



Tender for Custodial Services

Municipality of Jasper
Culture & Recreation Department
Fitness & Aquatic Centre
P.O. Box 1539
305 Bonhomme Street
Jasper, AB T0E 1E0

Submission Details

Closing Date: 2017-July-20
Closing Time: 14:00 (2:00 p.m.)
Closing Location: 305 Bonhomme St, Jasper, AB
Contact Person: Jeremy Todgham, Fitness & Aquatic Centre Manager
Phone Number: 780- 852-5669

The Municipality of Jasper reserves the right to accept or reject any or all tenders, and to waive irregularities and informalities at its discretion. The Municipality of Jasper reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest any legal proceeding or action the right of the Municipality to award the work to whomever it chooses, in its sole and unfettered discretion and for whatever reason the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality of Jasper may consider any other factors besides prices and capability to perform the work that it deems in its sole discretion to be relevant to the decision including, but not limited to, the following:

- *Any past experiences with the Bidder, or lack thereof;*
- *The results of any reference check done by the Municipality*
- *Information relating to the financial state of the Bidder, however obtained*

1. **Scope of Work**

The Contractor shall perform the Work required to accomplish the cleaning of the Municipality of Jasper's Fitness & Centre, such Work to conform to the "Municipality of Jasper, Jasper Fitness & Aquatic Centre Custodial Contract Specifications", attached hereto as Schedule 1.

2. **Contract Price**

- 2.1 Sealed Bids will be required to assist in determining the contract Price.
- 2.2 Should any portion of the Term of this Contract cover less than a full calendar month, payment will be calculated on the basis of portion of the full month's work actually performed.

3. **Payment**

The contract price shall be paid to the Contractor by the Municipality on the first Friday of the month following each month in which this contract is in effect.

4. Workman's Compensation

The Contractor shall at all times during the term of this Contract, at its own expense, and in respect of all employees engaged in the Work, maintain Workman's Compensation Coverage as required by applicable legislation and as specified in the Municipality's Health and Safety Manual.

5. Licenses and Permits

The Contractor shall, at its own expense and at all times during the term of this Contract, maintain such licenses and permits as are required by applicable legislation and sufficient for the Work.

6. Liability Insurance

The Contractor shall, at its own expense at all times during the term of this Contract, maintain valid liability insurance coverage written in the name of the Contractor and including the Municipality as an additional named insured in respect of Municipal buildings and land in or upon which the Work will take place, and shall provide for a limit of liability of not less than \$1,000,000 (\$1 million) for Personal Injury, Bodily Injury, Property Damage including loss of use of property, Contingent Employer's Liability, and Owner's Protective Liability in any one occurrence or series of occurrences arising out of one cause.

7. Materials, Supplies and Equipment

7.1 The Contractor shall supply all cleaning materials, supplies, and equipment necessary to accomplish the Work, with the exception of garbage bags, paper towel rolls, sanitation towel rolls, hand soap and toilet paper. The contractor is responsible for notifying the Municipality of Jasper when an order needs to be filled with enough time for that order to arrive (typically 2-3 business days)

7.2 The Contractor shall at all times ensure that its employee training and materials and supplies handling meet the requirements of the Workplace Hazardous Materials Information System and applicable regulations.

7.3 The Municipality shall provide the Contractor sufficient custodial storage space to accomplish the Work and shall retain access to such space.

8. Contractor's Employees

8.1 The Contractor shall, not later than 7 (seven) days after the first effective day of the Term of this contract, and in respect of any new employee engaged in the Work not later than 7 (seven) days after it retains such new employee, ensure that each of its employees engaged in the Work shall undertake a criminal records check in accordance with Municipality of Jasper Policy G-AE and its successors and, in the event any employee's criminal records check indicates the presence of a criminal record, shall immediately so inform the Municipality.

8.2 The Municipality may at any time and at its sole discretion require the Contractor to remove any one of its employees from the Work.

9. Cancellation and Amendment

9.1 This Contract may be cancelled without penalty to either party:

9.1.1 at any time by agreement of both parties in writing; or

9.1.2 by either party on provision of 90 days written notice to the other party; and

9.1.3 a breach by either party of the terms and conditions herein shall immediately render the contract null and void.

9.2 This Contract may be amended by agreement of both parties in writing.

10. Term

The Term of this Contract shall be from **2017-August-01 to 2020-July-31** inclusive.

11. General Provisions

11.1. This Contract shall not be assigned except by the written agreement of both parties.

11.2. Nothing contained in this Contract nor any acts of the parties shall be deemed to constitute a partnership or joint venture, nor is any agency relationship created or intended to be created between the Contractor and the Municipality pursuant to this Contract.

11.3. If any provision of this Contract or the application thereof to any circumstances shall be held to be invalid or unenforceable, then the remaining provisions of this Contract or the application thereof to other circumstances shall not be affected thereby and shall be held valid and enforceable to the full extent permitted by law.

11.4. Time shall be the essence of this Contract and of any part thereof.

11.5. This Agreement shall be interpreted in accordance with the laws of the Province of Alberta, except insofar as such laws may be inconsistent with federal Crown prerogative or any paramount federal laws and in accordance with the laws of Canada applicable therein. In the event of any inconsistency, the laws of Canada shall prevail.

11.6. In the event the Municipality is required to respond under the Freedom of Information and Privacy Act to an inquiry with respect to this Agreement, the Contractor shall provide to the Municipality all relevant documents and information within its care and control and applicable to such inquiry.

SCHEDULE 1

Municipality of Jasper

Jasper Fitness & Aquatic Centre Custodial Contract Specifications

1. SCOPE OF WORK

The Municipality of Jasper maintains a public facility which experiences diverse seasonal use with sporadic periods of intense activity with increased workload as well as lower usage times that have limited cleaning requirements. Cleaning is needed 7 days a week, except for special circumstances.

A hospitality level of cleanliness and sanitation is expected at all times. This high standard of cleanliness is an integral part of the experience and repeat business relies on customer expectations regarding cleanliness of the facility being fulfilled.

On occasion there are special events or large group bookings that, due to higher traffic, create more work for the contractor. It is noted and agreed that these rare busier days are more than offset by the typical easier winter days, and there are no special clauses for extra payments. There is an annual aquatic shutdown which will reduce the workload in the aquatic facility during this time period of very light aquatic area work, and it is understood that the contractor will endeavor to complete large tasks during shutdown as appropriate and will also be required to complete a top to bottom facility clean on the last few days of shutdown.

The successful contractor will be responsible for the following:

Daily:

Common Area (Boot Room, Lobby)

- Floors will be swept and damp-mopped. Corners and baseboards must be free of dust and wax build-up.
- Carpets/mats to be vacuumed and cleaned.
- Dust all surfaces including walls, posters, display cases, clocks, window ledges, door frames etc.
- All smudges and marks on walls, doors, counters, lower windows and ledges to be removed.
- All windows and glass surfaces to be cleaned
- Disinfect door handles
- All lost and found to be deposited in lost and found bin. Expensive items are to go to front desk. All underwear and hair brushes are to be thrown out.
- All waste and recycling to be removed and disposed of, ensure garbage and recycling are brought to the bins in the parking lot across the street and placed in designated areas.

Boot Room

- Boot shelving wiped down.
- Corner by brooms and ice melt.

Lobby

- Dust/wipe down, walls: ie: walls around Jeremy's office, display case, posters, in boot room around shelves and windows etc.
- Dust and remove smudges on doors and frames (To Pool Deck, Boot Room, Change Rooms, Washrooms, Mechanical Rooms, etc.)

Washroom and Changing Areas (Lobby Washrooms, Mens/Ladies/Family Change Rooms)

- Floors to be scrubbed using germicidal detergent and rinsed. Corners and baseboards must be free of dust and wax build-up.
- Drains wiped clean.
- Sinks, counters, mirrors, toilet surfaces, bowls and urinals to be wiped down, scrubbed and disinfected.
- Taps to be cleaned and polished.
- Stock toilet paper, paper towel and soap.
- Clean Mirrors
- Disinfect door handles
- Dust all surfaces including walls, ledges, door frames etc.
- All smudges and marks on walls, doors, counters, and ledges to be removed.
- All lost and found to be deposited in lost and found bin. Expensive items are to go to front desk. All underwear and hair brushes are to be thrown out.
- All waste and recycling to be removed and disposed of, ensure garbage and recycling are brought to the bins in the parking lot across the street and placed in designated areas.

Lobby Washroom

- Check for and clean splatter on walls (mainly around toilet and sink area).

Mens/Ladies/Family Change Rooms

- Showers to be scrubbed using a germicidal detergent and rinsed.
- Benches to be cleaned, disinfected and dried off.
- Change tables, child seats to be cleaned, disinfected and dried off.
- Check for and clean splatter on walls (mainly around toilet and sink area).
- Wipe down all partition walls for washroom and change stalls.
- Wipe down inside of all unlocked lockers, any items found in lockers follow the lost and found procedure.

Aquatic Centre (Pool Deck)

- Replenish All Paper Towel dispensers
- All smudges and marks on doors, walls, counter and ledges to be removed.
- Dust all surfaces including walls, posters, display cases, clocks, window ledges etc.
- Clean inside and outside of doors (Glass Doors, Guard Room, Mechanical Rooms, etc)
- All lost and found to be deposited in lost and found bin. Expensive items are to go to front desk. All underwear and hair brushes are to be thrown out.
- All waste and recycling to be removed and disposed of, ensure garbage and recycling are brought to the bins in the parking lot across the street and placed in designated areas.

Fitness Centre (Main Area, Climbing Area, Stretching Area, Spin Bike Room)

- Floors will be swept and damp-mopped. Corners and baseboards must be free of dust and wax build-up.
- Cardio Equipment will be raised to ensure the floor underneath is swept and damp mopped.
- Equipment trays will be moved to ensure the floor underneath is swept and damp mopped.
- All smudges and marks on doors, walls, counter and ledges to be removed.
- Dust all surfaces including walls, posters, display cases, clocks, window ledges etc.
- All fitness equipment, seats, grips wiped down and disinfected.
- All Gym Mats to be wiped down, disinfected and returned to their storage rack

- All accessible windows and glass surfaces to be cleaned
- All smudges and marks on walls, doors, counters, lower windows and ledges to be removed.
- All lost and found to be deposited in lost and found bin. Expensive items are to go to front desk. All underwear and hair brushes are to be thrown out.
- All waste and recycling to be removed and disposed of, ensure garbage and recycling are brought to the bins in the parking lot across the street and placed in designated areas.

Main Area

- Sink, taps, fountain to be wiped down and chrome polished.

Climbing Area

- Mats to be vacuumed and wiped clean

Stretching Area

- Wipe down mats and exercise balls
- Clean window ledges

Spin Bike Room

- Seats and handlebars to be wiped down and disinfected

Staff Areas (Managers Office, First Aid Room, Staff Shower, First Air Room Emergency Exit Area, Staff Washroom, Mens/Ladies Staff Change Rooms)

- Floors will be swept and damp-mopped. Corners and baseboards must be free of dust and wax build-up.
- All smudges and marks on walls, doors, counters, lower windows and ledges to be removed.
- Disinfect door handles
- Light switches to be disinfected
- All waste and recycling to be removed and disposed of, ensure garbage and recycling are brought to the bins in the parking lot across the street and placed in designated areas.

Manager's Office

- All windows and glass surfaces to be cleaned

First Aid Room

- Carpets/mats to be vacuumed and cleaned.
- Sink, counters, mirrors to be wiped down.
- Taps to be cleaned and polished.
- Stock paper towel and soap.
- All windows and glass surfaces to be cleaned

Staff Shower

- Wiped down and disinfected.

First Aid Room Emergency Exit Area

- Carpets/mats to be vacuumed and cleaned.

Staff Washroom

- Sinks, counters, mirrors, toilet surfaces and bowl to be wiped down, scrubbed and disinfected.
- Taps to be cleaned and polished.
- Stock toilet paper, paper towel and soap.

Weekly & Monthly: (More often if required)

Common Area (Boot Room, Lobby)

- Weekly - Air system vents to be dusted

Boot Room

-

Lobby

- Weekly - Clean under and behind benches, including pulling them out from wall to reach underneath them

Washroom and Changing Areas (Lobby Washrooms, Mens/Ladies/Family Change Rooms)

- Weekly - Air system vents to be dusted

Lobby Washroom

-

Mens/Ladies/Family Change Rooms

- Weekly - Wipe down tops of lockers (Mens/Ladies/Family Change rooms)

Aquatic Centre (Pool Deck)

- Weekly - Scrub down ¼ section of pool deck with Germicidal Detergent and rinse thoroughly

Fitness Centre (Main Area, Climbing Area, Stretching Area, Spin Bike Room)

- Weekly - Air system vents to be dusted

Main Area

- Weekly - Dust behind the mirrors

Climbing Area

- Weekly - Clean under and behind benches, including pulling them out from wall to reach underneath them

Stretching Area

-

Spin Bike Room

-

Staff Areas (Managers Office, First Aid Room, Staff Shower, First Air Room Emergency Exit Area, Staff Washroom, Mens/Ladies Staff Change Rooms)

▪

Manager's Office

- Weekly - All shelves and bookshelves shall be wet wiped.

First Aid Room

○

Staff Shower

- Weekly - Shower to be scrubbed using a germicidal detergent and rinsed.

First Aid Room Emergency Exit Area

○

Staff Washroom

○

Mens/Ladies Staff Change Rooms

- Weekly - Air system vents to be dusted

Spring (May or June)

- Complete washing of walls.
- Floors to be deep cleaned, stripped (if applicable) and reconditioned.
- All floors to be machine polished.
- All Windows (Including to the top of the front entrance) to be cleaned inside and outside

Fall (September or October)

- Floors to be deep cleaned, stripped (if applicable) and reconditioned.
- Light fixtures to be dusted.
- Complete washing of walls.
- Screens to be vacuumed or otherwise cleaned