

FIRE HALLS - JANITORIAL SERVICES CONTRACT

INVITATION TO TENDER

September 30, 2024

TO: City of Salmon Arm
500 - 2 Avenue NE
Box 40
Salmon Arm, BC V1E 4N2

The undersigned contractor hereby offers to enter into, execute and deliver to the City an Invitation to Tender (the "Invitation to Tender") in the relative form annexed, to find and supply all the material, labour and workmanship as specified in the Invitation to Tender to do everything further necessary to do the work for the fulfilment of the **FIRE HALLS FACILITIES JANITORIAL CONTRACT**, specified in the said form of Invitation to Tender hereunto annexed, at the price and on the terms and conditions therein contained and within the time therein limited.

This proposal is submitted for janitorial services of the Fire Halls facilities as detailed below:

- Fire Hall No. 3 (141 Ross Street NE)
- Fire Hall No. 1 (600 - 50 Street NE)
- Fire Hall No. 2 (100 - 30 Street SE)
- Fire Hall No. 4 (5160 - 40 Avenue NW)

The attached schedule, entitled "Fire Hall Facilities - Janitorial Contract" and attachments thereto, shall be read with and form part of this tender as if embodied herein.

It is hereby agreed that once the proposals for this contract have been opened, this proposal and the offer constituted hereby shall not be revoked before either acceptance by you, or the expiration of thirty (30) days after the opening of proposals for the **FIRE HALLS FACILITIES JANITORIAL CONTRACT** whichever shall first occur.

In the presence of:

Name (Company)

Witness

Signature

CITY OF SALMON ARM

FIREHALLS FACILITIES - JANITORIAL CONTRACT

SCHEDULE OF PRICES

This Schedule of Prices shall be read with and form part thereof, as if embodied therein.

Perform service of providing janitorial services at the Fire Halls Facilities, 141 Ross Street NE, 600 - 50 Street NE, 100 - 30 Street SE and 5160 - 40 Avenue NW, Salmon Arm BC as outlined in the Agreement and Appendix "A".

2025	2026
Monthly Fee	Monthly Fee
\$ _____	\$ _____
Annual Fee \$ _____	Annual Fee \$ _____
GST included: Yes ____ No ____	GST included: Yes ____ No ____

Contractor

Witness

Signature

Date

CITY OF SALMON ARM
FIRE HALLS FACILITIES - JANITORIAL CONTRACT

Contractor's Name: _____

CONTRACTOR'S EXPERIENCE

TITLE OF CONTRACT	NAME OF EMPLOYER	DESCRIPTION OF WORK

For references contact: _____

Name

_____ Phone: _____

Address

For references contact: _____

Name

_____ Phone: _____

Address

Signature

Date

LIST OF EQUIPMENT AND SENIOR PERSONNEL

This shall be read with and form part of the Invitation to Tender, as if embodied therein.

EQUIPMENT TO BE USED IN THE PERFORMANCE OF DUTIES:

PERSONNEL

Signature

Date

CITY OF SALMON ARM

INVITATION TO TENDER

JANITOR SERVICES – FIRE HALLS FACILITIES

1.0 Introduction

This Invitation to Tender invites contractors/individuals to submit proposals for the supply of materials, labour and workmanship to cover the janitorial services of the Fire Halls Facilities outlined in the attached contract.

2.0 Purchasing Process

The City, through the development and distribution of this Invitation to Tender document, is calling on interested parties to submit sealed proposals for the supply of materials, labour and workmanship for provision of janitorial services for the Fire Halls Facilities.

All proposals will be opened and evaluated by the City. All proposals will remain confidential and will not be open to the public.

Following the evaluation of all proposals by the City, a short list of qualified parties will be established. This list will be comprised of contractors/individuals who are deemed to be fully capable of fulfilling the needs of the City and whose proposals offer, or appear to offer, the most favorable terms and the best value to the City.

The City may pursue negotiations with those short listed parties, under the terms and conditions specified within this Invitation to Tender document, in search of the best possible services to suit the needs of the City.

Upon completion of the negotiation process, it is the intention of the City to award a Contract (the “Contract”), to a specific contractor/individual(s), for the provision of janitorial services for the Fire Halls Facilities.

The Contract shall be comprised of this Invitation to Tender document, the successful response to this Invitation to Tender document, and any and all correspondence documenting changes to, or modifications of, the successful proposal(s).

3.0 Evaluation of Proposals

3.1 Persons should be aware that all proposals will be evaluated in light of the following general criteria, which is not necessarily listed in order of importance and is not exhaustive. The City may take other factors into consideration, that, in their sole discretion, are relevant to the best fulfillment of any Contract, which may result from this Invitation to Tender.

- Assured source of products
- Service capability, including quality guarantees and warranties
- Quality of services
- Extent of third party liability protection
- Compliance with the City's Living Wage Policy 1.15

3.2 Persons who submit proposals may, at the option of the City, be required to make individual presentations to assist in the evaluation process. The City assumes no obligation to provide an opportunity for any individual presentation(s) by any particular individual and may select a successful company/individual without presentations by others.

4.0 Proposal Preparation and Submission

4.1 All interested parties must conform to the instructions given within this Invitation to Tender regarding the preparation and submission of proposals.

4.2 The proposal document, marked "Janitorial Service – Fire Halls Facilities", clearly marked with the proposal name, should be submitted to the City, and it is the sole responsibility of the individual to deliver the proposal to the City before 4:00 p.m. local time, **Friday, November 15, 2024.**

4.3 All proposals should be arranged as follows:

Title Page: Showing Invitation to Tender name, closing date and time, name, address, telephone and email address/fax number and contact person.

Letter of Introduction: One page of introduction signed by the person(s) authorized to sign on behalf of the company/individual and bind the company/individual to statements made in response to this Invitation to Tender.

Executive Summary: A short one or two page summary of the key features of the proposal.

Company/Individual Profile: A short overview of the company/individual, its history and its future, including its continuing ability to supply services.

Response: Responses to the requests contained within this Invitation to Tender, together with any and all other options or alternatives offered.

5.0 Closing Date and Time

Sealed proposals, signed by the Vendor's authorized representative, will be received by the City, up to 4:00 p.m. local time, **Friday, November 15, 2024.**

6.0 Site Visits – (Mandatory)

A mandatory site visit of the Fire Halls Facilities, 141 Ross Street NE, 600 – 50 Street NE, 100 – 30 Street SE and 5160 – 40 Avenue NW will be arranged for each submission.

7.0 General Conditions

- 7.1 The City does not assume any responsibility or liability for costs incurred by individuals prior to the issuance of a contract or purchase order pursuant to this Invitation to Tender.
- 7.2 The Invitation to Tender and the proposal of the successful company/individual will become part of any Contract awarded as a result of this Invitation to Tender. Each company/individual must confirm their understanding and agreement to this general condition and will, by signing the commitment form, acknowledge and confirm their agreement to this general condition.
- 7.3 Proposals should be prepared simply and economically. All material contained in the proposal must be clearly legible.
- 7.4 All information submitted in response to this Invitation to Tender becomes the property of the City and will not be returned.
- 7.5 Only information provided in writing by the City is to be relied upon by the company/individual in responding to this Invitation to Tender. The City will assume no responsibility for oral instructions or suggestions. All correspondence in regard to this Invitation to Tender shall be directed to Rhonda West, Corporate Officer – email: rwest@salmonarm.ca or by phone at 250 803-4036.

- 7.6 Time shall be of the essence in this Invitation to Tender or any Agreement resulting from this Invitation to Tender.
- 7.7 The successful company/individual shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity or to any claim or liability resulting from this Invitation to Tender circulation, submission, negotiation, contract or Agreement award process or otherwise.
- 7.8 The successful company/individual shall keep all directly or indirectly related Invitation to Tender information under its personal control. The successful party shall not, without the consent in writing of the City, assign or transfer this contract or any part thereof.

8.0 Special Conditions

8.1 Acceptance and Award of Contract

Notwithstanding anything to the contrary contained in this Invitation to Tender, or any other contractual document:

- a) Companies/individuals are notified that the lowest or any proposal may not necessarily be accepted, and the City reserves the right to reject any and all proposals at any time without further explanation or to accept any proposal considered advantageous to the City. **Proposals which contain qualifying conditions or otherwise fail to conform to these Invitation to Tender documents may be disqualified or rejected.** The City may waive any noncompliance with the Invitation to Tender documents, the specifications, or any conditions, including the timing of delivery of anything required by or under the terms and conditions of this Invitation to Tender, and may at its sole discretion elect to retain for consideration proposals which are non-conforming because they do not contain the content or form required by the Invitation to Tender documents, or because they have not complied with the process for submission set out herein.
- b) Proposals shall remain open for acceptance by the City for a minimum period of thirty (30) calendar days after the closing date.
- c) The award of any Contract shall be based on the evaluation of the proposals by the City on any basis the City deems will best serve its interests, including but not limited to, the following criteria, as applicable in the sole opinion of the City:

- i) The overall cost impact of the proposal on the operations of the City;
 - ii) The reputation and experience of the company/individual and their staff to be allocated to the work;
 - iii) The technical credibility, financial resources and responsibility of the company/individual;
 - iv) The source of any materials to be utilized by the company/individual in the performance of the Agreement;
 - v) The company/individual's scheduling of the work in relation to the City's schedule and the ability to complete the work within the time frame required by the City.
 - vi) The best value to the City based on quality, service and any criteria set out herein based solely on the City's assessment of the proposal.
- d) The City may:
- i) After Contract award, negotiate changes to the scope of work the materials, the specifications or any conditions with the successful company/individual without having any duty or obligation to advise any other companies/individuals or to allow them to vary their proposal prices as a result of changes to the scope of work, the materials, the specifications, or any conditions, and the City shall have no liability to any other company/individual as a result of such negotiations or modifications.
 - e) Guidelines or policies that may be applicable shall not give rise to legal rights on the part of any contractor, subcontractor, or others as against the City and shall in no case create any liability on the part of the City.

8.2 Commencement of Contract

The commencement date of any new Contract shall only come into force and effect on the date and time at which any existing contract or agreement expires and a new vendor(s) has been accepted and a Contract awarded.

8.3 Duration of Agreement

The term of any Agreement shall commence January 1, 2025 and terminate December 31, 2026.

8.4 Cancellation

The City reserves the right to give thirty (30) days notice to the company/individual to cancel all or part of any Contract in the event of a failure on the part of the Vendor to meet the terms and conditions of the Agreement.

9.0 Contact Person

All inquiries regarding this Invitation to Tender are to be directed to:

**City of Salmon Arm
Rhonda West, Corporate Officer
Box 40
Salmon Arm, BC V1E 4N2**

**Phone: (250) 803-4036
Fax: (250) 803-4029
e-mail: rwest@salmonarm.ca**

SCHEDULE “A”

CLEANING STANDARDS

INTERIOR OF BUILDINGS

Entrances, lobbies, waiting areas, rooms, corridors (open and closed areas), meeting and conference rooms, common areas, stairways, lunch room areas, basements, storage and mechanical rooms, etc.

Tasks

1. Empty/clean all waste holdings receptacles and containers. The use of and daily replacement of liners is required for all washroom and staff break area receptacles, whereas separate or special liners may be utilized for recyclables.
2. Clean all furniture, e.g., T.V.'s, computers, monitors, keyboards, credenzas, book cases, desks, file cabinets, tables, furniture glass, inclusive of desk lamps and all client accessories excluding those specific items as personal accessories such as ceramics, ornaments, free standing pictures, electronic equipment (computers, keyboards, typewriters and printers) etc., which may be designated as a client responsibility. Clean and polish all furniture framing and trim, plastic, wood, vinyl, leather, etc. Spot clean fabric as required.

Telephones to be cleaned with germicidal detergent.

Vacuum/dust frames, fabric upholstered furniture.

Results Expected

All waste and recycle holding receptacles/containers, to be clean and in the correct place. No waste or recycle holding containers or baskets to be placed upon desks or tables during cleaning operations.

All furniture, fixtures, telephones, glass tops, desks, accessories, vinyl, Plexiglas, leather, etc., to be free of finger marks, spots and stains, with no dust or streak marks present. Any such furniture and equipment moved during cleaning operations to be returned to their correct locations. All such surfaces shall be free of dust, streaks, finger marks, stains and soil.

N.B. Special attention is to be given to the mouth and earpieces of telephones. The use of effective germicidal detergent and clean cloths is mandatory.

After vacuuming and dusting, fabric/upholstered furniture to be free of dust, debris and present an overall clean appearance.

3. Clean window sills, partition ledges, baseboards and all other surfaces below two meters, including blackboard brushes, blackboard ledges, cleared blackboards, cleared whiteboards, wall louvres, mouldings, radiators, etc.

All surfaces to be clean and free of finger marks, spots and stains, with no dust, streaks or debris present.

N.B. In cleaning whiteboards, only approved cleaning tools and products are to be used, i.e., no abrasive cleaners.

4. Clean all hard surface flooring.

All floors to be clean and free from debris, surface stains, mop or detergent streaks and loose mop strands. Care must be taken throughout mopping operation to prevent cleaning solutions from collecting against and under furniture legs and cabinets. Special care and attention to all corners and edges.

N.B. For dust mopping only, a water soluble dry mop treatment may be used.

N.B. For damp/wet mopping an effective free rinsing detergent solution to be used.

5. Spot clean and remove smudges from walls, doors, woodwork, glass partitions and other similar surfaces.

No marks to be visible; any spots that cannot be removed by normal means to be reported to the City.

6. Clean water fountains with germicidal detergent.

All surfaces to be clean and free of spots, stains and streaks. Walls and floors around the drinking fountains to be clean and free from debris, spots and water marks.

8. Clean all counter tops, including splash backs, fronts and sides, all cupboard doors, hardware, exposed plumbing and sinks. Restock dispensers; empty and clean waste containers and replace plastic liners.

All surfaces to be clean and free of stains, dust, finger marks, streaks, spots and free of odours.

Dispensers to be restocked with approved product/supply.

9. Clean metal and metal painted surfaces, such as chrome, stainless steel, brass and similar finishes, such items as door knobs, push bars,

Surfaces to be clean and free of streaks, finger marks, etc., bright and in a condition equal to that of the intended finish of the surface. Cover-up spray polishes shall not be used.

kickplates, door grilles, vents, handrails, railings, doors, exteriors of refrigerators, microwaves, etc.

Clean/polish where applicable, such surfaces as brass.

N.B. It is generally accepted that the client maintains the interior surfaces of their refrigerators, microwaves, stoves, etc.

EXTERIOR OF BUILDINGS

1. Cleaning Outside Entrances

Outside telephones, light fixtures to be free of cobwebs and dirt, as well as walls and ceiling to be free of cobwebs

2. Garbage Containers

Garbage containers at front entrances to be emptied as required.

WASHROOM FACILITIES

All public and private washrooms, ensuites, and other areas where sinks and/or dispensers are installed.

Tasks

1. Clean with germicidal detergent: all basins, toilets, urinals, showers and plumbing fixtures (including exposed pipes); polished chrome, brass or similar fixtures.

Results Expected

All interior and exterior surfaces of fixtures, wash basins, shower stalls, toilet seats, bases, bowls, urinals, exposed flush tanks, and piping, to be clean and free of spots, stains, finger marks, soap scum odours and mildew/mold. Chrome, brass or similar surfaces to be clean, bright and free of finger marks, spots and stains.

2. Remove liners, clean and replace liners. All sanitary and waste receptacles are to be emptied, cleaned with germicidal detergent and relined.

N.B. Separate cleaning cloths are to be used for the cleaning of washrooms and change rooms, etc. Toilets and urinals are to be cleaned using separate cloths.

All sanitary and waste receptacles to be clean and free of spots, stains, finger marks, odours, and have clean liners in place.

3. Clean and restock. All toilet tissue holders, soap dispensers, cone cup dispensers, sanitary dispensers and

All dispensers of supplies/products to be clean and free of finger marks, spots, stains, odours and other than City sponsored programs, filled.

towel dispensers etc., are to be cleaned with germicidal detergent. Required dispensers are installed by the City.

4. Spot clean with germicidal detergent all partitions, walls, including the enamel surfaces, doors and ledges.

Clean with detergent all partitions, walls, including the enamel surfaces, doors and ledges.

Clean and polish all mirrors, frames, powder shelves and bright work, including flushometers, piping and toilet seat hinges.

5. Wet mop floors with germicidal detergent solution, including bases; ensure floor drains are not blocked and pour clean water in floor drains weekly, or as required.

Machine scrub floors with detergent solution, including bases, apply sealer as required.

All such surfaces and fittings to be clean and free of dust, finger marks, water streaks, mop marks and mold/mildew. Partitions to be cleaned from the bottom up. Pay particular attention to the holder attachments and other hardware.

Mirrors and frames, etc. to be clean and free from finger marks, water streaks, etc.

Floors, especially corners, to be clean and free of black marks, loose paper, mop strings, water and mop marks, bases to be clean and all areas free from obnoxious odours. Wall bases and other surfaces to be free of watermarks and floor finish or water splashing. There shall be no odour emanating from floor drains.

The floor will be maintained where directed with sufficient coat of water base sealer to offer floor surface protection and an overall attractive appearance. A minimum of three coats of finish is to be applied over the sealer where directed.

STAIRWAYS

Tasks

1. Clean handrails, ledges, railings and bannisters, etc.
2. Dust walls, ceilings and appurtenances.
3. Wash walls, ceilings and appurtenances.

Results Expected

After cleaning, handrails, etc., to be uniformly clean, free from dust, finger marks, smudges, soil, and where applicable, present a polished appearance.

After dusting walls and ceilings, including appurtenances such as doors, trim mouldings, ledges, radiators, grilles, to be free of dust, streaks, etc., including all corners and crevices.

After washing walls, (from the bottom up), ceilings and appurtenances, (including doors, frames, glass, wood and metal), surfaces to be

- | | |
|--|--|
| 4. Vacuum carpeted stairs. Wet mop washable surfaced stairs including the cleaning of risers | free of finger marks, spots of any kind. There are to be no streaks, or visible marking where portions of wall were separately washed, or line marks on ceilings. Wall to be uniformly clean all over, water spillage on floor and furniture to be wiped dry immediately. Any furniture, equipment, etc., moved during cleaning to be replaced in original locations. |
| 5. Clean carpeted stairs. | After vacuuming or wet mopping stairs, landings, risers, etc. to be clean and free of loose and caked soil, surface stains, and present an overall appearance of cleanliness. Wall bases and stair risers to be free of water marks and splashes from cleaning solution.
Carpets to present an even, clean appearance free of soil, spots, grit and dust with the pile evenly laid in the same direction, where applicable. |

ALL RESILIENT AND NON-RESILIENT FLOORS

All floors (e.g. vinyl, corolon, mondo, terrazzo, ceramic, quarry, etc.)

Tasks

1. Prepare floor by scrubbing prior to a system of maintenance.
2. Burnish/Spray buff all surfaces and re-coat in wear areas as required.
3. Remove all prior finish, re-seal and re-finish.

Results Expected

After scrubbing and neutralizing, no dust, soil, stains, etc., to be left on floor, no evidence of muddying or rippling effect to exist. Corners, bases and equipment, etc., to be free of spray residue and the floor to present a uniform and overall appearance of cleanliness.

Re-coat wear areas, burnish/spray buff all hard surface areas as required to maintain an overall attractive appearance.

After stripping, all soil, seal, finish and stains shall have been removed; all areas, both machine and/or hand cleaned, shall be free of soil, water streaks, mop marks and strings. The floor shall have been neutralized rinsed and clear water rinsed at least twice followed each time by wet vacuuming; upon completion must present an overall appearance of cleanliness, while walls, baseboards and other adjacent surfaces are free of

water marks, splashings and scars from equipment.

- Apply sufficient coats of sealer to present an overall level appearance allowing sufficient drying time between applications.
- Apply sufficient coats of slip resistant finish (minimum of four) to offer floor protection and an overall attractive appearance.

4. Scrub and re-coat all floors.

After scrubbing, neutralizing, re-coating, and buffing/burnishing, the slip resistant finished area is to be free of streaks, mop strands and marks, with no evidence of improper finish application. No heavy accumulation of finish to exist adjacent to walls, baseboards, under doorways, fixtures and furniture. The finished areas are to be buffed to a uniform sheen with no visible buffing marks. Floor to be clean and bright-looking overall, including under furniture and equipment. Furniture and equipment must not be marred or damaged during buffing, and furniture and equipment moved during operations is to be returned to original locations.

In appearance all flooring shall exhibit a uniform sheen with reflective properties that are acceptable to the City. This level of floor care and appearance is to be maintained at all times.

ALL CARPETS AND MATTING

Tasks

1. Spin clean all traffic areas.
2. Agitate and Water extract all carpet

Results Expected

Prior to pre-spray and spin cleaning, carpets must be dry vacuumed and pile lifted to relieve matting conditions and to raise the pile to permit good cleaning of individual tufts.

When agitating, followed by water extracting, avoid use of excess water, thereby preventing unnecessary penetration to the backing. Ensure deep imbedded dirt is removed.

3. Dry clean all carpet.

Dry powder cleaning may be required on wool carpet, and if so ensure approved equipment is used followed by deep vacuuming with a pile lifter.

N.B. After carpet cleaning and final vacuum, the carpet pile should be left in its nature position, using an additional pass with a pile lifter as required.

Walk-off mats shall be clean and dry. Where removable the floor thereunder shall be clean and dry.

Upon completion of task and through drying, the carpeted areas must present uniform overall clean appearance with no damp or wet areas, spots or streaking, and be free of soil.

Walls, baseboards and other adjacent surfaces to be free of watermarks, splashing and scars from equipment.

Protection devices are to be used under all furniture.

Replace furniture and equipment moved for cleaning to their correct locations.

WALLS

Walls, transoms and other fixtures and fittings attached to walls.

Tasks

1. Dust.
2. Wash all washable surfaces. Washable surfaces include vinyl, sealed and painted surfaces.

Results Expected

All surfaces after dusting to be free of dust marks and streaks.

After washing walls, (from the bottom up) ceilings, appurtenances, (including doors, frames, glass, vinyl, wood and metal) surfaces, etc., to be free of finger marks and soil spots of any kind. There are to be no streaks or visible marking where portions where separately washed or line marks on ceilings. Walls to be overall uniformly clean, water spillage on floor and furniture to be

wiped dry immediately. Any furniture equipment, etc., moved during cleaning to be replaced in original locations.

VENETIAN BLINDS/VERTICAL BLINDS

Venetian Blinds both vertical and horizontal. (Interior or Exterior)

Tasks

1. Dust and damp clean.

Results Expected

All surfaces and sills to be free of dust, fingerprints, etc.

All surfaces to be free of debris, dust, finger marks, streaks and spots, presenting an overall clean appearance. Slats clean on both sides, window frames and adjoining areas to be free of dust, finger marks, streaks and spots.

VERTICAL SURFACES, HIGH CLEANING

Vertical and horizontal surfaces other than walls, high cleaning down to window sills, partition ledges. All surfaces including doors/frames, ledges, picture frames, charts, grapes, wall louvres, exposed pipes, clocks, etc.

Tasks

1. Dust, Clean, Polish

Results Expected

All surfaces to be clean, polished and free of finger marks, stain, streaks, etc.

FURNITURE, SHOWCASE, FILE CABINETS, DRAPES, ETC.

Furniture, showcases, cabinets, bookcases, credenzas, cupboards, TVs file cabinets, drapes, curtains, etc.

Tasks

1. Clean vinyl, wash, polish furniture.

Results Expected

After cleaning vinyl, using a waterless hand cleaner (brush if required), followed by the application of a polish/protectant, where required, all surfaces of vinyl furniture to be clean and free of finger marks, streaks and present a uniform

- sheen.
- No “Armor All” type spray polishes to be used.
- After Vacuuming, drapes/curtains and tracks to be free of dust, neatly tracked and present an overall clean appearance.
- N.B.** Dry cleaning of fabric is to be carried out by a professional firm specializing in such work; such firm to be pre-approved by the City.
- After professional dry cleaning or professional washing, drapes/curtains to be re-hung after rods, casing, pulls, etc. have been washed.
- Drapes are to be their original length properly hung and left in working order, which includes the cords, rods and pulls. Fabric to be free of dust, soil, stains, etc.
- N.B.** Dry cleaning or washing to be carried out by a professional firm specializing in such work; such firm to be pre-approved by the City.
- N.B.** Cleaning sequence of drapes is set by the City.
- N.B.** Repairs of drapery rods/tracks, pulls and cords required must be reported to the City.
2. Vacuum drapes and curtains.
 3. Remove, inspect for repairs, professionally dry clean draperies and reinstall.

LIGHT FIXTURES, PARABOLIC AIR AND WALL VENTS

Tasks

1. Replace flickering or burnt out lights/tubes. All tubes connected by a common ballast are to be replaced.
2. Dust, light lenses including ceiling areas, air and wall vents.

Results Expected

Lights or tubes are to be replaced exactly as the ones removed. Light lenses to be dusted every time bulbs/tubes are changed.

After dusting, fixtures and vents to be free of dust, debris and bugs/insects. No dust/debris to and left on furniture or floors beneath fixtures.

3. Clean complete light fixtures, air and wall vents.

After cleaning surfaces to be clean and free of stains and streaks, etc., and the fixtures properly reassembled.

N.B. When handling parabolic light covers, do not touch with bare hands as this will mar the reflective properties. When removing or cleaning, cover hands and only use a very mild neutral detergent or remove and have cleaned by ultrasonic method.

WINDOWS/PLEXIGLAS

Tasks

1. Clean entrance(s) glass inside and outside including frames, sashes, sills and mouldings.

Spot clean all glass/Plexiglas surfaces.

2. Wash windows outside including frames, sashes, sills and mouldings. Wash and polish all interior glass/Plexiglas, partitions, windows, etc., including frames, sashes, sills and mouldings.

Results Expected

The exterior and interior entrance glass, frames, sashes and sills to be clean and free from soil, streaks, and water marks, etc.

All exterior glass to be clean and free of finger marks, streaks, tape, paint, etc. Casings/frames to be clean.

All interior glass/Plexiglas and/or partitions to be clean and free of finger marks, streaks, tape, paint etc. Casings/frames to be wiped clean.

N.B. When cleaning Plexiglas or Lexan type surfaces, paper towels or abrasive products are NOT to be used. Clean using only those products identified on the label as safe for use on these surfaces.

N.B. All furniture and equipment moved during cleaning operations to be replaced in their correct locations.

N.B. When using a blade scraper on glass (only) be sure the surface as well as the blade tower is wet first.

N.B. There must be no damage to either the glazing compound or any special anti-glare

coating that may be present on the glass surface.

N.B. There must be no damage to the exterior building facings or shrubbery arising from the window cleaning.

STORAGE AREA

Storage areas, basements and supply vaults.

Tasks

1. Clean floors
2. Dust light fixtures, overhead beams, ledges, pipes, etc.

Results Expected

Surfaces to be free of soil, dust and debris and present an overall clean appearance.

SCHEDULE “B”

SPECIFICATIONS – CLEANING SERVICES

1. DESCRIPTION

The Work of the Contract consists of the furnishing of all labour, approved cleaning products, chemicals and supplies (inclusive of dispenser supplies) and the approved modern industrial equipment required supplied by the Contractor for the use in the day-to-day maintenance of the building.

The Work shall be done in accordance with this Specification, using the latest professional techniques of the trade in the frequencies given in the attached Task Schedule to as to comply with the Cleaning Standards established by the City.

2. SUPPLIES

The Contractor is responsible to supply plastic liners and supply clean mops, cloths, etc. as required to fulfill the requirements of the contract. The City supplies the paper towels, toilet tissue and hand soap, deodorant pucks fluorescent light tubes and light bulbs.

3. PRODUCTS

Products/Chemicals in accordance with current W.H.M.I.S. Legislation shall be delivered to the Building in original containers bearing the supplier’s current workplace Hazardous Material Information Systems (W.H.M.I.S.) labels. On site, the Contractor shall have the current Material Safety Date Sheets (M.S.D.S.) for each product, contained in a binder specifically marked M.S.D.S. These binders shall be located in each area where these products are stored or dispensed. Breaking down of quantities into small or larger containers must be done in accordance with W.H.M.I.S. legislation and all containers clearly marked to comply.

4. EQUIPMENT

Equipment shall be modern industrial type and be such so as not to damage or cause any wear and tear to the building surfaces, furnishings or other equipment. The equipment will be kept clean and in safe repair and will be replaced by the Contractor at his cost when worn out.

Unless otherwise arranged, specialized equipment used periodically by the Contractor shall not be kept in the building, and the Contractor shall not use the facilities of the building for storage of materials, supplies or equipment for use elsewhere, nor shall any other operations of the Contractor be directed from the premises.

5. BUILDING SECURITY

The Contractor shall be responsible for the security of the premises during the contracted hours, and for locking all exterior doors and windows and turning out lights as required at the completion of each day's duties.

If keys are necessary, they will be provided by the City to the Contractor; they will be signed for and upon completion or termination of the Contract will be returned to the City. One key will be issued for entry. At no time will the Contractor have additional keys cut.

6. STORAGE

Where available, locked storage for daily routine equipment products and supplies will be provided.

7. LIGHT REPLACEMENT

The Contractor shall replace all burnt out or interior flickering fluorescent and incandescent lights.

8. ACCESS TO PREMISES

Only employees of the Contractor are permitted to enter the building(s) being cleaned. Failure of the Contractor to abide by the regulation may be subject to termination.

As required, the Contractor will provide the City with a list of the names and Social Insurance Numbers of all employees on the site and maintain current staff listings.

9. CLEANING TASK SCHEDULE

The Work must be done in accordance with the Cleaning Task Schedule and referenced to the current Cleaning Standards.

10. CLEANING STANDARDS

The work shall reflect the results expected as outlined in the current Cleaning Standards by persons competent in the particular function assigned to them.

11. CLEANING STANDARDS REPORT

The acceptability of the Contractor's overall quality and performance is determined by the City's inspection in conjunction with the current Cleaning Standards, specifications and the Cleaning Task Schedule. Tasks not identified on the Cleaning

Standards Report as being below standard may not have been checked, however those identified are below standard and must receive immediate and continued attention.

12. ENERGY CONSERVATION:

The Contractor shall control the usage of lights by:

- a) Scheduling the complete cleaning of individual rooms or floor areas by lighting only rooms or areas that are being cleaned.
- b) Turning lights out immediately after completing the room or area.

13. REMOVAL OF WASTE AND RECYCLABLES

Emptying and/or transporting of all interior and exterior waste receptacles/recyclable containers shall be done by the contractor as and when applicable. All waste, once centrally contained will be dealt with as indicated on the Cleaning Task Schedule.

14. PLUMBING AND ELECTRICAL PROBLEMS

The Contractor shall remedy all minor plumbing problems, such as plugged toilets and sinks and report any faulty plumbing and electrical problems promptly to the City.

15. SMOKING

The Contractor shall adhere to the City's NO SMOKING policy.

16. COMMUNICATIONS

In order to assure the safety of the contractor, its employees and the users of the building, the Contractor must ensure that at least one supervisor or employee understands oral and/or written instructions given in the English language.

CITY OF SALMON ARM
FIRE HALL #3 – 141 ROSS STREET
CLEANING TASK SCHEDULE

APPENDIX “1”

3.1 *NOTE: All services shall be performed after office hours on Tuesday evening*

- | | |
|---|--|
| <input type="checkbox"/> Carpets and stairways – vacuum | Weekly - office and dispatch only |
| <input type="checkbox"/> Lino floors | Weekly - office and dispatch only |
| <input type="checkbox"/> Lunchroom – sink, counter tops, appliances, tables, chairs | Weekly - office and dispatch only |
| <input type="checkbox"/> All surface areas | Weekly - office and dispatch only |
| <input type="checkbox"/> Wastebaskets | Weekly - office and dispatch only |
| <input type="checkbox"/> Washrooms | Weekly - office and lower floor |
| <input type="checkbox"/> Carpets and mats | Weekly - office and dispatch only |
| <input type="checkbox"/> Windows – interior | Monthly |
| <input type="checkbox"/> Windows - exterior | Twice annually (March & September) |
| <input type="checkbox"/> Computers, monitors, keyboards, telephones | Monthly - office and dispatch only |
| <input type="checkbox"/> Window blinds - all | Monthly |
| <input type="checkbox"/> Shampooing upholstered furniture - all | Twice Annually – dates to be scheduled |
| <input type="checkbox"/> Shampooing carpets - all | Twice Annually – dates to be scheduled |
| <input type="checkbox"/> Wash walls - all | Annually – date to be scheduled |

APPENDIX "1" – Page 2

FIRE HALL #1 – 6600 – 50 STREET NE

FIRE HALL #2 – 100 – 30 STREET SE

FIRE HALL #4 – 5160 – 40 AVENUE NW

- | | |
|---|--|
| <input type="checkbox"/> Shampooing upholstered furniture – all | Twice Annually – dates to be scheduled |
| <input type="checkbox"/> Shampooing carpets – all | Twice Annually – dates to be scheduled |
| <input type="checkbox"/> Windows – all | Twice Annually – dates to be scheduled |
| <input type="checkbox"/> Wash walls | Annually – date to be scheduled |