



## **JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**

### **CONTRACT NO. PW 19-01**

**Due Date:  
FEBRUARY 22, 2019**

**Closing Time:  
2:00 PM Local Time**

Issue Date: February 9, 2019

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## **INVITATION TO TENDER**

The Corporation of the Township of Esquimalt invites qualified contractors to submit a tender for the provision of janitorial services for the Municipal Hall (1229 Esquimalt Rd), Public Works Yard (601 Canteen Rd) and Public Safety Building (500 Park Pl).

Sealed Tenders (3 hard copies) clearly marked “**TENDER FOR JANITORIAL SERVICES FOR MUNICIPAL FACILITIES – CONTRACT NO. PW 19-01**” must be addressed to the Director of Engineering and Public Works, Corporation of the Township of Esquimalt, 1229 Esquimalt Rd, 3<sup>rd</sup> Floor, Esquimalt, BC V9A 3P1, and received no later than **2:00 PM local time on February 22, 2019**. The clock in the Engineering and Public Works Department will be used for the official closing.

Tender documents may be obtained at the Township of Esquimalt Municipal Hall, Engineering and Public Works Department, 3<sup>rd</sup> Floor, 1229 Esquimalt Rd, Esquimalt, BC V9A 3P1 or online at [www.esquimalt.ca](http://www.esquimalt.ca), [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca), [www.civicinfo.bc.ca](http://www.civicinfo.bc.ca) .

## **INSTRUCTIONS TO BIDDERS**

1. Sealed Tenders (3 hard copies) clearly marked “**TENDER FOR JANITORIAL SERVICES FOR MUNICIPAL FACILITIES – CONTRACT NO. PW 19-01**” must be addressed to the Director of Engineering and Public Works, Corporation of the Township of Esquimalt, 1229 Esquimalt Rd, 3<sup>rd</sup> Floor, Esquimalt, BC V9A 3P1, and received no later than **2:00 PM local time on February 22, 2019** for the provision of labour, equipment and materials to satisfactorily carry out Janitorial Services for the Corporation of the Township of Esquimalt municipal facilities for a two year term with the possibility of an extension of a maximum of two one year terms to be mutually agreed upon by both parties as detailed in the General Conditions, Section 2 “**Term of Contract**”. The facilities are as follows:

<b>Facility 1</b>	<b>Township of Esquimalt Municipal Hall</b>
<b>Facility 2</b>	<b>Public Safety Building</b>
<b>Facility 3</b>	<b>Public Works Yard</b>

2. Optional site inspection will be held on **February 14, 2019** at **10:00 am** starting at the Esquimalt Municipal Hall, Wurtele Room, 1229 Esquimalt Road, Esquimalt BC. This meeting will provide Bidders with an opportunity to view the buildings. Any clarification required will be identified through an Addendum. By submitting a bid, the bidder has satisfied themselves that they are aware and fully knowledgeable in the execution of the works of this contract.
3. The price quoted shall be in Canadian Funds and will include all and every cost, including tax. Pricing shall be held firm for a period of sixty (**60**) days after the closing date and time.
4. All inquires related to this Invitation to Tender are to be directed in writing by email, to the following person. Information obtained from any other source is not official and should not be relied upon.

Mark Harper  
Public Works Manager  
Corporation of the Township of Esquimalt  
Email: [mark.harper@esquimalt.ca](mailto:mark.harper@esquimalt.ca)  
Phone: 250-414-7158

5. **Acceptance and Rejection**

The Corporation reserves the full right to, in its sole discretion and according to its own judgement and interest:

- 5.1. To waive informalities in the tender, reject any and/or all tenders or accept any tender deemed most favourable in the best interest of the Corporation;
- 5.2. To award the contract to other than the lowest bidder;
- 5.3. To make decisions with due regard to quality of service, experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
- 5.4. Without limiting the generality of the foregoing, any tender may be disqualified or rejected which is incomplete, obscure or irregular, which has erasures or corrections in the Form of Tender, in which prices are omitted or are unbalanced;
- 5.5. To reject any and/or all tenders that exceeds the budget for this work;

5.6. To cancel or reissue the tender without any changes, in the event that only one compliant response is received, and/or if the fees submitted exceed the estimated budget for this project;

**6. Cancellation**

The Corporation of the Township of Esquimalt reserves the right to cancel this tender at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any bidder as a result of that cancellation.

**7. Conflict of Interest**

The Bidder warrants that the bidder is not employed by the Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Tender are intended to be supplied to the department in which such employee works.

If the Bidder is a company, the Bidder warrants that none of its officers, directors or employees with authority to bind the company are employees of the Township or immediate relatives of employees of the Township, if the goods or services to be supplied under this Tender are intended to be supplied to the department in which such employee works.

In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.

**8. Solicitation**

If any director, officer, employee, agent or other representative of a Bidder makes any representation or solicitation to the Mayor, any Councillor, officer or employee of the Corporation with respect to the Tender, whether before or after the submission of the Tender, the Corporation shall be entitled to not accept the Tender.

**9. Disclaimer**

Bidders responding to this competitive process agree to the terms and conditions of the bid opportunity as issued by the Township of Esquimalt. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Bidders who alter the document as issued may be disqualified from this competition.

**10. Addenda**

Any and all addendums to this bid opportunity will be posted on our website at [www.esquimalt.ca](http://www.esquimalt.ca), [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) and [www.civicinfo.bc.ca](http://www.civicinfo.bc.ca) . It is the sole responsibility of participants to make sure that they are in receipt of all addendums prior to the tender closing.

The Township of Esquimalt will not issue addenda less than three (3) days prior to the closing date without a corresponding reasonable extension of the closing date.

## 11. Form of Tender

- 11.1. All Tenders must be on the "Form of Tender" as provided and shall be executed by the Bidder with their business address.
- 11.2. Each bidder shall state in the space provided on the Form of Tender, the receipt and inclusion of Addenda issued prior to the Tender closing.
- 11.3. Failure to include all Addenda issued may render the Tender invalid.
- 11.4. The Form of Tender must be signed by the authorized signatory(s). Signature must be in original handwriting.
- 11.5. If the Bidder is an individual or partnership, the Tender shall be executed by the individual or a partner in the presence of a witness and the signer must show the capacity in which they sign; e.g. "Partner" or "Partnership" or "Proprietor".
- 11.6. If the Tender is a corporation then the full name of the corporation must be included, together with the names and signatures of the authorized officers or directors.
- 11.7. If the Bidder is a joint venture, each party to the joint venture shall execute the Tender under seal in the manner appropriate to such party.

## 12. Clarification of Contract Documents

- 12.1. The bidder must carefully examine the Tender documents. Should a bidder find discrepancies in, or omissions from the document or specifications, or should the bidder be in doubt as to their meaning, the bidder should at once notify the Township of Esquimalt's Public Works Manager in writing. The bidder may not claim, after the submission of a Tender, that there was any misunderstanding with respect to the conditions imposed by the documents.
- 12.2. Written Addenda will be issued to amend the Tender documents if required.
- 12.3. No verbal agreement or conversation made or had at any time with any officer, agency or employee of the Owner shall affect or modify any of the terms or obligations herein stated.

## 13. Submission and Withdrawal

- 13.1. A Bidder who has already submitted a tender may submit a further tender at any time up to the official closing time. The last tender received shall supersede and invalidate all tenders previously submitted by the Bidder for this contract.
- 13.2. A Bidder may, without prejudice to themselves, withdraw, modify or correct a tender after it has been deposited with the Director of Engineering and Public Works provided the request for such withdrawal, modification or correction is filed with the Director of Engineering and Public Works in writing, before the time set for opening tenders. The original Tender, as modified by such written communication, will be considered as the Tender submitted by the Bidder.

**14. Change in Scope**

- 14.1. The Corporation shall have the right to increase or decrease the frequency level of quality of service that may be required during the term. Any such changes shall become effective upon THIRTY (30) days after written notice, as set out in section 14, has been delivered to the Contractor and acceptable terms of payment and/or credit are reached prior to the change taking place.

**15. Notices**

- 15.1. The Corporation for the purpose of "Section 8 – change in Scope" shall be in writing and shall be sent by registered mail to the Contractor at the address specified in the Bidders Tender. The postmark date shall constitute date that Notice was given for this purpose.

**16. Corporation's Estimate of Weekly Hours to complete Work**

- 16.1. The Corporation's approximate estimation of the average number of weekly hours required to complete the tasks is 70 hours. This estimate does not bind the Contractor; rather it is to assist the Contractor. However, the Corporation realizes that the Contractor in order to comply with Specifications article 6 (1) – Task Location/Frequency will find themselves in excess of the 70 Hours weekly average for certain periods of the year.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**

**FORM OF TENDER**

TO: **Director of Engineering & Public Works**  
Corporation of the Township of Esquimalt  
1229 Esquimalt Road, 3<sup>rd</sup> Floor  
Esquimalt BC V9A 3P1

The undersigned having carefully read and fully complied with requirements of the Instructions to Bidders, Form of Tender, General Conditions, Specifications and Inspection Standards, as well as all addenda to the Contract Documents, we hereby offer to complete in accordance with the contract documents the entire work for the sum of

\_\_\_\_\_ dollars/month (\$ \_\_\_\_\_/month)  
in Canadian Funds.

The Total price tendered hereby includes and covers the cost of labour, materials, equipment, overhead and other charges incidental to completion of the works under this Contract.

In submitting this Tender it is understood that the Tender is irrevocable and is open for acceptance until 60 days have expired from the Tender closing date and we recognize the right of the Corporation to reject any or all Tenders or to accept any Tender or part of any one Tender as may be deemed to be in the Corporation's interest.

If this Tender is accepted within 60 days we agree to enter into a Contract in the form specified for the Tender amount and substantially perform the entire work within \_\_\_\_\_ weeks from acceptance of the Tender and instructions to commence work.

We agree to start work within \_\_\_\_\_ days of notification of the Corporation's acceptance of Contract.  
Workers' Compensation No. \_\_\_\_\_.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Witness Name (please print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**

**FORM OF TENDER**

The undersigned having carefully read the Instructions to Bidders, General Conditions and the Form of Tender do hereby tender to supply labour and materials to satisfactorily carry out the Janitorial duties at the following Township of Esquimalt Facilities:

**Facility 1      Township of Esquimalt Municipal Hall – 1229 Esquimalt Road**

\$ \_\_\_\_\_ per month for the year 2019/2020

\$ \_\_\_\_\_ per month for the year 2020/2021

Estimated hours to complete daily (Monday to Friday) routine \_\_\_\_\_ hours per day.

Estimated extra hours to complete routine \_\_\_\_\_ hours per week.

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ for 2019/2020.

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ for 2020/2021.

Total \$ \_\_\_\_\_

**Facility 2      Public Safety Building – 500 Park Place**

\$ \_\_\_\_\_ per month for the year 2019/2020

\$ \_\_\_\_\_ per month for the year 2020/2021

Estimated hours to complete daily (Monday to Friday) routine \_\_\_\_\_ hours per day.

Estimated extra hours to complete routine \_\_\_\_\_ hours per week.

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ for 2019/2020.

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ for 2020/2021.

Total \$ \_\_\_\_\_

**Facility 3      Public works Yard – 601 Canteen Road**

\$ \_\_\_\_\_ per month for the year 2019/2020

\$ \_\_\_\_\_ per month for the year 2020/2021

Estimated hours to complete daily (Monday to Friday) routine tasks \_\_\_\_\_ hours per day.

Estimated extra hours to complete routine tasks \_\_\_\_\_ hours per week.

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ for 2019/2020.

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ for 2020/2021.

Total \$ \_\_\_\_\_

**TOTAL FOR ALL THREE (3) FACILITIES \$ \_\_\_\_\_**

**Additional Work**

The following rate will apply when required and authorized by the Corporation to perform additional work outside the regular duties as outlined in the Contract Agreement (plus applicable taxes).

	<b>HOURLY RATE</b>
All Inclusive Rate	

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**

**SCHEDULE "A" – ADDENDA**

(See "Instructions to Bidders" Section 11)

Acknowledgement is hereby made of receipt and inclusion of the following Addenda to the contract documents.

Addendum No. 1	Date _____	No. of Pages _____
Addendum No. 2	Date _____	No. of Pages _____
Addendum No. 3	Date _____	No. of Pages _____

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**

**SCHEDULE "B" – TENDERER'S QUALIFICATIONS**

The Tenderer shall fill in details below of the most recent contracts the Tenderer has undertaken with work of a nature similar to this proposed Contract.

It is the intention of the Township of Esquimalt to use the information given below to assess the experience of the Tenderer in the appropriate fields of work. The Township may contact the references given below before awarding the Contract.

Location: \_\_\_\_\_ Client: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Location: \_\_\_\_\_ Client: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Location: \_\_\_\_\_ Client: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**  
**GENERAL CONDITIONS**

**1. Definitions**

“**Work**” means the furnishing of all labour and equipment to perform the Services as set out in the Specifications and Inspection Standards attached hereto.

“**Corporation**” means the Corporation of the Township of Esquimalt.

“**Municipal Engineer**” means the Director of Engineering and Public Works of the Corporation of the Township of Esquimalt or his authorized representative.

“**Co-ordinator**” means the person appointed and authorized by the Municipality as the Co-ordinator for the particular premises to which the work applies.

“**Contract**” means this Agreement and includes, without limitation, such Specifications and Inspection Standards as are incorporated therein by reference.

“**Contractor**” means the individual, partnership, sole proprietorship or corporation executing the Agreement.

**2. Term of Contract**

The duration of this contract shall be for the term of two (2) years commencing **April 1, 2019** and ending **March 31, 2021**, with the possibility of a maximum of two one year extensions.

**3. Assignment of Contract**

This Contract may not be assigned without prior written consent of the Corporation and neither the whole nor part of the work may be subcontracted by the Contractor without prior written consent of the Municipal Engineer and every subcontract shall incorporate all the terms of this Contract which can reasonably be applied thereto.

**4. Termination**

In cases of repeated or persistent faulty of Contract work or performance on the part of the Contractor or his agents, employees or subcontractors, or cases where the Contractor becomes insolvent, is declared bankrupt or commits an action of bankruptcy, the Corporation may by notice writing terminate the Contract. If the day of termination is not the last day of a Contract month, payment for such month will be apportioned.

**5. Non-Compliance or Default by Contract Other Contractor**

If the Contractor fails to comply with a direction or decision of the Municipal Engineer properly given, or is in fault in any other manner under the Contract, the Municipal Engineer may do such things and incur such costs as he deems necessary to correct the contractors default, and the Contractor shall promptly reimburse the Corporation any costs so incurred, (or the cost shall be deducted from the next invoice).

**GENERAL CONDITIONS (cont'd)**

**6. Insurance**

The Contractor shall provide, maintain and pay for the following insurance which shall be placed with such insurance company or companies and in such form as may be acceptable to the Corporation:

- (1) Comprehensive General Liability Insurance protecting the Corporation, the Contractor, his subcontractors, and their respective servants, agents or employees against damages arise from personal injury (including death) and from claims for property damage which may arise directly or indirectly out of the operation of the Contractor, his subcontractors, servants, agents or employees under this Contract. Such insurance shall in any event be not less than **\$2,000,000** for any one occurrence and shall include a standard form of cross liability clause.
- (2) Evidence of insurance in such form as may be required shall be lodged with the Corporation before the work is commenced.

**7. Fidelity Bond**

The Contractor must be bonded and hold a Fidelity Bond in the amount of \$10,000 / employee for each employee working on municipal property.

**8. Workers' Compensation**

The contractor shall provide verification of registration with the Workers' Compensation Board and shall keep their employees covered and pay all assessment levied thereunder and shall in every respect comply with the applicable Workers' compensation Board laws.

**9. Permits and Bylaws**

The Contractor shall comply with all laws and regulations relating to the work, whether Federal, Provincial or Municipal.

**10. Contractor's Supervisor and Workers**

- (1) The Contractor will identify who will exercise competent supervision of the work at all times and in any event must be:
  - i. Acceptable to the Corporation;
  - ii. Have authority to receive on behalf of the Contractor, any order or communication relating to the work. Any supervisor or workers not acceptable to the Municipal Engineer by reason of incompetence, confidentiality or and to the site, improper conduct or who is deemed to be a security risk shall be excluded from the work site and replaced forthwith.
  - iii. Perform monthly inspections with the Co-ordinator to review the performance of the Contractor to ensure quality of work.
- (2) The Contractor shall submit to the Municipal Engineer the names and addresses of all individuals who will be performing the work. Any proposed changes to this roster shall immediately be brought to the attention of the Municipal Engineer. Necessary Bond(s) thereof shall be provided to the Municipal Engineer before any individual commences work.
- (3) All employees shall have a criminal record check. The Corporation will require the Contractor to provide appropriate security clearance for duties at the Victoria Police – Esquimalt Division detachment.

- (4) The Municipal Engineer may take whatever action deemed necessary and appropriate in order to obtain satisfactory security clearance on the Contractor's employees.
- (5) Security – it is the responsibility of the Contractor for the security of the buildings when cleaning services are being performed. No unauthorized employees or others are allowed in the work areas.
- (6) Log Book – a log book will be maintained in each building by the Contractor in which he/she will record on a daily basis such items as date, time and all work completed. The log book shall be made available for inspection by the Owner's representative as required.
- (7) The Contractor shall be responsible for all costs associated with the terms of the Contract agreement including employee's wages and benefits, travel expenses and equipment.

#### **11. Invoice Criteria**

- (1) The contractor shall submit invoice dated the last day of the month for services rendered during said month.
- (2) One invoice must be submitted for services for all buildings included in the Contract for Janitorial Services. Each facility must be itemized separately on the one invoice as an individual line item and is to include applicable GST for each line item.
- (3) Invoices shall be approved by the Municipal Engineer and payment made within 30 days of invoice date.

#### **12. Equivalent Pay**

- (1) The Contractor shall comply with Article 34.01 of the Collective Agreement drawn up between the Corporation of the township of Esquimalt and the Canadian Union of Public Employees, Local 374, which states: "*All sub-contractors of the Corporation shall provide wages which are at least equal to those specified in this Agreement when work of a similar or same nature is performed*", and agrees further that for the purpose of ensuring compliance with the said Article 34.01, the Corporation may from time to time, by its Director of Financial Services or his nominee, on the giving of reasonable notice, inspect and take copies of any and all payrolls, timesheets, cancelled cheques, books of account and other records having to do with the payment of wages to employees engaged in the aforesaid work. A Custodian Maintenance Worker is currently paid at Pay Band 1, Level 1 - \$24.44 per hour (2019 rate), this hourly wage rate may increase as a result of a new Collective Agreement negotiated between the Corporation of the township of Esquimalt and the Canadian Union of Public employees, Local 374.

#### **13. Co-ordinator's Rights**

The Co-ordinator shall have, without limitation, the right to decide whether any part of the work has been done as required by the Contract.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**

**SPECIFICATIONS**

**1. Description**

The work of this Contract consists of the furnishing of all labour and equipment required for the daily maintenance of clean and sanitary conditions on the areas of the Esquimalt Public Safety Building, Municipal Hall and Public Works Yard indicated in blue on the attached plans which form part of these Specifications.

The work shall be done in accordance with these Specifications using the best techniques of the trade so as to comply with the Inspections Standards which form a part of these Specifications.

**2. Materials**

All materials and supplies shall be of a quality satisfactory to the Co-ordinator.

The Corporation shall only supply the following:

- Floor wax, wax remover
- Toilet tissue
- Disinfectant, spot and window cleaner
- Paper towels
- Garbage and compostable bags
- Hand soap
- Deodorant blocks
- Electric light replacements and repairs
- Other items as agreed to

**3. Storage**

Storage for supplies will be provided in areas to be designated by the Co-ordinator. Storage of supplies will be done in accordance with the workplace Hazardous Materials Information System (WHMIS). The Contractor is entirely responsible for coordination and administration of WHMIS for use in the janitorial spaces provided in each building.

**4. Equipment**

The Contractor shall equip their staff with suitable modern equipment to enable them to perform their tasks.

As well as being adequate for the tasks, equipment shall be such as not to damage or cause unnecessary wear and tear to the building surfaces, furnishings or equipment. It is anticipated that most of this equipment (carts, pails, vacuum cleaners, brooms, mops etc.) will be new at the beginning of this contract and shall be replaced when worn out.



## **SPECIFICATIONS (cont'd)**

### **5. Labour**

The Contractor shall supply a sufficient number of workers to adequately perform the tasks required. This number will be determined by the prior experience and expert knowledge of the Contractor. Workers employed at the Public Safety Building must be able to obtain appropriate security clearance to the satisfaction of the Victoria Police Department.

### **6. Task Location/Frequency**

(1) The work shall be done in accordance with the Task/Location Frequency Schedule which is part of this Specification.

All semi-annual, annual and quarterly duties are to be completed in the first month of the contract. Monthly periodic cleaning is to be done in the first week of the month. Bi-monthly periodic cleaning is to be done in the first week of each bi-monthly period.

The Contractor shall supply at the time of contract execution, a complete schedule of periodic cleaning services by facility (the day of the month or week that periodic cleaning tasks will be done in the three (3) facilities), a copy of which is to be supplied to the Co-ordinator.

#### **(2) Facility 1 – Municipal Hall**

The areas indicated in BLUE on the attached floor plans of the Municipal Hall are to be cleaned and serviced five days per week from Monday to Friday, between the hours of 5:00 pm and 7:00 am. The number of working days for the Municipal Hall is approximately 250 per year.

**NOTE: Council meetings are normally held Monday nights between 7:00 pm and 10:00 pm. Vacuuming or other noisy operations that would be a disturbing influence are not permitted during these meetings. A schedule will be provided detailing which Monday's Council is held.**

#### **(3) Facility 2 – Public Safety Building**

The areas indicated on the attached floor plans of the Public Safety Building are to be cleaned and serviced five days per week from Monday to Friday.

In order that the premises are at their best for the regular business hours, cleaning of the main areas must be done between **9:00 am and 4:00 pm daily**.

**Any and all cleaning services that cannot be completed within the above noted times must be coordinated with the Victoria Police Department – Esquimalt Division and Co-ordinator.**

#### **(4) Facility 3 – Public Works Yard**

The areas indicated in BLUE on the attached floor plans of the Public Works Yard are to be cleaned and serviced five days per week from Monday to Friday, between the hours of 5:00 pm and 7:00 am. The number of working days for the Public Works Yard is approximately 250 per year.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**

**INSPECTION STANDARDS**

**1. General**

The work shall be performed by fully trained persons, competent in the particular operation assigned to them and, if required by the Co-ordinator, under continuing supervision by the Contractor's Supervisor having the authority and knowledge necessary for effective influence on the conduct of work.

The Contractor's Supervisor or other official representative shall be available for discussion with the Co-ordinator as necessary, at which times any shortcomings will be brought to the Contractor's attention so that corrections may be made.

The Inspection Standards are meant to indicate acceptable results of good cleaning techniques and are part of this specification. The Co-ordinator will not assume any responsibilities for instructing workers in the techniques and will not normally speak directly to the workers, but may do so in urgent matters if the Contractor's Supervisor is not immediately available.

**2. Performance Assessment**

The Contractor's overall performance and the quality of their work will be determined by the Co-ordinator's inspection using the Inspection Standards in conjunction with the Task Location/Frequency Tables.

It should be noted that the Municipal Hall and Public Safety Building are the showplaces of the Municipality, so it is imperative that the janitorial service be of a high standard. Contractors are requested to keep this in mind when submitting their tenders.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**

**CLEANING TASK SCHEDULE**

**FACILITY 1: MUNICIPAL HALL**

<b>MUNICIPAL HALL: PERIODIC SERVICE - GENERAL</b>	
<b>Frequency</b>	<b>Cleaning Services Task</b>
1 time/year <i>To be determined</i>	All carpets will be cleaned, using hot water extraction method.
1 time/year <i>To be determined</i>	All walls will be washed, floor to ceiling.
1 time/year <i>To be determined</i>	All upholstered furniture to be shampooed.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
4 times/year	Interior glass will be cleaned.
1 time/month	High dusting of all wall hangings, such as pictures, graphs, etc., tops of doors, high cabinets and high ledges.
1 time/month	Window ledges will be dusted.
1 time/month	Exterior glass will be cleaned.
3 times/year	Floors will be spray buffed.
1 time/month	All bright work, including push plates and kick plates, will be cleaned.
1 time/month	Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds.

**CLEANING TASK SCHEDULE (cont'd)**

<b>MUNICIPAL HALL: CLEANING TASK SCHEDULE - ROOMS GENERAL</b>	
<b>Frequency</b>	<b>Cleaning Services Task</b>
1 time/week	Office furniture will be spot cleaned weekly or as needed.
1 time/week	All carpet stains removed weekly or as needed.
1 time/month	Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds.
3 times/week	<b>Spot Cleaning:</b> Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	All lino floors will be swept with a treated dust mop and damp mopped daily.
5 times/week	All carpets will be vacuumed daily.
5 times/week	All standard wastepaper receptacles will be emptied and damp wiped if needed; and refuse removed to a designated area in the building for disposal. For the protection of the owner or tenant, in order to ensure that no articles of value are inadvertently discarded, only the contents of the waste receptacles will be emptied.
5 times/week	All recyclable material shall be removed and placed in the specified containers provided by the municipality.
5 times/week	Front and Rear Entrance glass and glass doors will be cleaned daily.
5 times/week	All compostable materials (bathroom paper towels, lunch room food waste) shall be removed and placed in the specified containers provided by the municipality. Any plastics or other contaminants will be manually removed from the compostable bin if present and disposed in the appropriate receptacle. Compostable materials must be disposed in the appropriate receptacle.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
1 time/month	Window sills will be damp wiped.

**CLEANING TASK SCHEDULE (cont'd)**

**MUNICIPAL HALL: CLEANING TASK SCHEDULE - ROOMS GENERAL**

Frequency	Cleaning Services Task
1 time/month	Furniture will be damp wiped.
1 time/month	Damp wipe and vacuum air diffusers/grills.
4 times/year	Interior glass will be cleaned.
1 time/month	Exterior glass will be cleaned.

**MUNICIPAL HALL: CLEANING TASK SCHEDULE - MAIN LOBBIES, ENTRANCES AND HALLWAYS**

Frequency	Cleaning Services Task
1 time/week	Furniture will be spot cleaned.
2 times/week	<b>Spot Cleaning:</b> Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	Floors will be swept using a treated dust mop and damp mopped daily.
5 times/week	Entrance matting or grates and door mats will be cleaned or vacuumed daily.
5 times/week	Both sides of front and rear door glass will be cleaned daily.
5 times/week	All glass doors and door glass panels shall be cleaned daily.
1 time/year	All walls to be washed floor to ceiling.
4 times/year	Furniture will be damp wiped.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
6 times/year	All surfaces within reach will be dusted using a treated dust cloth.
1 time/month	Damp wipe and vacuum air diffusers and grills.
1 time/month	Accessible window sills will be damp wiped.
3 times/year	Floors will be spray buffed.

**CLEANING TASK SCHEDULE (cont'd)**

**MUNICIPAL HALL: CLEANING TASK SCHEDULE - STAIRS AND LANDINGS**

Frequency	Cleaning Services Task
1 time/week	East stairs and landings from the Third floor to Main floor will be swept, spot mopped and mats vacuumed.
5 times/week	West stairs and landings from the third floor to main floor will be swept, spot mopped and mats vacuumed.
1 time/month	All baseboards, ledges, handrails or other surfaces will be dusted, using a treated cloth.

**MUNICIPAL HALL: CLEANING TASK SCHEDULE - WASHROOMS AND CHANGE ROOM**

Frequency	Cleaning Services Task
1 time/week	Dust tops of partitions and all other ledges within reach.
1 time/week	Clean and sanitize shower stalls, bases and doors.
5 times/week	Sweep and damp mop all lino flooring with a germicidal detergent.
5 times/week	Clean all doors, mirrors, powder shelves, bright work, i.e. faucets, toilet seats, hinges, flushometers.
5 times/week	Clean and sanitize all basins, bowls and urinals; making certain to clean under sides of same.
5 times/week	Wash both sides of toilet seats.
5 times/week	Spot clean cubicle partitions.
5 times/week	Empty and clean paper towel and sanitary disposal receptacles. Paper towel receptacles are to be emptied into the specified compost receptacle provided by the municipality.
5 times/week	Replenish washroom supplies.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
1 time/month	Partitions and tile walls will be washed.
1 time/month	Damp wipe and vacuum air diffusers/grills.
3 times/year	Floors will be spray buffed

**CLEANING TASK SCHEDULE (cont'd)**

**MUNICIPAL HALL: CLEANING TASK SCHEDULE - LUNCH ROOM**

Frequency	Cleaning Services Task
5 times/week	Sweep all lino floor areas.
5 times/week	Wet mop lunch room floor area with a solution of <b>degreaser</b> .
5 times/week	All waste receptacles will be emptied and cleaned. Compost and recyclables will be emptied directly into specified receptacles provided by the municipality. Inside receptacles will be cleaned/disinfected as required.
5 times/week	Table and chairs will be wiped down daily.
5 times/week	All dishes to be placed in dishwasher, washed and dried.
5 times/week	Lunchroom sink to be cleaned and wiped dry.
1 time/year <i>To be determined</i>	Walls to be washed.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
2 times/year	Kitchen cupboards to be washed.
1 time/month	Damp wipe and vacuum air diffusers/grills.
1 time/month	The refrigerator and microwave shall be cleaned on the first Monday of each month.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.

**MUNICIPAL HALL: CLEANING TASK SCHEDULE - ADDITIONAL TASKS - COUNCIL CHAMBERS**

Frequency	Cleaning Services Task
5 times/week	The Council Chamber is to be vacuumed out, the tables wiped down with a damp cloth and the room checked for fingerprints on walls, doors, etc. All waste receptacles will be emptied and cleaned. Compost and recyclables will be emptied directly into specified receptacles provided by the municipality. Inside receptacles will be cleaned/disinfected as required, daily.

**NOTE: Council or Committee meetings are normally held Monday nights between 7:00 p.m. and 10:00 p.m. Vacuuming or other noisy operations that would be a disturbing influence are not permitted during these meetings.**

**CLEANING TASK SCHEDULE (cont'd)**

**FACILITY 2: PUBLIC SAFETY BUILDING: BASEMENT & MAIN FLOOR (POLICE)**

<b>PUBLIC SAFETY BUILDING (POLICE): CLEANING TASK SCHEDULE - ROOMS GENERAL</b>	
<b>Frequency</b>	<b>Cleaning Services Task</b>
1 time/week	All carpet stains removed weekly or as needed.
1 time/week	Office furniture will be spot cleaned.
5 times/week	All interior doors will be spot cleaned.
2 times/month	Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds.
5 times/week	Spot Cleaning: Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	All lino floors will be swept with a treated dust mop and damp mopped daily.
3 times/week	All carpets will be vacuumed Monday, Wednesday and Friday.
5 times/week	All waste receptacles will be emptied and cleaned. Compost and recyclables will be emptied directly into specified receptacles provided by the municipality. Inside receptacles will be cleaned/disinfected as required.
1 time/week	All recyclable material shall be removed and placed in the specified containers provided by the municipality.
5 times/week	Front and rear entrance glass and glass doors will be cleaned daily.
4 times/year	Furniture will be damp wiped.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning. To be co-ordinated with the "Co-ordinator"
1 time/month	Window sills will be damp wiped.
1 time/month	Damp wipe & vacuum air diffusers/grills.
5 times/week	All interior door knobs to be sanitized daily.
4 times/year	Interior glass will be cleaned.
1 time/month	Exterior glass will be cleaned.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.



**CLEANING TASK SCHEDULE (cont'd)**

**PUBLIC SAFETY BUILDING (POLICE): CLEANING TASK SCHEDULE - MAIN LOBBIES, ENTRANCES AND HALLWAYS**

Frequency	Cleaning Services Task
1 time/week	Furniture will be dusted or vacuumed.
1 time/week	Furniture will be spot cleaned.
5 times/week	<b>Spot Cleaning:</b> Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	Floors will be swept using a treated dust mop and damp mopped daily.
5 times/week	Entrance matting or grates and door mats will be cleaned or vacuumed daily.
5 times/week	Both sides of front and rear door glass will be cleaned daily.
5 times/week	All glass doors and door glass panels shall be cleaned daily.
1 time/year <i>To be determined</i>	All walls to be washed floor to ceiling.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning. To be co-ordinated with the "Co-ordinator".
4 times/year	Furniture will be damp wiped.
1 time/month	Damp wipe and vacuum air diffusers and grills.
1 time/month	Accessible window sills will be damp wiped.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.

**PUBLIC SAFETY BUILDING (POLICE): CLEANING TASK SCHEDULE - STAIRS AND LANDINGS**

Frequency	Cleaning Services Task
1 time/week	stairs and landings from the second floor to main floor will be swept and damp mopped.
1 time/month	All baseboards, ledges, handrails or other surfaces will be dusted, using a treated cloth.

**CLEANING TASK SCHEDULE (cont'd)**

**PUBLIC SAFETY BUILDING (POLICE): CLEANING TASK SCHEDULE - WASHROOMS AND CHANGE ROOM**

Frequency	Cleaning Services Task
1 time/week	Dust tops of partitions and all other ledges within reach.
3 times/week	Clean and sanitize shower stalls, bases and doors.
5 times/week	Sweep and damp mop all epoxy flooring with a germicidal detergent.
5 times/week	Clean all doors, mirrors, powder shelves, bright work, i.e. faucets, toilet seats, hinges, flushometers.
5 times/week	Clean and sanitize all basins, bowls and urinals; making certain to clean under sides of same.
5 times/week	Wash both sides of toilet seats.
5 times/week	Spot clean cubicle partitions.
5 times/week	Empty and clean paper towel and sanitary disposal receptacles.
5 times/week	Replenish washroom supplies.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning. To be co-ordinated with the "Co-ordinator".
1 time/month	Partitions and tile walls will be washed.
1 time/month	Damp wipe and vacuum air diffusers/grills.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed

**CLEANING TASK SCHEDULE (cont'd)**

**PUBLIC SAFETY BUILDING (POLICE): CLEANING TASK SCHEDULE - LUNCH ROOM**

Frequency	Cleaning Services Task
5 times/week	Wet mop lunch room floor area with a solution of <b>degreaser</b> .
5 times/week	All waste receptacles will be emptied and cleaned.
5 times/week	Table and chairs will be wiped down daily.
5 times/week	Lunchroom walls around small garbage can to be cleaned and wiped dry.
1 time/year <i>To be determined</i>	Walls to be washed floor to ceiling.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning. To be co-ordinated with the "Co-ordinator".
2 times/year	Kitchen cupboards to be washed.
1 time/month	Damp wipe and vacuum air diffusers/grills.
1 time/month	The refrigerator and microwave shall be cleaned on the first Monday of each month.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.
1 time/week	The outer surfaces of the refrigerator and microwave shall be cleaned weekly.

**PUBLIC SAFETY BUILDING 2ND FLOOR (FIRE DEPARTMENT): CLEANING TASK SCHEDULE**

Frequency	Cleaning Services Task
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning. To be co-ordinated with the "Co-ordinator".
4 times/year	Interior glass will be cleaned.
1 time/month	Exterior glass will be cleaned.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.

**CLEANING TASK SCHEDULE (cont'd)**

**Facility 3: PUBLIC WORKS YARD**

<b>PUBLIC WORKS YARD: CLEANING TASK SCHEDULE - ROOMS GENERAL</b>	
<b>Frequency</b>	<b>Cleaning Services Task</b>
1 time/week	All interior doors will be spot cleaned.
2 times/month	Hand dust, with a dusting tool, all telephones and horizontal surfaces within in reach, i.e., tops of desks if clean, tables, filing cabinets, radiators, partition ledges and horizontal blinds.
2 times/week	<b>Spot Cleaning:</b> Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	All epoxy floors will be swept and damp mopped daily.
5 times/week	All wastepaper receptacles will be emptied cleaned.
5 times/week	All recyclable material shall be removed and placed in the specified containers provided by the municipality.
5 times/week	Front and Rear Entrance glass and glass doors will be cleaned daily.
1 time/month	Furniture will be damp wiped
2 times/year <i>To be determined</i>	All epoxy floors will be machine scrubbed.
1 time/month	Window sills will be damp wiped.
1 time/month	Damp wipe and vacuum air diffusers/grills.
1 time/year <i>To be determined</i>	All walls to be washed floor to ceiling.
5 times/week	All compostable materials (bathroom paper towels, lunch room food waste) shall be removed and placed in the specified containers provided by the municipality. Any plastics or other contaminants will be manually removed from the compostable bin if present and disposed in the appropriate receptacle.
4 times/year	Interior glass will be cleaned.
1 time/month	Exterior glass will be cleaned.
3 times/year <i>To be determined</i>	Lino floors will be spray buffed.

**CLEANING TASK SCHEDULE (cont'd)**

<b>PUBLIC WORKS YARD: CLEANING TASK SCHEDULE - MAIN OFFICE</b>	
<b>Frequency</b>	<b>Cleaning Services Task</b>
1 time/week	Office furniture will be spot cleaned.
2 times/week	<b>Spot Cleaning:</b> Finger marks or smudges will be removed from walls and other surfaces and where spots cannot be removed by normal means, they shall be reported to the City representative.
5 times/week	Floors will be swept using a treated dust mop and damp mopped daily.
5 times/week	Entrance matting or grates and door mats will be cleaned or vacuumed daily.
5 times/week	Both sides of front and rear door glass will be cleaned daily.
5 times/week	All glass doors and door glass panels shall be cleaned daily.
1 time/year <i>To be determined</i>	All walls to be washed floor to ceiling.
2 times/year <i>To be determined</i>	Lino floors will be machine scrubbed and two coats of high quality, high gloss resin base finish applied. Task to be completed on a Friday night to allow the fumes to dissipate prior to regular staff returning to work Monday morning.
1 time/month	Furniture will be damp wiped.
1 time/month	Damp wipe and vacuum air diffusers and grills.
1 time/month	Accessible window sills will be damp wiped.

**CLEANING TASK SCHEDULE (cont'd)**

<b>PUBLIC WORKS YARD: CLEANING TASK SCHEDULE - WASHROOMS AND CHANGE ROOMS</b>	
<b>Frequency</b>	<b>Cleaning Services Task</b>
1 time/week	Dust tops of partitions and all other ledges within reach.
2 times/week	Clean and sanitize shower stalls, bases and doors.
5 times/week	Sweep and damp mop all flooring with a germicidal detergent.
5 times/week	Clean all doors, mirrors, powder shelves, bright work, i.e. faucets, toilet seats, hinges, flushometers.
5 times/week	Clean and sanitize all basins, bowls and urinals; making certain to clean under sides of same.
5 times/week	Wash both sides of toilet seats.
5 times/week	Spot clean cubicle partitions.
5 times/week	Empty and clean paper towel and sanitary disposal receptacles.
5 times/week	Replenish washroom supplies.
2 times/year <i>To be determined</i>	All epoxy floors will be machine scrubbed.
1 time/month	Partitions and tile walls will be washed.
1 time/month	Damp wipe and vacuum air diffusers/grills.
1 time/year <i>To be determined</i>	Walls to be washed floor to ceiling.

**CLEANING TASK SCHEDULE (cont'd)**

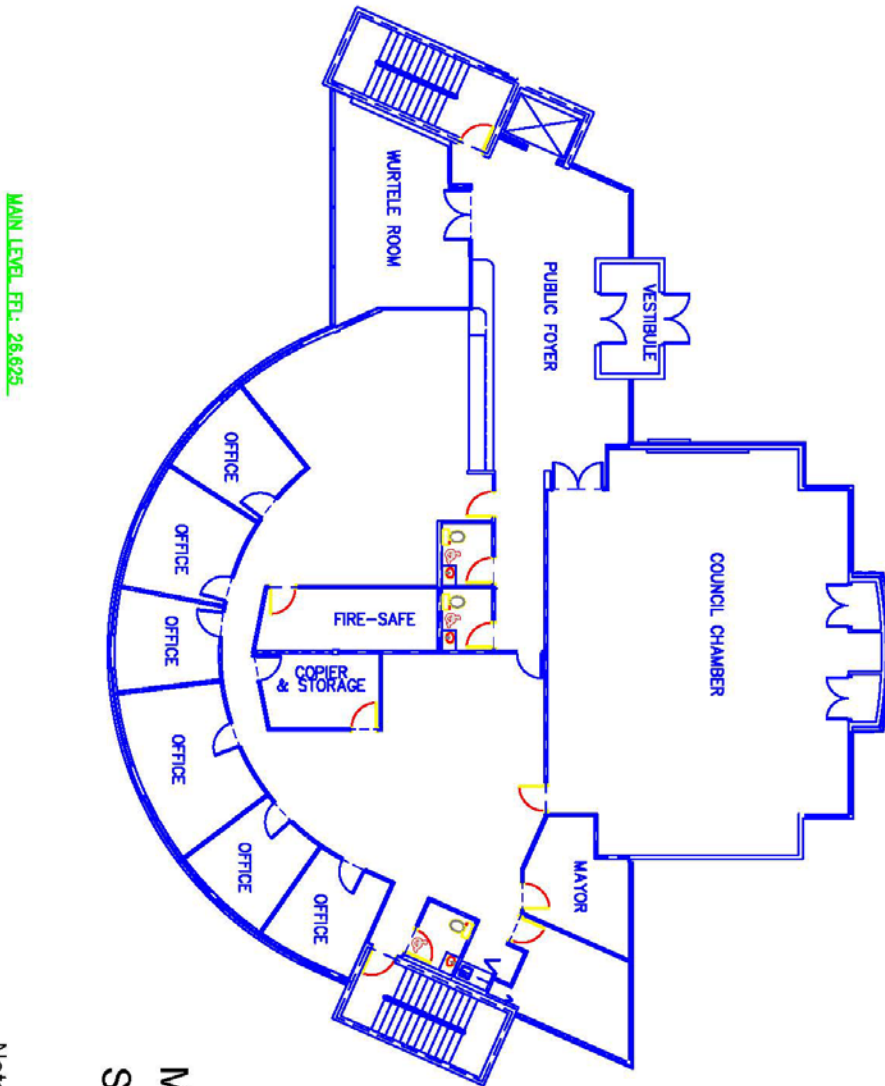
**PUBLIC WORKS YARDL: CLEANING TASK SCHEDULE - LUNCH ROOM**

Frequency	Cleaning Services Task
5 times/week	Sweep all epoxy floor areas.
5 times/week	Wet mop lunch room floor area with a solution of <b>degreaser</b> .
5 times/week	All waste receptacles will be emptied and cleaned.
5 times/week	Table and chairs will be wiped down daily.
5 times/week	Lunchroom sink to be cleaned and wiped dry.
1 time/year <b>To be determined</b>	Walls to be washed.
2 times/year	Kitchen cupboards to be washed.
2 times/year	Epoxy floors will be machine scrubbed.
1 time/month	Damp wipe and vacuum air diffusers/grills.
5 times/week	Dishwasher to be loaded and turned on.
1 time/month	The refrigerator and microwave shall be cleaned on the first Monday of each month.

**PUBLIC WORKS YARD: CLEANING TASK SCHEDULE - ADDITIONAL TASKS - FIRST AID ROOM**

Frequency	Cleaning Services Task
5 times/week	Sweep all lino floor areas.
5 times/week	Empty waste basket.
1 time/week	Dust all horizontal surfaces, including dispenser & container tops, equipment case tops, counter & shelf tops, cabinet tops, etc.
5 times/week	Sink, taps and surrounding counter top to be wiped down with a clean damp cloth.
1 time/week	Treatment chair to be wiped down with a clean damp cloth.
2 times/week	Damp mop entire floor surface.
1 time/week	Entire floor to be washed and disinfected. (Suggest Forward diluted 1:80 or Chlorine Bleach solution).
1 time/year <b>To be determined</b>	Wipe walls down with mild disinfectant solution.

**CLEANING AREA PLANS**



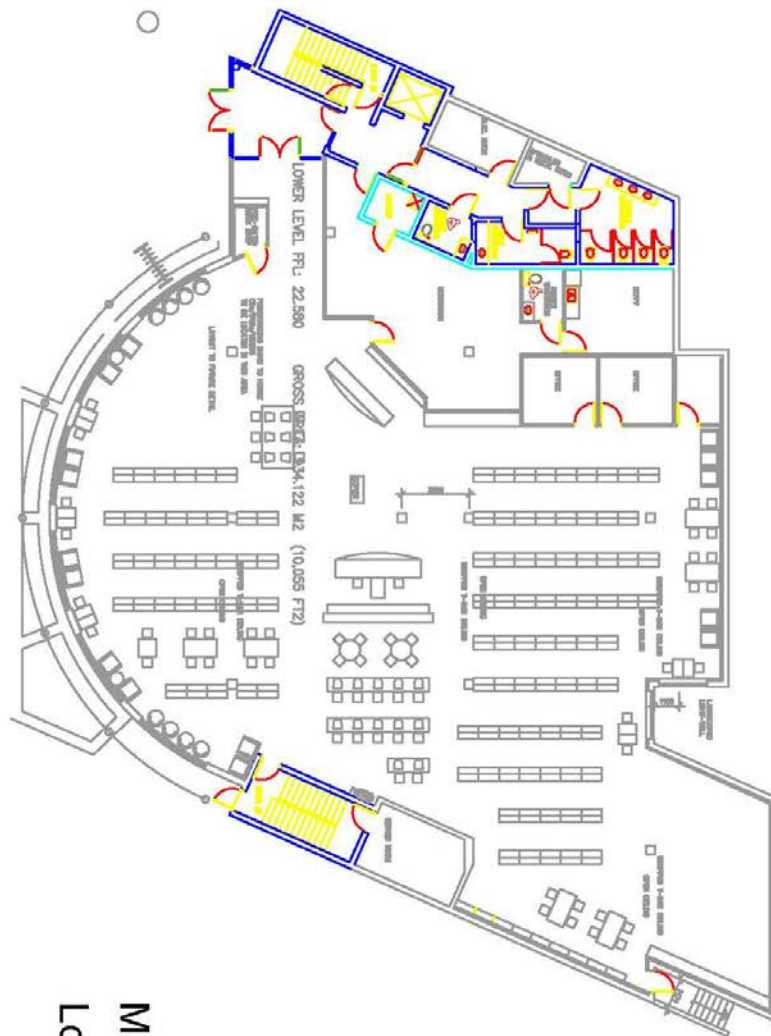
MAIN LEVEL, FTL: 26.625

**Municipal Hall  
Second Floor**

Note: For planning purposes, the approximate floor area is 580 sq. m.

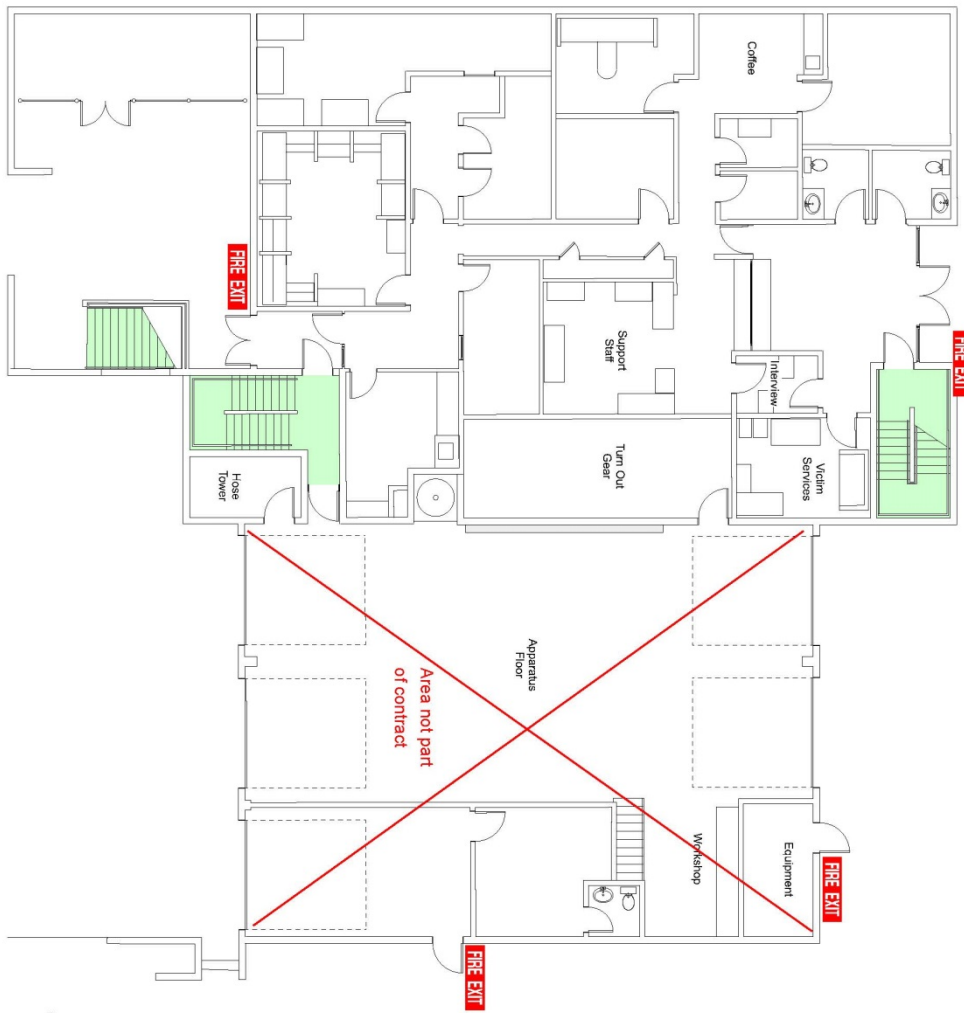






**Municipal Hall  
Lower Level**

Note: For planning purposes, the  
approximate floor area is 60 sq. m.



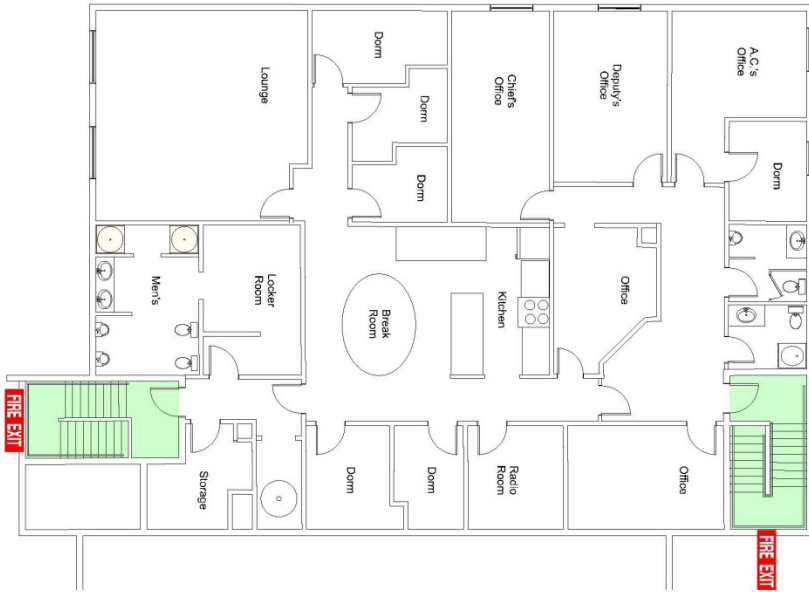
**Public Safety Building  
Main Floor**

Note: For planning purposes, the approximate floor area is 500 sq. m.



**Public Safety Building  
Basement Level**

Note: For planning purposes, the approximate floor area is 400 sq. m.



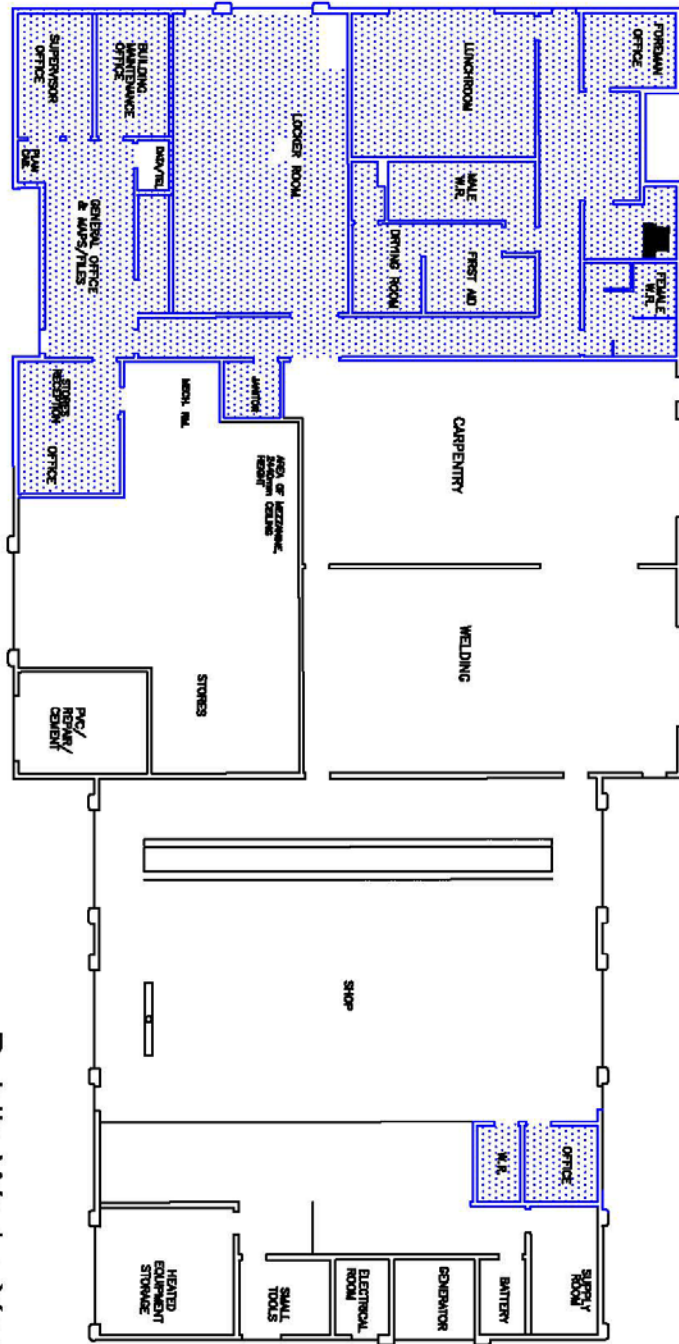
**Public Safety Building  
Second Floor**

Note: For planning purposes, the approximate floor area is 400 sq. m.

Canteen Road

Public Works Yard  
601 Canteen Rd

Note: For planning purposes, the approximate  
floor area is 350 sq. m.



Esquimalt Road

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**JANITORIAL SERVICES FOR MUNICIPAL FACILITIES**  
**CONTRACT NO. PW 19-01**  
**CONTRACT AGREEMENT**

This Agreement made on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**BETWEEN:**

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

(herein called the "Township")

OF THE FIRST PART

**AND:**

**CONTRACTOR NAME**  
Address  
City, Province Postal Code

(herein called the "Contractor")

OF THE SECOND PART

Witness that the parties agreed as follows:

**A. THE WORK**

The Contractor shall:

- (1) Perform the Work required by the Contract documents for Janitorial Services at the Esquimalt Municipal Hall, Public Safety Building and Public Works Yard, which have been signed by the parties, and;
- (2) Do and fulfill everything indicated by this Agreement, and;
- (3) Commence the Work on the \_\_\_\_ day of \_\_\_\_\_, 2019 and complete the Work on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**B. CONTRACT DOCUMENTS**

The following is an exact list of the Contract Documents referred to in Section A of this Agreement. This list is subject to subsequent amendments in accordance with the provisions of the Contract and agreed upon between the parties.

- |                           |             |
|---------------------------|-------------|
| (1) General Conditions    | Pages 15-17 |
| (2) Specifications        | Pages 18-19 |
| (3) Inspections Standards | Pages 20-31 |

(4) Cleaning Area Plans Pages 32-38

**C. CONTRACT PRICE**

The Contract Price is \_\_\_\_\_ dollars per month (\$ \_\_\_\_\_/month) in Canadian Funds. (The cost per building breakdown shall be as detailed in the Form of Tender).

**D. PAYMENT**

- (1) Subject to applicable legislation and the provisions of the contract Documents, the Township shall:
  - (a) Make monthly payments in Canadian funds to the Contractor on account of the Contract Price.

**E. RIGHTS AND REMEDIES**

- (1) The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
- (2) No action or failure to act by the township or Contractor shall constitute a waiver of any right or duty afford any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

**F. RECEIPT OF AND ADDRESSES FOR NOTICES**

Communications in writing between the parties shall be considered to have been received by the addressee on the date of delivery, if delivered by hand to the individual or to a member of the firm or to an officer of the Township for whom they are intended, or if sent by post or by telegram, to have been delivered within five (5) working days of the date of mailing, dispatch or of delivery to the telegraph company when addressed as follows:

The Township at 1229 Esquimalt Road  
Esquimalt, BC V9A 3P1

The contractor at \_\_\_\_\_  
\_\_\_\_\_

**G. LAW OF THE CONTRACT**

This Agreement is drawn in English at the request of all parties hereto.

**H. SUCCESSION**

The General Conditions of the Stipulated Price Contract hereto annexed, and the other aforesaid Contract Documents, are to be read into and form part of this Agreement and the whole shall constitute the Contract between the parties and subject to law and the provisions of the contract Documents shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors and assigns.



IN WITNESS WHEREOF this Contract was duly executed by the parties hereto as of the day, month and year first written above. By signing below, the parties to this contract have agreed to be bound by the terms of this Contract.

**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

Per: \_\_\_\_\_  
DIRECTOR OF ENGINEERING & PUBLIC WORKS

Per: \_\_\_\_\_  
CORPORATE OFFICER

**CONTRACTOR**

By its authorized signatory (ies)

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Name (please print)

\_\_\_\_\_  
Name and Title (please print)

\_\_\_\_\_  
Witness Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (please print)