



Contract 2871Q

Janitorial Services - Aquatic Complex

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

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Instructions to Bidders

Sealed quotations, plainly marked on the envelope:

CONTRACT 2871Q - JANITORIAL SERVICES - AQUATIC COMPLEX

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, Local time:

Friday August 18, 2006

1. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
2. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
3. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
4. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
5. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
6. The City of Richmond estimates that this contract will be awarded within 4 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
7. Prices, in Canadian currency, shall be shown for the work specified and shall include all wages and benefits for those personnel engaged on this contract, expenditures for materials, equipment, travel expenses, assessments for Workers' Compensation, Unemployment Insurance, Canada Pension Plan or any similar statute, costs of subcontracts, insurance premiums, bonds, royalties, permits and licences, taxes, tariffs and duties, overhead, profit, and all other expenditures in connection with the work.
8. The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

Instructions to Bidders (Cont'd)

Bidders shall have the Undertaking of Liability Insurance Form Letter L1-1 (attached) completed and submitted with their Quotation.

All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

9. Bidders shall examine the contract documents and visit the site of the work to understand the contract requirements of the project. The City will not make allowances for the contractor's failure to make proper site investigation.
10. Each Bidder shall state on the lists provided to be submitted as part of his quotation, information regarding their previous contracts, subcontractors and equipment that he proposes to use to carry out this contract to completion. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
11. Inquires during submission of Quotation should be directed as follows:

<u>Purchasing</u> Sheryl Hrynyk Buyer II City of Richmond	Telephone: 604-276-4135 E-mail: purchasing@richmond.ca
<u>Technical</u> Steve JD. Scheifele Pool Maintenance City of Richmond	Telephone: 604-448-5365 E-mail: sscheifele@richmond.ca
12. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to time set as closing time for receiving Quotations.
13. Quotations shall be open for acceptance for 60 days following the submission closing date.
14. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
15. **Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. For Requests for Quotations posted on the City of Richmond Web Site/BC Bid, all**

Instructions to Bidders (Cont'd)

addenda will posted on these sites. For Invitational Requests for Quotations, all Bidders receiving copies of the documents will be faxed and/or e-mailed copies of the addenda. It is the sole responsibility of the potential bidders to check with the City of Richmond's Purchasing Section to ensure that all available information has been received prior to submitting a bid.

16. The City, its agents and employer shall not be responsible for any information given by way of verbal communication.
18. Quotations shall be accompanied by an Undertaking of Surety on the form included herein or equivalent form, and a Bid Bond on a form approved by the Insurance Bureau of Canada, all issued by a Surety Company(s) licensed to conduct business in the Province of British Columbia. The Bid Bond shall be in an amount not less than 10% of the ANNUAL QUOTED PRICE. Tenderers may submit a Quotation Deposit, in the form of a certified cheque, in an amount not less than 10% of the ANNUAL QUOTED PRICE drawn up in the name of the Owner, in lieu of a Bid Bond. The Undertaking of Surety shall comprise a Performance Bond and a Labour and Materials Payment Bond, each to be equal in value to 50% of the ANNUAL QUOTED PRICE and conditioned upon the fulfilment of the contract by the Contractor.

Where insurers have submitted an equivalent form, it must be attached to the appropriate form included in the tender documents.

17. A **mandatory** site visit will be held on **August 2, 2006** at 9:00 a.m. at 14300 Entertainment Boulevard, Richmond, B.C. Watermania, B.C., V7E 3A8.
20. Bidder's submissions will be evaluated to determine the best value offered to the City against conformance, but, not limited, to the following criteria:
- attendance at mandatory site visit
 - cost of services
 - bonding and liability requirements
 - references, list of previous contracts
 - interview, if required
 - number of workers/supervisors at location
 - man hours and number of staff on site per day
 - skills and experience of workers
 - skills and experience of supervisor/s
21. Services will commence October 1, 2006. The contract shall be for a two-year period with the option to extend the contract for three one-year periods upon mutual agreement.

Quotation Form

Purchasing Section
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Undertaking of Liability Insurance, Quotation Form, Quotation Annexures, General Conditions of Contract and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$ _____

PAYMENT TERMS _____ EARLY PAYMENT TERMS _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

FORM LETTER LI-1

Undertaking of Liability Insurance

(To be submitted with Quotation)

City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Sirs:

We, the undersigned (insert insurance company's name) _____ do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as outlined in the attached "General Conditions of the Contract" and agree to:

- a. Name the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert bidder's name) _____

EXCEPTIONS:

Dated at _____, British Columbia, this _____ day of _____, 2006.

BY: _____ TITLE: _____

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY.

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

	DESCRIPTION OF CONTRACT	TOTAL PRICE OF CONTRACT	DATE COMMENCED	DATE COMPLETED
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				

(If additional space is required, attach additional)

List of Equipment

The Bidder proposes to use the equipment listed below in carrying out the work covered by this Contract (list only the major pieces of equipment to be used):

Number of Units	Brief Description of Equipment (state its use, make, age, and general condition)	Check Whether: Owned by Bidder	Rented/ Leased
--------------------------------	-------------------------------------------------------------------------------------------------	-----------------------------------------------	---------------------------

(If additional space is require, attach additional)

CONTRACTOR'S STAFFING PARTICULARS

Number of workers and number of supervisors that the contractor will place on the job:

Workers: _____

Supervisors: _____

Man hours and number of staff per day.

Hours per day: _____

Number of staff: _____

Man hours/biweekly of supervisor on location: _____

Skills and experience of workers:

Skills and experience of supervisors:

SPECIFICATIONS

JANITORIAL SERVICE - AQUATIC COMPLEX 14300 ENTERTAINMENT BOULEVARD, RICHMOND, B.C.

1. FRONT ENTRANCE (EXTERIOR)

1.1 DAILY

- | | |
|---------------------------------|-----------------------------------|
| A.) EXTERIOR ENTRANCE | Sweep. |
| B.) FRONT STEPS | Sweep. |
| C.) EXTERIOR GARBAGE CONTAINERS | Empty. |
| D.) EXTERIOR ASHTRAYS | Remove cigarette butts and clean. |

Results expected:

Front entrance (exterior) free of litter and debris.

2 MAIN CORRIDOR/VIEWING AREA

2.1 DAILY

- | | |
|------------------------|-------------------------------------------------------------------------------|
| a.) GARBAGE CONTAINERS | Empty, replace liners as required.
Clean container surfaces. |
| b.) WALL SURFACES | Spot clean as required to remove all marks.
Remove tape as required |
| c.) WATER FOUNTAIN | Clean with germicidal cleaner. |
| d.) PAYPHONES | Clean with germicidal cleaner including
handset, earpiece and mouth piece. |
| e.) FURNITURE | Clean all surfaces with germicidal cleaner. |
| f.) HALLWAY PLANTERS | Remove garbage from planters. |
| g.) TILE FLOOR | Sweep/Vacuum thoroughly.
Spot damp mop. |

- | | |
|--------------------------------|---------------------------------------------------------------------|
| h.) EPOXY FLOOR (Viewing Area) | Hose and scrub with cleaner / disinfectant |
| i.) FLOOR MATS | Vacuum thoroughly. |
| j.) METAL DOORS AND FRAMES | Spot clean both sides to remove all marks. Dust frames as required. |

2.2 WEEKLY

- | | |
|------------------------|---------------------------------------|
| a.) TELEVISIONS | Dust. |
| b.) GARBAGE CONTAINERS | Disinfect. |
| c.) TILE FLOOR | Scrub tile with a drum style scrubber |

2.3 MONTHLY

- | | |
|----------------------------------------------------------|---------------------|
| a.) AIR VENTS/AC DIFFUSERS AND
ADJACENT CEILING TILES | Dust and damp wipe. |
|----------------------------------------------------------|---------------------|

2.4 QUARTERLY

- | | |
|------------------------------|-------|
| a.) LIGHTS AND CEILING TILES | Dust. |
|------------------------------|-------|

Results Expected:

All receptacles to be emptied, cleaned and put back in proper place. No litter and dust balls to be left on floor and under furniture. All surfaces and furniture to be clean and free of marks, spots or stains. Any furniture moved during cleaning operation to be put back correctly.

3. WEIGHT ROOM

3.1 DAILY

- | | |
|-----------------------------|----------------------------------------------------------------|
| a.) FITNESS OFFICE INTERIOR | (Excluded - Fitness staff responsibility) |
| b.) FITNESS EQUIPMENT | (Excluded - Fitness staff responsibility) |
| c.) MIRRORS | Clean with window cleaner. |
| d.) GARBAGE CONTAINERS | Empty. Replace liner as required.
Clean container surfaces. |

- | | |
|----------------------------|----------------------------------------------------------------------------|
| e.) WATER FOUNTAIN | Clean with germicidal cleaner - faucet, basin and exterior surface. |
| f.) WALLS | Spot clean as required to remove all marks.
Remove tape as required |
| g.) RUBBER FLOORING | Vacuum thoroughly, and damp mop.
Scuff marks to be removed as required. |
| h.) PAPER TOWEL DISPENSERS | Refill as required. |

3.2 WEEKLY

- | | |
|----------------------------------------------------------------------|---------------------|
| a.) GARBAGE CONTAINERS | Disinfect. |
| b.) CEILING DIFFUSERS/AIR INTAKE VENTS
AND ADJACENT CEILING TILES | Dust and damp wipe. |
| c.) TELEVISIONS | Dust. |

3.3 MONTHLY

- | | |
|-----------------------------|------------------------------------------|
| a.) LIGHT FIXTURES | Dust exterior of ceiling light fixtures. |
| b.) RUBBER FLOORING | Scrub or steam clean and deodorize |
| c.) WINDOW FRAMES AND CILLS | Dust |

3.4 QUARTERLY

- | | |
|-------------------|-------|
| a.) CEILING TILES | Dust. |
|-------------------|-------|

Results Expected:

Floors cleaned, free of litter and dust balls, no mop streaks. All surfaces are free of marks, spots and stains. All overhead surfaces are free of cobwebs and dust build up.

4. FRONT RECEPTION AREA

4.1 DAILY

- a.) CLERK'S OFFICE INTERIOR (Excluded - Office staff responsibility)
- b.) GARBAGE CONTAINERS Empty.
Replace liner as required.
Clean container surfaces.
- c.) GRANITE COUNTERTOP AND FRONT Clean thoroughly.
- d.) RUBBER FLOORING Sweep or vacuum thoroughly and damp
Mop.
Remove scuffmarks as required.
- e.) WALL SURFACES Spot Clean as required to remove all marks.
Remove tape as required.

4.2 WEEKLY

- a.) GARBAGE CONTAINERS Disinfect.
- b.) CEILING DIFFUSERS/AIR INTAKE VENTS AND ADJACENT CEILING TILES Dust and damp wipe.

4.3 MONTHLY

- a.) CEILING LIGHT FIXTURES Dust exterior.
- b.) CEILING TILES Dust surface.
- c.) RUBBER FLOORING Scrub or steam clean and deodorize.

Results Expected:

Granite countertop and front facing free of marks, streaks and stains.
Floors free of dust balls, lint and dirty mop streaks.

5. MEN'S STAFF/WOMEN'S STAFF CHANGE ROOMS

5.1 DAILY

- | | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| a.) GARBAGE CONTAINERS | Empty.
Replace liner as required.
Clean container surfaces. |
| b.) WALLS/CEILING | Spot clean as required to remove all marks. |
| c.) WASHBASINS | Clean with germicidal cleaner and wipe dry.
No cross contamination. |
| d.) COUNTER TOPS | Clean with germicidal cleaner and wipe dry. |
| e.) MIRRORS | Clean with window cleaner and wipe dry. |
| f.) FAUCETS | Clean with germicidal cleaner and wipe dry. |
| g.) EXPOSED CHROME | Clean with germicidal cleaner and wipe dry. |
| h.) TOILET BOWLS/SEATS | Clean inside/outside with germicidal cleaner and wipe dry. No cross Contamination |
| i.) SHOWER FLOORS/WALLS | Hose and scrub using a cleaner/disinfectant.
Clean drain. |
| j.) TOILETRY SUPPLIES | Replace as required. |
| k.) WOMEN'S TOILETS | Empty sanitary napkin disposal bins and replace waxed paper liner as required.
Clean thoroughly. Disinfect interior of bin. |
| l.) CHANGE ROOM FLOORS | Hose and scrub using a cleaner/disinfectant.
Avoid getting lockers wet.
Clean drains. |
| m.) BENCHES | Clean with germicidal cleaner and wipe dry. |

5.2 WEEKLY

- | | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| a.) METAL DOORS AND FRAMES | Spot clean both sides to remove all marks.
Clean door grills, pushplates and kickplates,
both sides. Dust frames as required. |
| b.) GARBAGE CONTAINERS | Disinfect |
| c.) AIR INTAKE VENTS | Dust and damp wipe. |
| d.) TOILET PARTITIONS | Clean all surfaces with germicidal cleaner.
Remove marks as required. |
| e.) SHOWER FLOORS/WALLS | Clean to remove any mould or algae growth |

NOTE: LOCKER CLEANING IS EXCLUDED AND IS THE RESPONSIBILITY OF POOL STAFF

Results Expected:

All surfaces to be free of dust, dirt, spots, marks, hair, odours, mould and mildew. Chrome or similar bright fixtures to be polished and free of marks, water stains, and dirt build up. All appropriate toiletry supplies replenished as required.

6. STAFF LUNCH ROOM

6.1 DAILY

- | | |
|-------------------------------------|----------------------------------------------------------------|
| a.) GARBAGE CONTAINERS | Empty. Replace liner as required.
Clean container surfaces. |
| b.) FLOORS | Sweep or vacuum thoroughly. |
| c.) WALLS | Spot clean as required to remove all marks. |
| d.) PAPER TOWEL AND SOAP DISPENSERS | Refill as required. |

6.2 WEEKLY

- | | |
|-------------------|---------------------|
| a.) TABLES/CHAIRS | Clean all surfaces. |
|-------------------|---------------------|

- b.) FLOORS Damp mop using a cleaner/disinfectant.
Clean drain. NOTE: *hosing is not permitted in this area.*
- c.) METAL DOOR AND FRAME Spot clean both sides to remove all marks.
Clean door grills and kickplates, both sides.
Dust frames as required.
- d.) GARBAGE CONTAINERS Disinfect.

6.3 MONTHLY

- a.) DIFFUSERS/AIR INTAKE VENTS
ADJACENT CEILING TILES Dust and damp wipe.
- b.) LIGHT FIXTURES Dust exterior of ceiling light fixtures.
- c.) FLOORS Scrub with a drum style scrubber or steam clean.

Results Expected

Floors cleaned, free of litter, dust balls and mop streaks. All surfaces free of marks, spots and stains.

7. GUARD ROOM

7.1 DAILY

- a.) GARBAGE CONTAINERS Empty. Replace liner as required.
Clean container surfaces.
- b.) FLOORS Vacuum or sweep thoroughly.
- c.) WALL SURFACES/CEILINGS Spot clean as required to remove all Marks.

7.2 WEEKLY

- a.) GARBAGE CONTAINERS Disinfect.

- b.) FLOORS Damp mop using a cleaner/disinfectant.
Clean drain. NOTE: *hosing is not permitted in this area*

7.3 MONTHLY

- a.) DIFFUSERS Dust and damp wipe.
- b.) LIGHT FIXTURES Dust exterior of ceiling light fixtures.
- c.) FLOORS Scrub with a drum style scrubber or steam clean.

Results Expected:

Floors cleaned, free of litter and dust balls. All surfaces free of marks, spots and stains.

8. FIRST AID ROOM

8.1 DAILY

- a.) GARBAGE CONTAINERS Empty containers. Replace liner.
Clean container exterior surfaces.
Disinfect.
- b.) COUNTER TOPS Clean with germicidal cleaner and wipe dry.
- c.) WASHBASIN/FAUCETS Clean with germicidal cleaner and wipe dry.
- d.) FLOORS Sweep or vacuum thoroughly.
- e.) WALLS/CEILING Spot clean as required to remove all marks.
- f.) PAPER TOWEL AND SOAP DISPENSERS Refill as required.

8.2 WEEKLY

- a.) FLOORS Damp mop using a cleaner/disinfectant.
Clean drain. NOTE: *hosing is not permitted in this area.*

10.MEN'S/WOMEN'S/FAMILY CHANGE ROOMS AND CORRIDOR

10.1 DAILY

- | | |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.) GARBAGE CONTAINERS | Empty. Replace liner as required.
Clean container surfaces.
Disinfect. |
| b.) HAIR DRYERS | Clean exterior surfaces. |
| c.) WALLS/CEILINGS | Spot clean to remove all marks as required. |
| d.) METAL DOORS AND FRAMES | Spot clean both sides to remove all marks.
Clean door pushplates and kickplates, both sides. Dust frames as required. |
| e.) WASHBASINS | Clean with germicidal cleaner and wipe dry.
Ensure no mould growth around sink gasket. |
| f.) COUNTERTOPS | Clean with germicidal cleaner and wipe dry. |
| g.) MIRRORS | Clean with window cleaner and wipe dry. |
| h.) FAUCETS | Clean with germicidal cleaner and wipe dry. |
| i.) EXPOSED CHROME | Clean with germicidal cleaner and wipe dry. |
| j.) TOILET BOWLS/URINALS | Clean inside/outside with germicidal cleaner and wipe dry.
Replace urinal deodorants as required. Scrub floors under the urinals to ensure no urine build up. |
| k.) TOILET SEATS
INSIDE/OUTSIDE | Clean with germicidal cleaner and wipe dry.
No cross contamination. |
| l.) TOILETRY SUPPLIES | Replace as required. |
| m.) SHOWER FLOORS/WALLS | Hose and scrub using a cleaner/disinfectant.
Clean drains. Ensure no mould or algae growth |

- n.) FLOORS
Hose and scrub using a cleaner/disinfectant. Avoid getting the lockers wet. Clean drains. Remove gum as required.
- o.) BABY CHANGE TABLES
Clean with germicidal cleaner, interior and exterior surfaces. Restock bed liners. Do up restraint belts.
- p.) BENCHES
Clean with germicidal cleaner and wipe dry.
- q.) WOMEN'S CHANGEROOM
Empty sanitary napkin disposal bins. Replace sani-waxed lined bags. Spray disinfectant on inside of disposal bin.
- r.) LOCKERS
Remove any garbage thrown on top of the lockers.

10.2 WEEKLY

- a.) DIFFUSERS/AIR INTAKE VENTS
Dust and damp wipe.
- b.) TOILET PARTITIONS
Clean with germicidal cleaner and wipe dry. Remove marks as required.
- c.) PRIVATE CHANGE CUBICLES
Clean partitions and benches with germicidal cleaner and wipe dry. Remove marks as required.
- d.) FLOORS
Scrub with a drum style scrubber or steam clean to remove dirt build up in high traffic areas.

10.3 MONTHLY

- a.) LIGHT FIXTURES
Dust exterior of ceiling light fixtures.

NOTE: LOCKER CLEANING IS EXCLUDED AND IS THE RESPONSIBILITY OF POOL STAFF.

Results Expected:

All surfaces to be free of dust, dirt, spots, stains, marks, hair, odours, mould, and mildew. Chrome or similar bright fixtures to be polished and free of marks, dry water stains and dirt build up. All appropriate toiletry supplies replenished as required. Lockers and benches are to be dry.

11. POOL DECK
(excluding waterslide and dive towers)

11.1 DAILY

- | | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.) GARBAGE CONTAINERS | Empty. Replace liners as required.
Clean container surfaces. |
| b.) BLEACHERS | Sweep. Damp mop as required.
Pick up garbage.
NOTE: <i>Hosing is not permitted in this area.</i> |
| c.) POOL DECK | Hose all deck areas thoroughly ensuring all debris is hosed into the drains. Spot scrub as required to remove dirt, algae or mould growth. Remove gum as required.
Clean drains. |
| d.) WATER FOUNTAIN | Clean with germicidal cleaner - faucet, basin and exterior surface. |
| e.) METAL DOORS AND FRAMES | Spot clean to remove all marks.
Dust frames as required. |

11.2 WEEKLY

- | | |
|------------------------|------------------------------------------|
| a.) GARBAGE CONTAINERS | Disinfect. |
| b.) WALLS | Remove scuff marks and tape as required. |

11.2 MONTHLY

- | | |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------|
| a.) POOL DECKS | Scrub with a drum style scrubber or steam clean high traffic areas around bleachers, entrances and exits to remove dirt build up. |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------|

Results Expected:

All surfaces to be clean and free of litter, dust, dirt, gum, spots, stains, marks, hair, odours, mould and mildew.

12. MEN'S/WOMEN'S/DISABLED PUBLIC WASHROOMS

12.1 DAILY

- | | |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| a.) GARBAGE CONTAINERS | Empty. Replace liners as required.
Clean container surface. Disinfect. |
| b.) COUNTERS | Clean with germicidal cleaner and wipe dry. |
| c.) WATER BASIN/FAUCETS | Clean with germicidal cleaner and wipe dry. |
| d.) MIRRORS | Clean with window cleaner and wipe dry. |
| e.) TOILET BOWLS/SEATS | Clean inside/outside with germicidal cleaner
and wipe dry. No cross contamination. |
| f.) WALLS/CEILINGS | Spot clean as required to remove all marks. |
| g.) METAL DOORS AND FRAMES | Spot clean both sides to remove all marks.
Clean door pushplates and kickplates, both
sides.
Dust frame as required. |
| h.) EXPOSED CHROME | Clean with germicidal cleaner and wipe dry. |
| i.) TOILETRY SUPPLIES | Replace as required. |
| j.) URINALS (MEN'S ONLY) | Clean and disinfect inside and outside
surface.
Replace urinal deodorants as required. |
| k.) FLOORS | Sweep thoroughly including behind toilets.
Damp mop and scrub floors under urinals
with a cleaner/disinfectant. |
| l.) SANITARY DISPOSAL BINS
(WOMEN'S ONLY) | Empty sanitary napkin disposal bins.
Replace sani-waxed lined bags.
Spray disinfectant on inside of disposal bins. |

- m.) BABY CHANGE TABLES Clean with germicidal cleaner,
interior and exterior surfaces.
Restock bed liners. Do up restraint belts.

12.2 WEEKLY

- a.) DIFFUSERS/AIR INTAKE VENTS Dust and damp wipe.
- b.) TOILET PARTITIONS Clean all surfaces with germicidal cleaner.
Remove marks as required.
- c.) FLOORS scrub with a drum style scrubber or steam
clean to remove dirt build up.

12.3 MONTHLY

- a.) LIGHT FIXTURES Dust exterior of ceiling light fixtures.

Results Expected:

All surfaces to be free of dust, dirt, spots, stains, marks, hair, odours, mould and mildew.
Chrome or similar bright fixtures to be polished and free of marks, dry water stains and dirt
buildup. All appropriate toiletry supplies replenished as required.

13. MULTI-PURPOSE ROOM

13.1 DAILY

- a.) GARBAGE CONTAINERS Empty. Replace liners as required.
Clean container surfaces.
- b.) FLOOR Dustmop wooden floor. Lightly damp mop.
Ensure debris is not pushed into closets.
- c.) WALLS Spot clean as required to remove all marks.
Remove tape as required.

13.2 WEEKLY

- a.) FLOOR Burnish wood floor. Floor to be
coated with Equinox.

- | | |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| b.) METAL DOORS | Spot clean as required to remove all marks.
Dust frames as required. |
| c.) CEILING DIFFUSERS/AIR INTAKE
VENTS AND ADJACENT CEILING TILES | Dust and damp wipe. |
| d.) GARBAGE CONTAINERS | Disinfect. |

13.3 SEMI-ANNUALLY

- | | |
|-----------|---------------------------------------|
| a.) FLOOR | Strip and re-coat floor with Equinox. |
|-----------|---------------------------------------|

Results Expected:

Floors cleaned, free of litter and dust balls, no mop streaks. All surfaces are free of marks, spots and stains. All overhead surfaces are free of cobwebs and dust build-up.

14. JANITORIAL ROOMS

14.1 DAILY

- | | |
|----------------------------|------------------------------------------------------------------------|
| a.) WALLS/CEILINGS | Spot clean as required to remove all marks. |
| b.) FLOORS | Hose or sweep as required. |
| c.) METAL DOORS AND FRAMES | Spot clean both sides to remove all marks.
Dust frames as required. |
| d.) MOP SINKS | Clean drain. |

Results Expected:

Floors cleaned, free of litter, dust balls and hair. All surfaces free of marks, spots and stains. All supplies and equipment to be stored neatly in appropriate locations.

GLAZING CLEANING SPECIFICATIONS

All windows and door glazing is to be cleaned in accordance with the following specifications and schedule.

Note:

With the exception of the main entry doors and side panels, no facility exterior glazing cleaning is included in this contract.

Results Expected:

All glass windows and doors (whether partially or fully glazed), including frames, sills and ledges are to be free of dust, cobwebs, marks, spots, stains and streaks.

1. FRONT ENTRANCE

1.1 DAILY

- a) MAIN ENTRY DOORS AND SIDE PANELS (INTERIOR AND EXTERIOR)

1.2 MONTHLY

- a.) MAIN ENTRANCE exterior glazing only- clean with a tucker pole.

2. MAIN CORRIDOR/VIEWING AREA

Note:

The following glazing in this area is excluded from the contract:

- a) **The large area of window immediately opposite the main entrance, above the height of the double doors from the corridor to the wave pool**
- b) **All glass block**

2.1 DAILY

- a) VIEWING AREA DOOR (BOTH SIDES)
- b) DOUBLE DOORS FROM CORRIDOR TO WAVE POOL (BOTH SIDES)
- c) DOUBLE DOORS FROM CORRIDOR TO MAIN POOL (BOTH SIDES)

2.2 WEEKLY

- a) ALL GLAZING IN THIS AREA, EXCEPT AS EXCLUDED ABOVE OR IDENTIFIED IN SECTIONS 2.1 AND 2.3, IS TO BE CLEANED ON A WEEKLY BASIS

2.3 QUARTERLY

- a) GLAZING BEHIND THE TWO CORRIDOR PLANTER AREAS

3. WEIGHT ROOM

Note:

The glazing inside the fitness office is excluded from the contract

3.1 DAILY

- a) ENTRANCE DOORS (BOTH SIDES)

3.2 WEEKLY

- a) ALL GLAZING IN THIS AREA, EXCEPT AS EXCLUDED ABOVE OR IDENTIFIED IN SECTION 3.1, IS TO BE CLEANED ON A WEEKLY BASIS

4. FRONT RECEPTION AREA

Note:

The glazing inside the clerk's office is excluded from the contract

4.1 WEEKLY

- a) ALL GLAZING IN THIS AREA, EXCEPT AS EXCLUDED ABOVE, IS TO BE CLEANED ON A WEEKLY BASIS

5. STAFF LUNCH, GUARD AND FIRST AID ROOMS

5.1 WEEKLY

- a) ALL GLAZING IN THIS AREA IS TO BE CLEANED ON A WEEKLY BASIS (NOTE THAT SPECIAL CARE IS TO BE TAKEN WHEN CLEANING DOOR WITH FILM COVERING)

6. MULTI-PURPOSE ROOM

6.1 DAILY

- a) ENTRANCE DOORS (BOTH SIDES)

6.2 WEEKLY

- a) ALL GLAZING IN THIS AREA, EXCEPT AS IDENTIFIED IN SECTION 6.1, IS TO BE CLEANED ON A WEEKLY BASIS (NOTE THAT SPECIAL CARE IS TO BE TAKEN WHEN CLEANING WINDOWS WITH FILM COVERINGS)

7. POOL DECK AREA

Note:

The following glazing in this area is excluded from the contract:

- a) **all skylights**
- b) **the three porthole windows at either end of the pool hall**
- c) **waterslide tower glazing**
- d) **the sections of windows just below the roof at the shallow end of the wave pool and above the blue waterslide**
- e) **the large area of windows immediately opposite the main entrance, above the height of the double door from the wave pool to the corridor**
- f) **the interior of the swim club offices**
- g) **the steam room**
- h) **all glass block**

7.1 MONTHLY

- a) ALL GLAZING ABOVE AND BETWEEN THE BLEACHER AREA
- b) THE POOL DECK SIDE OF ALL OFFICES, INCLUDING THE FRONT RECEPTION AREA, GUARD ROOM AND FIRST AID ROOM

7.2 QUARTERLY

- a) ALL GLAZING IN THIS AREA, EXCEPT AS EXCLUDED ABOVE OR IDENTIFIED IN SECTION 7.1 IS TO BE CLEANED ON A QUARTERLY BASIS

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

1.2 Environmental impacts in the life cycle of a product or service

- 1.2.1 Environmental purchasing involves considering the costs and environmental consequences of a product or service in all stages of its life cycle, including raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance, reuse and disposal.

- 1.2.2 Independent certification programs such as Environmental Choice as well as an increasing number of manufacturers conduct life cycle assessments to answer the question, “What is the environmental burden of a product or service through all stages of its life cycle?” The City of Richmond is interested in receiving, wherever available, life cycle information relevant to the products or services being considered.

1.3 Characteristics of environmentally preferable products

- 1.3.1 Environmentally preferable products and services have characteristics that include but are not limited to the following:

- Reduce waste and make efficient use of resources, including energy
- Are reusable or contain reusable parts
- Are recyclable
- Contain post-consumer recycled materials
- Produce fewer polluting by-products and/or safety hazards during manufacture, use or disposal, and
- Have a long service life and/or can be economically and effectively repaired or upgraded.
- Are certified by an independent accredited organization such as the Environmental Choice program

1.4 Packaging

- 1.4.1 As with products and services, the City of Richmond will endeavour to consider the environmental characteristics of a product’s packaging.
- 1.4.2 The City prefers that suppliers minimize the amount of packaging used on products or that durable, long-lasting forms of reusable packaging be used. While packaging containing post-consumer recycled material or recyclable packaging is considered better than wasteful packaging, reduced or reusable packaging is preferred.

1.5 Environmental attributes of company

- 1.5.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.
- 1.5.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental

management for both private and public organizations. It is designed to promote environmental compliance, ensure a commitment to pollution prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.5.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.6 Environmental purchasing resources

- 1.6.1 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

<http://www.richmond.ca/services/environment/policies/purchasing.htm>

General Conditions of the Contract

1. Definitions

The two parties to the Contract/Purchase Order are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

The City: City of Richmond.

Acceptance of the City of Richmond's Purchase order deems acceptance of all conditions of the supply and installation contract.

2. Work to Satisfaction of City

The whole of the works and the manner of performing this Contract shall be done to the entire satisfaction and approval of the City, and it shall be the sole judge of the work and materials in respect of both quality and quantity, and its decision with regard to work or materials, or as to the meaning and intention of this Contract, or any part or parts thereof, shall be binding and final upon the Contractor.

3. Work to be in Conformity with Contract Documents and Drawings

All work shall be done in strict conformity with the Contract Documents and drawings which form a part of the Contract. The intent of the contract documents is to include all labour, materials, equipment, services, supplies and all the things necessary for the proper and complete execution of the work.

4. Permits

The Contractor shall comply with all codes, laws, regulations, and ordinances which concern the work, and unless otherwise provided herein shall obtain and pay for all applicable permits, licences, and certificates.

5. Use of Premises

The Contractor shall confine the use of the premises for his work as directed by the City and shall comply with regulations which govern the building or institution where the work is located.

At the conclusion of the work, the Contractor shall clean up and remove all debris and rubbish to the satisfaction of the City.

General Conditions of the Contract (Cont'd)

6. Light, Power, and Heat

The City's supply of electrical energy will be available to the Contractor without charge.

The City's supply of water will be available to the Contractor without charge.

The Contractor, upon completion of the work, shall remove temporary connections and extension of services, leaving the existing structures and services undamaged.

7. Warranty

Unless otherwise specified, the Contractor warrants that only the best workmanship and materials will be employed and if, within a period of one (1) year from the date of acceptance of the work by the City, such work or supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the Contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the City.

8. Liens

The Contractor 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 inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

9. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

10. Default

- (a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to perform any provision of this Contract within the time specified or to perform any other provision of this contract.
- (b) In the event the City terminates this Contract in whole or in part as provided in clause (a), the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar supplies or services.

General Conditions of the Contract (Cont'd)

- (c) The Contractor shall not be liable for any excess costs under clause (b) if failure to perform the Contract arises by reason of strikes, lockouts, acts of God, or acts of the City.

11. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

12. Laws

The laws of British Columbia shall govern the work.

13. Time

Time shall be the essence in this Contract.

14. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

15. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at Richmond "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.

16. Inquiries

Contractor's inquiries to the City during this contract should be directed to the following:

Steve JD. Scheifele
Pool Maintenance
WATERMANIA
City of Richmond
6911 No. 3 Road,
Richmond, BC V6Y 2C1

Telephone: 604 448-5365
E-mail: sscheifele@richmond.ca

General Conditions of the Contract (Cont'd)

17. Settlement of Complaints Re: Work

If, in the opinion of the Manager Purchasing and Risk, the work is improperly, defectively, or insufficiently performed, or being performed, the Manager Purchasing and Risk may, in writing, order the Contractor to re-execute or correct the work in accordance with such order; and if the Contractor fails to comply with such order within ten working days, the Manager Purchasing and Risk may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City of Richmond, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders; and if the Contractor fails to pay such costs, damages, and expenses, the City of Richmond may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

18. Other Contractors

The City may have his own work forces and other contractors on the site while the work of this Contract is under way. The City shall coordinate the work of all Contractors on the site and require their coordination with each other.

The Contractor shall report to the City any apparent deficiencies in other contractors' work which would affect the work of this Contract immediately the deficiencies come to his attention.

19. Changes in the Work

The City may make changes to the work; the Contract price, and time being adjusted accordingly. Except for emergencies, all changes will be made by written order.

20. Protection

The Contractor shall maintain protection of all his work and materials from damage and shall protect the City's and any adjoining property from injury due to the Contractor's work.

21. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Accounts Payable Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

General Conditions of the Contract (Cont'd)

22. Indemnification and Insurance

The Contractor will indemnify, hold, and save harmless the City from and against all claims, losses, damages, costs, actions, and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by, attributable to any injury, including death, property damage, infringement, or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

The Contractor shall, at his own expense, through the terms of the contract secure, maintain, and pay for the following coverages:

- (a) Comprehensive General Liability Insurance with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage and \$5,000,000 for personal injury. The policy or policies shall cover all premises and operations necessary or incidental to the performance of this agreement and include but not necessarily be limited to the following coverages:
1. Contractual liability assumed under this agreement.
 2. Contingent employer's liability with respect to operations of sub-contractors.
 3. Owner's protective liability.
 4. Cross liability.
 5. Automobile liability (non-owned, hired).
 6. Completed operations liability 24 months after completed operations.
 7. Voluntary medical payments.
- (b) "Course of Construction" Property Damage Insurance covering all risks of physical loss or damage on an occurrence basis, including loss of use of property, and including losses or damage from flood or earthquake. The coverage provided shall amount to no less than 80% of the total value of the work done and material delivered to the site, or under the control of the Contractor, payable to the City and Contractor as their interests may appear, and protecting each in such terms as will preclude subrogation claims by the insurer against anyone insured thereunder.

The City, its officers, officials, and employees shall be added as additional named insured on all such policies. All such insurance provided by these policies shall be primary

General Conditions of the Contract (Cont'd)

regardless of any insurance or self insurance that may be enforced at the time of any loss or claim that insures the City, its officers, officials, and employees.

The policy or policies shall be underwritten by an insurance company or companies licensed to do business in the Province of British Columbia and who meet with the reasonable approval of the City. Prior to the commencement of the work defined by this agreement, the Contractor shall furnish the City through the Office of the Manager Purchasing and Risk a certified original copy of all such policies as evidence that such insurance is in force. The Contractor agrees that such insurance policies cannot be cancelled, lapsed, or materially changed without at least 30 days' written notice to the City.

Maintenance of such insurance and the performance of the Contractor of his obligations under this clause shall not relieve the Contractor of liability under the indemnification provisions here and above set forth. The foregoing insurance provisions shall not limit the insurance required by Municipal, Provincial, or Federal law.

It shall be the full responsibility of the Contractor to determine whether any additional insurance coverage is necessary and advisable for its own protection and/or to fulfil its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor its own expense.

It is understood that this agreement is strictly between the Contractor and the City and the Contractor is an independent contractor for the City and no employment relationship, partnership, agency, or joint venture exists between the City, the employees of the Contractor and/or its agents and/or their employees, and/or its Contractors and/or their employees. Any disputes between the Contractor and any of its employees and/or its agents and/or their employees and/or their Contractors and/or their employees shall be resolved by the Contractor with no involvement by the City.

23. Workers' Compensation Board Coverage/Prime Contractor

The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this contract until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.

The Contractor agrees that it is the Prime Contractor for the purposes of the Workers' Compensation Board Occupational Health and Safety Regulations for the Province of

General Conditions of the Contract (Cont'd)

British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during performance of this contract, not only by the Contractor but by all subcontractors, workers, material men and others engaged in the performance of this contract. Prior to commencement of construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health and Safety Regulations.

The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this contract. The Contractor shall also provide a signed copy of the Prime Contractor Designation Document.

The Contractor shall indemnify the City and hold harmless the City from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

SUPPLEMENTAL GENERAL CONDITIONS

1. Furniture

Any furniture that is moved for the convenience of cleaning must be returned to its original place. Chairs, stools and waste paper baskets, etc., must not be placed on desks, filing cabinets, etc. Window cleaning crew NOT to stand or step on furniture (desks, tables, etc.) unnecessarily.

2. Lights

Burning of lights must be kept to a minimum; lights only to be used when working in specific areas. Turn out the lights when leaving areas.

3. Janitor's Room

All Janitor's rooms and equipment to be kept clean at all times.

4. Supplies and Equipment

All cleaning products will be supplied by the City. All toiletry supplies which need to be replenished (toilet paper, hand soap, paper towels, urinal blocks, sanitary disposal bin liners and baby change table liners) will be supplied by the City.

The contractor will be required to supply all cleaning equipment required to perform the contract. With the exception of a floor burnisher, the contractor will store this equipment on site at WaterMania. This equipment shall include, but not be limited to:

- Small drum style auto scrubber or steam cleaner
- Roller buckets and mop wringers
- Dust and corn brooms
- Dust pans
- Gum and window scrapers
- Mops and scrub brushes
- Rags and dusters
- Golden gloves and window squeegees
- Wet/Dry shop vacuum
- Floor burnisher (may be brought on site as required)
- Personal protective equipment including gloves, boots, aprons, goggles, face shields and respirators are to be supplied to contract staff by the contractor.
**All PPE's owned by the City are for the sole use of City staff.*
- Tucker pole

General Conditions of the Contract (Cont'd)

5. Security

The Contractor shall be responsible for signing for a key and shall retain the same only for the duration of the contract and shall not cause or allow the key to be copied or duplicated. If the Contractor loses the key or has the key removed from his possession by any person other than an agent or servant of the City, then the Contractor shall be responsible for the cost of converting or replacing the locks on such doors as may be deemed necessary by the City.

The Contractor shall be responsible for maintaining security on premises and shall only inactivate those areas being cleaned while they are being cleaned and shall immediately reactivate security system upon completion of the work.

The Contractor shall pay all costs associated with callout charges due to alarm activation by the contractor.

6. Termination

The City may, upon one month's written notice to the contractor, terminate this contract.

7. Personnel

- (a) If staff changes are made, new personnel must be accompanied by experienced personnel for one shift, to become familiar with the building.
- (b) City contracts shall not be used as training areas for contractor's personnel. Contractors to supply permanent type, experienced personnel for all City contracts.
- (c) The contractor must supply a **minimum** of 15 man-hours per day Monday to Thursday and 20 man-hours per day Friday, Saturday and Sunday at the site. The contractor's work is to be carried out between the hours of 9:30 p.m. and 6:30 a.m. The contractor's staff will sign a City logbook upon arrival at the site, and again upon leaving the site.
- (d) All janitorial contract staff must have a BCIT Building Service Worker training certification or City approved equivalent must be present at all times that the contractor is on site. Copies of training certificates are to be provided to the City.
- (e) All contract janitorial staff are required to have WHMIS training every 2 years. Proof of training to be provided to the City.

General Conditions of the Contract (Cont'd)

- (f) All janitorial staff involved in floor burnishing must have specialty training in the care of hard wood floors. Proof of training to be provided to the City.

8. Indemnification of City

The contractor shall make good and restore and make full compensation for any injury or damage done to or sustained by the City or any person or persons or any buildings, premises, pipes, mains, cables, wires or any other property whatsoever and shall settle all claims in respect thereof and shall indemnify, protect and save harmless the City therefrom and from and against all claims, demands, suits or actions of every kind, description and nature whatsoever arising out of or in any way connected with the fulfilment of this contract, or brought against the City in respect of anything done, suffered or omitted in the execution of or in connection with the work.

The City shall be at liberty to settle or compromise any such claim, demand, suit or action and any damages, compensation and costs paid or incurred by the City shall be a debt due from the contractor and recoverable by set-off against any money due to the contractor or recoverable by action against the contractor.

9. Protection of Contractor's Work and Property

The contractor alone shall at all times be responsible for the safety, adequacy, efficiency and sufficiency of his employees, and shall also be responsible for the safety, adequacy, efficiency and sufficiency of his employees and his plant and equipment and his method of prosecuting the work.

10. Deviation from Contract

The contractor shall not make any alterations or variation in, or addition to, or deviation or omission from the terms of this contract without the written consent of the City.

11. Class of Employees

Should the City object to any person employed, by the contractor on the work, the contractor shall remove such person from the work, it being understood and agreed that the City's non-objection to any person employed by the contractor on the work shall not be deemed to be an approval of the City of such person, and the contractor, by reason of such non-objection or by reason of the City's approval of any such person employed by the contractor, shall in no wise be relieved from his responsibility for the employment of such person or from the performance and fulfilment of the work. The contractor shall at all times in connection with the execution of the work, keep and employ a competent supervisor and a sufficient number of senior assistants capable of speaking, reading and writing the English language, at least one of whom must be at the site of the work at all times while such work is under progress, and any explanations, orders, instructions,

General Conditions of the Contract (Cont'd)

directions and requests given by the City to such supervisor or one of his senior assistants shall be held to have been given to the contractor.

12. Improper Materials, Equipment and Workmanship

When and as often as the City is not satisfied with the work done or being done, or with the manner or time in which it is being done under this contract, or with the kind or quality of materials supplied in connection therewith, it may give notice of its dissatisfaction to the contractor either verbally or in writing and the contractor shall immediately upon receipt of such notice do all things that are required to satisfy the City. Should the contractor refuse or neglect to so satisfy the City within the space of three days from the receipt of such notice, the City may employ some other person to do or may itself do all things required to obtain such satisfaction, and for such purpose may use or allow the use of the contractor's plant and equipment, and all expense and costs consequent thereon or incidental thereto shall be charged to the contractor; provided that the employment of such other person or the doing of said work by the City itself shall in no wise affect the contractor's duties and liabilities hereunder nor in any wise relieve him from the performance and fulfillment of any or all of his covenants, undertakings, obligations and duties under this contract. The fact of the City not having disapproved of or rejected any part of the work or any of the materials supplied in connection therewith at the time of the City making an estimate hereunder or at any other time during the continuance of this contract shall not be deemed or be construed to be an acceptance of any such part of the work or any such materials.

13. Inspection

All or any part of the work and all workshops or other places where material for the work is being prepared or stored, may be inspected by the City as often as the City shall deem it expedient, and the contractor shall afford him every facility and access requested by him and shall give him any and all information requested by him in connection therewith. No payment will be made for the cost to the contractor of any work or delay occasioned by such inspection and no extension of time will be allowed for any delay occasioned thereby.

14. Dismissal of Contractor

In the event of the contractor at any time fails to comply with the provisions of this contract to the satisfaction of the City, the City immediately shall become empowered hereby to enter on the premises and to dismiss and discharge the contractor from further execution of the work, and to complete the same itself or employ some other person to complete the same; provided that the entire expense of the completion of the work, whether done by the City itself or by the employment of another person, shall be charged to the contractor; and further provided that the doing of such work by the City itself or by the employment of another person shall in no way relieve the contractor from any of his

General Conditions of the Contract (Cont'd)

covenants, undertakings, duties and obligations under this contract, nor limit the rights and remedies of the City hereunder in any manner whatsoever.

15. The City requires the contractor's appointed supervisor at Watemania to attend facility inspections undertaken on a regular bi-weekly basis or more frequently if required. This inspection is to occur during weekday hours to allow City employees the opportunity to meet with supervisor on premises if required.

16. Guarantee

The work shall be guaranteed by the contractor. The contractor shall promptly upon receipt of notice in writing from the City so to do, make all repairs arising out of defective materials, workmanship and equipment. The City is hereby authorized to make such repairs if ten days after the giving of such notice to the contractor, the contractor has failed to make or undertake with due diligence said repairs; provided however, that in case of an emergency where, in the opinion of the City, delay would cause serious loss or damage, repairs may be made without notice being sent to the contractor, and all expense in connection therewith shall be charged to the contractor.

17. W.H.M.I.S. Legislation

Provincial legislation, through amendments to occupational safety and health regulations covers the responsibility of the employer to provide:

- worker education on controlled products
- workplace labelling and identification

Employees who work with controlled products will be expected to handle them in accordance with safety requirements; in addition, they will inform employers on when labels are illegible or have been accidentally removed.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender
No. 2871Q

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	