

Grey Sauble Conservation Authority

OFFICE CLEANING CONTRACT

This Office Cleaning Contract (the “Agreement”) is dated this _____ day of _____, 2020.

This Agreement is made between Grey Sauble Conservation Authority (herein, the Authority), and _____ (herein, the Contractor).

BACKGROUND

1. The Authority is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide Office Cleaning Services to the Authority.
2. The Contractor is agreeable to providing such services to the Authority on the terms and conditions set out in this agreement

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Authority and the Contractor (collectively, the Parties) agree as follows:

1. The work in this contract shall include all labour, materials and services necessary for the execution and completion, to the Authority's satisfaction, of the cleaning and housekeeping herein specified of approximately 8,000 square feet of office space at the Grey Sauble Conservation Authority Administration Centre, 237897 Inglis Falls Road, R.R.#4, Owen Sound, Ontario for the term of February 1st, 2020, to January 31st, 2023, subject to all conditions of the contract being met to the satisfaction of the Conservation Authority.
2. **Hours of Work**
Cleaning of the building shall be performed once weekly at a regularly scheduled time between 4:30 p.m. Friday and 7:30 a.m. Monday. The Administrative Assistant shall notify the Contractor of any Special Events at the Grey Sauble office that may require a change to the regularly established cleaning schedule.
3. **Schedule of Operations**
 - a) Inspection will be made by the Authority's representative who will decide whether or not the work is satisfactory.
 - b) The Authority shall supply all hand soap, deodorant blocks, paper towels, garbage bags, and toilet tissue.

- c) It will be the Contractor's responsibility to notify the Authority when any of the stock/supplies referenced in item 3(b) need to be replaced.
- d) The Contractor shall supply, at its own costs, all cleaning supplies required for carrying out the duties of this contract.
- e) All cleaning supplies stored on the premises shall comply with WHMIS regulations and shall be brought to the attention of the Administrative Assistant for inclusion in the Authority's MSDS binder.

4. Weekly Standard Practices

A. General Office Area (Upper and Lower Levels)

- a) vacuum carpets;
- b) remove spots on carpets, if possible. Spots which cannot be removed by normal means shall be reported to the Administrative Assistant;
- c) vacuum and wash tiled floors;
- d) vacuum stone floors;
- e) vacuum corners, clean off corners, and mop marks on baseboards;
- f) dust baseboards and windowsills;
- g) check and spot clean interior painted walls;
- h) remove and vacuum slush mats;
- i) empty and place garbage upstairs at cloakroom for Monday morning;
- j) empty and place contents of blue box – **in downstairs boardroom only** – in a garbage bag and place upstairs at cloakroom;
- k) vacuum and wash entrance area floors;
- l) dust desks, counters, and tables.

B. Kitchen and Lunchroom Area

- a) clean and polish exteriors of stove, refrigerator and microwave oven;
- b) vacuum and wash floor;
- c) clean window ledges and baseboards;
- d) clean table and chair legs;
- e) garbage emptied;
- f) kitchen counters, sink and tabletops cleaned (no furniture polish on tables).

C. Washrooms (Upper and Lower Levels)

- a) wash toilet partitions;
- b) replace deodorant blocks placed in urinals, as required;
- c) vacuum and wash floors;
- d) replenish toilet paper, paper towels and liquid soap with additional supplies being placed in cupboards;
- e) clean and disinfect toilet seats, bowls, urinals, washbasins, and counters;
- f) dust and clean dispensers, receptacles, mirrors, floor underneath sink, and shelves.

D. Stairwells

- a) vacuum and wash floors and steps;
- b) clean and polish brass kick plates and hand plates on doors using appropriate cleaners.

E. Exterior General

- a) clean glass in entrance doors and windows beside door
- b) sweep down spider webs

5. Semi-Annual Standard Practices

Dust and/or vacuum high ledges, tops of partitions, light globes on posts and other high areas where dust and cobwebs collect

6. General Conditions

Contractor agrees to an annual cleaning of walls, floors, windows, etc., as requested by the Authority at an additional cost to be agreed upon by the Authority and the Contractor.

SCHEDULE 'A'

General Conditions

1. Contractor's Liability Responsibility:

- a) The Contractor shall indemnify and save harmless the Authority against any and all liability claims and costs of whatever kind and nature for injury to or death of any person or persons and for loss or damage to any property resulting from the negligent acts, carelessness, incompetent acts, faults or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or of any sub-contractor in the performance of work and for any infringement.
- b) The Contractor shall provide proof of general liability insurance (\$5,000,000).

2. Workers Compensation

- a) The Contractor shall provide proof of current and active Workers Compensation coverage or if not available, be included with the Authority's coverage and agree to the premium of said coverage being deducted from monthly payment at the current premium rate being paid by the Authority.

Materials

All materials and equipment supplied for the work by the Contractor shall be of the best quality.

Responsibility

- a. The Contractor shall be responsible for all damage which occurs to any Authority equipment during this work due to faulty operation or usage.
- b. The Contractor shall also be held responsible for any damage to the building or its contents which may occur during the work where such damage may be attributable to the use of equipment or materials of all kinds on the part of the Contractor or the Contractor's employees, agents or invitees or for any other type of damage caused by the Contractor, its agents, employees, and/or invitees. Damage shall be made good by new materials as required to match the existing work in kind, quality, and workmanship.
- c. Prior to leaving the Administrative Centre unattended, the Contractor shall ensure that all lights are turned off, all exterior doors are locked, and the alarm system is armed as instructed by the Authority. Without limiting any other condition in this contract, the Contractor acknowledges that failure to adhere to this condition is grounds for immediate termination of this contract.

- d. The Contractor acknowledges and agrees that no alcoholic beverages, cannabis products, or any illicit drugs or narcotics shall be brought on to Authority property by the Contractor, its employees, agents, and/or invitees. Further, the Contractor acknowledges and agrees that its employees, agents, and/or invitees shall not, at any time during this contract, be under the influence of alcohol, cannabis products, or any other illicit drugs or narcotics while on Authority property. Failure to adhere to this condition shall be cause for the immediate termination of this contract.
- e. The Contractor shall provide proof of bonding for itself and its employees of not less than \$5,000.00 (five thousand dollars) of a bona fide Security Company for the duration of this contract.
- f. The Authority shall make a monthly payment as agreed upon in the letter accompanying this contract, which payment will be made at the first of the month following the monthly cleaning of the Administration Building.

Terms

This contract shall be for a period of three (3) years, commencing on **February 1st, 2020**, and terminating on **January 31st, 2023**. An extension of the contract is possible by the written agreement of both parties.

The amount of \$ _____ + \$ _____ HST, for a total monthly payment of \$ _____ will be paid to _____ per month.
(name of Contractor)

The Authority retains the right to terminate the contract for any misdemeanour or breach of contract. The Contractor may terminate this contract with no penalty by providing the Authority with one month's written notice of termination of the contract.

I have read and understand the specifications of this contract and agree to the stipulated conditions.

Attached hereto is my proof of bonding.

Dated this _____ day of _____, 2020.

Witness for Contractor

Signature, Contractor

Witness for Conservation Authority

Signature, Authority Representative

Grey Sauble Conservation Authority
R.R.#4, 237897 Inglis Falls Road
Owen Sound, Ontario
N4K 5N6

OFFICE CLEANING TENDER QUOTE

I have read and understand the specifications of this tender application and agree to the stipulated conditions.

Enclosed herewith is my evidence of bonding/employment references.

My tender quote for this contract is \$_____ + HST of _____, making a total of \$_____ per month for a three year period commencing February 1st, 2020, and ending January 31st, 2023, with a possible extension with the Authority's approval.

Date

Signature

Please print

Name of Company: _____

Address _____

(including postal code)

Telephone Number _____ Fax Number: _____

E-mail address: _____

Names of Employees cleaning our Administration Centre:

NOTES:

- 1) **Sealed tenders will be accepted until 4:00 p.m., on Friday, January 17th, 2020.**
- 2) **Lowest or any tender not necessarily accepted.**

Reference Contacts

The following three references are provided to permit the Grey Sauble Conservation Authority to contact the references regarding the cleaning capabilities, thoroughness, and general acceptability of past work.

References

	Company Name	Contact Name	Contact Phone No.	Number of Years Employed
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				