



TENDER FORM

Janitorial Services for:

1. Ted Dixon Club House/Concession
2. Long House
3. Public Works Yard Building

The contract price is to include the supply of all environmentally friendly soaps and other cleaning products/fluids, deodorizers labor and equipment (vacuums, brushes, towels, etc.) to provide janitorial services (Service) to all 3 facilities, in accordance with the attached specifications and contract documents dated May 15th, 2020.

Bidder's Name:

Address:

Tel:

Cell:

WorkSafe BC #

(Or can be registered with WorkSafe BC)

The tender price to provide all required Janitorial Services:

Bid Prices:

- | | | |
|--|----------|--------------|
| 1. Ted Dixon Park Club House/Concession: | \$ _____ | Per cleaning |
| 2. Long House | \$ _____ | Per cleaning |
| 3. Public Works Yard Building | \$ _____ | Per year |

Bidders Signature

Date



CONTRACT SPECIFICATIONS • "SCHEDULE A"
May 15th 2020

Title: Janitorial Services, "Long House," (LH) located at

5488 Monkey Tree Lane, Sechelt BC VON 3A0.

Title: Janitorial Services, "Ted Dixon Club House/Concession," (TDCH/C) Located at

5680 KWATAMUS Avenue, Sechelt BC VON 3A0.

Title: Janitorial Services "Public Works Yard Offices & Lunch Room," Located at

5780 SCHETXWEN ROAD, Sechelt BC VON 3A0

Contract Description:

1. The purpose of this contract is to provide janitorial services (Service) to Ted Dixon Park
2. Club House/Concession, Long House and the Public Works Yard Offices & Lunchroom.
3. The contract is based on as required basis or as designated. An example would be to clean the facilities after every function or once per month or some another time frame as directed by the Director. The Public Works Yard offices and lunchrooms are to be cleaned daily. The work may entail working on weekends and statutory holidays.
4. Each building may require a different type of Service. The "Schedule A" will provide instructions what Service is required by each facility.
5. The Service must be provided to a high standard and approved by the Director.
6. The Service shall be provided between 5:00 PM and completed by 12:00 PM or as required by the Director.

Terms and added conditions:

1. **The janitorial contractor (Contractor) is to provide all necessary cleaning fluids, materials, labor, and equipment and including the cost for same in the bid price.**
 - a. All products used for cleaning must be environmentally friendly and used in accordance with the manufacturer's recommendations.
 - b. The contractor will be fully responsible for ensuring the cleaning products comply with all environmental regulations.
 - c. Products containing residual toxic smells or poisons must not be used.
2. Inspections will be made after the Service has been provided on a random basis and if the service is not in accordance with the "Schedule A", the contractor will be required to
3. re-clean at their own expense. If unacceptable service continues the contract may be terminated at no further cost to the Sechelt Indian Band (SIB). See wording in the contract.



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4. The contract will be for a period of 12 months. The contract may be extended by an additional 12 months providing the contractor and SIB agrees on the contract terms and cost. The Service may be required during weekends and statutory holidays. The contractor must include any additional costs in the tendered price for work during weekends, statutory holidays, and varied hours.
5. The contractor will not sublet any of the work without the approval from the Director.
6. A Liability Insurance policy is to be provided naming the Sechelt Indian Band and the Sechelt Indian Government District (SIGD) as insured in the amount of \$2,000,000.
7. The successful contractor must participate in a training session prior to starting work.
8. The contractor at all times must be fully paid up with the WorkSafe BC and provide a confirmation letter every third month before the progress payment for that month is released.
9. Obtain a current SIGD Business License (Cost is \$50.00)

Key Responsibilities Long House (LH) (After each use or as specified):

1. Maintain the premises in a clean state and to high standard.
2. Do not leave cleaning products in public places after the janitorial work has taken place.
3. Replace all moved furniture and other building components to their original locations after the cleaning.
4. Ensure that the quality of janitorial work is in full compliance with the Government (WorkSafe BC & Best Practices) requirements for maintaining a clean environment.
5. Clean kitchen equipment after every use, i.e., stove, deep fryer, fridge, cabinets, freezers, ventilation hood, (wipe down walls with a detergent, wash windows once per month, in and out), utensils, wash and dry all glass wear and all other miscellaneous equipment. Floors are to be washed and all grease must be removed from all surfaces.
6. Access for cleaning shall be provided between 5:00 PM to 11:30 PM., or as directed by the Director.
7. Washroom cleaning: urinals, toilets, sinks, empty garbage cans, wash floors, wipe down walls after each use and replace urinal deodorizers. Replace paper towels, toilet paper and refill soap dispensers as required.
8. Main Long House Room: pickup any and all debris, rake out the floor earth base, empty garbage containers, vacuum and wash all the bleacher seating, wash all other seating benches etc.,
9. Pick up debris and wash floor in the entry way and wash concrete entrance slabs (2). Remove all the bird droppings from the 2 entrance structures.
10. Pick up debris from the parking lot; cans, paper and other foreign objects.
11. Wipe or vacuum all light fixtures, once every 3 months, or as required by the Director.
12. Clean all vertical and horizontal sections of the baseboards.
13. Wash and wipe all counter/tabletops.



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Key Responsibilities Ted Dixon Park Club Houses/Concession (TDCH/C) (After each use or as specified:

1. Maintain the premises in a clean state and to a high standard.
2. Do not leave cleaning products in public places after the janitorial work has taken place.
3. Replace all moved furniture and other building components to their original locations after the cleaning.
4. Ensure that the quality of janitorial work is in full compliance with the Government (WorkSafe BC & Best Practices) requirements for maintaining a clean environment.
5. Clean kitchen equipment after every use, i.e., stove, deep fryer, fridge, cabinets, freezers, ventilation hood, (wash walls with a detergent, and windows once per month, in and out), utensils, wash and dry all glass wear and all other miscellaneous equipment. Floors are to be washed and all grease must be removed from all surfaces.
6. Clean/wash all freezers, refrigerators, in and out.
7. Wash all light fixtures every 2 months, counter tops, and all other surfaces after every use.
8. Access for cleaning shall be provided between 5:00 PM to 11:00 PM. , or as directed by the Director.
9. Washroom cleaning: urinals, toilets, sinks, showers, empty garbage cans, wash floors, wipe down walls after each use and replace urinal deodorizers. Replace paper towels, toilet paper and add soap to dispensers as required.

Key Responsibilities Public Works Yard Building 2 Offices and Lunchroom DAILY or as specified.

1. Maintain the premises in a clean state and to the highest standard.
2. Do not leave cleaning products in public places after the janitorial work has taken place.
3. Replace all moved furniture and other building components to their original locations after the cleaning.
4. Ensure that the quality of janitorial work is in full compliance with the Government (WorkSafe BC & Best Practices) requirements for maintaining a clean environment.
5. Clean lunchroom, 2 offices and equipment daily, i.e., stove, fridge, cabinets, (wash walls with a detergent, wash windows once per month inside), utensils, wash and dry all glass wear and all other miscellaneous equipment. Floors are to be washed and all grease and dirt must be removed from all surfaces.
6. Clean/wash refrigerator in and out.
7. Wash all light fixtures every 3 months, wash and wipe counter tops and all other surfaces daily.
8. Access for cleaning shall be provided between 5:00 PM to 11:30 PM., or as directed by the Director.
9. Washroom cleaning: urinals, toilets, sinks, showers, empty garbage cans, wash floors, wipe down walls daily and replace urinal deodorizers. Replace paper towels, toilet paper and add to soap dispensers as required.



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Experience Requirements:

1. Managing the sequence of cleaning multiple buildings.
2. Experience in using a variety of environmentally specified cleaning products.
3. Ability to follow written directions.
4. Proof of existing WorkSafe BC coverage.
5. Valid driver's license.
6. Proof of liability policy in place.
7. Bids will be evaluated on past performance, quality of work, experience, and tender price.
8. Quality of work and experience are of utmost importance on this contract.

Contact: For more information.

Jesse Waldorf – Operation and Maintenance Manger

jwaldorf@sechelnation.net

604-741-4045



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SECHELT INDIAN BAND – Contract Sample

Cleaning Contractor

Address,

Sechelt B. C., VON 3AO

Phone:

Mobile:

May 15th , 2020

Attention: contractor name

Personal and Confidential

JANITORIAL AGREEMENT (Services) for:

Title: Janitorial Services, "Long House," (LH) located at 5488 Monkey Tree Lane, Sechelt BC VON 3AO.

Title: Janitorial Services "Public Works Yard Offices & Lunchroom," Located at 5780 SCHETXWEN ROAD, Sechelt BC VON 3AO

Title: Janitorial Services, "Ted Dixon Club House/Concession," (TDCH/C) Located at 5680 KWATAMUS Avenue, Sechelt BC VON 3AO.

Further to our recent discussions, we are pleased to advise that the Sechelt Indian Band ("Band", "us", "our" or "we", as applicable) wishes to engage Contractor (Contractor) to provide janitorial service (Service) at the above locations in Sechelt B C in accordance with the attached "Schedule A". Cleaning quality to be carried in accordance with WorkSafe BC & (Best Practises) and or other authorities having jurisdictional requirements and as needed by the Director of Public Works (Director) on the terms and conditions set out in this agreement ("Agreement").

Nature of Relationship: At all times you will be an independent janitorial Contractor, and not our employee. As an independent Contractor, you will not be entitled to any benefits available to our employees (including statutory holidays and vacation). Your engagement under this agreement as the Contractor does not create any partnership between us, or a relationship of principal and agent.

1. Your Obligations: You will provide the Service as are described in Schedule, "A" to this agreement. While providing the Service, you will report to the Director.



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NATION

2. Term: This Agreement is for a one (1) year term beginning on June 1st, 2020 and ending on June 1st, 2021, subject to earlier termination as provided for in paragraph 8.
3. Control and Direction: Subject at all times to fulfilling your obligations under this Agreement, you will not be subject to direction from us as to the manner in which you perform the Service. You will not be able to sublet your Service contract to third parties unless approved by the Director.
4. Compensation: As consideration for the Service, we will pay, bi-weekly (As per attached Tender Form dated May 15th 2020, a sum earned (Based on the number of cleanings and a portion of daily cleanings 1/12 monthly) including all taxes up to a total number of cleanings for the year; providing all remittances and are in good standing with WorkSafe B C., staff, suppliers and any other applicable creditors. Cleaning rates are as per tendered amounts.
 - a. Ted Dixon Park Club House/Concession: \$_____ per cleaning
 - b. Long House \$_____ per cleaning
 - c. Public Works Yard Office & Lunchroom \$_____ per year.
5. And that the Service is in accordance with all applicable authorities and to the satisfaction of the Director. The Director will be the sole decision maker as to the number of cleanings to be undertaken at each facility.
6. Taxes and Statutory Remittances: You will promptly pay, as the same becomes due as a result or consequence of the payment of the compensation earned by you under this Agreement, all taxes and contributions payable pursuant to any or all applicable Federal or Provincial Statutes.
7. Indemnity: You agree to indemnify and hold us harmless from all claims, losses, assessments, penalties, interest, liabilities or costs (including without limitation solicitor and own client legal fees) arising directly or indirectly from any failure by you to make the remittances referred to in paragraph 6.
8. Ending of Agreement: the Sechelt Indian Band (SIB) may end this Agreement: immediately and without further obligation to the Contractor, in the event:
 - a. of a material breach of the Agreement by the Contractor which breach is not remedied within 3 days after Director provides written notice of the breach to the Contractor;



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NATION

- b. the Contractor commits an act of misconduct which results in prejudice to the Sechelt Indian Band; or
 - c. With 10 days prior written notice of termination, in which case we may, at our sole discretion, require you to stop providing the Service at any time after receiving or delivering the notice of termination.
 - d. You will remain entitled to the compensation that you would have earned to the date of the ending of the Agreement.
9. **Effect of Ending:** If the Director ends the Agreement, you will not be under any further obligation to us from the date of the ending of the Agreement; we will not be under any further obligation to you, the Contractor except to pay such compensation as you may be entitled to receive for the Service provided up to the date of the ending of the Agreement.
10. **No Further Obligations:** On the ending of this Agreement, all obligations of the parties to one another will end, except as expressly set out in this Agreement. In particular, we will not be liable for any claim, action or demand, whether at common law or under any legislation from time to time in force, for damages or loss sustained by you arising out of this Agreement or the provision of the Service.
11. **Authority:** You do not have the authority to, and will not in any manner whatsoever, commit or purport to commit us to any obligations, contractual or otherwise, or to the payment of any money to any person, corporation or entity, except with our prior written approval.
12. **Insurance:** Because you are an independent Contractor, you will not be covered by our liability insurance and therefore you must obtain a Liability Insurance Policy in the amount of \$2,000,000 acceptable to the Director, and naming the Sechelt Indian Government District and Sechelt Indian Band as insured with such insurance independently. You will also have to comply in all aspects with applicable workers compensation legislation (including without limitation the Workers Compensation Act) and must maintain such coverage as is required by that legislation.
13. **Confidentiality:** During this Agreement and after, you will not use or disclose any of our confidential information or the confidential information of our members (except in the good faith performance of the Service) including, without limitation, financial information, budget information, and negotiation and personnel information without our prior written consent.
14. **Work product:** You acknowledge and agree that all work product including documentation, reports, recommendations, and manuals developed for Sechelt under this Agreement will be our sole property.
15. **Entire agreement:** This Agreement represents the entire agreement between you and us concerning the terms and conditions of your provision of the Service and supersedes any previous oral or written communications, representations, understandings, or



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agreements with us. This Agreement may not be altered or modified except by agreement in writing signed by you and us.

16. Severability: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will, nevertheless, continue in full force without being impaired or invalidated in any way.
17. Survival: Paragraphs 7, and 13 and 14 survive the ending of this Agreement.
18. At the end of the first year of the contract (2017/2018), the Contractor and the Director may renegotiate the contract fee for one additional year (2018/2019) of the term of the contract.