



REGIONAL DISTRICT of Fraser-Fort George

INVITATION TO TENDER ES-20-21

JANITORIAL SERVICES 155 GEORGE STREET

- Date Issued:** October 21, 2020
- Closing Location:** Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8
- Closing Date and Time:** **Wednesday, November 4, 2020**
10:00 am (Pacific Standard Time)
No Public Opening
- Mandatory Site Meeting:** **Monday, October 26, 2020**
Time: **5:30 pm (Pacific Standard Time)**
Place: **155 George Street, Prince George, BC**
- General Inquiries:** Email Bryan Boyes at bboyes@rdffg.bc.ca
- Note:** Late submissions will not be considered

TABLE OF CONTENTS

1. INVITATION AND INSTRUCTIONS.....	4
1.1 TENDER DOCUMENTS.....	4
1.2 MANDATORY SITE MEETING	4
1.3 TENDER CLOSE AND OPENING	5
1.4 ACKNOWLEDGEMENT LETTER	5
1.5 TENDER SUBMISSIONS.....	5
1.6 REGIONAL DISTRICT'S RIGHT TO REJECT TENDER.....	6
1.7 PROOF OF ABILITY	6
1.8 SECURITY DEPOSIT.....	7
1.9 IRREVOCABLE COMMERCIAL LETTER OF CREDIT	7
1.10 DISCREPANCIES OR OMISSIONS	7
2. EXAMINATION OF CONTRACT DOCUMENTS AND SITE.....	7
3. TENDER PRICES.....	8
4. START AND DURATION OF CONTRACT	8
5. LOCATION OF SITE	8
ACKNOWLEDGEMENT LETTER	9
TENDERER CHECKLIST	10
TENDER FORM	11
SCHEDULE OF PRICES – TENDERED PRICE	13
LIST OF CONTRACTOR'S PERSONNEL	14
LIST OF SUB-CONTRACTORS	14
GOODS AND SERVICES TAX INFORMATION	15
CONFLICT OF INTEREST DISCLOSURE STATEMENT	16
IRREVOCABLE COMMERCIAL LETTER OF CREDIT	17
CONTRACT AGREEMENT	18
GENERAL CONDITIONS	20
OPERATIONAL SPECIFICATIONS	30
SCHEDULE A: WORKS SCHEDULE	35
SCHEDULE B: WORKS CHECKLIST	44
SCHEDULE C: SPECIFICATIONS	53
SCHEDULE D: EMPLOYEE TRAINING AND EDUCATION PROFILE	57
SCHEDULE E: CONTRACTOR'S QUALITY CONTROL PROGRAM	59
SCHEDULE F: COMPANY EXPERIENTIAL PROFILE	60
SCHEDULE G: CORPORATE CAPABILITY - CURRENT CONTRACTS	62
SCHEDULE H: CORPORATE CAPABILITY- PAST 5 YEARS	64



SCHEDULE I: OCCUPATIONAL HEALTH AND SAFETY PROGRAM	67
SCHEDULE J: SANITIZATION PRODUCT SPECIFICATIONS	69
SCHEDULE K: COVID-19 SANITIZATION SCHEDULE	70
SCHEDULE L: HOURLY CALLOUT COSTS	75

1. INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (the “Regional District”) invites tenders for Janitorial Services at 155 George Street, Invitation to Tender ES-20-21

1.1 Tender Documents

Invitation to Tender Documents may be obtained on, or after, October 21, 2020 as follows:

- A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca , or
- B) On BCBid® website at www.bcbid.gov.bc.ca, or
- C) In a hard copy format from the Regional District of Fraser-Fort George Service Centre, 155 George Street, Prince George, B.C. **By Appointment Only**, between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding Statutory holidays. The cost for each hard copy Invitation to Tender package is ten dollars (\$10) (GST included) and is non-refundable.

It is the sole responsibility of the Tenderer to ascertain that they have received a full set of Invitation to Tender documents. Upon submission of their bid, the Tenderer will be deemed conclusively to have been in possession of a full set of Invitation to Tender documents.

Inquiries relating to this Tender must be in writing and directed to:

Bryan Boyes, Utilities Leader
Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
Phone: 250-960-4400 / Toll Free: 1-800-667-1959 / Fax: 250-562-8676
Email: bboyes@rdffg.bc.ca

1.2 Mandatory Site Meeting

A **mandatory site meeting** will be held for all prospective bidders. A representative of the Regional District will provide an overview of the contract expectations and will be available for questions pertaining to the tender package. Tender submissions received from any bidder who did not attend and stay for the duration of the mandatory site meeting will be rejected.

NOTE: DUE TO THE CURRENT PANDEMIC THE REGIONAL DISTRICT IS ENFORCING THE FOLLOWING PROTOCOLS IN RELATION TO SITE MEETINGS:

- a) **Only ONE (1) representative per Company allowed on site**
- b) **2-meter social distancing must be maintained at all times**
- c) **Hands must be sanitized upon arrival, (provided)**
- d) **Face Masks are required**
- e) **All attendees must fill out a Covid19 Risk Assessment Form**
- f) **Any Company Representative not following the above requirements will be asked to leave**

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding any additional site meetings or providing individuals access to the sites.

The mandatory site meeting will be held at 155 George Street at 5:30 p.m. on Monday, October 26, 2020.

1.3 Tender Close and Opening

Sealed Tenders will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 3rd floor, 155 George Street, Prince George, BC, not later than 10:00 a.m. local time on Wednesday, November 4, 2020 in the Regional District Office at 155 George Street, Prince George, BC.

1.4 Acknowledgement Letter

Upon receipt of the ITT, a potential tenderer will sign one copy of the Acknowledgement Letter and email or fax the signed Acknowledgement Letter to the attention of Bryan Boyes, Utilities Leader at bboyes@rdffg.bc.ca.

A tenderer who signs and returns the Acknowledgement Letter is not obligated to submit a Tender.

Any tenderer who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and their tender may be disqualified if it is incomplete or non-compliant as a result of the tenderer's failure to acknowledge receipt of an addendum in accordance with this ITT, or as a result of the tenderer's failure to comply with the requirements of an amendment or addendum to this ITT.

1.5 Tender Submissions

The Regional District will accept tenders submitted by email or by direct delivery to the Regional District main office. All tenders must be submitted to the Regional District's General Manager of Financial Services by 10:00 a.m. (local time) on November 4, 2020.

Two (2) complete copies of your Tender (pages 11 through 16), the required Schedules (C, D, E, F, G, H, I, J and L), and your security deposit must be submitted in a sealed envelope with the following **information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope/box** (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. Regional District of Fraser Fort George
Janitorial Services – 155 George Street
Invitation to Tender ES-20-21
3. Responding Organization's name and address.

The lowest, or any tender, will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Tenders. Tenders submitted by fax, electronically, or not in original Regional District format will NOT be accepted. Late tenders will not be accepted and will be returned to the Tenderer.

Any Tender received after the closing date and time (Wednesday, November 4, 2020 at 10:00 a.m.) will be considered disqualified and will be returned to the tenderer.

The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a tender pertaining to this ITT. The accuracy and completeness of the tender is the Tenderer's responsibility. Should errors in a tender be discovered, the Tenderer shall be solely responsible for any additional costs incurred by that Tenderer in the

performance of the work and shall be solely responsible to correct any deficiencies or errors in that tender at their expense.

1.6 Regional District's Right to Reject Tender

The Regional District reserves the right, in its sole discretion, to waive informalities in tenders, reject any and all tenders, or accept the tender deemed most favourable in the interests of the Regional District. The lowest, or any tender, will not necessarily be awarded.

No Tenderer shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Tender.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a tender, a Tenderer agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing its tender for matters relating to the Agreement or in respect of the competitive process, and the Tenderer, by submitting a tender, waives any claim for loss of profits if no agreement is made with the Tenderer.

If a Tender contains a defect or fails in some way to comply with the requirements of the Tender Documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the Tender.

Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest on the part of a tenderer. Without limitation, the Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the tenderer, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a tender submitted by a tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

When submitting a tender, the tenderer is required to complete, sign, and include with their tender a Conflict of Interest Disclosure Statement (page 16).

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

1.7 Proof of Ability

The Tenderer will be competent and capable of performing the work. The Tenderer is required to provide evidence of previous experience and financial responsibility before the contract is awarded. The Tenderer will complete Schedules C to I as well as attach letters of reference as stated in the Schedules.

A complete list of the equipment, which the Tenderer will make available for the completion of the contract, will be included with each Tender.

1.8 Security Deposit

A certified cheque, bank draft or money order in the amount of Five Thousand Dollars (\$5,000) in Canadian funds must accompany the Tender. This security deposit will be returned to all unsuccessful bidders within sixty (60) days of Tender opening and to the successful bidder when a contract has been executed. Failure of the successful bidder to execute the contract upon award by the Regional Board will result in forfeiture of the Five Thousand Dollar (\$5,000) Security Deposit.

1.9 Irrevocable Commercial Letter of Credit

The successful bidder will be required to provide an Irrevocable Commercial Letter of Credit (ICLC) provided in the amount of Ten Thousand Dollars (\$10,000) in Canadian Funds, from a recognized Canadian financial institution. The ICLC shall be in a form consistent with the ICLC shown on page 17 of these documents. The ICLC will be kept current for the life of the Contract plus sixty (60) days as specified in the Contract Documents. Failure to provide this surety will result in forfeiture of the Five Thousand Dollars (\$5,000) Security Deposit.

1.10 Discrepancies or Omissions

Tenderers finding discrepancies or omissions in the specifications or other documents or having any doubts on the meaning or intent of any part thereof, should immediately request in written form, either by fax, by Email or by mail, clarification from Bryan Boyes, Utilities Leader. Upon receipt of the written request for clarification, Mr. Boyes will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions. Any Work done after discovery of discrepancies, errors or omissions will be done at the Contractor's risk.

Addenda issued during the time of Tendering will be signed by the Contractor and included with the Tender and will become a part of the Tender documents.

NOTE: the last day that requests for clarification or inquiries may be made is Friday, October 30, 2020 in order that addenda, if necessary, are issued in time for all tenderers to complete their submission and have it delivered to the Regional District office prior to the closing time and date of the ITT. After October 30, 2020, should changes be necessary to the work of this ITT, they will be addressed through Article 19, Changes in the Work under General Conditions.

Addenda and Amendments issued during the time of Tendering will be signed by the Tenderer and included with the Tender and will become a part of the Tender documents.

2. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

The Contractor will satisfy themselves as to the practicability of executing the work in accordance with the Contract, and they will be held to have satisfied themselves in every particular before making up their Tender by inquiry, measurement, calculation and inspection of the site.

The Contractor will examine the site and its surroundings and, before submitting their Tender, will satisfy themselves as to the nature of the site, the quantities and nature of the work and equipment necessary for the completion of the work, and the means of access to the site, the accommodations they may require, and, in general, will obtain all relevant information as to risks, contingencies and other circumstances which may influence their Tender.

The Contractor will be deemed to have satisfied themselves as to the sufficiency of the Tender for the work and the prices stated in the Schedule of Prices. These prices will cover all of their obligations under the Contract, and all matters necessary to the proper completion and maintenance of the work, and will include the supply of all labour, equipment, material, supervision, services, taxes and assessments, together with the Contractor's overhead and profit, except where otherwise provided elsewhere in this Contract.

3. TENDER PRICES

Tender prices must remain open for acceptance for a period of sixty (60) days from the time of Tender opening, unless otherwise stated by the Regional District.

Tenders will be evaluated on the ability of the Tenderer to comply with Contract requirements, the Tendered Price and experience. Where tender prices are the same, the Regional District will consider experience in similar work beyond the minimum standards established in the Contract.

The Regional District will not be responsible for any costs incurred by the tenderer which may result from the preparation or submission of documents pertaining to this Tender.

4. START AND DURATION OF CONTRACT

The Contract will begin on January 1, 2021 at 12:01 a.m. and the Contract will remain in force until midnight, December 31, 2023. The Contract may be renewed on a period-by-period basis at the Regional District's discretion. Each period of renewal will be as per the Schedule of Prices at the tendered rates to the maximum of two (2) years. The total contract duration will not exceed five (5) years.

5. LOCATION OF SITE

The Regional District of Fraser-Fort George office building is located at 155 George Street within the City of Prince George.

ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Tender Documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

Email

We presently intend to _____ provide/ _____ not provide a Tender as requested.

Return immediately to:

Bryan Boyes,
Utilities Leader
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Fax Number: 250-562-8676
Email: bboyes@rdffg.bc.ca

TENDERER CHECKLIST

Before submitting your tender, check the following points:

- Has the Tender Form been signed and witnessed? _____
- Has the Security Deposit requirement been met? _____
- Is the Schedule of Prices completed? _____
- Is the Conflict of Interest Disclosure Statement completed? _____
- Are the following pages included?
 - › Tender Form? _____
 - › Schedule of Prices? _____
 - › List of Contractor’s Personnel? _____
 - › List of Sub-Contractors? _____
 - › Schedules C, D, E, F, G, H, I, J & L? _____
 - › Goods and Services Tax Information? _____
 - › Any Addenda that were issued? _____
- Are the documents complete? _____
- Are the documents enclosed in a sealed envelope? _____

Note: Your tender may be disqualified if ANY of the applicable foregoing points have not been complied with.

Ensure that the tender is returned in a sealed envelope clearly marked on the outside with:

- Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
- Regional District of Fraser-Fort George
Invitation to Tender ES-20-21
Janitorial Services – 155 George Street
- Responding Organization’s name and address.

TENDER FORM

Date: _____
(To be completed by Tenderer)

Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Instructions to Tenderers, Form of Tender, Contract Agreement, General Conditions of Contract and Scope of Work and subsequent written addenda (if any), and having visited the site(s) for purposes of examining site conditions and having become familiar with all conditions that affect the execution of the Work, and having satisfied themselves as to the sufficiency of the Tender the undersigned agrees to furnish all labour, equipment, materials, supervision and services and do all work necessary for and reasonably incidental to the Janitorial Services at 155 George Street as specified, in accordance with the contract documents.

I/We agree that in consideration of having my/our tender submission considered for the Total Contract Price as shown on the Schedule of Prices, this price is open for acceptance for sixty (60) days from the date of the tender opening and will not be withdrawn during that period of time.

It is understood that payment will be made for the work on the basis of the awarded Contract only and that any approved extras or refunds will be made by mutual agreement between the Regional District and me/us.

I/We agree that the sub-contractor(s) employed will be as listed on the List of Sub-Contractors and further agree that no changes or additions will be made to the list without written approval of the Regional District.

If I am/we are notified in writing of the acceptance of our tender, I/we agree that within fourteen (14) days of the date of the acceptance notice I/we will enter into a contract and execute an agreement for the stated sum in the form of the specimen submitted to guarantee completion of the contract in accordance with the contract documents and within the time stated in the Tender documents.

I/We agree that the Regional District reserves the right to waive informalities in tenders, reject any or all tenders, or accept the tender deemed most favourable in the interests of the Regional District.

I/We agree that tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. I/We agree that the Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in the ITT, whether or not such non-compliance is material.

Accompanying this Tender please find our certified cheque, bank draft or money order as the security deposit in the amount of Five Thousand dollars (\$5,000).

I/We agree that except for a claim for the reasonable cost of preparation of this tender, by submitting a tender, I/We irrevocably waive any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional

District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- 1) any actual or alleged unfairness on the part of the Regional District at any stage of the tender process, including without limitation any alleged unfairness in the evaluation of a tender or award of a contract,
- 2) a decision by the Regional District not to award a contract to that tenderer; or
- 3) the Regional District's award of a contract to a tenderer whose tender does not conform to the requirements of this ITT.

I/We hereby acknowledge receipt and inclusion of the following addenda to the ITT Documents:

Addendum No. ____ Dated: _____ Addendum No. ____ Dated: _____

Addendum No. ____ Dated: _____ Addendum No. ____ Dated: _____

Addendum No. ____ Dated: _____ Addendum No. ____ Dated: _____

Signed and Delivered by:

Signature of Authorized Signatory

Name of Tenderer

Name of Authorized Signatory (Please print)

Address

Title

City, Province, Postal Code

SCHEDULE OF PRICES – TENDERED PRICE

To Supply all necessary equipment, labour, materials, supervision and all things necessary to provide Janitorial Services at the Regional District of Fraser-Fort George office building located at 155 George Street, Prince George, BC, in accordance with the attached General Conditions and Operational Specifications.

1) TENDER SUM:

- | | |
|---------------------------------------|----------|
| A. Lump Sum price per month | \$ _____ |
| B. GST | \$ _____ |
| C. TOTAL TENDERED SUM (INCLUDING GST) | \$ _____ |

WorkSafeBC Account Number: _____

LIST OF CONTRACTOR'S PERSONNEL

The Contractor agrees that the personnel employed by them will be as listed below and further agrees that any changes or additions made to this list will be made in writing to the Regional District.

Name of Employee	Employee's Experience / Qualifications

LIST OF SUB-CONTRACTORS

The Contractor agrees that the Sub-contractors employed by them will be as listed below and further agrees that no changes or additions will be made to their list without the written approval of the Regional District.

Name of Sub-Contractor	Address of Sub Contractor	Work to Be Performed by Sub-Contractor



GOODS AND SERVICES TAX INFORMATION

Supplier: _____

Name _____

Address _____

City _____ Province _____

Postal Code _____ Phone Number _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, Please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under s.148 of the legislation

Other: Specify _____

Signature of Authorized Signatory

Print Name

Title

Date

CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

ES-20-21 Janitorial Services – 155 George Street

Tenderer Name: _____

The Tenderer, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Tenderer on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Tenderer with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed

IRREVOCABLE COMMERCIAL LETTER OF CREDIT

(to be on bank letterhead)

Letter of Credit No. _____

Amount \$ _____

Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Dear Sir:

Re: Irrevocable Letter of Credit No.

In accordance with the Contract to provide janitorial services at the Regional District building located at 155 George Street, Prince George, BC, under Contract ES-20-21, we hereby authorize you to draw on _____ (name and address of bank) Province of British Columbia, for account of _____ (name of Tenderer) up to an aggregate amount of ten thousand dollars (\$10,000) available on demand for 100% value:

Pursuant to the request of our customer _____, we the _____ Bank hereby establish and give you an Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you, which demand we will honour without enquiring whether you have the right as between yourself and the said customer to make such demand and without recognizing any claim of our said customer, or objection by it to payment by us.

1. Draws are to be made in writing to _____ (name of bank).
2. Partial draws may be made.
3. The Bank will not inquire as to whether or not the Regional District of Fraser-Fort George has the right to make demand on this Letter of Credit.
4. This Letter of Credit is irrevocable up to sixty (60) days after termination of the Contract.

Demands must be made not later than 60 days following expiration of the contract.

The Demands made under this Credit are to be endorsed hereon and will state on their face that they are drawn under _____ (name and address of bank), Letter of Credit No. _____.

Yours truly,

Manager
(On behalf of Name of Bank)

CONTRACT AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE

a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George BC V2L 1P8

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND:

Company

a company duly incorporated under the laws of British Columbia
and having a place of business at:
Street Address
City, Province, Postal Code

(hereinafter called the “Contractor”)

OF THE SECOND PART

WITNESSETH: that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - (a) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfill everything as set forth in and in strict accordance with the Contract Documents for the project entitled “Janitorial Services – 155 George Street” Contract ES-20-21 from January 1, 2021 to December 31, 2023; and
 - (b) Commence to actively proceed with the Work of the Contract on January 1, 2021.
2. The Regional District will pay to the Contractor a full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.
3. The Instructions to Tenderers, executed Tender Form, Schedule of Prices, List of Contractor's Personnel, List of Sub-contractors, Tender's Experience in Similar Work, Conflict of Interest Disclosure Statement, General Conditions of Contract, Contract Agreement, General Conditions, Operational Specifications, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are and will be the only contract, covenants and agreements on which any rights against the Regional District may be founded.



- 5. Subject to Section 4, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
- 6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the General Manager of Environmental Services of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at _____
(Address)

The Regional District of Fraser-Fort George at 155 George Street, Prince George, BC V2L 1P8.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

SIGNED ON BEHALF OF THE
**REGIONAL DISTRICT OF
FRASER-FORT GEORGE**

Chair

Date

GM of Legislative and Corporate Services

Date

SIGNED ON BEHALF OF
COMPANY

Authorized Signature Signatory

Date

(Name and Title) (Please print)

GENERAL CONDITIONS

1. DEFINITION OF TERMS	21
2. INTENT OF CONTRACT DOCUMENTS.....	22
3. LOCAL CONDITIONS.....	22
4. MANAGER’S STATUS	22
5. SUPERVISOR AND LABOUR	22
6. EXPERIENCE, QUALIFICATIONS AND TRAINING OF STAFF	22
7. CHARACTER OF WORKERS	23
8. CONTRACTOR’S QUALITY CONTROL PROGRAM.....	23
9. ASSIGNMENT OF CONTRACT	24
10. REGIONAL DISTRICT’S TERMINATION OF CONTRACT	24
11. CONTRACTOR’S TERMINATION OF CONTRACT	24
12. SUB-CONTRACTORS.....	24
13. REGIONAL DISTRICT’S RIGHT TO CORRECT DEFICIENCIES	24
14. INDEMNITY AND RELEASE BY CONTRACTOR.....	25
15. IRREVOCABLE COMMERCIAL LETTER OF CREDIT	25
16. PERMIT AND REGULATIONS.....	25
17. INJURY OR DAMAGE TO PERSONS OR PROPERTY	25
18. OCCUPATIONAL HEALTH AND SAFETY.....	25
19. CHANGES IN THE WORK	26
20. PAYMENT.....	26
21. GOODS AND SERVICES TAX (GST).....	26
22. PAYMENT WITHHELD OR DEDUCTED	26
23. REMOVAL OF LIENS.....	26
24. INSURANCE	27
25. DURATION OF CONTRACT	27
26. WORKSAFEBC	27
27. DISPUTED WORK.....	27
28. RIGHTS OF WAIVER	28
29. SEVERABILITY	28
30. GOVERNING LAWS.....	28
31. NOTICE OF PROTEST	29

1. DEFINITION OF TERMS

“Annually” means one (1) time during each calendar year/(minimum 9 months between work).

“As Required – Minimum Once Per Year” means that the task must be performed at least once during each of the Contract years, but may be performed as required.

“Bi-Annually” means two (2) times during each calendar year (minimum 5 months between work).

"Contract Documents" or "Contract" means and includes the complete and completed set of all documents, specifications, drawings and addenda incorporated therein, as listed in the Table of Contents in front of page one.

"Contractor" means the successful Tenderer who enters into the Contract Agreement.

“Daily” means each day that the office is open for regular business.

“Deficiencies” means not limited to, but including work not performed as set out in Schedule ‘B’.

"Equipment" means anything and everything except persons used by the Contractor in performance of the Work and except material as defined herein.

“Facility” means 155 George Street office building including the interior and exterior of the building.

“High Cleaning” means a height of two (2) metres or higher.

“Low Cleaning” means a height no greater than two (2) metres.

"Manager" means the General Manager of Environmental Services or equivalent for the Regional District of Fraser-Fort George or their authorized representative as designated to the Contractor.

“Monthly” means one (1) time during each calendar month of the year (minimum 2 weeks between task).

“Quarterly (4 Times Per Year)” means one (1) time every three (3) months of the year (minimum 2 months between work).

"Regional District" means the Regional District of Fraser-Fort George.

"Sub-Contractor" means any person, firm, or corporation approved by the Regional District having a Contract for the execution of a part or parts of the Work included in this Contract and worked to a special design according to the drawings or specifications, but does not include one who furnished material.

"Supply" or "Provide" means supply and pay for and provide and pay for.

“Tri-Annually” means three times during each calendar year (minimum 3 months between Work).

"Work" or "Works" means all janitorial services and all other related services.

“Weekly” means one time during the week of a seven day work week (normal work period Monday to Friday).

“Worksite” means the physical property whether inside or outside the Facility.

2. INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the Contractor will provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution to the Work described in the Tender documents or as directed by the Regional District and all incidental Work to complete the project.

3. LOCAL CONDITIONS

The Contractor will, by personal inspection, examination, calculations or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality and practicability of the work and of their methods of procedure. No verbal agreements or conversation with any officer, agent or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

4. MANAGER'S STATUS

The Manager will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Contractor maintains the landfill site in a satisfactory condition, and for ensuring that the Work has been satisfactorily carried out. The Manager will have the authority to stop the Work whenever such stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

If at any time the Manager is of the opinion that there exists a danger to life or to property, they may order the Contractor to stop Work or to take such remedial measures as they consider necessary.

The Contractor will comply with such an order immediately. Neither the giving or the carrying out of such orders thereby entitle the Contractor to any extra payment and the Regional District will not be held liable for any damages or any breach of laws, bylaws or regulations that may result.

5. SUPERVISOR AND LABOUR

The Contractor will keep on the Work at all times during its progress, a competent supervisor. The Contractor will identify the person who will act as the supervisor, in writing on Schedule D, to the Regional District. The supervisor will represent the Contractor in their absence and directions given to them will be considered to have been given to the Contractor. The supervisor will have the ability to report to the appointed Regional District representative and have the authority to act on contractual obligations without prejudice on behalf of the Contractor.

The Contractor will keep on the Work at all times sufficient personnel to carry out the Work required by the Contract.

The Contractor will comply with all federal and provincial legislation regarding wages and labour regulations including payment of any and all dues, levies, or charges made under or in relation to the Contract. The Contractor will make proof of payment available to the Manager when requested.

6. EXPERIENCE, QUALIFICATIONS AND TRAINING OF STAFF

The Contractor must demonstrate that their organization is adequately staffed and trained to perform the requirements. The Contractor must demonstrate to the Regional District that its employees are competent and skilled in the trade and craft program they practice and must provide a profile of the typical education (Building Service Worker Certification required), training and years of experience of their cleaning staff. Completion of Schedules F, G and H are required.

The Contractor must identify the minimum basic education and training requirements, or other expectations that their staff are required to meet. All employees hired must be capable of interpreting work

sheets and instructions and will provide current resumes for each individual identified in Schedule D - Employee Training and Education Profile.

Notice must be given to the General Manager of Environmental Services or their designate, in writing, of any staff changes or replacements immediately so that the replacements can be properly cleared by them. Under no circumstances shall inexperienced employees be engaged in the cleaning of the facility.

The cleaning and janitorial staff to be used by the successful Contractor shall be fully qualified and under the supervision of a Janitorial Supervisor who has had at least five (5) years experience in large building maintenance and janitorial services and he/she must be able to read, write and speak the English language fluently. The Contractor, or their representative, shall give personal and constant supervision to the work and shall be available at all times. Representatives of the Contractor shall be on call at all times during the facilities hours on week days, and at all other times when the Contractor's equipment is in use.

All employees shall be properly attired, including a photo identity badge, to the satisfaction of the Regional District.

The successful Contractor shall, prior to any work being performed and an agreement being signed, make available the following:

- a) Monthly schedule of times and cleaning staff;
- b) Twenty-four (24) hour emergency phone number.

The Contractor must submit a Schedule D - Employee Training and Education Profiles for each of their cleaning staff and must identify the minimum basic education and training requirements, or other expectations that their staff are required to meet. This information is for comparative purposes only and should not be construed as an attempt to direct or control the employees of the Contractor.

7. CHARACTER OF WORKERS

All workers must have sufficient knowledge, skill and experience to perform properly the Work assigned to them and to be tactful and courteous in dealing with the public and the Regional District's staff. Any supervisor, equipment operator, or worker employed by the Contractor or Sub-Contractor who, in the opinion of the Manager, does not perform their Work in a competent manner, appears to act in a disorderly or intemperate manner, is intoxicated or wilfully negligent will at the written request of the Manager, be removed from the site of the Work immediately and will not be employed again in any portion of the Work without the approval of the Manager.

All of the Contractor's employees working at the Facility must be bondable. The Contractor will provide the Regional District with documentation supporting the bonding of employees. This status must be maintained through the duration of the Contract. There will be no additional charges to the Regional District from the Contractor in obtaining documentation supporting this status.

8. CONTRACTOR'S QUALITY CONTROL PROGRAM

The Contractor must demonstrate that their organization has an established quality control plan, for identifying and preventing Deficiencies in the quality of services. General performance monitoring and supervision of the service is a fundamental requirement. Contractors are to complete Schedule E – Contractor's Quality Control Program and provide information regarding what systems they utilize that are capable of measuring baseline service levels and their ability to provide evidence of monitoring of performance. **Tenderers should include a copy of their program and additional supportive information.**

9. ASSIGNMENT OF CONTRACT

The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title or interest therein, or their obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received hereunder.

10. REGIONAL DISTRICT'S TERMINATION OF CONTRACT

In the event of the breach or non-performance by the Contractor of any of the covenants, conditions and agreements contained in the Contract to be performed or stoppage under Article 4, the Regional District reserves the right to terminate this Contract without notice. The Regional District may also deduct from the payments due to the Contractor or deduct from the Irrevocable Commercial Letter of Credit any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.

For unsatisfactorily performed Work, the Contractor will, with written notice, have 24 hours to correct Deficiencies. If not completed within 24 hours, under section 13, the Regional District has the right to correct them. After three such written notices, the Contract will be terminated.

11. CONTRACTOR'S TERMINATION OF CONTRACT

The Contractor will have the right to terminate the Contract for any of the following reasons:

- a. In the event of an Order of any Court or other public authority, other than the Regional District, causing the Work to be stopped or suspended, when the period of such stoppage or suspension exceeds ninety (90) days, and when such stoppage or suspension occurs through no act or fault of the Contractor, their agents or servants, the Contractor will receive from the Regional District payment for the Work completed. The Regional District will not be liable for any loss of profits, damages, or expenses incurred by the Contractor as a result of such stoppage or suspension. Such termination will be effective upon the Contractor giving notice thereof.
- b. In the event the Regional District fails to pay for the Work performed, except as provided in the Contract documents, within thirty (30) days from this specified date of payment and fails to remedy such default within ten (10) days of the Contractor's written notice to do so, the Contractor will receive from the Regional District payment for the Work completed. Such termination will be effective, upon the Contractor giving notice thereof.

12. SUB-CONTRACTORS

The Sub-Contractors named in the Tender Form will not be changed nor will additional Sub-Contractors be employed except with the written approval of the Manager. The Contractor is responsible to the Regional District for the acts and omissions of their Sub-Contractors and of their employees to the same extent that they are responsible for the acts or omissions of the Contractor's employees. Nothing in the Contract Documents will create any contractual relations between any Sub-Contractor and the Regional District. The Contractor will bind every Sub-Contractor to the terms of the Contract Documents.

13. REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

The Manager will complete Monthly inspections of Works and give the Contractor a copy of inspection and/or any Deficiencies in writing.

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after written notice to the Contractor, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of Work performed by the Regional District in correcting deficiencies will be paid by the Contractor or may be deducted from monies payable to the Contractor.

14. INDEMNITY AND RELEASE BY CONTRACTOR

Notwithstanding the compliance of the Consultant with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs), and actions recoverable by any third party from the Regional District and shall be paid by the Contractor. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

15. IRREVOCABLE COMMERCIAL LETTER OF CREDIT

To ensure the faithful execution and proper fulfilment of this Contract, the Irrevocable Commercial Letter of Credit provided to the Regional District by the Contractor, as specified in the Instruction to Tenderers, will be held by the Regional District and may be drawn upon at any time up to sixty (60) days following completion of the Contract.

16. PERMIT AND REGULATIONS

The Contractor will, at their own expense, procure all other permits, certificates and licences required by law for the execution of the Work and will comply with all federal, provincial and local laws and regulations affecting the execution of the Work save in so far as the Contract Documents specifically provide otherwise.

17. INJURY OR DAMAGE TO PERSONS OR PROPERTY

The Contractor will use due care and take all necessary precautions to ensure the protection of persons and property on the site and will comply with the *Workers' Compensation Act* of the Province of British Columbia. The Contractor will be liable for any and all injury or damage which may occur to person or to property on the site due to any act, omission, neglect or default of the Contractor, or their employees, Sub-Contractors or agents and indemnify and save harmless the Regional District in this regard.

The Contractor will immediately report any on-site injury or damage to the Regional District's property to the Regional District.

18. OCCUPATIONAL HEALTH AND SAFETY

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property at the Facility and will comply with the *Workers' Compensation Act* of the Province of British Columbia.

The Contractor must prepare a Health and Safety plan in accordance with the provincial WorkSafeBC to be attached to a completed Schedule I. A copy will be submitted to the Regional District prior to commencing the Work. The Contractor's employees must acknowledge the plan by signing a form which is to be kept on file at the Contractor's Prince George facility / office. Training procedures and training records for each employee will be kept on file at the Contractor's Prince George facility / office.

The Contractor must also prepare a COVID-19 safety plan as well for adherence to during the COVID-19 pandemic in accordance with the provincial WorkSafeBC. A copy will be submitted to the Regional District prior to commencing the Work. The Contractor's employees must acknowledge the plan by signing a form which is to be kept on file at the Contractor's Prince George facility/office. Training procedures and training records for each employee will be kept on file at the Contractor's Prince George facility/office.

19. CHANGES IN THE WORK

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor will proceed with the Work as changed and the Work will be executed under the provisions of the Contract. No changes will be undertaken by the Contractor without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in any Contract unless a "Change Order" form is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount, and the method of determining such value, will be decided by the Regional District. The Regional District will use one or more of the following methods in deciding such value:

- a. by lump sum submitted by the Contractor and accepted by the Regional District.
- b. on a force account basis as specified in these General Conditions.

20. PAYMENT

The Regional District will, by the thirtieth (30th) day of the month following that for which payment is required, on receipt of an invoice and monthly copy of Schedule 'B', on advice from the Manager that the Work has been satisfactorily carried out, pay the Contractor for Work completed, in accordance with the Contract, in the previous month. No payment will be made for materials supplied by the Regional District.

21. GOODS AND SERVICES TAX (GST)

Federal law states that five percent (5%) tax be paid on all goods and services. The Contractor is required to identify the GST tax on all invoices and the Regional District is liable to pay this amount to the Contractor.

22. PAYMENT WITHHELD OR DEDUCTED

The Regional District may withhold, suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect itself from loss on account of one or more of the following:

- a. Where the Contractor is not performing the Work satisfactorily in the opinion of the Manager.
- b. Where any defective or faulty Work has not been remedied at all or in a manner satisfactory to the Manager.
- c. Where there are affidavits of claim of lien, or liens filed against the site and premises of which the Work is done or is being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.
- d. Where there exists unsatisfied claims for damages caused by the Contractor to anyone employed on the site or retained in connection with the Work.
- e. Where the Regional District has corrected a deficiency under Article 13.

23. REMOVAL OF LIENS

The Contractor will forthwith remove at their own expense, liens filed or registered against the Landfill Property, and the Contractor will indemnify and save harmless the Regional District from liability arising out of any such claims of lien.

24. INSURANCE

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.
- iv. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements as outlined above.

25. DURATION OF CONTRACT

The duration of the Contract will be from 12:01 a.m., January 1, 2021 to midnight, December 31, 2023. The Contract may be renewed on a period-by-period basis at the Regional District's discretion. Each period of renewal will be as per the Schedule of Prices at the tendered rates to the maximum of two (2) years. The total contract duration will not exceed three (5) years.

26. WORKSAFEBC

Prior to undertaking any of the Work in this Contract, the Contractor will provide the Regional District with their Workers' Compensation Board Number and will keep all assessments required to be paid in relation to the Contract amount.

The Contractor will provide a clearance letter from WorkSafeBC to the Regional District prior to commencement of work and every six (6) months after that during the term of the Contract.

Where the contractor may not be eligible for WCB coverage, the contractor should provide a copy of a letter from WorkSafeBC confirming ineligibility.

27. DISPUTED WORK

If, in the opinion of the Contractor, they are being required to perform work beyond that which the Contract requires them to do, whether at the discretion of the Regional District or otherwise, they will, within five (5) days, deliver to the Regional District a written notice of protest in the form prescribed herein prior to proceeding with any of the disputed work. The five (5) day time period commences from the time of

direction given by the Regional District or the time at which the Contractor determines that they are required to perform such work, whichever occurs first.

The Contractor will keep accurate and detailed cost records that should indicate the cost of the work done under protest. The Contractor will not be entitled to payment if they fail to keep and produce such records.

28. RIGHTS OF WAIVER

A waiver of any breach of, or provision of, this Contract will not constitute or operate as a waiver or any other breach of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

29. SEVERABILITY

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void, the validity of the remaining paragraphs hereof will not be affected.

30. GOVERNING LAWS

This Contract shall be governed and construed in accordance with the laws of the Province of British Columbia.



31. NOTICE OF PROTEST

NOTICE OF PROTEST

TO: General Manager of Environmental Services
Regional District of Fraser-Fort George

FROM: (Contractor)

DATE:

SUBJECT: THE CONTRACT

Date of Direction:

You have required me to perform the following work that is beyond the scope of the Contract.
(Set out details of work).
(Include dates where applicable)

The additional costs and claim for this work is as follows:
(Set out details of cost)

All supporting documentation and invoices are attached.

I understand that I am required to keep accurate and detailed cost records which will indicate the cost of the work done under protest and failure to keep such records will be a bar to any recovery by me.

Signature of Contractor



OPERATIONAL SPECIFICATIONS

1. GENERAL	31
2. WORK HOURS	32
3. MATERIALS	32
4. EQUIPMENT	32
5. BUILDING SECURITY	32
6. CONFIDENTIALITY	33
7. PROTECTION OF WORK AND PROPERTY	33
8. REPORTING	33

Operational Specifications

1. GENERAL

These specifications describe the janitorial services at the 155 George Street Facility. Work will be carried out as indicated by the frequency schedules on the Schedule 'A' Works Schedule and as specified herein. All Work will be to industry standards and the satisfaction of the General Manager.

The Contractor must be in the business of providing services as it relates to the provision of janitorial services. The successful Contractor will be required to provide all labour, materials, Equipment and supervision necessary to perform janitorial services as required herein.

The Schedule 'A' Works Schedule for the Facility is attached. The Schedule describes the area, tasks to be performed and the frequency of each task.

The Regional District office building is a three-storey building. The flooring coverage is approximately as follows (including stairwells and elevator):

Main Floor: Consists of foyer, general reception, customer service counter area, open offices, individual offices, meeting rooms, lunchroom, two (2) filing rooms, one (1) set of washrooms, one (1) public washroom, one (1) set of staff shower rooms, one (1) storage room and one (1) shipping and receiving room.

Floor finishes	Carpet	6,400 sq ft
	Tile	745 sq ft
	Vinyl	2,130 sq ft

Second Floor: Consists of a board room, one (1) set of washrooms, one (1) handicap washroom, foyer, tenant offices (included in janitorial services), open offices, individual offices, meeting room, two (2) sets of washrooms, coffee nook, storage rooms and a kitchen.

Floor finishes	Carpet	7,435 sq ft
	Tile	595 sq ft
	Vinyl	1,010 sq ft

Third Floor: Consists of a foyer, open offices, individual offices, filing rooms, meeting rooms, coffee nook, one (1) set of washrooms and a storage room.

Floor finishes	Carpet	4,935 sq ft
	Vinyl	1,250 sq ft

Note: floor finish areas are approximate

Please note: The Regional District of Fraser Fort George will be exploring renovations to its building into 2021 and beyond. The Contractor will be informed of any renovations that may be taking place in advance that may affect the work describes herein.

2. WORK HOURS

Work shall be performed as per frequencies identified in Schedule 'A' – Works Schedule.

- 2.1 Janitorial Work shall be normally completed Monday through Friday. All Work to be done between the hours of 5:15 pm and 12:00 midnight. During the current Covid-19 pandemic there may be the need for daytime callouts to perform cleaning/sanitizing. For these callouts Schedule L (Hourly callout cost) will apply. Any exceptions to this time period must be pre-approved by the Regional District.
- 2.2 Paid holidays are not considered a workday.
- 2.3 The Regional District recognizes the following Paid holidays; New Years Day, BC Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.
- 2.4 The Paid holidays listed in 2.3 may change at any time during the duration of the Contract. The Regional District will provide the Contractor two (2) weeks written notice to any changes to the Paid holiday schedule.

3. MATERIALS

The Regional District encourages the use of environmentally-friendly cleaning supplies. The Contractor shall Supply at their own expense all commercial grade cleaning materials (to be kept in good supply), toiletries and supplies as listed in Schedule 'C' – Sustainable and Green Cleaning Products and Janitorial Materials Specifications.

Sanitization chemicals used during the COVID-19 pandemic will also be listed. The Contractor shall Supply at their own expense all commercial grade sanitization materials (to be kept in good supply), and supplies as listed in Schedule 'J' – Sanitization Products during COVID-19 pandemic.

All bulk materials are to be stored offsite. Three janitorial closets are available for onsite storage of Daily supplies and Equipment.

The Contractor will Supply the Regional District with a MSDS Binder of all supplies used at the Facility. The Contractor will ensure all information meets with all requirements and the binder is updated whenever supplies change or MSDS sheets expire. A preference to environmentally friendly products is desirable.

4. EQUIPMENT

The Contractor will maintain and repair their Equipment to the manufacturer's original recommended specifications. The Contractor may store their Equipment at the Facility in designated Janitorial Rooms. The Regional District accepts no responsibility for damage, vandalism or theft to any of the Contractor's Equipment stored at the Facility.

5. BUILDING SECURITY

The Regional District Facility has an automated security system. The Contractor will have a pass card and keys issued for use. The pass card and keys are not to be copied nor distributed to others without the prior approval of the Manager. **Exterior and interior security doors shall be kept locked while cleaning is in progress.**

Pass card and keys shall be returned to the Regional District upon expiration or termination of this Agreement. The Contractor must follow the Regional District's security protocol. (Immediately following the completion of any Work under this Agreement, the Contractor will ensure that the premises have been secured against unauthorized entry.) The Contractor shall not use the Facility for personal use.

The Contractor will immediately notify the Regional District's representative should any pass cards or keys issued to the Contractor be lost or stolen. If the Contractor loses pass cards or keys supplied to them, they shall be responsible for any costs required to replace the pass cards and keys and any costs associated with re-keying of the Facility.

6. CONFIDENTIALITY

In the course of the Work, the Contractor may come across documents and information that is of a confidential nature. The Contractor will treat as confidential and will not, without the prior written consent of the Regional District, publish, release or disclose or permit to be published, released or disclosed, either before or after the expiration or termination of this Agreement, any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of undertaking the Work herein. Failure to comply with this Confidentiality clause may result in immediate termination of the Contract.

7. PROTECTION OF WORK AND PROPERTY

The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its Sub-Contractor, employees, or agents during the performance of the Contract.

8. REPORTING

The Contractor must keep the following records and documents. These documents will be made immediately available to the Manager when requested unless otherwise specified.

Additionally, Work summaries are attached. The Contractor will use these summaries to verify that each task has been completed as required. The Contractor will be required to sign off on each task in each area as specified.

Health and Safety Plan

The Contractor must prepare a Health and Safety plan in accordance with the provincial WorkSafeBC requirements. A copy will be submitted to the Regional District prior to commencing the Work. The Contractor's employees must acknowledge the plan by signing a form which is to be kept on file at the Contractor's Prince George facility/office. Training procedures and training records for each employee will be kept on file at the Contractor's Prince George facility/office.

The Contractor must also prepare a COVID-19 safety plan as well for adherence during the COVID-19 pandemic in accordance with the provincial WorkSafeBC requirements. A copy will be submitted to the Regional District prior to commencing the Work. The Contractor's employees must acknowledge the plan by signing a form which is to be kept on file at the Contractor's Prince George facility/office. Training procedures and training records for each employee will be kept on file at the Contractor's Prince George facility/office.

Completion of Schedule 'I' is required.

Works Check List

The Contractor will submit a completed works checklist at the end of each month and the Contractor, or their supervisor, will do a walk through the building with the Manager, or their delegate. If work has been completed satisfactorily, the Monthly invoice will be signed off. For unsatisfactorily performed Work, refer to section 8 of General Conditions.

Attached is the Schedule 'B' Works Check List to be completed by the Contractor and submitted with a monthly invoice to the Regional District.



During the Covid-19 pandemic, the Contractor will submit a completed sanitization checklist at the end of each month. If work has been completed satisfactorily, the Monthly invoice will be signed off. For unsatisfactorily performed Work, refer to section 8 of General Conditions.

Attached is the Schedule 'K' Sanitization Check List to be completed by the Contractor and submitted with a monthly invoice to the Regional District



SCHEDULE A:
WORKS SCHEDULE



REGIONAL DISTRICT
of Fraser-Fort George

		Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually
GENERAL OFFICE AREAS and CORRIDORS and PHOTOCOPY ROOMS								
Waste Receptacles	Empty - replace liners as required	X						
Water Coolers	Clean with cutter detergent - top, sides, etc.	X						
Flooring - Carpet	Vacuum	X						
	Spot clean carpet		X					
	Shampoo, hot water extract all carpets							X
Corridors	Shampoo, hot water extract all carpets						X	
Flooring - Area Mats	Vacuum	X						
	Lift and clean underneath		X					
Flooring - Non-Carpet	Sweep and wet mop	X						
	Scrub clean, apply finish							X
	Scrub, clean ceramic tile							X
	Burnish				X			
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust/Antibacterial Cleaning	X						
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinets, computer monitors (not screen), picture frames, clocks, fire alarms, door frames and table tops	Clean/Dust		X					
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust						X	
Vertical Blinds	Dust/damp clean						X	
Furniture / Chairs	Spot clean fabric		X					
	Wash and polish furniture		X					
	Wipe down arms and legs		X					
	Vacuum fabric				X			
	Shampoo							X
Metal Kick Plates, Door Knobs, Push Bars	Clean		X					
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls (as needed)	X						
	Dust ceiling and walls				X			
	Dust doors and ceiling vents/air diffusers	As required - Minimum Twice Per Year						
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year						

WASHROOMS AND SHOWER ROOMS

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually	
Waste Receptacles	Empty - replace liners as required	X							
Flooring - Non-Carpet	Sweep and wet mop with germicidal detergent	X							
	Scrub clean epoxy flooring				X				
	Scrub clean, apply finish (VCT flooring only)						X		
Low Cleaning - Counter Tops/Fronts	Clean with germicidal detergent	X							
Low Cleaning - Horizontal ledges including baseboard, window sill, shelving, door frames	Clean/Dust		X						
High Cleaning - Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells	Clean/Dust						X		
Metal Kick Plates, Door Knobs, Push Bars	Clean		X						
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls	X							
	Dust ceiling and walls				X				
	Dust doors and ceiling vents/air diffusers	As required - Minimum Twice Per Year							
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year							
Sinks, Toilets, Seats, Urinals, Plumbing and Fixtures	Clean with germicidal detergent	X							
Partitions, Walls, Enamel Tile, etc.	Clean with germicidal detergent	X							
Sanitary Waste Receptacles, Dispensers	Remove liners, clean with detergent, replace liners	X							
Mirrors	Clean and polish	X							
Showers	Clean with germicidal detergent	X							
	Shower Curtain washed			X					
Benches	Damp clean	X							
Check/ Refill Dispensers	Fill Soap, Toilet Paper, Paper Towel	X							

LUNCHROOM AND COFFEE NOOKS

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually	N/A
Waste Receptacles	Empty - replace liners as required	X							
Water Coolers	Clean with germicidal detergent - top, sides, etc.	X							
Flooring - Carpet	Vacuum	X							
	Spot clean carpet	X							
	Shampoo, hot water extract all carpets						X		
Flooring - Area Mats	Vacuum	X							
	Lift and clean underneath		X						
Flooring - Non-Carpet	Sweep and wet mop	X							
	Scrub clean porcelain, ceramic, slate flooring						X		
	Burnish					X			
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust	X							
Low Cleaning - Horizontal ledges including baseboard, window sill, picture frames, clocks, fire alarms, door frames	Clean/Dust		X						
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust					X			
Vertical Blinds	Dust/damp clean					X			
Furniture / Chairs	Spot clean fabric		X						
	Wipe down arms and legs		X						
Metal Kick Plates, Door Knobs, Push Bars	Clean		X						
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls	X							
	Dust ceiling and walls					X			
	Dust doors and ceiling vents/air diffusers	As required - Minimum Twice Per Year							
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year							
Dishes	**Staff Responsibility**								X
Sinks in Coffee Nooks	Clean inside	X							
Microwave	Clean inside and out	X							
Fridges	Clean inside						X		
Vending Machines	Wipe down	X							
Tables	Wipe down tops	X							
	Wipe down legs		X						
Coffee Pots	Empty and rinse pots and coffee baskets	X							
Check/ Refill Dispensers	Fill Soap and Paper Towel Dispensers, ensure dishwasher soap supply (pods or detergent)	X							

MEETING ROOMS

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually	N/A
Waste Receptacles	Empty - replace liners as required	X							
Flooring - Carpet	Vacuum	X							
	Spot clean carpet		X						
	Spin clean or shampoo high traffic areas			X					
	Shampoo, hot water extract all carpets							X	
Flooring - Non-Carpet	Sweep and wet mop	X							
	Scrub clean, apply finish (VCT flooring only)						X		
	Burnish						X		
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust	X							
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinet, computer monitors (not screen), picture frames, clocks, fire alarms, door frames	Clean/Dust		X						
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust						X		
Vertical Blinds	Dust/damp clean						X		
Furniture / Chairs	Spot clean fabric		X						
	Wash and polish furniture		X						
	Wipe down arms and legs		X						
	Vacuum fabric				X				
	Shampoo							X	
Metal Kick Plates, Door Knobs, Push Bars	Clean		X						
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls	X							
	Dust ceiling and walls				X				
Millwork	Clean and polish		X						
	Dust doors and ceiling vents/air diffusers	As required - Minimum Twice Per Year							
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year							

STORAGE ROOMS/FILING ROOMS

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually	N/A
Flooring - Carpet	Vacuum		X						
	Spot clean carpet								X
	Spin clean or shampoo high traffic areas								X
	Shampoo, hot water extract all carpets							X	
Flooring - Area Mats	Vacuum								X
	Lift and clean underneath								X
Flooring - Non-Carpet	Sweep and wet mop		X						
	Scrub clean porcelain, ceramic, slate flooring								X
	Scrub clean, apply finish							X	
	Burnish								X
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust/Disinfectant Antibacterial Wipe Down								X
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinet, clocks, fire alarms, door frames	Clean/Dust			X					
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust							X	
Vertical Blinds	Dust/damp clean							X	
Metal Kick Plates, Door Knobs, Push Bars	Clean		X						
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls							X	
	Dust ceiling and walls							X	
	Dust doors and ceiling vents/air diffusers	As required - Minimum Twice Per Year							
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year							

SCHEDULE 'A' WORKS SCHEDULE

ES-20-21

JANITOR ROOMS

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually
Flooring - Non-Carpet	Sweep and wet mop		X					
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust						X	
Metal Kick Plates, Door Knobs, Push Bars	Clean		X					
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls			X				
	Dust ceiling and walls						X	
	Dust doors and ceiling vents/air diffusers	As required - Minimum Twice Per Year						
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year						
Sinks, Shelves, Walls	Clean		X					

UTILITY ROOMS AND STAIRWELL

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-annually	Bi-Annually	Annually
Flooring - Area Mats	Vacuum area mats	X						
	Lift and clean underneath		X					
Flooring - Non-Carpet	Sweep and wet mop			X				
	Scrub clean, apply finish							X
Low Cleaning - Horizontal ledges including baseboard, window sill, picture frames, clocks, fire alarms, door frames **Shoe compartment at rear entrance**	Dust/Clean				X			
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Dust/Clean							X
Metal Kick Plates, Door Knobs, Push Bars	Clean		X					
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls			X				
	Dust ceiling and walls							X
	Dust doors and ceiling vents/air diffusers	As required - Minimum Twice Per Year						
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year						
Handrails	Wipe down with a damp cloth	X						
Stairs	Sweep and wet mop	X						
	Scrub clean, apply finish							X

SCHEDULE 'A' WORKS SCHEDULE

ES-20-21

GLASS (Includes Frames)

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually
Glass Exterior Doors	Clean - both sides	X						
Main Entrance Windows - Interior and Exterior Windows	Spot Clean	X						
	Clean - both sides		X					
Lunchroom Windows	Spot Clean	X						
	Clean - both sides					X		
Exterior Windows (Tucker Pole Available for Use)	Clean - both sides (Spring/Fall)						X	
Office Door Sidelights	Clean - both sides							X

EXTERIOR

Sidewalk Areas	Empty garbage cans and ashtrays	X						
-----------------------	---------------------------------	---	--	--	--	--	--	--

BOARDROOM / BOARDROOM FOYER

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually
Waste Receptacles	Empty - replace liners as required	X						
Flooring - Carpet	Vacuum	X						
	Spot clean carpet		X					
	Spin clean or shampoo high traffic areas							X
	Shampoo, hot water extract all carpets							X
Flooring - Area Mats	Vacuum	X						
	Lift and clean underneath		X					
Flooring - Non-Carpet & Tile area	Sweep and wet mop	X						
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust	X						
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinet, Computer monitors (not screens), picture frames, clocks, fire alarms, door frames	Clean/Dust		X					

BOARDROOM / BOARDROOM FOYER

	TASK	Daily	Weekly	Monthly	Quarterly	Tri-Annually	Bi-Annually	Annually	N/A
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust						X		
Horizontal Blinds	Dust/damp clean								X
Furniture / Chairs / Couches / Table / Council Seating Area	Spot clean fabric (weekly or as needed)		X						
	Wash and polish furniture		X						
	Wipe down arms and legs		X						
	Vacuum fabric				X				
	Shampoo							X	
Metal Kick Plates, Door Knobs, Push Bars	Clean		X						
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls	X							
	Dust ceiling and walls				X				
	Dust doors and ceiling vents/air diffusers	As required - Minimum Once Per Year							
Fluorescent Light Fixtures / Wall Sconces	Remove bugs/insects and damp clean light shades	As required - Minimum Once Per Year							
Wooden Entrance Doors, Feature Walls, and Feature Columns	Clean and polish		X						
Furniture, Showcase, Acoustic Panel Walls	Spot clean fabric		X						
	Wash and polish furniture		X						
	Vacuum fabric				X				
Millwork	Clean and polish		X						
Board Member Seating Area Gallery	Counters / Seats **by every 2nd Friday)			X					
Tables/Chairs	Cleaned / Washed (daily or as needed)	X							



SCHEDULE B:
WORKS CHECKLIST

GENERAL OFFICE AREAS and CORRIDORS and PHOTOCOPY ROOMS

	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
Waste Receptacles	Empty - replace liners as required																															
Water Coolers	Clean with germicidal detergent - top, sides, etc.																															
Flooring - Carpet	Vacuum																															
	Spot clean carpet																															
	Shampoo, hot water extract all carpets																															
Corridors	Shampoo, hot water extract all carpets																															
Flooring - Area Mats	Vacuum																															
	Lift and clean underneath																															
Flooring - Non-Carpet	Sweep and wet mop																															
	Scrub clean, apply finish																															
	Scrub, clean ceramic tile																															
	Burnish																															
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust																															
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinets, computer monitors (not screen), picture frames, clocks, fire alarms, door frames, table tops	Clean/Dust																															
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																															
Vertical Blinds	Dust/damp clean																															
Furniture / Chairs	Spot clean fabric																															
	Wash and polish furniture																															
	Wipe down arms and legs																															
	Vacuum fabric																															
	Shampoo																															
Metal Kick Plates, Door Knobs, Push Bars	Clean																															
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls (as needed)																															
	Dust ceiling and walls																															
	Dust doors and ceiling vents/air diffusers																															
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																															
	Contractor's Initials																															

Comments _____

WASHROOMS AND SHOWER ROOMS																															
TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
Waste Receptacles	Empty - replace liners as required																														
Flooring - Non-Carpet	Sweep and wet mop with germicidal detergent																														
	Scrub clean epoxy flooring																														
	Scrub clean, apply finish (VCT flooring only)																														
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean with germicidal detergent																														
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinet, computer monitors (not screen), picture frames, clocks, fire alarms, door frames	Clean/Dust																														
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																														
Metal Kick Plates, Door Knobs, Push Bars	Clean																														
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																														
	Dust ceiling and walls																														
	Dust doors and ceiling vents/air diffusers																														
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																														
Sinks, Toilets, Seats, Urinals, Plumbing and Fixtures	Clean with germicidal detergent																														
Partitions, Walls, Enamel Tile, etc.	Clean with germicidal detergent																														
Sanitary Waste Receptacles, Dispensers	Remove liners, clean with detergent, replace liners																														
Mirrors	Clean and polish																														
Showers	Clean with germicidal detergent																														
	Shower Curtain washed																														
Benches	Damp clean																														
Check/ Refill Dispensers	Fill Soap, Toilet Paper, Paper Towel																														
	Contractor's Initials																														

Comments

LUNCHROOM AND COFFEE NOOKS																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Waste Receptacles	Empty - replace liners as required																												
Water Coolers	Clean with germicidal detergent - top, sides, etc.																												
Flooring - Carpet	Vacuum																												
	Spot clean carpet																												
	Shampoo, hot water extract all carpets																												
Flooring - Area Mats	Vacuum																												
	Lift and clean underneath																												
Flooring - Non-Carpet	Sweep and wet mop																												
	Scrub clean porcelain, ceramic, slate flooring																												
	Burnish																												
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust																												
Low Cleaning - Horizontal ledges including baseboard, window sill, clocks, fire alarms, door frames	Clean/Dust																												
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																												
Vertical Blinds	Dust/damp clean																												
Furniture / Chairs	Spot clean fabric																												
	Wipe down arms and legs																												
Metal Kick Plates, Door Knobs, Push Bars	Clean																												
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																												
	Dust ceiling and walls																												
	Dust doors and ceiling vents/air diffusers																												
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																												
Dishes	**Staff Responsibility**																												
Sinks in Coffee Nooks	Clean inside																												
Microwave	Clean inside and out																												
Fridges	Clean inside																												
Vending Machines	Wipe down																												
Tables	Wipe down tops																												
	Wipe down legs																												
Coffee Pots	Empty and rinse pots and coffee baskets																												
Check/ Refill Dispensers	Fill Soap and Paper Towel Dispensers, ensure dishwasher soap supply(pods or detergent)																												
	Contractor's Initials																												

Comments _____

MEETING ROOMS																															
TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
Waste Receptacles	Empty - replace liners as required																														
Flooring - Carpet	Vacuum																														
	Spot clean carpet																														
	Spin clean or shampoo high traffic areas																														
	Shampoo, hot water extract all carpets																														
Flooring - Non-Carpet	Sweep and wet mop																														
	Scrub clean, apply finish (VCT flooring only)																														
	Burnish																														
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust																														
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, computer monitors (not screen), picture frames, clocks, fire alarms, door frames	Clean/Dust																														
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																														
Vertical Blinds	Dust/damp clean																														
Furniture / Chairs	Spot clean fabric																														
	Wash and polish furniture																														
	Wipe down arms and legs																														
	Vacuum fabric																														
	Shampoo																														
Metal Kick Plates, Door Knobs, Push Bars	Clean																														
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																														
	Dust ceiling and walls																														
Millwork	Clean and polish																														
	Dust doors and ceiling vents/air diffusers																														
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																														
	Contractor's Initials																														

Comments

STORAGE ROOMS/FILING ROOMS																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Flooring - Carpet	Vacuum																												
	Spot clean carpet																												
	Spin clean or shampoo high traffic areas																												
	Shampoo, hot water extract all carpets																												
Flooring - Area Mats	Vacuum																												
	Lift and clean underneath																												
Flooring - Non-Carpet	Sweep and wet mop																												
	Scrub clean porcelain, ceramic, slate flooring																												
	Scrub clean, apply finish																												
	Burnish																												
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust																												
Low Cleaning - Horizontal ledges including baseboard, window sill, partitions, filing cabinet, clocks, fire alarms, door frames	Clean/Dust																												
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																												
Vertical Blinds	Dust/damp clean																												
Metal Kick Plates, Door Knobs, Push Bars	Clean																												
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																												
	Dust ceiling and walls																												
	Dust doors and ceiling vents/air diffusers																												
	Remove bugs/insects and damp clean light shades																												
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																												
JANITOR ROOMS																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Flooring - Non-Carpet	Sweep and wet mop																												
	Clean/Dust																												
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																												
Metal Kick Plates, Door Knobs, Push Bars	Clean																												
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																												
	Dust ceiling and walls																												
	Dust doors and ceiling vents/air diffusers																												
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																												
Sinks, Shelves, Walls	Clean																												
	Contractor's Initials																												

Comments

UTILITY ROOMS AND STAIRWELL																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Flooring - Area Mats	Vacuum area mats																												
	Lift and clean underneath																												
Flooring - Non-Carpet	Sweep and wet mop																												
	Scrub clean, apply finish																												
Low Cleaning - Horizontal ledges including baseboard, window sill, partitions, fire alarms, door frames **Shoe compartment at rear entrance**	Dust/Clean																												
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Dust/Clean																												
Metal Kick Plates, Door Knobs, Push Bars	Clean																												
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																												
	Dust ceiling and walls																												
	Dust doors and ceiling vents/air diffusers																												
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																												
Handrails	Wipe down with a damp cloth																												
Stairs	Sweep and wet mop																												
	Scrub clean, apply finish																												
GLASS (Includes Frames)																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Glass Exterior Doors	Clean - both sides																												
Main Entrance Windows - Interior and Exterior Windows	Spot Clean																												
	Clean - both sides																												
Lunchroom Windows	Spot Clean																												
	Clean - both sides																												
Exterior Windows (Tucker Pole Available for Use)	Clean - both sides (Spring/Fall)																												
Office Door Sidelights	Clean - both sides																												
EXTERIOR																													
Sidewalk Areas	Empty garbage cans and ashtrays																												
	Contractor's Initials																												

Comments

BOARDROOM																												
TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Waste Receptacles	Empty - replace liners as required																											
Flooring - Carpet	Vacuum																											
	Spot clean carpet																											
	Spin clean or shampoo high traffic areas																											
	Shampoo, hot water extract all carpets																											
Flooring - Area Mats	Vacuum																											
	Lift and clean underneath																											
Flooring - Non-Carpet & Tile area	Sweep and wet mop																											
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust																											
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, Computer monitors (not screens), picture frames, clocks, fire alarms, door frames	Clean/Dust																											
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																											
Horizontal Blinds	Dust/damp clean																											
Furniture / Chairs / Couches / Table / Council Seating Area	Spot clean fabric (weekly or as needed)																											
	Wash and polish furniture																											
	Wipe down arms and legs																											
	Vacuum fabric																											
	Shampoo																											
Metal Kick Plates, Door Knobs, Push Bars	Clean																											
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																											
	Dust ceiling and walls																											
	Dust doors and ceiling vents/air diffusers																											
Fluorescent Light Fixtures / Wall Sconces	Remove bugs/insects and damp clean light shades																											
Wooden Entrance Doors, Feature Walls, and Feature Columns	Clean and polish																											
Furniture, Showcase, Acoustic Panel Walls	Spot clean fabric																											
	Wash and polish furniture																											
	Vacuum fabric																											
Millwork	Clean and polish																											
Board Member Seating Area Gallery	Counters / Seats **by every 2nd Friday)																											
Tables/Chairs	Cleaned / Washed (daily or as needed)																											
	Contractor's Initials																											

Comments

THREE FOYERS AND ELEVATOR

	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
Waste Receptacles	Empty - replace liners as required																															
Flooring - Carpet	Vacuum																															
	Spot clean carpet																															
	Spin clean or shampoo high traffic areas																															
	Shampoo, hot water extract all carpets																															
Flooring - Area Mats	Vacuum																															
	Lift and clean underneath																															
Flooring - Non-Carpet & Tile area	Sweep and wet mop																															
Low Cleaning - Phones, etc.	Clean/Dust																															
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, Computer monitors (not screens), picture frames, clocks, fire alarms, door frames	Clean/Dust																															
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust																															
Furniture / Chairs / Table	Spot clean fabric (weekly or as needed)																															
	Wash and polish furniture																															
	Wipe down arms and legs																															
	Vacuum fabric																															
	Shampoo																															
Metal Kick Plates, Door Knobs, Push Bars	Clean																															
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																															
	Dust ceiling and walls																															
	Dust doors and ceiling vents/air diffusers																															
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades																															
Wooden Entrance Doors, Feature Walls, and Feature Columns	Clean and polish																															
Furniture, Showcase	Spot clean fabric																															
	Wash and polish furniture																															
	Vacuum fabric																															
Millwork/Elevator Handrails	Clean and polish																															
Tables/Chairs	Cleaned / Washed (daily or as needed)																															

	Contractor's Initials																															

Comments _____

SCHEDULE C: **SPECIFICATIONS**

SUSTAINABILITY AND GREEN CLEANING PRODUCTS AND JANITORIAL MATERIALS **SPECIFICATIONS**

Provide a narrative that describes the Proponent’s understanding of Sustainability, Green Products, and Green Buildings. Describe the approach and methodology that the Proponent would undertake to meet these requirements. (Append additional sheets of paper as required).

Proponents are encouraged to include information regarding its organization’s particular environmental and/or social impacts. Proponents may wish to provide a statement, including any supporting documentation, that addresses how its organization [minimizes: waste emissions, the use or generation of harmful substances, the use of non-renewable resources and, substitutes a renewable resource or recycled content and post consumer waste, and/or maximizes energy and materials efficiently], [and/or involves actions which contribute to social development or assists in the conservation or development of social capital either in this community or elsewhere.

Professional/Commercial Quality Cleaning Products and Consumables

- A. Professional Quality Cleaning Products: The Contractor shall be responsible for the procurement, safe storage and use of all cleaning equipment, tools, and materials required for the provision of custodial maintenance and janitorial services and for all costs incurred in their procurement, safe storage & use including:
1. All cleaning chemicals, including dispensers
 2. All deodorizing chemicals, including dispensers
 3. All sanitary napkins/tampons, including dispensers, (where and when required)
 4. All plastic bags used in waste collection/recycling activities
 5. Contractor will be responsible for the safe storage of all consumable supplies required.

Janitorial Materials Specifications

- Toilet Paper - Scott 2-ply or equivalent
- Paper Towel - Scott Roll Towel 100% Recycled Paper
- Hand Soap - Lever Fresh Hand cleaner
- 30 x 38 Black Garbage Bags (strong)
- 22 x 24 Regular Black Garbage Bags
- Dish Detergent - Cutter Dish Detergent
- Air Freshener - Commercial Grade (Environmentally friendly preference)
- Handwash Antiseptic - Dustbane



The Contractor shall provide a listing of normally used professional quality cleaning products, referring always to SCHEDULE 'C' – Sustainability and Green Cleaning Products and Janitorial Materials Specifications.

- B. Professional Quality Consumables: The Contractor will be required to procure and dispense the following supplies (consumables) as a minimum: trash liners, paper towels, liquid and powdered hand soap, toilet tissue, hand towels, paper seat covers, urinal block deodorants for use in restrooms and including all floor and carpet care products.
- C. Brand Names/Approved Equal: If present, brand, manufacturer or product names as indicated in SCHEDULE 'C' - Sustainability and Green Cleaning Products and Janitorial Materials Specifications, are only for the purpose of establishing identification and a general description of the item(s) preferred by the Regional District.

Items of equal quality, not bearing such names, may be used, provided, however, that prior written approval for the item is obtained from the Regional District. **Request for approval of such cleaning products and consumables may be obtained by providing product literature with your Application.**

Please list your green commercial quality cleaning products and consumables:

CLEANING PRODUCTS	
	Floor Care Products
1.0	
1.1	
1.2	
1.3	

	Detergents/Degreasers
2.0	
2.1	
2.2	
2.3	
2.4	

	Pine Scented Liquid Germicidal Disinfectant Detergent
3.0	
3.1	
3.2	



	Liquid Industrial Strength Solvent-Free Based Biodegradable Surface Cleaner/Degreaser
4.0	
4.1	
4.2	
4.3	

	Liquid Germicide Toilet and Urinal Cleaner, Disinfectant and Deodorizer
5.0	
5.1	
5.2	

	Liquid Soap
6.0	
6.1	
6.2	

	Heavy Duty Liquid Drain Opener and Cleaner
7.0	
7.1	
7.2	

	Scented Dry Powder Carpet Odour Control
8.0	
8.1	

	SodiumHypochlorite (Bleach 6%)
9.0	

	Germicidal Powdered Cleanser
10.0	

	Urinal Deodorant Blocks
11.0	



	Paper Products
12.0	Towel, Single-Fold, White:
12.1	Towel, Multi-fold:
12.2	Towel, Roll, Single Ply:
12.3	Towel, Roll, Recycled:
12.4	Embassy Premium Towel, Roll, Bleached Embossed:
12.5	Tissue, Bathroom Roll, White, Single-ply:
12.6	Tissue, Bathroom Roll, White, 2-ply:
12.7	Feminine Hygiene, Sanitary Napkin:



SCHEDULE D:
EMPLOYEE TRAINING AND EDUCATION PROFILE

Principal in Charge:			
Post Secondary Studies	Degrees, Certificates, Diplomas or Designations	Issuing Institution or Association	Date Conferred
Internal Training:			
Relevant Services to be Provided under the Contract:			
Months/Years of Experience:			
Criminal record check has been performed and is current:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name:		Occupation:	
Post Secondary Studies	Degrees, Certificates, Diplomas or Designations	Issuing Institution or Association	Date Conferred
Internal Training:			
Relevant Services to be Provided under the Contract:			
Months/Years of Experience:			
Criminal record check has been performed and is current:		Yes <input type="checkbox"/>	No <input type="checkbox"/>



Name:		Occupation:	
Post Secondary Studies	Degrees, Certificates, Diplomas or Designations	Issuing Institution or Association	Date Conferred
Internal Training:			
Relevant Services to be Provided under the Contract:			
Months/Years of Experience:			
Criminal record check has been performed and is current:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name:		Occupation:	
Post Secondary Studies	Degrees, Certificates, Diplomas or Designations	Issuing Institution or Association	Date Conferred
Internal Training:			
Relevant Services to be Provided under the Contract:			
Months/Years of Experience:			
Criminal record check has been performed and is current:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SCHEDULE E:
CONTRACTOR'S QUALITY CONTROL PROGRAM

1. Does your firm have a written QUALITY CONTROL program?

Yes No

If "Yes", please submit a copy of your program.

If "No", please submit any printed matter which typifies instruction and/or a statement as to how quality control is accomplished.

2. Outline any specific formal training initiatives that your company employs to keep staff current with workplace and market developments.

3. What procedures (please provide examples) does your company have in place to measure performance on the basis of customer satisfaction?

4. Provide details of the overall strength, type and quality of external and internal training.

5. Provide any information about your firm that further demonstrates proficiency or excellence in Custodial Maintenance and Janitorial Services Management. This would include details surrounding employee performance monitoring and performance improvements (Service Level Agreements), depth of training programs, recognition and leadership awards, etc. **Attach up to two pages.**

SCHEDULE F:
COMPANY EXPERIENTIAL PROFILE

1. Company Business History

a) How many years has the Company operated under

i) its present business name?: _____

ii) its present ownership?: _____

iii) a former business name?: _____

iv) state former business name: _____

b) How many years experience has the Company or entity had in the categories of work for which pre-qualification is being sought (minimum of five (5) years):

i) as a main Contractor: _____

ii) as a sub-Contractor: _____

c) Has your Company or entity ever failed in the last five (5) years to complete an agreement, had an agreement partially or fully taken over or had an agreement varied to delete substantial work to overcome poor performance under the agreement?

Yes No If "yes", please give details.

d) Has any partner, principal, individual in the Company or entity ever been associated with any other organization or any entity which has failed in the last five (5) years to complete an agreement?

Yes No If "yes", state name of individual or organization and reason for failure.



e) Has your Company or entity, or any principal or entity in which they have been involved, in the last five (5) years been liquidated, entered into receivership/bankruptcy?

Yes No If “yes”, state name of individual or organization and reason for failure.

2. Professional Affiliations/Association

State what professional associations or industry groups your Company is an active member of:



SCHEDULE G:
CORPORATE CAPABILITY - CURRENT CONTRACTS

The Contractor is to provide references from whom they are currently providing the same or similar services. Names and references must be current and verifiable. If possible, please provide Letters of Reference. At a minimum, the following information should be provided:

- Client and Contact Name for Reference
- Contract Location
- Contract Value \$
- Square Footage Maintained
- Contract Start Dates
- Damages Reimbursed (where applicable)

A minimum of three (3) references (clients) are required.

(PLEASE COMPLETE, COPY AND APPEND ADDITIONAL SHEETS AS NEEDED.)

1. Client Name: _____
 Address: _____

Contact Name: _____ Title or Position: _____

Telephone No.: _____ E-mail: _____

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ _____



2. Client Name: _____
Address: _____

Contact Name: _____ Title or Position: _____

Telephone No.: _____ E-mail: _____

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ _____

3. Client Name: _____
Address: _____

Contact Name: _____ Title or Position: _____

Telephone No.: _____ E-mail: _____

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ _____



SCHEDULE H:
CORPORATE CAPABILITY- Past 5 Years

CONTRACTS COMPLETED WITHIN THE PAST 5 YEARS

The Proponent must submit/verify that their company/or key personnel have worked a minimum of five years at a similar level of services and have performed similar duties in buildings that are comparable in size. It should be understood those companies and/or key personnel that do not meet this specification will not be considered for award of this Contract.

Provide full details of any other relevant Agreements your Company has undertaken within the past five (5) years. At a minimum, the following information should be provided:

- Client and Contact Name for Reference
- Contract Location
- Contract Value \$
- Square Footage Maintained
- Contract Start and Completion Dates
- Damages Reimbursed
- Details of Termination

(PLEASE COMPLETE, COPY AND APPEND ADDITIONAL SHEETS AS NEEDED.)

1. Client Name: _____
 Address: _____

Contact Name: _____ Title or Position: _____

Telephone No.: _____ E-mail: _____

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ _____

Details of Termination: _____



2. Client Name: _____
Address: _____

Contact Name: _____ Title or Position: _____

Telephone No.: _____ E-mail: _____

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ _____

Details of Termination: _____

3. Client Name: _____
Address: _____

Contact Name: _____ Title or Position: _____

Telephone No.: _____ E-mail: _____

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ _____

Details of Termination: _____



4. Client Name: _____
 Address: _____

Contact Name: _____ Title or Position: _____

Telephone No.: _____ E-mail: _____

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ _____

Details of Termination: _____

SCHEDULE I:
OCCUPATIONAL HEALTH AND SAFETY PROGRAM

The quality of the Contractor's in-house program to manage safety, productivity, and environmental performance shall be considered in evaluating Contractors. The commitment of the Contractor's management and owners to those programs is an important factor and should be evident by their actions.

The Contractor(s), in addition to the following, shall provide evidence of adherence to quality principles, through presentation of an in-house training program provided, certificate of award received, etc.

1. Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes No

If "yes", please submit a copy of your program.

If "no", please submit any printed matter which typifies safety instruction and/or a statement as to how safety training is accomplished.

2. Do you have a safety and health orientation program for new employees?

Yes No

If "yes", briefly explain what the program covers.

3. Do you conduct project safety inspections?

Yes No

If "yes", who conducts this inspection (title)? _____

How often? _____



4. Do your employees read, write and understand English such that they perform their job tasks safely without an interpreter?

Yes No

If no, provide a description of your plan to assure that they can safely perform their job.

5. Are all employees trained in the work practices needed to safely perform their job?

Yes No

6. Does your firm have a written Covid-19 safety program in place that meets the requirements of WorkSafeBC?

Yes No

If “yes”, please submit a copy of your program.

If “no”, please submit any printed matter which typifies safety instruction and/or a statement as to how safety training is accomplished.

7. Do you have a Covid-19 safety and health orientation program for new employees?

Yes No

If “yes”, briefly explain what the program covers.

8. Do you conduct Covid-19 plan reviews with employees?

Yes No

If “yes”, who conducts this review (title)? _____

How often? _____

SCHEDULE J:
SANITIZATION PRODUCT SPECIFICATIONS

Professional/Commercial Quality Sanitizing Products

- A. Professional Quality Sanitizing Products: The Contractor shall be responsible for the procurement, safe storage and use of all sanitizing equipment, tools, and materials required for the provision of Covid-19 sanitization products and for all costs incurred in their procurement, safe storage & use including:
1. All sanitizing chemicals
 2. Contractor will be responsible for the safe storage of all consumable supplies required.

Sanitizing Materials Specifications

- Sanitizer – Alcohol based cleaner or disinfecting wipes/spray
- B. Brand Names/Approved Equal: If present, brand, manufacturer or product names as indicated in SCHEDULE 'J' - Sanitization Products Specifications, are only for the purpose of establishing identification and a general description of the item(s) preferred by the Regional District.
- Items of equal quality, not bearing such names, may be used, provided, however, that prior written approval for the item is obtained from the Regional District. **Request for approval of such sanitizing products may be obtained by providing product literature with your Application.**

Please list your green commercial quality cleaning products and consumables:

SANITIZING PRODUCTS	
	Sanitizing Products
1.0	
1.1	
1.2	
1.3	



SCHEDULE K:
COVID-19 SANITIZATION SCHEDULE

GENERAL OFFICE AREAS and CORRIDORS and PHOTOCOPY ROOMS																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Water Coolers	Sanitize with germicidal cleaner - top, sides, etc.																												
Low Cleaning - Counter Tops/Fronts, Common touch desk areas, Phones, etc.	Sanitize with germicidal cleaner																												
Furniture / Chairs	Sanitize arms																												
Door Knobs, Push Bars	Sanitize with germicidal cleaner																												
Doors, plexiglass partitions	Sanitize with germicidal cleaner																												
Waste Receptacles	Sanitize with germicidal cleaner																												
Photocopy rooms	Sanitize controls with germicidal cleaner																												
	Contractors initials																												
Comments																													

WASHROOMS AND SHOWER ROOMS																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Waste Receptacles	Sanitize with germicidal cleaner																												
Low Cleaning - Counter Tops/Fronts, Faucets, Showers, etc.	Sanitize with germicidal cleaner																												
Door Knobs, Doors, etc.	Sanitize with germicidal cleaner																												
Sinks, Toilets, Seats, Urinals, Plumbing and Fixtures	Sanitize with germicidal cleaner																												
Sanitary Waste Receptacles, Dispensers	Sanitize with germicidal cleaner																												
Dispensers	Sanitize with germicidal cleaner																												
	Contractors initials																												
Comments																													

LUNCHROOM AND COFFEE NOOKS																																
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
Waste Receptacles	Sanitize with germicidal cleaner																															
Water Coolers	Sanitize with germicidal cleaner																															
Low Cleaning - Counter Tops/Fronts, Tables, Phones, etc.	Sanitize with germicidal cleaner																															
Furniture / Chairs	Sanitize with germicidal cleaner																															
Door Knobs, Push Bars, Doors	Sanitize with germicidal cleaner																															
Sinks in Coffee Nooks	Sanitize with germicidal cleaner																															
Microwave	Sanitize with germicidal cleaner																															
Fridges	Sanitize handles and doors with germicidal cleaner																															
Tables	Sanitize with germicidal cleaner																															
Coffee Pots	Sanitize exteriors with germicidal cleaner																															
Dispensers	Sanitize with germicidal cleaner																															
	Contractors initials																															
Comments																																

MEETING ROOMS																																
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
Waste Receptacles	Sanitize with germicidal cleaner																															
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Sanitize with germicidal cleaner																															
Furniture / Chairs	Sanitize with germicidal cleaner																															
Doors, Door Knobs, Push Bars	Sanitize with germicidal cleaner																															
	Contractors initials																															
Comments																																

STORAGE ROOMS/FILING ROOMS																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Doors, Door Knobs, Push Bars	Sanitize with germicidal cleaner																												
Comments																													

JANITOR ROOMS																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Doors, Door Knobs, Push Bars	Sanitize with germicidal cleaner																												
Comments																													

UTILITY ROOMS AND STAIRWELL																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Doors, Door Knobs, Push Bars	Sanitize with germicidal cleaner																												
Handrails	Sanitize with germicidal cleaner																												
Comments																													

BOARDROOM																													
	TASK - every Wednesday	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Waste Receptacles	Sanitize with germicidal cleaner																												
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Sanitize with germicidal cleaner																												
Furniture / Chairs / Couches / Table / Council Seating Area	Sanitize with germicidal cleaner																												
Doors, Door Knobs, Push Bars	Sanitize with germicidal cleaner																												
Furniture	Sanitize with germicidal cleaner																												
Tables/Chairs	Sanitize with germicidal cleaner																												
	Contractors initials																												
Comments																													

THREE FOYERS AND ELEVATOR																													
	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
Waste Receptacles	Sanitize with germicidal cleaner																												
Low Cleaning - Phones, elevator buttons, etc.	Sanitize with germicidal cleaner																												
Furniture / Chairs / Table	Sanitize with germicidal cleaner																												
Doors, Door Knobs, Push Bars	Sanitize with germicidal cleaner																												
Elevator Handrails	Sanitize with germicidal cleaner																												
Tables/Chairs	Sanitize with germicidal cleaner																												
	Contractors initials																												
Comments																													



SCHEDULE L:
HOURLY CALLOUT COSTS

Hourly Callout Costs

	Price
1) Hourly rate for callout cleaning/sanitizing Services during daytime	
	Price/hour _____