



REQUEST FOR BID

**Cleaning and Caretaking Services for the
Edson Administration Building
2716 – 1st Avenue
and the Edson Shop, 2828 – 1st Avenue
Edson, Alberta**

**Proposal Closing Time
June 25, 2020
2:00 P.M.**



SCHEDULE A

EDSON ADMINISTRATION BUILDING CONTRACT SPECIFICATIONS

SCOPE OF WORK

BUILDING GENERAL:

Daily Services (Monday to Friday Inclusive)

- Tiled and linoleum floors and vestibules shall be swept using a treated dust mop and washed with a degreaser type soap.
- Noticeable finger marks and smudges shall be removed from walls, doors, tabletops, cabinets and painted surfaces to the height of an average person.
- All trash containers shall be emptied, disinfected, cleaned, and replaced with tight fitting bags.
- All trash containers are to be emptied into the outside dumpster.
- Floor mats and carpets shall be vacuumed.
- Vacuum and wash public lobby.
- Vacuum council and meeting rooms as required.
- Clean glass on entrance doors.
- Clean glass at the reception desk.

Weekly

- All horizontal surfaces within reach shall be dusted using a treated dust cloth, and wiped using a wet cloth, this shall include furniture, desks, tabletops, cabinets, window ledges and telephones.
- Clean and refill boot wash.
- Deliver all recyclable materials to the Recycle Depot.

Monthly

- Tops of doors, pictures, high cabinets, and high ledges shall be dusted.
- Furniture (fabric) to be vacuumed.
- Wash and clean heating system air / heating vents, and air grills.
- Steam clean high traffic carpet areas.

WASHROOMS:

Daily

- The Contractor shall be responsible for the filling of all hand sanitizer, paper and soap dispensers.
- Toilet bowls and urinals shall be washed and sanitized inside and out.
- All mirrors, shelves, light fixtures, toilet seats, hinges, counter tops, etc., shall be washed and sanitized.
- All trash containers shall be emptied, disinfected, cleaned, and replaced with tight fitting bags.
- Tiled and linoleum floors shall be swept using a treated dust mop and washed with a disinfectant type soap.
- Floors shall be swept and washed using a deodorizer.
- Receptacles and wastepaper bins will be emptied and cleaned.
- Splash marks, smudges, and finger prints on walls and partitions are to be removed.
- Use tile brite (floor stripper) on tiled floors once a year.

PERIODIC SERVICES – NO ADDITIONAL CHARGE (BUILDING GENERAL):

- Windows will be cleaned inside and outside twice per year, May and September.
- Twice per year, all walls will be washed.
- Carpets and upholstered chairs to be steam cleaned once per year.
- Clean blinds twice per year and as required.

CLEANING SUPPLIES

- Cleaning cloths are to be cleaned by the contractor.
- Cleaning equipment and all cleaning and toiletry supplies will be provided by Yellowhead County.



SCHEDULE B

EDSON SHOP CONTRACT SPECIFICATIONS

SCOPE OF WORK

BUILDING GENERAL:

Twice Weekly

- Floors and vestibules shall be swept using a treated dust mop and washed with a degreaser type soap.
- Noticeable finger marks and smudges shall be removed from walls, doors, tabletops, cabinets and painted surfaces to the height of an average person.
- All trash containers shall be emptied, disinfected, cleaned, and replaced with tight fitting bags.
- All trash containers are to be emptied into the outside dumpster.
- Floor mats and carpets shall be vacuumed.
- Clean glass on entrance doors.

Weekly

- All horizontal surfaces within reach shall be dusted using a treated dust cloth, and wiped using a wet cloth, this shall include furniture, desks, tabletops, cabinets, window ledges and telephones.

Monthly

- Tops of doors, pictures, high cabinets, and high ledges shall be dusted.
- Furniture (fabric) to be vacuumed.
- Wash and clean heating system air / heating vents, and air grills.
- Damp wipe table and chair legs.

WASHROOMS:

Twice Weekly

- The Contractor shall be responsible for the filling of all paper and soap dispensers.
- Toilet bowls and urinals shall be washed and sanitized inside and out.
- All mirrors, shelves, light fixtures, toilet seats, hinges, counter tops, etc., shall be washed and sanitized.

- All trash containers shall be emptied, disinfected, cleaned, and replaced with tight fitting bags.
- Tiled and linoleum floors shall be swept using a treated dust mop and washed with a disinfectant type soap.
- Floors shall be swept and washed using a deodorizer.
- Receptacles and wastepaper bins will be emptied and cleaned.
- Splash marks, smudges, and finger prints on walls and partitions are to be removed.
- Use tile brite (floor stripper) on tiled floors once a year.

LUNCH ROOM:

Twice Weekly

- Wash all cleared tables and chairs.
- Wash counter tops and sinks (must be free of dishes), including around and under the coffee machine.
- The Contractor shall be responsible for the filling of all paper and soap dispensers.
- Wash exterior of fridge, microwave and other appliances.
- All trash containers shall be emptied, disinfected, cleaned, and replaced with tight fitting bags.
- Floors shall be swept and washed using a deodorizer.

PERIODIC SERVICES – NO ADDITIONAL CHARGE (BUILDING GENERAL):

- Twice per year, all walls will be washed.
- Clean blinds twice per year and as required.
- Windows will be cleaned inside and outside twice per year in the office area.

CLEANING SUPPLIES

- Cleaning cloths are to be cleaned by the contractor.
- Cleaning equipment and all cleaning and toiletry supplies will be provided by Yellowhead County.



CONTRACT CONDITIONS

- The successful contractor shall be required to enter into an agreement for services for a two year term. The contract may be extended for additional terms, to the same terms and conditions of the original agreement if both parties are mutually agreeable.
- Payment of services to be on a monthly basis within thirty (30) days of submission of itemized account at an agreed upon rate.
- Invoices are to be generated for each building and must include a WCB clearance letter.
- The services of the Contractor shall be performed to the specifications and satisfaction of the County.
- This Agreement shall not come into effect until signed by both parties.
- Failure to comply with the terms of the Agreement shall entitle the County to employ other persons to complete the work at the Contractor's expense.
- The County, at its sole discretion, may terminate this agreement at any time upon 5 (five) days written notice to the contractor. Following receipt of such notice, the Contractor shall submit an invoice to the County for services completed up to the date of termination.
- The Contractor is an independent contractor and shall not for any purpose be a servant, employee, or agent of the County.
- This Agreement may be amended by mutual agreement in writing of the parties.
- This Agreement shall not be assigned in whole or part without first obtaining the written consent of the County.
- The Contractor shall indemnify and hold harmless the County, its employees, and agents from any and all claims, demands, actions, and costs that may arise, directly or indirectly, out of any act or omission of the Contractor, his employees or agents in the performance by the contractor to this Agreement. Such indemnification shall survive termination of this Agreement.
- The County shall not be liable nor responsible for any bodily injury or property damage of any nature that may be suffered or sustained by the Contractor, his employees, or agents in the performance of this Agreement.
- The Contractor shall, without limiting his obligations and at his own expense:
 - maintain Comprehensive General Liability Insurance in the amount of not less than \$1,000,000.00 (one million) inclusive per occurrence against bodily injury,

personal injury, and property damage including loss of use of the property. Such insurance shall extend to include insurance against liability assumed under written contract on the terms sufficient to cover the indemnification clause of this Agreement;

- where such risk exists, have the Comprehensive General Liability Insurance amended to include a Broad Form Property Damage endorsement for coverage of existing property in the Contractor's case, custody, and control; and
- where applicable, maintain an "All Risks" builder's risk, installation floater, or other property policy adequate to repair or replace the work in the event of loss or damage. Where materials are being provided by the County, the policy shall extend to cover the Contractor's legal liability for property of the County.
- The Contractor shall comply with the Worker's Compensation Act when the Act applies, and shall upon demand by the County deliver to the County a certificate from the Worker's Compensation Board showing that the contractor is registered and is in good standing with the Board.
- The Contractor acknowledges that it is an employer as defined in the Occupational Health and Safety Act and that it will, as a condition of this Agreement, comply with the provisions of the Occupational Health and Safety Act, and the regulations made under the Act.
- The Contractor shall comply with;
 - any Act of the Legislature of the Province of Alberta and of the Parliament of Canada now in force or enacted after this time and any regulations enforced from time to time under any such Acts that applies to the Contractor in respect of this Agreement and;
 - any by-law or resolution of any Municipal Government in the Province of Alberta which the contractor is lawfully subject to that applies to the Contractor in respect of this Agreement.
- It is agreed that this written document contains the entire agreement of the parties in regard to the matters dealt with, and that no understandings or Agreements, verbal or otherwise, exist between the parties except as expressly set out.
- The validity and interpretation of this Agreement and of each clause or part is to be governed by the laws of the Province of Alberta.
- The contractor must be bondable.
- All employees must be approved by the CAO prior to entering County facilities.
- The successful contractor will, prior to commencement of contract, provide security clearance documentation for each employee from the local law enforcement agency.
- The contractor acknowledges that strict confidentiality must be maintained regarding the materials on desks, tables, etc.



AGREEMENT FORM

BID PRICE as per Scope of Work, Schedule A, Schedule B, Contract Conditions -
Agreement Form is \$ _____ per month (inclusive of GST)

TOTAL BID PRICE (per year) \$ _____
(inclusive of GST)

The Contractor is:

Telephone No. _____

Contact Person _____

The Contractor will commence work on _____ and will expire on _____.

Upon mutual agreement of the contractor and Yellowhead County, this contract may be extended for a period of one year.

CONTRACTOR (signature)

DATE

YELLOWHEAD COUNTY

DATE