



# 100 Mile House

**INVITATION TO TENDER**

**TENDER NUMBER: 2021-03**

**JANITORIAL SERVICES**

The District of 100 Mile House invites bids from qualified Contractors for the provision of Janitorial Services of municipal buildings for a three year term.

Specifications and tendering documents may be obtained from the District of 100 Mile House Municipal Office, #1-385 Birch Avenue, 100 Mile House, BC, V0K 2E0 or the District's website, [www.100milehouse.com](http://www.100milehouse.com).

A mandatory site visit and question period starting at 10:00 AM on April 6<sup>th</sup>, 2021 at #1-385 Horse Lake Road and continuing to each additional facility thereafter. Those participating in the site visits must provide their own transportation. This will be the only opportunity provided for site access.

Sealed tenders clearly marked "**Janitorial Services – Tender No. 2021-03**" will be received by the District of 100 Mile House up to 2:00 P.M. local time, April 8<sup>th</sup>, 2021.

The District reserves the right to accept or reject all or any bids, to waive any informality in any bid, or accept the bid deemed most favourable in the interest of the municipality. The lowest or any tender will not necessarily be accepted.

Todd Conway  
Director of Community Services

# DISTRICT OF 100 MILE HOUSE

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Tender Description: Janitorial Services  
Closing Date: April 8th, 2021 / 2:00 PM

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### **A. SUBMISSION OF TENDER**

Tenders signed, executed and dated, will be received at the District of 100 Mile House Municipal Office, located at #1-385 Birch Avenue, Box 340, 100 Mile House, BC V0K 2E0, before 2:00 P.M. local time on April 8th, 2021. Proponents shall be solely responsible for the delivery of their bids in the aforementioned office and time to be considered. The District will accept no responsibility for bid documents delivered to other District facilities and, at the discretion of the Director of Financial Administration, may be rejected.

Submit one (1) original and one (1) copy of the executed offer on the Bid Forms provided, signed and in a sealed envelope, clearly identified with the bidder's name, project name and number and District's name on the outside.

#### **1. Acceptability of Tender**

The District reserves the right to:

- a) Not accept the lowest of any tender.
- b) Reject any or all tenders, or any part thereof;
- c) Waive any informality in the tenders;
- d) Accept the tender that is in the best interest of the District

#### **2. Tender Forms/Specifications**

- a) All tenders shall be submitted on the attached tender form. Failure to use this form and/or these specifications shall be cause for rejection of any tender.
- b) Tender forms must contain the Contractor's business address, and must be duly signed by an authorized official. Tenders that are unsigned incomplete, illegible, unbalanced, obscure, or contain other irregularities will be rejected.
- c) By submitting a Tender, the Proponent agrees that, if the Tender is selected by the District, the Proponent will execute the Agreement within fourteen (14) days of the date on which the District requests it to do so in writing.

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### **3. Contractor's Qualifications**

The Contractor is expected to employ competent people, properly trained and instructed to effectively, efficiently and safely perform the requirements of the work. All personnel are expected to be presentable and professionally competent to conduct themselves and the work.

### **4. Liability**

The Contractor shall ensure that the District of 100 Mile House, its officers and employees, are save harmless from any liability whatsoever arising out of the Contractor's performance or non-performance of the term of this Tender, including the performance by any sub-contractor.

### **5. References**

The Contractor is expected to provide contact information for three references.

### **6. Withdrawal**

Tenders may be withdrawn by written notice only, provided such notice is received by the Director of Community Services prior to the time set for the opening of tenders. Upon closing time all tenders become irrevocable. By submission of a tender the Contractor agrees that should they be successful, the Contractor will enter into a contract with the District of 100 Mile House.

### **7. Amendment of Tenders**

A Contractor may amend or withdraw a tender by giving written notice to:

Todd Conway  
Director of Community Services  
District of 100 Mile House  
#1-385 Birch Ave. Box 340  
100 Mile House, BC V0K 2E0

An amendment or revocation that is received after the Tender closing date and time shall not be considered and shall not affect a tender as submitted.

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An amendment or revocation must be signed by an authorized signatory of the Contractor.

Any amendment that expressly or by inference discloses the Contractor's Tender Price or other material element of the tender such that, in the opinion of the District, the confidentiality of the tender is breached, will invalidate the entire tender.

### **8. Tender Clarification**

The District of 100 Mile House in its sole discretion reserves the right to clarify any tender after closing and prior to award.

### **9. Addenda**

Addenda may be issued during the bidding period. All addenda become part of the Contract Documents.

### **10. Further Information**

Any clarification, explanation or additional information may be obtained from:

Todd Conway  
Director of Community Services  
District of 100 Mile House  
Phone: (250) 395-2123  
Cell: (250) 706-2217  
Email: [tconway@100milehouse.com](mailto:tconway@100milehouse.com)

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### **B. GENERAL CONDITIONS**

#### **1. No Claim for Compensation**

No Contractor shall have any claim for any compensation of any kind whatsoever, as a result of participating in the tender, and by submitting a bid. Each Contractor shall be deemed to have agreed that it has no claim.

#### **2. Mandatory Insurance Requirements**

Contractors take notice that the successful Contractor shall obtain and maintain in full force and effect during the Term of the Contract, and provide proof of, general liability insurance in an amount of not less than \$ 5,000,000, inclusive of any one occurrence, provided by a company duly registered and authorized to conduct insurance business in the Province of British Columbia. The District of 100 Mile House shall be a named, additional insured on such general liability insurance policy and the Contractor agrees to deliver a copy of such policy to the District.

The Contractor shall purchase bond insurance in the amount of not less than \$5,000 for person(s) performing said duties.

The Contractor shall ensure that vehicles owned and/or operated by the Contractor and his/her employees in connection with this agreement maintain Third Party Liability insurance with ICBC and/or a private carrier in an amount not less than \$ 2,000,000 per occurrence.

The Contractor shall ensure that all policies where the District is named as an Additional Insured, contain the Separation of Insureds, Cross Liability Clause in the conditions of the policy.

The insurance policy(ies) referred to herein shall not be cancelled, materially changed or allowed to lapse without the insurer giving not less than fifteen (15) days written notice to the Director of Community Services, District of 100 Mile House, at the address noted hereinabove by registered mail.

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### **3. Contractor's Responsibilities**

The Contractor's obligations and responsibilities shall include each and every act and thing needed to complete the entire work properly, notwithstanding the fact that every item necessarily involved may not be specifically mentioned in the contract or in any of its attachments or references. It is understood and agreed that the Contractor's work includes all labour, services and materials to complete the work except to the extent certain labour, service, or materials are expressly itemized as being furnished to the Contractor. The Contractor shall not be relieved of any obligations or responsibilities with respect to the work except by the Director of Community Services written approval.

### **4. Contractor's Equipment**

The Contractor shall provide at his own expense insurance against loss or damage to the equipment used on the project to such limits as will enable the replacement of the equipment and the continuation of the work.

### **5. Materials, Appliances & Employees**

Unless stipulated otherwise, the Contractor shall provide and pay for all material, labour, tools, equipment, transportation to other facilities for the execution of the work.

### **6. Changes in the Work**

- a) The District of 100 Mile House may, without invalidating the Tender, request changes to the scope of the work after the contract is awarded. Any additional or reduced costs for these changes must be agreed to by all invested parties or representatives thereof, prior to work being done.
- b) Any changes or additional work required during applications must be communicated and approved by the Director of Community Services prior to engaging.
- c) Any changes to the scope of work as stated above will be considered part of the original contract to which, all related particulars stated in this specification and tender documents will apply.

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### **7. Payment Details**

The Contractor shall submit invoices on a monthly basis to the District of 100 Mile House and the 100 Mile Development Corporation, itemizing each building with the contracted rate for each. Payment will only be made when the Director of Community Services and the District of 100 Mile House are satisfied that the work covered under such invoice has been completed in accordance with the contract document. The District reserves the right to hold back up to 10% of the invoice until the District is satisfied that all of the Contractor's responsibilities have been met.

### **8. Permits, Licensing and Regulations**

Contractors should be aware that the District requires all companies doing business in the District of 100 Mile House to have a valid Business Licence, and will adhere to all applicable District regulations, policies and bylaws.

### **9. Termination**

Either party herein shall have the right to terminate this agreement on sixty (60) days written notice being forwarded to the addresses noted hereinabove by registered mail.

The District may without notice, for any reason, with or without cause, terminate this Agreement of non-performance, negligence or gross misconduct.

### **10. Prices to be Accepted as Full Compensation**

The price or prices provided for in the Tender shall be accepted by the Contractor as full compensation for everything furnished and done by the Contractor under this Tender, including all work required but not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work or the action of the weather, elements, or any unforeseen obstructions or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in the consequence of any delay or suspension or discontinuance of the work as herein specified, and for well and faithfully completing the work as in this contract provided.



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### 11. Indemnification of the District of 100 Mile House

The Contractor shall indemnify, protect and save harmless the District of 100 Mile House, its officers, agents, servants and employees from and against all actions, causes of actions, claims and demands of every kind, description and nature whatsoever arising out of or in any way connected with fulfilment of this contract, and all such actions, causes of action, claims and demands recoverable from the District of 100 Mile House or the property of the District of 100 Mile House, shall be paid by the Contractor, and if recovered from the District of 100 Mile House, or the property of the District of 100 Mile House, shall together with any costs and expenses incurred therewith be charged to the Contractor.

### 12. Security

- a) The Contractor
  - i) will ensure all exterior doors are closed and locked and that all non-essential lights are turned off (except exterior entrance lights).
  - ii) will ensure that the alarms are armed upon departing
  - iii) is required to notify the District of any employee changes immediately
  - iv) will be required to sign for the issuance of one set of keys for the buildings. The District can request return of issued keys at any time.
  - v) will not allow entry to any buildings to others, unless they are District employees or members of Council.
  
- b) The District reserves the right to initiate a Criminal Record Search, at a cost to the Contractor, on the Contractor and all employees employed by the Contractor to perform the duties set out herein. The Contractor and all employees must be bondable.

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### **ATTACHMENT "A" SPECIFICATIONS/SCOPE OF WORK**

## DISTRICT OF 100 MILE HOUSE

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### SPECIFICATIONS – JANITORIAL SERVICES

#### A. Description

The work shall be done in accordance with these specifications using the best techniques of the trade in the frequencies given in the attached schedule.

#### B. Time of Cleaning

The Contractor will perform all duties outside of regular business hours. The following frequency of service will be as follows:

##### **Municipal Office**

Regular business hours for the Municipal office is Monday through Friday, 8:30 am to 4:30 pm, except statutory holidays. The work shall be done 1 time daily Monday through Thursday evenings, and 1 time sometime between Friday evening and Sunday night.

##### **Community Services**

Regular business hours for Community Services is Monday through Friday, 7:00 am to 3:30pm, except statutory holidays. The work shall be done 1 time daily 6 days per week.

##### **Visitor Information Centre**

Regular business hours for the Visitor Information Centre is Monday through Friday, 8:30 am to 4:30 pm, except statutory holidays during the months of October 1<sup>st</sup> to May 31<sup>st</sup>, and open 7 days a week, 8:30 am to 6:00 pm, during the months of June 1<sup>st</sup> to September 30<sup>th</sup>.

The work shall be done 3 days per week – Mon/Wed/Fri- during October 1<sup>st</sup> to May 31<sup>st</sup> and 6 days per week, during June 1<sup>st</sup> to September 30<sup>th</sup>.

#### C. Equipment and Supplies

The District of 100 Mile House will supply paper towel, tissue paper, hand soaps, garbage bags and light bulbs. The Contractor shall inform the Director of Community Services when supplies are required so that they can be purchased. The District will supply the Contractor with an area for supply storage.

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The Contractor will supply cleaning equipment including a commercial grade vacuum cleaner with powerhead, brooms, mops, dusters and any other equipment as necessary to properly carry out the Services. The vacuum cleaner must have a protective hose sleeve to prevent damage to furniture and walls.

### **D. Refuse and Recycling**

The Contractor will empty all garbage cans on each service day and the resulting garbage will be removed from the building.

The Contractor will empty the recycle bins from the offices and lunchroom each service day.

### **E. Reporting**

The Contractor will immediately report the District of 100 Mile House any issues observed with the building including safety concerns, maintenance issues, etc.

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## SCOPE OF WORK – JANITORIAL SERVICES

### 1. FLOOR MAINTENANCE

- a) There shall not be any dirt left in corners, behind or under furniture or behind doors.
- b) There shall not be a film of dust left on the floor due to dry or improperly treated dust mops or sweep cloths.
- c) There shall not be any dirt left where sweepings were picked up.
- d) There shall not be trash or other matter under desks, tables, chairs, bookcases, between file cabinets, or behind doors.
- e) Furniture and equipment moved during sweeping operations shall have been replaced.

#### **Wet Mopping:**

- a) All mopped areas shall be clean and free from dirt, surface stains, mop streaks and loose mop strands.
- b) In wet mopping, the floor shall have been rinsed and excess water removed.
- c) Walls, baseboards and other surfaces shall be free of water marks and splashing.
- d) Care shall have been taken throughout the mopping operation to prevent liquids from collecting under furniture legs and cabinets.

#### **Spray Buffing:**

- a) There shall not be any dust or dirt left on the floor after spray buffing.
- b) There shall not be any muddying or rippling effect as caused by over-spraying.
- c) The floor shall present an overall appearance of cleanliness. Baseboards and equipment shall be free of spray residue.

#### **Scrubbing:**

- a) The scrubbing operating shall have been performed in such a manner as to properly remove all dirt, wax build-up and stains.
- b) Liquid or powder cleaners shall be checked to ensure that they will not damage the floor.
- c) All areas, including areas inaccessible to the machine and which are cleaned by means of hand brushes, steel wool and/or mops, shall be clean and free of dirt, water streaks, mop marks and string.

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- d) The floor shall have been rinsed and mopped or vacuum dried to present an overall appearance of cleanliness.
- e) Walls, baseboards and other surfaces shall be free of water marks, splashing and scars from equipment.

### **Waxing & Buffing:**

- a) The waxed areas shall be free of streaks, mop strand marks, skipped areas and other evidence of improper wax application.
- b) There shall be no heavy accumulation of wax along walls or fixtures.
- c) Walls, baseboards, furniture and other surfaces shall be free of wax residue.
- d) The finished area shall be buffed to a uniform sheen to eliminate heavy brush marks.
- e) The floor shall be clean and bright-looking in corners and under furniture.
- f) Baseboards, furniture and equipment shall not be marred or damaged during buffing operations.
- g) Furniture and equipment if moved, shall have been returned to their proper positions.

### **Miscellaneous:**

Chairs, waste paper baskets, etc. must not be placed on desks or tables during cleaning operations and shall be replaced afterwards in their proper position.

## **2. CARPETS & RUGS**

### **Vacuuming:**

- a) Carpets and rugs shall be thoroughly clean and free from dust, dirt and other debris.
- b) Chair t-mat shall be clean and carpet or rug area around and under mat shall be free of dust and dirt.
- c) Floor area under immediate edge of rugs shall be free of dirt and dust.
- d) Bare floors around rugs shall be clean. No dirt shall be left in corners, under furniture or behind doors.
- e) All furniture and equipment moved during the cleaning operation shall be returned to its original location.

### **Spot Cleaning:**

Where spots cannot be removed by normal means, they shall have been reported to the Director of Community Services.

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### 3. LOBBY, ENTRANCES AND CORRIDOR CLEANING

**Sweeping, Mopping, Scrubbing:** As outlined above.

**Dusting:**

- a) Lobby furniture shall be free of dust, fingermarks and stains.
- b) Baseboards or other fixtures shall be free of dust.

**Walls:**

Walls shall be free of finger marks, smudges and any other dirt spots of any kind.

**Glass Doors:**

- a) There will be no streaks or unwashed places on glass and the door frame will be clean.
- b) There will be no water spilled on the floors, sills or stools.

**Polishing (where applicable)**

Doorknobs, push bars, kick plates, railings, doors and other surfaces shall be clean and polished.

**Miscellaneous:**

- a) Rubber mats shall be clean on both sides
- b) Walk-off mats shall be clean and tidy
- c) Lobby and entrances shall be free of debris at all times.

### 4. ROOM CLEANING

**Trash Removal:**

- a) All waste paper baskets shall be empty, clean and in place.
- b) Trash shall not be left on the floor.

**Sweeping:** As outline above.

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### **Dusting:**

- a) There shall not be any dust or dust on desks or other office furniture.
- b) Glass tops on desks shall be clean and free of finger marks and stains.
- c) All surfaces free of files, paper, etc. Shall be free of dust.
- d) All pictures, plaques, etc. that can be reached while standing on the floor shall be free of dust.
- e) Corners and crevices shall be free of dust.

**Spot Cleaning:** Interior walls, door frames, door glass and partition glass to be cleaned of finger marks.

**Damp Wiping:** Mirrors and all other glass that can be reached while standing on the floor, shall be clean and free of dust, dirt, streaks and spots.

**Vacuuming:** As outlined above.

## **5. WASHROOM CLEANING & SERVICING**

### **Trash Removal:**

All garbage receptacles shall be emptied and cleaned, both inside and out.

**Supplies:** All dispensers of supplies shall be clean and filled.

### **Fixtures:**

- a) All surfaces of wash basins, flush tanks, toilet seats, bowls, urinals and all exposed piping shall be free of dust, dirt spots, and stains and disinfected with a germicidal solution.
- b) Plumbing fixtures shall be free of stains and green mould.

### **Dispensers, walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges:**

- a) All dispensers, shelves, shelf brackets and ledges shall be free of finger marks, dust, dirt and stains.
- b) All mirrors shall be free of streaks, water spots, dust, lipstick smudges and should be not cloudy.



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- c) Walls, stall partitions and doors shall be free of dust, hand marks, lipstick smudges, pencil marks, water streaks, mop marks and fittings should be free of green mould.

**Floors:** Floors, especially corners, shall be free of dirt, dust, black marks, loose paper, mop strings, water and mop marks. Baseboards should be clean. Floor shall have been disinfected.

**Sweeping, Mopping, Scrubbing:** As outlined above.

### 6. STAIRWAY CLEANING

**Sweeping & Dusting:**

Stair landings, steps and all corners of stair treads shall be free of dirt, dust streaks and debris.

**Cleaning, Polishing & Wall Spotting:**

- a) Glass, wood and metal surfaces shall be clean and free of any smudges, finger marks and dirt.
- b) Handrails, doorknobs and other surfaces shall be clean and polished (where applicable).
- c) Walls up to a standing height shall be free of finger marks and other dirt spots of any kind.

### 7. KITCHEN

**Dishes:**

All dishes shall be washed in hot water and soap, dried and put away.

**Trash Removal:**

All garbage receptacles shall be emptied and cleaned, both inside and out.

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### **Cleaning, Polishing & Wall Spotting:**

- a) Glass, wood and metal surfaces shall be clean and free of any smudges, finger marks and dirt.
- b) Walls up to a standing height shall be free of finger marks and other dirt spots of any kind.

**Floors:** Floors, especially corners, shall be free of dirt, dust, black marks, loose paper, mop strings, water and mop marks. Baseboards should be clean. Floor shall have been disinfected.

## **8. ENVIRONMENTAL CONSIDERATIONS**

### **Recycling:**

The District of 100 Mile House is very committed to recycling all plastic, paper, metal, glass, cardboard, batteries, etc. Proper bins have been placed throughout the buildings. Janitorial Contactors play a major role in ensuring the success of our recycling program.

Contractors are required to empty the recycle bins from the offices into the containers provided at the designated locations. The actual pick up of recycled material is done by the Community Services staff on a weekly basis.

### **Cleaning Products**

The District of 100 Mile House is committed to using environmentally friendly cleaning products.

Contractors are required to use those products. No other products should be used, unless authorization is given by the Director of Community Services.

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### DISTRICT OF 100 MILE HOUSE

#### JANITORIAL SERVICES TENDER SERVICE SCHEDULE

<b>DAILY</b>	<ul style="list-style-type: none"><li>✓ Empty waste receptacles and wash if needed</li><li>✓ Dust and wash down if needed, furniture, desks, table tops &amp; sides, chairs, counters, cupboards, computers, telephones, monitors, keyboards, windowsills &amp; shelves</li><li>✓ Clean doors, handles, glass and woodwork, wipe spills on walls</li><li>✓ Sweep, vacuum, mop and wash all floors</li><li>✓ Wipe down and clean coffee maker, refrigerator, wash dishes and clean sink &amp; counters</li><li>✓ Clean and disinfect toilet bowls, sinks, plumbing fixtures and mirrors</li><li>✓ Fill and/or re-stock toilet tissue, paper towel holders etc.</li></ul>
<b>WEEKLY</b>	<ul style="list-style-type: none"><li>✓ Dust all light fixtures and wash when needed</li></ul>
<b>MONTHLY</b>	<ul style="list-style-type: none"><li>✓ Wash windows inside &amp; outside</li><li>✓ Dust wall pictures, blinds/drapes</li><li>✓ Wipe down logs (VIC), wash/clean all furniture surfaces</li></ul>
<b>SEMI-ANNUALLY</b>	<ul style="list-style-type: none"><li>✓ Shampoo Carpets</li><li>✓ Machine scrub and spray buff floors, remove wax and refinish</li></ul>
<b>ANNUALLY</b>	<ul style="list-style-type: none"><li>✓ Wash walls and baseboards</li></ul>

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### SPECIAL SPECIFICATIONS

1. Install all interior light bulbs and tubes as and when required.
2. There shall be no carry-over of refuse or garbage on the premises and property at any time.
3. **NOTE: ON ALL YEARLY SERVICES – The first time is to be six months after the award of the contract and every year thereafter.**

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**ATTACHMENT "B"**  
**TENDER FORMS**

# DISTRICT OF 100 MILE HOUSE

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## TENDER SUMMARY SHEET

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_

## BID SUMMARY

Please ensure to complete one quotation for each facility.

	Total yearly price (including all fees, levies, charges, licences, etc.) <u>before</u> taxes
Municipal Office	
Community Service	
Visitor Information Centre	

## **References (Three most recent jobs)**

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Signature of Authorized Signing Officer**

X \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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### CONTRACTOR ACKNOWLEDGEMENT FORM – JANITORIAL SERVICES

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

I acknowledge that all employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws.

Except as expressly and specifically permitted in these Instructions to Tenderers/Bidders, no Tenderer/Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Tender, and by submitting a bid, each tenderer/bidder shall be deemed to have agreed that it has no claim.

A successful bidder must provide the following required documents within fourteen (14) days after the bid is awarded. Failure to do so may result in contact being awarded to a bidder who can meet the requirements.

I acknowledge that the following must be provided to the District of 100 Mile House if awarded the contract:

- ✓ District of 100 Mile House Business License
- ✓ WorkSafe BC Account and current WorkSafe BC Clearance Letter
- ✓ GST #
- ✓ Minimum \$5 Million Liability Insurance with the District named as Additional Insured
- ✓ WHMIS Training

The undersigned has carefully examined the Contract Documents for the District of 100 Mile Janitorial Contact.

Signature of Authorized Signing Officer

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_