoroughly clean and properly attended.

10. CLEANING WOODWORK (where applicable)

- a. Woodwork includes doors, door trim, baseboards, window trim and similar surfaces

11. LIGHTING FIXTURES

- a. All lighting fixtures shall be washed at least once each year. In dusty areas, washing of fixtures shall occur twice each year.

12. WAXING (where applicable)

- a. Linoleum, tile, and other floors requiring protection shall be maintained by a coating of wax throughout the year. All resilient floors shall be buffed weekly.
- b. Dependent upon condition of protective coatings, waxed surfaces should be stripped only when required.

13. OPEN SPACES

- a. Open spaces under stairs must be kept free of all rubbish and shall not be used as storerooms. (Fan, boiler, and electrical rooms shall not be used as store rooms).
- b. Hallways swept and mopped and dusted.
- c. Vacuum rugs daily and shampoo rugs once yearly.

14. CUSTODIAL/JANITOR STORE ROOMS (where applicable)

- a. Custodial/Janitor store rooms must be kept clean, neat, and orderly at all times and materials arranged so that an accurate inventory of stock can be taken.
- b. Cleaning supplies and all chemical related products must be stored and labelled under WHIMIS standards.
- c. WHIMIS MSDS product information must be kept readily available as per WHIMIS standards.

15. APPEARANCE (where applicable)

- a. All members of the Contractor's staff are expected to be of a clean and neat appearance during all duty hours

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CONTRACT SPECIFICATIONS

CUSTODIAL DUTIES

Custodial activities shall be those required as follows:

1. Custodial duties will be as follows:
 - a. Provide access to those person(s) listed as the renter for use of the facilities or room(s).
 - b. Assure that all persons have left the building, doors and windows are properly locked or secured and lights are switched off.

The following give the acceptable standards in PROTECTING THE BUILDING and contents against HAZARDS:

1. Security
Outside doors and windows are to be checked each night.
2. Fire Protection
Maximum precautions are to be taken against fire hazards. If any problem is noted, it should be referred to the Chief Administrative Officer at once. If outside of Village Office hours, contact the Public Works Superintendent.
3. Physical Danger
Maximum precautions are to be taken against physical hazards that might cause injury to any person using the facilities.

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CONTRACT SPECIFICATIONS

REPORTING

In the normal activities of janitorial or custodial services, it should be noted that the Contractor would take the following steps:

1. Emergencies
 - a. Inform the Public Works Superintendent after hours number (250) 557-4272, if not available, call the Public Works Assistant (250) 557-4326.
 - b. If either the Public Works staff are unavailable, contact the Chief Administrative Officer at (250) 557-4376.
2. Routine Repair
 - a. Prepare a list of repairs required and submit list to the Village Office for normal transmittal to the Public Works Department.

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CUSTODIAL/CUSTODIAL CONTRACT

VILLAGE OF PORT CLEMENTS FACILITIES (excluding Firehall, Public Works spaces, St. Mark's Church, Health Clinic, Ambulance Station)

CONTRACT IS FOR A TWO-YEAR PERIOD

FROM SEPTEMBER 1, 2020 UNTIL AUGUST 31, 2022

Village of Port Clements
CUSTODIAL/JANITORIAL

MULTIPURPOSE COMPLEX BUILDING (excluding Port Clements
Elementary School), COMMUNITY PARK WASHROOMS, SUNSET PARK
WASHROOMS (off – season).

36 Cedar Avenue
36 Park Street
287 Bayview Drive

1. The Village of Port Clements operates facilities at the addresses set forth above and desires to have janitorial/custodial services performed at those facilities.
2. The Contractor agrees to perform the services for the Village of Port Clements under the terms and conditions set forth in this contract.
In consideration of the mutual promises set forth herein, it is agreed by and between the Village of Port Clements and the Contractor that:
 - a. The work performed by the Contractor includes all services set out below;
 - b. Subject to the Contractor's proper performance of its obligations, the Village of Port Clements will pay the Contractor the sum of \$_____/month, exclusive of GST, for work to be performed under this contract.
 - c. The Village of Port Clements may terminate this contract on 30 days written notice if at any time the Contractor defaults in any of its obligations under the contract.

GST Registration Number: _____

WorkSafe BC #:

This agreement is made this ____ day of ____, 2020 in the Village of Port Clements, in the Province of British Columbia.

Signed in the presence of:

VILLAGE OF PORT CLEMENTS

Witness

Ruby Decock, CAO

Signed in the presence of:

CONTRACTOR

Village of Port Clements

Witness

Contractor NAME