

**CITY OF QUESNEL  
INVITATION TO BID FOR JANITORIAL SERVICES  
DOWNTOWN WASHROOM FACILITY  
ISSUE DATE: April 24, 2017**

The City of Quesnel invites tenders for janitorial services at the downtown washroom facility in Spirit Square. This contract will be for a one year period from June, 2017 to May 31, 2018. Year two and year three costing to be included in the submission. The second and third year renewals will be at the discretion of the City of Quesnel.

The work will include up to 6 days a week and perhaps stat holidays, cleaning in and around the downtown washroom facility and project work as required.

Sealed Tenders in packages marked:

**“Tender for Janitorial Services for downtown washroom facility”**

Will be received by the City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 on or before **2:00pm on MONDAY May 29, 2017.**

The public opening will commence immediately following the tender close.

The undersigned tenderer (hereinafter referred to as “the Contractor”) hereby offers to the City of Quesnel (hereinafter referred to as “the City”) to furnish all necessary labor, superintendence, equipment and supplies necessary to perform services as described above and more clearly detailed in Appendix A that forms part of this tender package.

This package includes the following appendices:

- Appendix A – Specifications, Scope of Work, Cleaning Schedules.

### **TENDER SUBMISSIONS**

Tender submissions will include the following:

- Completed Tender Submission Sheets (Page 2, 3 and 4 of this Invitation to Bid)
- Copy of City of Quesnel Business License
- Proof of \$2 million Public Liability and Property Damage Insurance
- Proof of WorkSafe BC coverage

**TENDER SUBMISSION (3 PAGES)  
FOR JANITORIAL SERVICES  
AT THE DOWNTOWN WASHROOM FACILITY  
JUNE 2017 – MAY 31, 2018**

Name and Address of company:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Electronic Mail: \_\_\_\_\_

Facsimile: \_\_\_\_\_

**COSTING:**

<b>Year One</b> June 2017 to May 31, 2018	<b>Total Year One</b>
Routine work 4 cleanings per day	\$_____ per day
Daily cost for stat holidays (if required)	\$_____ per day
Extra per hour cost	\$_____

<b>Year Two</b> June 1, 2018 to May 31, 2019 (Optional)	<b>Total Year Two</b>
Routine work 4 cleanings per day	\$_____ per day
Daily cost for stat holidays (if required)	\$_____ per day
Extra per hour cost	\$_____

<b>Year Three</b> June 1, 2019 to May 31, 2020 (Optional)	<b>Total Year Three</b>
Routine work 4 cleanings per day,	\$_____ per day
Daily cost for stat holidays (if required)	\$_____ per day
Extra per hour cost	\$_____

The tender price is hereby submitted with the full understanding that it is an irrevocable offer by the Contractor for a period of thirty (30) days from the tender closing date and the Contractor hereby covenants that it will execute the work as described herein at the price herein quoted if it is

notified by the City of Quesnel within thirty (30) days of the tender closing date that it is the successful Contractor.

There will be no implied term that the lowest or any tender will be accepted nor that if any tender is accepted, that it will be accepted and a contract entered into on the exact terms submitted. The City will be free to accept a tender, if a tender is accepted, that it deems to be in the overall best interests of the City and will also be free to negotiate, with any or all bidders, amendments to the prescribed work and supplies for any reason whatsoever, including, but not limited to, seeking cost savings or improvements to the final agreement as required or requested by the City.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Signing Officer and Position: \_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR'S STATEMENT OF EXPERIENCE**

List three (3) of the most recent janitorial contracts held by your company.

<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>TELEPHONE NO.</b>	<b>YEAR</b>	<b>LOCATION</b>

## **APPENDIX A CONTRACT SPECIFICATIONS**

The work of this Contract consists of furnishing labour and supplies including cleaning products, soap, supplies and equipment required for weekend cleaning of the downtown washroom facility. Contractors are to note the following details.

### **1. Supplies**

The Contractor is responsible to furnish all necessary cleaning supplies as required including cleaning, soap dispensing and any other supplies that may be required to complete the work. These supplies will be of a quality approved by the City. Paper towel and toilet paper will be supplied by the City.

### **2. Product Requirements**

Products in accordance with current Workplace Hazardous Material Information Systems (WHMIS) Legislation will be delivered to the building in original containers bearing the supplier's current WHMIS labels. On site, the Contractor will have the current Material Safety Data Sheets (MSDS) for each product. Breaking down of bulk quantities into smaller containers must be done in accordance with WHMIS Legislation and all containers clearly marked.

### **3. Equipment**

All cleaning equipment stored or used on site will be CSA approved and maintained in a state that is acceptable to current Work Safe BC Regulations and the City of Quesnel. Equipment will not damage or cause wear and tear to surfaces, furnishings or other equipment.

### **4. Storage**

The Building will have some storage areas for equipment, products and supplies.

### **5. Building Security**

The Contractor will be responsible for the security of the premises and for locking all doors and windows, setting alarms and turning lights out. All keys will be signed out through the Arena office, at no time will the contractor have additional keys cut.

### **6. Plumbing and Electrical Problems**

The Contractor will report faulty plumbing and electrical problems or building damage to the Facilities Manager or designate by 9:00 a.m. the following business day. In emergency cases, Facilities Manager or designate will be contacted immediately.

### **7. Smoking**

Smoking is not permitted any of the City Buildings, or within 3 metres of any doorway, air intake vent or window that can be opened.

## **8. Conflicts**

The Contract forms the entire Contract between the City and the Contractor, no variation to the contract will be allowed unless specifically agreed to in writing by the City.

The Contract may not be assigned without the written consent of the City, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the City.

The prices shown in the Contract are final and will include all applicable taxes.

No payment will be made to the Contractor unless or until invoices and any other required documentation are submitted in accordance with the terms of the contract and the Contractor, if required to do so, establishes to the satisfaction of the City that all materials, parts, work-in-progress or finished work in respect of which payment is being made are free from all claims, liens, attachments, charges or encumbrances. The City will have thirty (30) days to provide payment once invoices are received.

The Contract and the specifications and all information issued, used or disclosed in connection with the work are confidential. The Contractor will at all times take all measures reasonably necessary, including those set out in any instructions issued by the City for the protection of the same.

The Contractor warrants that no bribe, gift or other inducement has been paid, given, promised, or offered to any official or employee of the City, or with a view to, the obtaining of the Contract by the Contractor and that it has not employed any person to solicit or secure the Contract upon any agreement for a commission, percentage, brokerage or contingent fee.

The Contractor will comply with all municipal, provincial and federal legislation affecting conditions of work, safety and wage rates.

The City may at any time by notice in writing suspend the work of the Contractor.

The Contract or any part thereof may be terminated in its entirety by the City upon written notice. On such termination the Contractor will have no claim against the City for any payment except payment for services performed up to the date of such termination.

The Contractor will keep proper accounts and records of costs and expenditures in connection with the Contract, including paid invoices and will make them available to the City upon request, for audit and inspection, at any time.

## **9. Facility Tour**

Optional facility viewing for interested parties will be May 25, 2017 at 10:00 am meet at downtown washroom facility, 246 St Laurent Ave.

## **10. Scope Of Work**

Washroom cleaning:

- Using a germicidal solution, thoroughly clean all sinks, toilets and urinals including outsides, undersides, wipe walls and partitions around toilets, urinals and sinks
- Descale toilets and urinals using an organic non-acid type bowl cleaner weekly
- Wipe and polish chrome fixtures and pipes, clean mirrors
- Damp mop floors
- Refill dispensers and toilet rolls as required
- Empty waste receptacles, change liners, replace deodorizing blocks as required
- All cleaning supplies, soap dispenser products supplied by Contractor
- Outhouses to be cleaned, swept, damp mopped and paper refilled

## **11. Cleaning Schedule**

This contract runs year round for the downtown washroom facility.

Daily schedule:

Washrooms to be opened and clean between 7am and 8am, checked and cleaned at 11am, checked and cleaned at 3pm, closed and secured between 5pm and 6pm. Times may vary depending on booking schedule and based on hourly rate.

Billy Barker Days will be for the full 4 days of the festival and may include extra cleaning visits based on hourly rate.

## **12. Living Wage**

It is a condition of this contract that the Contractor pays all who are employed by the Contractor to perform services pursuant to this contract not less than the Living Wage, as set annually by the Living Wage for Families Campaign (2017 \$16.39).



**DECLARATION – LIVING WAGE EMPLOYER**

I, \_\_\_\_\_ as a duly authorized signing officer of

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion. I understand that this requirement covers external contracts that provide services for the City of Quesnel on a regular ongoing basis, that is, for at least 120 hours of labour per year.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ Dated: \_\_\_\_\_