



# REGIONAL DISTRICT of Fraser-Fort George

## INVITATION TO TENDER ES-25-15

### Janitorial Services – 155 George Street Facility

**Date Issued:** October 29, 2025

**Closing Location:** Regional District Office  
155 George Street,  
Prince George, BC V2L 1P8  
[purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

**Mandatory Site Meeting:** 155 George Street office building  
November 4, 2025 at 10:30 a.m.

**Closing Date:** November 17, 2025  
2:00 p.m. (Pacific Standard Time)  
No Public Opening

**Inquiries:** Email: Bryan Boyes at [environment@rdffg.bc.ca](mailto:environment@rdffg.bc.ca)  
Inquiries deadline: November 12, 2025 at 4:00 p.m.

**Note:** Late submissions will not be considered

Regional District of Fraser-Fort George  
155 George Street, Prince George BC V2L 1P8  
Telephone 250-960-4400 / Toll Free 1-800-667-1959  
[www.rdffg.ca](http://www.rdffg.ca)

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**INVITATION TO TENDER**  
**PART A – INTRODUCTION**

The Regional District of Fraser-Fort George (Regional District) invites tenders for Janitorial Services at 155 George Street.

The contract term is January 1, 2026 – December 31, 2028.

**TENDER DOCUMENTS**

The Invitation to Tender (ITT) documents may be obtained on or after **October 29, 2025**.

- (a) in a PDF (Public Document Format) file format from the Regional District's website at [www.rdfq.ca](http://www.rdfq.ca);
- (b) on the BCBid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

All subsequent information regarding this ITT, including amendments, Addendum(s) and answers to questions will also be available as above.

It is the sole responsibility of the tenderer to ascertain that they have received a full set of Tender Documents. Upon submission of their bid, the tenderer will be deemed conclusively to have been in possession of a full set of Tender Documents (listed in Part B, Section 2.1).

Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.

To be considered, Tenders must be signed by an authorized signatory of the Tenderer. By signing the Tender, the Tenderer is bound to statements made in response to this ITT. Any Tender received by the Regional District that is unsigned will be rejected.

The lowest of any Tender will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Tenders.

**TENDER SUBMISSION AND CLOSING LOCATION AND TIME**

The Regional District will accept Tenders submitted either by direct delivery (hand delivery, courier or by post/mail) or electronically to the Closing Location and Time as outlined below.

Tenders will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC (the "**Closing Location**") not later than 2:00 p.m. local time on **November 17, 2025** (the "**Closing Date**") or by email to [purchasing@rdfq.bc.ca](mailto:purchasing@rdfq.bc.ca). There will not be a public opening for this Tender.

Tenders must be in English and must be submitted using the submission methods below.

**Closing Date for tenders is November 17, 2025 at 2:00 p.m. local Prince George time.**

**For Tenders to be submitted by hard copy direct delivery**

Two complete copies of your Tender must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope/box (if sending by courier):

1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8
2. Invitation to Tender, **ES-25-15**  
**Janitorial Services – 155 George Street Facility**
3. Responding Tenderer's name and address

**Facsimile Tenders will NOT be accepted.**

**For Tenders to be submitted Electronically, with Bid Security**

“Prince George Time” will be conclusively deemed to be the time indicated in the electronic timestamp the Tender receives upon delivery to the email address specified herein.

Other than the Security Deposit, Tenderers must submit all portions of their Tender by email in accordance with the following:

**Subject of the file to be: ES-25-15 – Janitorial Services – 155 George Street Facility – (Insert Responding Tenderer's Name)**

All emailed documents must be in PDF format and should be in one combined file. Tenderers should ensure that the files should not collectively exceed 30MB. Zip the files to reduce the size if needed. **Submitting the files via Drop Box, FTP, or similar programs, is not acceptable.**

Tenders must be submitted to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). Other than the Security Deposit, do not deliver a physical copy of the tender package to the Regional District of Fraser Fort George.

**The Security Deposit must not be sent by email.** The Security Deposit must be received by the General Manager of Financial Services, at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC on or before the Closing Date. The Security Deposit must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the security deposit, as well as on the outside of the Courier envelope if being sent by courier.

1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8
2. Invitation to Tender, **ES-25-15**  
**Janitorial Services – 155 George Street Facility**
3. Responding Tenderer's name and address

The Regional District does not assume any risk or responsibility or liability, including in contract or tort (including negligence), whatsoever to any Tenderer:

1. for ensuring that any electronic email system being operated by or for the Regional District is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender, cannot be received;
2. for errors, problems or technical difficulties with respect to a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender;
3. that a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender, is received by the Regional District of Fraser-Fort George in its entirety or within any time limit specified by this Tender.

## **PART B – INSTRUCTIONS TO TENDERERS**

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites Tenders for:

ES-25-15 - JANITORIAL SERVICES – 155 GEORGE STREET FACILITY

**Instructions regarding obtaining the Tender Documents are contained in Part A: Introduction.**

Questions relating to the tender or project must be directed to:

Bryan Boyes, Utilities Leader  
Regional District of Fraser-Fort George  
Phone: 250-960-4400  
Email: [environment@rdffg.bc.ca](mailto:environment@rdffg.bc.ca)

**Deadline for question submissions is 4:00 p.m. (local time) November 12, 2025.**

Those questions that are determined to be of a common interest to all potential Tenderer's will be summarized and posted as Addendum(s) on the Regional District's website as well as the BCBid® website.

### **ACKNOWLEDGEMENT LETTER**

Upon receipt of this Invitation to Tender, a potential Tenderer should complete and sign the Acknowledgement Letter at Appendix A, and email the signed Acknowledgement Letter to, Project Manager, Bryan Boyes at [environment@rdffg.bc.ca](mailto:environment@rdffg.bc.ca). A Tenderer who signs and returns the Acknowledgement Letter is not obligated to submit a Tender.

**Any Tenderer who does not submit the Acknowledgement Letter will not be sent any Addendum(s), or answers to questions and may be disqualified.**

### **SITE MEETING**

All prospective Tenderers must attend the site meeting. The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to this ITT. The purpose of the site meeting is for Tenderers to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, to view the sites, to determine specifications, and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their Tender.

Oral questions will be allowed at the Tenderers' meeting. However, questions of a complex nature, or questions where the Tenderer requires anonymity, should be forwarded in writing, prior to the meeting, to the Project Manager.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding any additional site meetings or providing individuals access to the sites.

**The mandatory site visit will be held at 10:30 a.m. on November 4, 2025 at the Regional District office, 155 George Street, Prince George.**

## TENDER PROCESS

### **1.0 Definitions**

- 1.1 **"Addendum(s)"** means all additional information regarding this ITT including amendments to the ITT.
- 1.2 **"Annually"** means one (1) time during each calendar year/ (minimum 10 months between work).
- 1.3 **"As Required – Minimum Once Per Year"** means that the task must be performed at least once during each of the Contract years but may be performed as required.
- 1.4 **"BC Bid"** means the BC Bid website located at [www.bcbid.ca](http://www.bcbid.ca).
- 1.5 **"Biannually"** means two (2) times during each calendar year (minimum 5 months between work).
- 1.6 **"Board"** means the Board of the Regional District.
- 1.7 **"Closing Location"** means the location specified in Part A - Introduction.
- 1.8 **"Closing Time"** means the closing time and date specified in Part A - Introduction.
- 1.9 **"Contract"** means the contract substantially in the form attached to this ITT.
- 1.10 **"Contractor"** means the successful Tenderer to the ITT who enters into a Contract with the Regional District.
- 1.11 **"Daily"** means each day that the office is open for regular business.
- 1.12 **"Deficiencies"** means not limited to, but including work not performed as set out in 'Schedule B'.
- 1.13 **"Equipment"** means anything and everything except persons used by the Contractor in performance of the Work and except material as defined herein.
- 1.14 **"Facility"** means 155 George Street office building including the interior and exterior of the building.
- 1.15 **"Form of Tender"** means the form of tender attached to this ITT.
- 1.16 **"High Cleaning"** means a height of two (2) metres or higher.
- 1.17 **"Irrevocable Commercial Letter of Credit"** means the irrevocable commercial letter of credit required by and in the form attached to this ITT.
- 1.18 **"ITT"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(s).
- 1.19 **"Low Cleaning"** means a height no greater than two (2) metres.

- 1.20 **"Manager"** means the General Manager of Environmental Services or equivalent for the Regional District of Fraser-Fort George or their authorized representative as designated to the Contractor.
- 1.21 **"Monthly"** means one (1) time during each calendar month of the year (minimum 2 weeks between task).
- 1.22 **"Must"** means a requirement that must be met in order for a Tender to receive consideration.
- 1.23 **"Project Manager"** means the Regional District's representative.
- 1.24 **"Quarterly (4 Times Per Year)"** means one (1) time every three (3) months of the year (minimum 2 months between work).
- 1.25 **"Regional District"** means the Regional District of Fraser-Fort George.
- 1.26 **"Should"**, or **"May"** means a requirement having a significant degree of importance to the objective of the ITT, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Tender.
- 1.27 **"Subcontractor"** means any person, firm, or corporation approved by the Regional District having a Contract for the execution of a part or parts of the Work included in this Contract and worked to specifications, but does not include one who furnished material.
- 1.28 **"Supply"** or **"Provide"** means supply and pay for and provide and pay for.
- 1.29 **"Tender"** means a submission in response to this ITT.
- 1.30 **"Tender Documents"** means the documents listed in section 2.1.
- 1.31 **"Tenderer"** means the person submitting a Tender.
- 1.32 **"Weekly"** means one time during the week of a seven-day work week (normal work period Monday to Friday).
- 1.33 **"Work"** or **"Works"** means all janitorial services and all other related services.
- 1.34 **"Worksite"** means the physical property whether inside or outside the Facility.

## **2.0 Tender Documents**

- 2.1 The Tender Documents are:
  - (a) Part A – Introduction;
  - (b) Part B – Instructions to Tenderers; and

(c) Appendices:

- i. Appendix A – Acknowledgment Letter;
- ii. Appendix B – Bidder Checklist;
- iii. Appendix C – Tender Form;
- iv. Appendix D – Schedule of Prices – Tendered Price;
- v. Appendix E – List of Contractor’s Personnel
- vi. Appendix F – Conflict of Interest Statement
- vii. Appendix G – Goods and Services Tax Information
- viii. Appendix H – Irrevocable Commercial Letter of Credit
- ix. Appendix I – Contract Agreement
- x. Appendix J – Operational Specifications
- xi. Schedule A: Works Schedule
- xii. Schedule B: Works Checklist
- xiii. Schedule C: Cleaning Products and Janitorial Materials Specifications
- xiv. Schedule D: Contractor’s Quality Control and Training Program
- xv. Schedule E: Corporate Capability - Current Contracts
- xvi. Schedule F: Occupational Health and Safety Program

- 2.2 If there is a conflict between or among the Specifications and the other Tender Documents, the other Tender Documents shall prevail over the Specifications.

### **3.0 Acceptance of Terms and Conditions**

Submitting a Tender indicates acceptance of all the terms and conditions set out in the ITT, including those that follow and that are included in all appendices and any Addendum(s).

### **4.0 Submission Instructions**

- 4.1 Each Tenderer must complete and provide Appendix A and C through G along with Schedule A - F.
- 4.2 All prices and notations should be legibly written in a non-erasable medium. Erasures, interlineations, or other corrections should be initialed by an authorized signatory of the Tenderer.

- 4.3 Subject to any alternatives or options in respect of which the Regional District requests pricing or other information in an Appendix to the ITT, Tenders are to be all inclusive and without qualification or condition.
- 4.4 The Regional District may, at any time and for any reason, extend the Closing Time by means of a written amendment published on the Regional District's website, at [www.rdfgg.ca](http://www.rdfgg.ca) and at BC Bid.
- 4.5 Each Tender must be signed by an authorized signatory or authorized signatories of the Tenderer, as is necessary for due execution on behalf of the Tenderer. Each Tender by a company or partnership should specify the full name of the legal entity submitting the Tender.
- 4.6 It is the sole responsibility of the Tenderer to ascertain that they have received a full set of the Tender Documents. Upon submission of their Tender, the Tender will be deemed conclusively to have been in possession of a full set of the Tender Documents.
- 4.7 If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITT is required then the Regional District will issue an addendum, and the addendum will be posted on the Regional District website and BC Bid.
- 4.8 It is the sole responsibility of the Tenderer to check for Addendum(s). Addendum(s) issued during the time of Tendering must be signed by the Tenderer and included with the Tender and will become a part of the Tender documents.
- 4.9 The Regional District will not be responsible for any costs incurred by the respondent which may result from the preparation or submission of documents pertaining to this Tender. Accuracy and completeness of a Tender is the Tenderer's responsibility.

## **5.0 Discrepancies or Omissions**

- 5.1 Tenderers finding discrepancies or omissions in the specifications or other documents herein or having doubts on the meaning or intent of any part thereof, should immediately request in written form, either by email or by mail, clarification from the Project Manager. Upon receipt of the written request for clarification, The Project Manager may, in the person's sole discretion, send written instructions or explanations to all parties registered as having returned the acknowledgement letter, and make amendments to this ITT. No responsibility will be accepted for oral instructions. Any requests must be received prior to November 12, 2025 at 4:00 p.m.
- 5.2 It is the responsibility of each Tenderer to thoroughly examine the Tender Documents and satisfy itself as to the full requirements of this ITT and their acceptability to the Tenderer.

## **6.0 Late Submissions**

Tenders will be marked with their receipt time upon receipt. Only complete Tenders received before the Closing Time will be considered to have been received on time. Tenders received late will be marked late and not considered or evaluated. In case of a dispute, the Tender receipt time as recorded by the Regional District will prevail whether accurate or not.

## **7.0 Changes to Tenders**

A Tenderer that has already submitted a Tender may amend its Tender prior to the Closing Time:

- (a) For changes to price only, by submitting an amendment via email or mail at the address identified at the beginning of Part B of this Invitation to Tender, identifying a plus or minus variance to the Tenderer's Tender Price; or
- (b) In all cases, by delivering a completely new Tender in accordance with Part A to this Invitation to Tender, clearly indicating it replaces the previously submitted Tender.

Any such revision must clearly identify the ITT number and the Closing Time. A Tender revision submitted as aforesaid shall effectively amend the Tender and the Regional District shall only review and evaluate the Tender as amended.

## **8.0 Bid Prices**

- 8.1 The Tenderer will be deemed to have satisfied themselves as to the sufficiency of the Tender for the work and the price stated in Appendix D- Schedule of Prices. These prices will cover all their obligations under the Contract, and all matters necessary to the proper completion and maintenance of the work, and will include the supply of all labour, equipment, material, supervision, services, taxes and assessments, together with the Tenderer's overhead and profit, except where otherwise provided elsewhere in this ITT.
- 8.2 Tender prices must remain open for acceptance for a period of 90 days from the Closing Date unless otherwise stated by the Regional District.

## **9.0 Rejection of a Tender**

- 9.1 The Regional District may, in its sole discretion, reject any and all Tenders, or accept the Tender deemed most favourable in the interests of the Regional District. The lowest, or any Tender, will not necessarily be awarded.
- 9.2 Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.
- 9.3 The Regional District's intent is to enter into a Contract with the Tenderer who has submitted the best offer. The Regional District reserves the right to accept any or none of the Tenders submitted and will evaluate Tenders based on the best value offered to the Regional District and not necessarily the lowest price. The Regional District reserves the right in its sole unrestricted discretion to:
  - (a) accept any Tender which the Regional District deems most advantageous to itself;

- (b) reject any and/or all irregularities in a Tender submitted;
  - (c) waive any defect or deficiency in a Tender whether or not that defect or deficiency materially or substantially affects the Tender and accept that Tender;
  - (d) reject any and/or all Tender for any reason, without discussion with the Tenderer(s);
  - (e) accept a Tender which is not the lowest Tender; and
  - (f) cancel or reissue the Tender without any changes.
- 9.4 Without limiting any other provision of this Tender, the Regional District may, in its sole discretion, reject a Tender submitted by a Tenderer, if the Tenderer or any officer or director of a corporate Tenderer, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

## **10.0 Conflict of Interest**

- 10.1 When submitting a Tender, the Tenderer must complete, sign and include with their Tender a conflict of interest disclosure statement (Appendix F).
- 10.2 Without limiting any other provision of this ITT, the Regional District may reject a Tender based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Tender where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Tenderer, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b. in the case of a Tender submitted by a Tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process.

A Tenderer who has any concerns regarding whether a current or prospective employee, advisor or member of that Tenderer is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, not less than ten working days prior to the Closing Time, by email, the following information:

- (a) names and contact information of the Tenderer and the person for which the advance opinion is requested;

- (b) a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- (c) copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Tender based on the information provided.

## **11.0 Tender Evaluation**

- 11.1 The purpose of this ITT is to select a Tenderer with the capability and experience to efficiently and cost effectively complete the work described in this ITT.
- 11.2 The Regional District shall be the sole judge of a Tender and its decision shall be final. The Regional District staff shall use the following criteria to evaluate tenders received:
  - a. tender's qualifications and experience;
  - b. past work experience with similar projects;
  - c. acceptability of reference checks;
  - d. construction schedule; and
  - e. tender price.
- 11.3 The Tenderer acknowledges that the Regional District may rely upon criteria that the Regional District deems relevant even though such criteria may not have been disclosed to the Tenderer. By submitting a Tender, the Tenderer acknowledges the Regional District's right under this clause and absolutely waives any right of action against the Regional District for the Regional District's failure to accept the Tenderer's Tender, whether or not such right of action arises in contract, negligence, bad faith or any other cause of action.
- 11.4 Notwithstanding any other provision in this ITT, the award of a Contract by the Regional District may be subject to the availability of funding and the approval of the Board.

## **12.0 Irrevocable Commercial Letter of Credit**

Upon written notice of award of Contract by the Regional District the successful bidder will provide an Irrevocable Commercial Letter of Credit. The Regional District will not execute a Contract until it is in possession of the required Irrevocable Letter of Credit. The Irrevocable Commercial Letter of Credit will be equivalent to 25% of the total sum of the first 12 months of the contract price. The Irrevocable Commercial Letter of Credit will be kept current for the life of the Contract plus 90 days as specified in the Contract Documents. Failure to provide the required Irrevocable Commercial Letter of Credit will result in forfeiture of the Security Deposit.

## **13.0 Examination of Contract Documents and Site**

- 13.1 The Tenderer will satisfy themselves as to the practicality of executing the work in accordance with the Contract, and they will be held to satisfy themselves in every particular before making up their Tender by inquiry, measurement, calculation and inspection of the site.

- 13.2 The Tenderer will examine the site and its surroundings and, before submitting their Tender will satisfy themselves as to the nature of the site, the quantities and nature of the work and equipment necessary for the completion of the work, and the means to access to the site, the accommodation they may require, and in general, will obtain all relevant information as to risks, contingencies and other circumstances which may influence their Tender.

#### **14.0 Liability for Errors**

- 14.1 The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a Tender pertaining to this ITT. The accuracy and completeness of the Tender is the Tenderer's responsibility. If errors are discovered, they will be corrected by the Tenderer at their expense.
- 14.2 Tenderers acknowledge that the Regional District, in the preparation of the ITT supply of oral or written information to Tenderers, review of Tenders or the carrying out the Regional District's responsibilities under this ITT, does not owe a duty of care to Tenderers.

#### **15.0 Limitation of Liability**

Except for claims for costs of preparation of its Tender, each Tenderer, by submitting a Tender, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Tender preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Tender process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Tender or otherwise breached or fundamentally breached the terms of this ITT.

#### **16.0 Ownership of Tenders and Freedom of Information**

- 16.1 Tenders will be received and held in confidence by the Regional District, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this ITT. Each Tender should clearly identify any information that is considered to be confidential or proprietary information.
- 16.2 As an exception to Tenders being received and held in confidence, Tenderers are advised and acknowledge that any contract entered into as a result of this Tender may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Tenders, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

## **17.0 Confidentiality**

In accordance with the *Freedom of Information and Protection of Privacy Act*, Tenderers will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of a Tenderer as a result of this ITT except insofar as such publication, release or disclosure is required by the laws of British Columbia.

## **PART C – CONTRACT CONDITIONS**

### **1. Form of Contract**

A sample contract agreement is included as Appendix I.

### **2. Start and Duration of Contract**

The term of the Contract will begin on January 1, 2026 at 12:01 a.m., and the Contract will remain in force until midnight on December 31, 2028. The Contract may be renewed on a period-by-period basis at the Regional District's discretion. Each extension of renewal will be as per the Schedule of Prices at the tendered rates. Each extension will be for a one-year period, and the total Contract duration will not exceed five years.

### **3. Term and Termination**

The term of this Contract shall commence as set out in Section 2 and shall continue in effect until terminated by either party as provided herein. Either party may terminate this Agreement at any time, with or without cause, by providing not less than sixty (60) business days advance written notice to the other party. The Contractor or the Regional District may terminate this Agreement in writing if either party becomes insolvent, enters bankruptcy, receivership, or other like proceeding (voluntary or involuntary) or makes an assignment for the benefit of creditors.

### **4. Intent of Contract Documents**

This Contract is not an agreement of employment. The Contractor is an independent contractor, and nothing herein will be construed to create a partnership, joint venture, or agency and neither party will be responsible for the debts or obligations of the other.

### **5. Assignment of Contract**

The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title or interest therein, or their obligations thereunder without written consent of the Regional District, except for an assignment to a bank of the payments to be received hereunder.

### **6. Payment**

The Contractor will invoice the Regional District on a monthly basis. The invoice will itemize payment due for services/Work delivered at the facility during the previous month based on the Appendix D- Schedule of Prices. Each invoice submitted should include a reference to contract ES-25-15. No payment will be made for materials supplied by the Regional District.

### **7. Changes to the Contract Work**

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the work. The Contractor will proceed with the work as changed and the work will be executed under the provisions of the Contract. No changes will be undertaken by the Contractor without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be

valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in the Contract unless a “Change Order” form is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount will be decided by the Regional District based on a lump sum estimate submitted by the Contractor and accepted by the Regional District.

## **8. Insurance**

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and to require that the Regional District be provided with 30 days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability. The Regional District is to be added as an additional insured.
- ii. Where the Contractor requires the use of Automobiles to undertake the work of the Contract, the Contractor will have the following:
  - o Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
  - o Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.
- iii. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all subcontractors forming from this Contract meet the insurance requirements outlined above.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

## **9. Protection of Property**

The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its Subcontractor, employees, or agents during the performance of the Contract.

In the event of damage to the Regional District's property arising from actions of the Contractor or Subcontractor, the procedure will be as follows:

- The Contractor will immediately advise the Regional District of any damage to the Regional District's property.
- Upon investigation, the Regional District will notify the Contractor of damages to be repaired.
- If the Contractor does not reply within 72 hours, the Regional District will repair, to the appropriate specifications or regulations, and deduct the cost of the repair from payment to the Contractor.

## **10. WorkSafeBC**

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property while undertaking the Work and will comply with the Workers Compensation Act of the Province of British Columbia.

Prior to undertaking any of the Work in this Service Agreement, the Contractor will provide the Regional District with a Clearance Letter confirming they are in good standing with WorkSafeBC and will pay and keep current, all assessments required by WorkSafeBC in relation to the Service Agreement amount.

Where the Contractor may not be eligible for WCB coverage, the Contractor should provide a copy of a letter from WorkSafeBC confirming ineligibility.

## **11. Indemnity and Release by Contractor**

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs), and actions recoverable by any third party from the Regional District, arising from or caused by a negligent act or omission of, or breach of this Agreement on the part of, the Contractor, and shall be paid by the Contractor. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

## **12. Force Majeure**

If either the Contractor or the Regional District are prevented from performing their obligations under the Contract, or where the Regional District's work in respect of which the Contractor is providing Services cannot be performed, because of an act of God, an act of a legislative, administrative or judicial entity, fire, flood, labour strike or lock-out, epidemic, unusually severe weather, or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Contract shall be suspended for so long as the condition constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with

notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Part C, Section 23 of the Contract. Where as a result of Force Majeure there is a material increase in the Contractor's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Contractor under Part C, Section 6 of this Agreement, as may be agreed by the Contractor, or as determined under Part C, Section 23 of the Contract. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Contractor is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Agreement. If the Regional District terminates this Agreement following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Part C, Section 24.1 "Notice of Default".

### **13. Ownership and Freedom of Information**

- a. Tenders will be received and held in confidence by the Regional District, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this ITT. Each Tender should clearly identify any information that is considered to be confidential or proprietary information.
- b. As an exception to Tenders being received and held in confidence, Tenderers are advised and acknowledge that any contract entered into as a result of this Tender may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Tenders, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

### **14. Rights of Waiver**

A waiver, or any breach of any provision of this ITT, will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

### **15. Severability**

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void or unenforceable, the validity of the remaining paragraphs hereof will not be affected.

### **16. Independent Contractor**

The Contractor shall be fully independent and shall not act as an agent or employee of the Regional District. The Contractor shall be solely responsible for its employees, and any subcontracts the Contractor lets, and for their compensation, benefits, contributions, and

taxes, if any.

**17. Character and Proof of Ability of Workers**

All workers must have sufficient knowledge, skill and experience to perform properly the Work assigned to them and to be tactful and courteous in dealing with the public and the Regional District's staff. Any supervisor or employee of the Contractor or Subcontractor who, in the opinion of the Manager, does not perform their Work in a competent manner, appears to act in a disorderly or intemperate manner, is intoxicated or wilfully negligent will at the written request of the Manager, be removed from the site of the Work immediately and will not be employed again in any portion of the Work without the approval of the Manager.

All of the Contractor and Subcontractor's employees working at the Facility must be bondable. The Contractor will provide the Regional District with documentation supporting the bonding of employees before the Work begins. This status must be maintained throughout the duration of the Contract when there are any changes to the Contractor and Subcontractor's employees. Status is to be emailed to the Manager. There will be no additional charges to the Regional District from the Contractor in obtaining documentation supporting this status.

**18. Contractor's Quality Control and Training Program**

The Contractor must demonstrate that their organization has an established quality control and training plan, for identifying and preventing Deficiencies in the quality of services. General performance monitoring and supervision of the service is a fundamental requirement. Contractors are to complete Schedule E – Contractor's Quality Control and Training Program and provide information regarding what systems they utilize that are capable of measuring baseline service levels, their ability to provide evidence of monitoring of performance, and how training of employees is maintained and documented. Tenderers should include a copy of their program and additional supportive information.

**19. Assignment and Subcontracting**

This Agreement does not create any right or benefit in anyone other than the Regional District and the Contractor and Work identified in 'Schedule A' shall not be assigned by either party without the prior written approval of the other party.

**20. Regional District's Termination of Contract**

In the event of the breach or non-performance by the Contractor of any of the covenants, conditions, and agreements contained in the Contract to be performed, the Regional District reserves the right to terminate this Contract without notice. The Regional District may also deduct from the payments due to the Contractor any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.

**21. Contractor's Termination of Contract**

The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents within 60 days from the specified date of payment and fails to remedy such default within 10 days of the Contractor's written notice to do so.

## **22. Regional District's Right to Correct Deficiencies**

The Regional District shall have and retain full authority to inspect the work of the Contractor to ensure that the requirements of the Contract are being fulfilled. Upon failure of the Contractor to perform the work in accordance with the Contract Documents, and after three (3) days written notice to the Contractor, or without notice if any emergency or danger to the work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of Work performed by the Regional District in correcting deficiencies shall be paid by the Contractor or may be deducted from monies payable to the Contractor.

## **23. Dispute Resolution**

If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of services under this agreement, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of British Columbia.

## **24. Notice of Default**

If the Consultant is in default of the performance of any of its material obligations set out in this Agreement, then the Regional District may, by written notice to the Consultant, require such default to be corrected. If within 15 days' receipt of such notice the default has not been corrected or reasonable steps, as determined by the Regional District in its sole discretion, have not been taken to correct the default, the Regional District without limiting any other right it may have, may immediately terminate this Agreement.

24.1 The Regional District shall compensate the Consultant for all Services performed hereunder through the date of any termination and all-reasonable costs and expenses incurred by the Consultant in effecting the termination. All drawings, plans or other documents resulting from the Services, whether complete or in a draft form, produced by the Consultant prior to the termination of the Agreement, will be provided to the Regional District within ten business days of the termination date.

## **25. Permit and Regulations**

The Contractor will, at their own expense unless pre-approved in writing by the Regional District, procure all other permits, certificates, and licenses required by law for the execution of the work and will comply with all federal, provincial, and local laws and regulations affecting the execution of the work, save in so far as the Contract Documents specifically provide otherwise.

## **26. Scope of Work**

See Appendix J - Operational Specification

## **27. Local Conditions**

The Contractor will, by personal inspection, examination, or by any other means, satisfy themselves with respect to the local conditions to be encountered the quantities, quality and practicability of the Work and their methods of procedure. No verbal agreements or conversations with any officer, agent, or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

## **28. Project Manager's Status**

The Project Manager or their delegate will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Work has been satisfactorily carried out. The Project Manager will have the authority to stop the Work whenever such a stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

If at any time the Project Manager is of the opinion that there exists a danger to life or to property, they may order the Contractor to stop Work or to take such remedial measures as is considered necessary.

The Contractor will comply with such an order immediately. Neither the giving nor the carrying out of such orders thereby entitles the Contractor to any extra payment, and the Regional District will not be held liable for any damages or any breach of laws, bylaws or regulations that may result.

## **29. Contractor Supervisor and Labour**

The Contractor will identify the person who will act as the supervisor, in writing on Appendix E, to the Regional District. The supervisor will represent the Contractor in their absence and directions given to them will be considered to have been given to the Contractor. The Contractor will update the Regional District at any time there is a change in the supervisor. The supervisor will have the ability to report to the Manager and have the authority to act on contractual obligations without prejudice on behalf of the Contractor.

The Contractor will provide sufficient personnel to carry out the Work required by the Contract.

The Contractor will comply with all federal and provincial legislation regarding wages and labour regulations including payment of any and all dues, levies, or charges made under or in relation to the Contract. The Contractor will make proof of payment available to the Manager when requested.

## **30. Contractor Experience, Qualifications and Training of Staff**

The Contractor must demonstrate that their organization is adequately staffed and trained to perform the requirements of the Work. The Contractor must demonstrate to the Regional District that its employees are competent and skilled in the trade and craft program they practice including the required Building Service Worker Certification, internal and external training, and years of experience of their cleaning staff. All employees hired must be capable of interpreting work sheets and instructions.

Notice must be given to the Manager, in writing, of any staff changes or replacements immediately so that the replacements can be properly cleared. Under no circumstances shall unbonded or inexperienced employees be engaged in the cleaning of the facility.

The janitorial staff to be used by the successful Contractor shall be fully qualified and under the supervision of a Supervisor who has had at least five years experience in large building maintenance and janitorial services and must be able to read, write and speak the English language fluently. The Contractor shall give personal and constant supervision to the Work and shall be on call at all times during the facility's hours on week days or when the Contractor's employees are in the facility.

All employees shall be properly attired, including a photo identity badge, to the satisfaction of the Regional District.

The successful Contractor shall, prior to any work being performed and a Contract being signed, make available the following:

- a) Monthly schedule of times and janitorial staff;
- b) Twenty-four (24) hour emergency phone number.

### **31. Occupational Health and Safety**

The Contractor will use due care and take all necessary precautions to ensure the protection of persons and property at the Facility and will comply with the Workers' Compensation Act of the Province of British Columbia.

The Contractor will provide an Occupational Health and Safety Plan.

### **32. Goods and Services Tax (GST)**

Federal law states that a 5% tax be paid on all goods and services. If the Contractor does not qualify as a small supplier, then the Contractor is required to identify the tax (GST/PST, as applicable) on all invoices, and the Regional District is liable to pay this amount to the Contractor.

### **33. Disputed Work**

If, in the opinion of the Contractor, they are being required to perform work beyond that which the Contract requires them to do, whether at the discretion of the Regional District or otherwise, they will, within five (5) days, deliver to the Project Manager a written notice of protest in the form prescribed herein prior to proceeding with any of the disputed work. The five-day time period commences from the time of direction given by the Manager or the time at which the Contractor determines that he is required to perform such work, whichever occurs first.

The Contractor will keep accurate and detailed cost records that should indicate the cost of the work done under protest. The Contractor will not be entitled to payment if they fail to keep and produce such records.

**34. Notice of Protest**

TO: General Manager of Environmental Services  
Regional District of Fraser-Fort George  
FROM: (Contractor)  
DATE:  
SUBJECT: THE CONTRACT

Date of Direction:

You have required me to perform the following work that is beyond the scope of the Contract.  
(Set out details of work).  
(Include dates where applicable)

The additional costs and claim for this work is as follows:  
(Set out details of cost)

All supporting documentation and invoices are attached.

I understand that I am required to keep accurate and detailed cost records, which will indicate the cost of the work done under protest, and failure to keep such records will be a bar to any recovery by me.

Signature of Contractor

### APPENDIX A - ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Tender Documents.

---

Signature

---

Company

---

Name (please print)

---

Address

---

Title

---

City

---

Phone Number

---

Fax Number

---

Date

---

Email Address

We presently intend to \_\_\_\_\_ provide/\_\_\_\_\_ not provide a Tender as requested.

Please send any amendments to this Invitation to Tender via: \_\_\_\_\_ email \_\_\_\_\_ fax.

Return immediately to:

**Bryan Boyes, Utilities Leader**  
[environment@rdffg.bc.ca](mailto:environment@rdffg.bc.ca)  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8

Phone: 250-960-4400

## APPENDIX B – BIDDER CHECKLIST

Before submitting your tender bid, check the following points:

- |   |       |
|---|-------|
| <input type="checkbox"/> Has the Tender Form been signed and witnessed? | _____ |
| <input type="checkbox"/> Are the following Appendices included?         | _____ |
| • Schedule of Prices – Tendered Price                                   | _____ |
| • List of Contractor's Personnel  | _____ |
| • List of Subcontractors  | _____ |
| • Conflict of Interest Disclosure Statement                             | _____ |
| • Goods and Services Tax Information                                    | _____ |
| • Schedules A-F   | _____ |
| • Addendum(s)   | _____ |

***Note: Your Tender may be disqualified if ANY of the applicable foregoing points have not been complied with.***

If submitting by hard copy:

Tenderers should ensure that the Tender is returned in a sealed envelope clearly marked on the outside with:

- Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC  
V2L 1P8
- INVITATION TO TENDER ES-25-15  
Janitorial Services – 155 George Street Facility
- Responding Organization's name and address.

If submitting by email:

Tenderers should ensure that the files should not collectively exceed 30MB. Tenders must be submitted to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). DO NOT deliver a physical copy of the tender package to the Regional District of Fraser Fort George.

Subject of the file to be:

ES-25-15 Janitorial Services – 155 George Street (Insert Responding Tenderer's Name)

## APPENDIX C – TENDER FORM

Date: \_\_\_\_\_

Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Instructions to Tenderers, Form of Tender, Contract Agreement, General Conditions of Contract and Operational Specifications and subsequent written Addendum(s) (if any), and having visited the site(s) for purposes of examining site conditions and having satisfied myself/ourselves as to the sufficiency of the ITT, the undersigned agrees to furnish all labour, transportation, equipment, materials, supervision and services and to do all work necessary for and reasonably incidental, as specified in accordance with the ITT, to do the work.

I/We agree that in consideration of having my/our tender submission considered for the Total Contract Price as shown on the Schedule of Prices, this price is open for acceptance for 90 days from the date of the tender opening and will not be withdrawn during that period of time.

It is understood that payment will be made for the work on the basis of the awarded Contract only and that any approved extras or refunds will be made by mutual agreement between the Regional District and me/us.

I/We agree that the Subcontractor(s) employed will be as listed on the List of Subcontractors and further agree that no changes or additions will be made to the list without written approval of the Regional District.

If I am/we are notified in writing of the acceptance of our tender, I/we agree that within 14 days of the date of the acceptance notice I/we will enter into a contract and execute an agreement for the stated sum in the form of the specimen submitted to guarantee completion of the contract in accordance with the contract documents and within the time stated in the Tender documents.

I/We agree that the Regional District reserves the right to waive informalities in tenders, reject any or all tenders, or accept the tender deemed most favourable in the interests of the Regional District.

I/We agree that tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. I/We agree that the Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in the ITT, whether or not such non-compliance is material.

I/We agree that except for a claim for the reasonable cost of preparation of this tender, by submitting a tender, I/We irrevocably waive any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

1. any actual or alleged unfairness on the part of the Regional District at any stage of the tender process, including without limitation any alleged unfairness in the evaluation of a tender or award of a contract;

2. a decision by the Regional District not to award a contract to that tenderer; or
3. the Regional District's award of a contract to a tenderer whose tender does not conform to the requirements of this ITT.

I/We hereby acknowledge receipt and inclusion of the following Addendum(s) to the ITT Documents:

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Signed and Delivered by:

---

Signature of Authorized Signatory

---

Name of Tenderer

---

Name of Authorized Signatory (Please print)

---

Address

---

Title

---

City, Province, Postal Code

Signed in the presence of:

---

Signature

---

Address

---

Name of Witness (Please print)

---

City, Province, Postal Code

## APPENDIX D - SCHEDULE OF PRICES – TENDERED PRICE

To Supply all necessary equipment, labour, materials, supervision and all things necessary to provide Janitorial Services at the Regional District of Fraser-Fort George office building located at 155 George Street, Prince George, BC, in accordance with the Operational Specifications (Appendix J).

\* Denotes a "**MANDATORY**" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Regional District (unless otherwise specified).

### **Daily, Weekly and Monthly**

Please provide the average cost for the required Work. This pricing must be included in the Summary Table.

Location	Cost (excluding GST) *	GST *	Cost (including GST) *
155 George St			

### **Quarterly, Bi-Annually and Annually**

Please provide the average cost for the required Work. This pricing must be included in the Summary Table.

Location	Cost (excluding GST) *	GST *	Cost (including GST) *
155 George St			

### **Callouts- Hourly Rates**

Please provide pricing for supervisory and janitorial rates outside of the regular Work Schedule.

Labour Unit	Hourly Rate (excluding GST) *	Hourly Rate (including GST) *
Supervisor		
Janitorial		

### **Summary Table with Total Annual Costs**

*Please exclude GST in the first column and include GST in the second.*

Bid Form	Total Annual Cost (excluding GST) *	Total Annual Cost (including GST) *
Daily, Weekly and Monthly		
Quarterly, Bi-Annually and Annually		
<b>Total Annual Contract Cost</b>		

Is GST payable?  Yes  No

WorkSafeBC Account Number: \_\_\_\_\_

### APPENDIX E - LIST OF CONTRACTOR'S PERSONNEL

The Contractor agrees that the personnel employed by them including the supervisor will be as listed below and further agrees that any changes or additions made to this list will be made in writing to the Regional District Manager. Please confirm in the table below that the employees meet the necessary requirements.

Name of Employee	Role of the employee (Supervisor/On site Janitor)	# of Years Experience	Bonded	Building Service Worker Certification	
<b>Supervisor</b>		<b>5 years</b>			
<b>Onsite Janitors</b>					

## APPENDIX F - CONFLICT OF INTEREST STATEMENT

ES-25-15  
Janitorial Services – 155 George Street Facility

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

The Tenderer, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Tenderer on this Procurement Process:

1. is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
2. has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
3. has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

---

---

---

---

By signing below I certify that all statements made on this form are true and correct to the best of my knowledge.

---

Print Name of Person Signing Disclosure

---

Authorized Representative of

---

Signature of Person Making Disclosure

---

Date Signed

### APPENDIX G - GOODS AND SERVICES TAX INFORMATION

Supplier: \_\_\_\_\_

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

Address: \_\_\_\_\_

City \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you a GST Registrant? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please indicate your registration number: \_\_\_\_\_

If NO, please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under s. 148 of the legislation

Other: Specify \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## APPENDIX H - IRREVOCABLE COMMERCIAL LETTER OF CREDIT

(to be on bank letterhead)

Letter of Credit No. \_\_\_\_\_ Amount \$\_\_\_\_\_

Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Dear Sir:

### Re: Irrevocable Letter of Credit No. \_\_\_\_\_

In accordance with the Contract to provide janitorial services as per ES-25-15 Janitorial Services – 155 George Street Facility, we hereby authorize you to draw on \_\_\_\_\_ (name and address of bank) Province of British Columbia, for account of \_\_\_\_\_ (name of Tenderer) up to an aggregate amount of \$\_\_\_\_\_ available on demand for 100% value.

Pursuant to the request of our customer \_\_\_\_\_, we the \_\_\_\_\_ Bank hereby establish and give you an Irrevocable Letter of credit in your favour in the above amount which may be drawn on by you at any time and from time to time upon written demand for your payment made upon us by you, which demand we will honour without enquiring whether you have the right as between yourself and the said customer to make such demand and without recognizing any claim of our said customer, or objection by it to payment by us.

1. Draws are to be made in writing to \_\_\_\_\_ (name of bank).
2. Partial draws may be made.
3. The Bank will not inquire as to whether or not the Regional District of Fraser-Fort George has the right to make demand on this Letter of Credit.
4. This Letter of Credit is irrevocable up to 90 days after the termination of the contract.

Demands must be made not later than 90 days following the expiration of the contract.

The Demands made under this Credit are to be endorsed hereon and will state on their face that they are drawn under \_\_\_\_\_ (name and address of bank), Letter of Credit No. \_\_\_\_\_.

Yours truly,

Manager,  
(On behalf of Name of Bank)

## APPENDIX I - CONTRACT AGREEMENT

BETWEEN:

**REGIONAL DISTRICT OF FRASER-FORT GEORGE**, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:  
155 George Street  
Prince George, BC V2L 1P8

(hereinafter called "the Regional District")

OF THE FIRST PART

AND:

**CONTRACTOR**

a company duly incorporated under the laws of British Columbia and having a place of business at:  
address  
address, pc

(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
  - a. Provide all necessary labour, equipment, transportation, materials, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the Contract documents for "Invitation to Tender ES-25-15 – Janitorial Services – 155 George Street Facility".
  - b. Commence to actively proceed with the work of the Contract January 1, 2026.
2. The Regional District will pay to the Contractor as full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.
3. The Invitation and Instructions to tenderers, Tender Form, List of Subcontractors, Tender's Experience in Similar Work, Schedule of Prices, all appendices, amendments and Addendum(s), as well as the Tenderer's submission, are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will endure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.

5. Subject to Clause 4, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

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

The Regional District at 155 George Street, Prince George, BC V2L 1P8.

IN WITNESS WHEREOF the parties have duly executed this Contract.

SIGNED ON BEHALF OF THE  
**REGIONAL DISTRICT OF FRASER-FORT GEORGE** )

Chair \_\_\_\_\_

) Date  
)

GM of Legislative and Corporate Services \_\_\_\_\_

) Date  
)  
)

SIGNED ON BEHALF OF  
**CONTRACTOR** )  
)  
)  
)

**DO NOT SIGN SAMPLE ONLY** \_\_\_\_\_

)  
)

Signature \_\_\_\_\_

) Date  
)  
)  
)

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

## APPENDIX J – OPERATIONAL SPECIFICATIONS

### Operational Specifications

#### 1. GENERAL

These specifications describe the janitorial services at the 155 George Street Facility. Work will be carried out as indicated by the frequency schedules on the Schedule 'A'- Works Schedule and as specified herein. All Work will be to industry standards and the satisfaction of the Manager.

The Contractor must be in the business of providing services as it relates to the provision of janitorial services. The successful Contractor will be required to provide all labour, materials, Equipment and supervision necessary to perform janitorial services as required herein.

The Schedule 'A' Works Schedule for the Facility is attached. The Schedule describes the area, tasks to be performed and the frequency of each task.

The Regional District office building is a three-storey building. The flooring coverage is approximately as follows (including stairwells and elevator):

**Main Floor:** Consists of foyer, general reception, customer service counter area, open offices, individual offices, meeting rooms, lunchroom, one (1) filing room, one (1) set of washrooms, one (1) public washroom, one (1) set of staff shower rooms, janitorial room, and one (1) storage room.

Floor finishes	Carpet	6,400 sq ft
	Tile	745 sq ft
	Vinyl	2,130 sq ft

**Second Floor:** Consists of a board room, three (3) sets of washrooms, one (1) accessible washroom, foyer, open offices, individual offices, meeting room, coffee nook, storage rooms, janitorial closet, and a kitchen.

Floor finishes	Carpet	7,435 sq ft
	Tile	595 sq ft
	Vinyl	1,010 sq ft

**Third Floor:** Consists of a foyer, open offices, individual offices, filing rooms, meeting rooms, coffee nook, one (1) set of washrooms, janitorial closet, and a storage room.

Floor finishes	Carpet	4,935 sq ft
	Vinyl	1,250 sq ft

Note: floor finish areas are approximate.

**Please note:** The Regional District of Fraser Fort George will be exploring renovations to its building in 2025 and beyond. The Contractor will be informed of any renovations that may be taking place in advance that may affect the work described herein. Scheduled renovations are planned on the third floor between January 1 and February 1, 2026 and janitorial services on the third floor will not be required during this time. These dates may change, and two (2) weeks' notice will be provided.

## 2. WORK HOURS

Work shall be performed as per frequencies identified in Schedule 'A' – Works Schedule.

- 2.1 Janitorial Work shall be normally completed Monday through Friday. All Work to be done between the hours of 5:15 pm and 12:00 midnight. Any exceptions to this time period must be pre-approved by the Regional District. There may be the need for callouts to perform cleaning/sanitizing. For these callouts the hourly wage provided in Appendix D will apply.
- 2.2 Paid holidays are not considered a workday.
- 2.3 The Regional District recognizes the following Paid holidays; New Years Day, BC Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Truth and Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.
- 2.4 The Paid holidays listed in 2.3 may change at any time during the duration of the Contract. The Regional District will provide the Contractor two (2) weeks written notice to any changes to the Paid holiday schedule.

## 3. MATERIALS

The Contractor shall supply and use environmentally preferable cleaning and paper products that meet or exceed recognized third-party certification standards such as Green Seal or ECOLOGO. All cleaning agents must be low in volatile organic compounds (VOCs), non-toxic, biodegradable, and free from carcinogens and reproductive toxins. Paper products, including hand towels, toilet tissue, and facial tissue, must contain a minimum of 50% post-consumer recycled content (preferably 100%) and be processed chlorine-free whenever available. Used paper towels from washrooms are to be collected and recycled in accordance with the Owner's waste diversion program. The Contractor shall provide documentation verifying certification and environmental compliance for all products proposed or used under the contract.

The Contractor shall Supply at their own expense all commercial grade cleaning materials (to be kept in good supply), toiletries and supplies as listed in Schedule 'C' – Sustainable and Green Cleaning Products and Janitorial Materials Specifications.

All bulk materials are to be stored offsite. Three janitorial closets are available for onsite storage of Daily supplies and Equipment.

The Contractor will Supply the Regional District with a MSDS Binder of all supplies used at the Facility. The Contractor will ensure all information meets with all requirements and the binder is updated whenever supplies change or MSDS sheets expire.

## 4. EQUIPMENT

The Contractor will maintain and repair their Equipment to the manufacturer's original recommended specifications. The Contractor may store their Equipment at the Facility in designated Janitorial Rooms. The Regional District accepts no responsibility for damage, vandalism or theft to any of the Contractor's Equipment stored at the Facility.

## 5. BUILDING SECURITY

The Regional District Facility has an automated security system. The Contractor will have a gate opener, FOB, and keys issued for use. The FOBS and keys are not to be copied nor distributed to others without the prior approval of the Manager. Exterior security doors shall be kept locked while cleaning is in progress. The Contractor must ensure at all times that the premises have been secured against unauthorized entry and all interior and exterior doors are secured and closed.

The Contractor will immediately notify the Regional District's representative should any FOBs, gate openers, or keys issued to the Contractor are lost or stolen. If the Contractor loses any of the FOBs, gate openers, or keys supplied to them, they shall be responsible for any costs required to replace the FOBs, gate openers, and keys and any costs associated with re-keying of the Facility.

FOBs, gate openers, and keys shall be returned to the Regional District upon expiration or termination of this Agreement, following the completion of any Work under this Agreement.

The Contractor shall not use the Facility for personal use.

## **6. CONFIDENTIALITY**

In the course of the Work, the Contractor may come across documents and information that is of a confidential nature. The Contractor will treat as confidential and will not publish, release or disclose or permit to be published, released or disclosed, either before or after the expiration or termination of this Agreement, any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of undertaking the Work herein. Failure to comply with this Confidentiality clause will result in immediate termination of the Contract.

## **7. PROTECTION OF WORK AND PROPERTY**

The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its Subcontractor, employees, or agents during the performance of the Contract.

## **8. REPORTING**

The Contractor must maintain the following records and documents. These documents will be made immediately available to the Manager when requested unless otherwise specified.

### **Occupational Health and Safety Plan**

The Contractor must prepare a Occupational Health and Safety plan in accordance with the provincial WorkSafeBC requirements. A copy will be submitted to the Regional District prior to commencing the Work. The Contractor's employees must acknowledge the plan by signing a form which is to be sent to the Manager annually in January.

Further details are to be provided in Schedule 'I'- Occupational Health and Safety Program.

### **Training Procedures and Records**

Training procedures and training records for each employee will be kept on file at the Contractor's Prince George facility/office.

### **Monthly Schedule and Janitorial Staff**

The monthly schedule of times and janitorial staff will be emailed to the Manager if there are any changes from the previous month.

### **Works Checklist**

Attached to this document is Schedule 'B'- Works Checklist to be completed by the Contractor and posted in the Regional District's Facility in the 1<sup>st</sup> floor janitor's room.

**SCHEDULE A:**  
**WORKS SCHEDULE**

## SCHEDULE 'A' WORKS SCHEDULE

ES-25-15


**REGIONAL DISTRICT**  
 of Fraser-Fort George

## TASK

Daily

Weekly

Monthly

Quarterly

Biannually

Annually

**GENERAL OFFICE AREAS and CORRIDORS and PHOTOCOPY ROOMS**

<b>Waste Receptacles</b>	Empty - replace liners as required	X						
<b>Water Coolers</b>	Clean with cutter detergent - top, sides, etc.	X						
<b>Flooring - Carpet</b>	Vacuum	X						
	Spot clean carpet		X					
	Shampoo, hot water extract all carpets			X				
<b>Flooring - Area Mats</b>	Vacuum	X						
	Lift and clean underneath		X					
<b>Flooring - Non-Carpet</b>	Sweep and wet mop	X						
	Clean, apply finish			X				
	Clean ceramic tile				X			
<b>Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.</b>	Clean/Dust/Antibacterial Cleaning	X						
<b>Low Cleaning</b> - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinets, computer monitors (not screen), picture frames, clocks, fire alarms, door frames and table tops	Clean/Dust		X					
<b>High Cleaning</b> - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust			X				
<b>Vertical Blinds</b>	Dust/damp clean				X			
<b>Furniture / Chairs</b>	Spot clean fabric		X					
	Wash and polish furniture		X					
	Wipe down arms and legs		X					
	Vacuum fabric			X				
	Shampoo				X			
<b>Metal Kick Plates, Door Knobs, Push Bars</b>	Clean		X					
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>	Spot wash walls (as needed)	X						
	Dust ceiling and walls			X				
	Dust doors and ceiling vents/air diffusers				<b>As required - Minimum Twice Per Year</b>			
<b>Fluorescent Light Fixtures</b>	Remove bugs/insects and damp clean light shades				<b>As required - Minimum Once Per Year</b>			

## SCHEDULE 'A' WORKS SCHEDULE

ES-25-15

		TASK	Daily	Weekly	Monthly	Quarterly	Biannually	Annually
<b>WASHROOMS AND SHOWER ROOMS</b>								
<b>Waste Receptacles</b>		Empty - replace liners as required	X					
<b>Flooring - Non-Carpet</b>		Sweep and wet mop with germicidal detergent	X					
		Scrub clean epoxy flooring			X			
		Scrub clean, apply finish (VCT flooring only)				X		
<b>Low Cleaning - Counter Tops/Fronts</b>		Clean and sanitize	X					
<b>Low Cleaning - Horizontal ledges including baseboard, window sill, shelving, door frames</b>		Clean/Dust		X				
<b>High Cleaning - Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells</b>		Clean/Dust					X	
<b>Metal Kick Plates, Door Knobs, Push Bars</b>		Clean		X				
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>		Spot wash walls	X					
		Dust ceiling and walls			X			
		Dust doors and ceiling vents/air diffusers						
<b>Fluorescent Light Fixtures</b>		Remove bugs/insects and damp clean light shades						
<b>Sinks, Toilets, Seats, Urinals, Plumbing and Fixtures</b>		Clean and sanitize	X					
<b>Partitions, Walls, Enamel Tile, etc.</b>		Clean with detergent	X					
<b>Sanitary Waste Receptacles, Dispensers</b>		Remove liners, clean with detergent, replace liners	X					
<b>Mirrors</b>		Clean and polish	X					
<b>Showers</b>		Clean with germicidal detergent	X					
<b>Check/ Refill Dispensers</b>		Fill Soap, Toilet Paper, Paper Towel	X					
<b>LUNCHROOM AND COFFEE NOOKS</b>								
		TASK	Daily	Weekly	Monthly	Quarterly	Biannually	Annually
<b>Waste Receptacles</b>		Empty - replace liners as required	X					
<b>Water Coolers</b>		Clean with germicidal detergent - top, sides, etc.	X					
<b>Flooring - Carpet</b>		Vacuum	X					
		Spot clean carpet	X					
		Shampoo, hot water extract all carpets					X	
<b>Flooring - Area Mats</b>		Vacuum	X					
		Lift and clean underneath		X				
<b>Flooring - Non-Carpet</b>		Sweep and wet mop	X					

SCHEDULE 'A' WORKS SCHEDULE		ES-25-15								
<b>Low Cleaning</b> - Counter Tops/Fronts, Desks, Phones, etc.	Scrub clean porcelain, ceramic, slate flooring								<b>X</b>	
<b>Low Cleaning</b> - Horizontal ledges including baseboard, window sill, picture frames, clocks, fire alarms, door frames	Clean/Dust		<b>X</b>							
<b>High Cleaning</b> - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust					<b>X</b>				
<b>Vertical Blinds</b>	Dust/damp clean					<b>X</b>				
<b>Furniture / Chairs</b>	Spot clean fabric		<b>X</b>							
	Wipe down arms and legs		<b>X</b>							
<b>Metal Kick Plates, Door Knobs, Push Bars</b>	Clean		<b>X</b>							
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>	Spot wash walls	<b>X</b>								
	Dust ceiling and walls				<b>X</b>					
	Dust doors and ceiling vents/air diffusers									<b>As required - Minimum Twice Per Year</b>
<b>Fluorescent Light Fixtures</b>	Remove bugs/insects and damp clean light shades									<b>As required - Minimum Once Per Year</b>
<b>Dishes</b>	**Staff Responsibility**									<b>X</b>
<b>Sinks in Coffee Nooks</b>	Clean inside	<b>X</b>								
<b>Microwave</b>	Clean inside and out	<b>X</b>								
<b>Fridges</b>	Clean inside					<b>X</b>				
<b>Vending Machines</b>	Wipe down	<b>X</b>								
<b>Tables</b>	Wipe down tops	<b>X</b>								
	Wipe down legs		<b>X</b>							
<b>Coffee Pots</b>	Wipe down	<b>X</b>								
<b>Check/ Refill Dispensers</b>	Fill Soap and Paper Towel Dispensers, ensure dishwasher soap supply (pods or detergent)	<b>X</b>								

## SCHEDULE 'A' WORKS SCHEDULE

ES-25-15

		TASK	Daily	Weekly	Monthly	Quarterly	Biannually	Annually	N/A
<b>MEETING ROOMS</b>									
<b>Waste Receptacles</b>		Empty - replace liners as required	X						
<b>Flooring - Carpet</b>		Vacuum	X						
		Spot clean carpet		X					
		Shampoo, hot water extract all carpets				X			
<b>Flooring - Non-Carpet</b>		Sweep and wet mop	X						
		Clean and apply finish (VCT flooring only)				X			
<b>Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.</b>		Clean/Dust	X						
<b>Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinet, computer monitors (not screen), picture frames, clocks, fire alarms, door frames</b>		Clean/Dust		X					
<b>High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks</b>		Clean/Dust					X		
<b>Vertical Blinds</b>		Dust/damp clean					X		
<b>Furniture / Chairs</b>		Spot clean fabric		X					
		Wash and polish furniture		X					
		Wipe down arms and legs		X					
		Vacuum fabric			X				
		Shampoo					X		
<b>Metal Kick Plates, Door Knobs, Push Bars</b>		Clean		X					
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>		Spot wash walls	X						
		Dust ceiling and walls				X			
<b>Millwork</b>		Clean and polish		X					
		Dust doors and ceiling vents/air diffusers							<b>As required - Minimum Twice Per Year</b>
<b>Fluorescent Light Fixtures</b>		Remove bugs/insects and damp clean light shades							<b>As required - Minimum Once Per Year</b>
<b>STORAGE ROOMS/FILING ROOMS</b>									
		TASK	Daily	Weekly	Monthly	Quarterly	Biannually	Annually	N/A
<b>Flooring - Carpet</b>		Vacuum		X					
		Shampoo, hot water extract all carpets						X	
<b>Flooring - Non-Carpet</b>		Sweep and wet mop		X					
		Clean and apply finish						X	

SCHEDULE 'A' WORKS SCHEDULE		ES-25-15									
<b>Low Cleaning</b> - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinet, clocks, fire alarms, door frames		Clean/Dust				X					
<b>High Cleaning</b> - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks		Clean/Dust							X		
<b>Vertical Blinds</b>		Dust/damp clean								X	
<b>Metal Kick Plates, Door Knobs, Push Bars</b>		Clean		X							
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>		Spot wash walls								X	
		Dust ceiling and walls								X	
		Dust doors and ceiling vents/air diffusers	<b>As required - Minimum Twice Per Year</b>								
<b>Fluorescent Light Fixtures</b>		Remove bugs/insects and damp clean light shades	<b>As required - Minimum Once Per Year</b>								

## SCHEDULE 'A' WORKS SCHEDULE

ES-25-15

		TASK	Daily	Weekly	Monthly	Quarterly	Biannually	Annually
<b>JANITOR ROOMS</b>								
<b>Flooring - Non-Carpet</b>		Sweep and wet mop		X				
<b>High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks</b>		Clean/Dust					X	
<b>Metal Kick Plates, Door Knobs, Push Bars</b>		Clean		X				
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>		Spot wash walls		X				
		Dust ceiling and walls					X	
		Dust doors and ceiling vents/air diffusers		<b>As required - Minimum Twice Per Year</b>				
<b>Fluorescent Light Fixtures</b>		Remove bugs/insects and damp clean light shades		<b>As required - Minimum Once Per Year</b>				
<b>Sinks, Shelves, Walls</b>		Clean		X				
<b>STAIRWELL</b>								
		TASK	Daily	Weekly	Monthly	Quarterly	Bi-Annually	Annually
<b>Flooring - Area Mats</b>		Vacuum area mats	X					
		Lift and clean underneath		X				
<b>Flooring - Non-Carpet</b>		Sweep and wet mop		X				
		Clean, apply finish					X	
<b>Low Cleaning - Horizontal ledges including baseboard, window ledges/sills, picture frames, clocks, fire alarms, door frames **Shoe compartment at rear entrance**</b>		Dust/Clean			X			
<b>High Cleaning - Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks</b>		Dust/Clean					X	
<b>Metal Kick Plates, Door Knobs, Push Bars</b>		Clean		X				
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>		Spot wash walls		X				
		Dust ceiling and walls					X	
		Dust doors and ceiling vents/air diffusers		<b>As required - Minimum Twice Per Year</b>				
<b>Fluorescent Light Fixtures</b>		Remove bugs/insects and damp clean light shades		<b>As required - Minimum Once Per Year</b>				
<b>Handrails</b>		Wipe down with a damp cloth	X					
<b>GLASS (Includes Frames)</b>								
		TASK	Daily	Weekly	Monthly	Quarterly	Biannually	Annually

SCHEDULE 'A' WORKS SCHEDULE		ES-25-15								
<b>Glass Exterior Doors</b>		Clean - both sides	<input checked="" type="checkbox"/>							
<b>Main Entrance Windows - Interior and Exterior Windows</b>		Spot Clean	<input checked="" type="checkbox"/>							
		Clean - both sides		<input checked="" type="checkbox"/>						
<b>Lunchroom Windows</b>		Spot Clean		<input checked="" type="checkbox"/>						
		Clean - both sides			<input checked="" type="checkbox"/>					
<b>Exterior Windows</b>		Clean - both sides (Spring/Fall)				<input checked="" type="checkbox"/>				
<b>Office Door Sidelights</b>		Clean - both sides					<input checked="" type="checkbox"/>			
<b>EXTERIOR</b>										
<b>Sidewalk Areas</b>		Empty garbage cans and ashtrays	<input checked="" type="checkbox"/>							
<b>BOARDROOM / BOARDROOM FOYER</b>										
		<b>TASK</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Biannually</b>	<b>Annually</b>		
<b>Waste Receptacles</b>		Empty - replace liners as required	<input checked="" type="checkbox"/>							
<b>Flooring - Carpet</b>		Vacuum	<input checked="" type="checkbox"/>							
		Spot clean carpet		<input checked="" type="checkbox"/>						
		Spin clean or shampoo high traffic areas				<input checked="" type="checkbox"/>				
		Shampoo, hot water extract all carpets					<input checked="" type="checkbox"/>			
<b>Flooring - Area Mats</b>		Vacuum	<input checked="" type="checkbox"/>							
		Lift and clean underneath		<input checked="" type="checkbox"/>						
<b>Flooring - Non-Carpet &amp; Tile area</b>		Sweep and wet mop	<input checked="" type="checkbox"/>							
<b>Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.</b>		Clean/Dust	<input checked="" type="checkbox"/>							
<b>Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinet, Computer monitors (not screens), picture frames, clocks, fire alarms, door frames</b>		Clean/Dust		<input checked="" type="checkbox"/>						

## SCHEDULE 'A' WORKS SCHEDULE

ES-25-15

	TASK	Daily	Weekly	Monthly	Quarterly	Biannually	Annually	N/A
<b>BOARDROOM / BOARDROOM FOYER</b>								
<b>High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks</b>	Clean/Dust					<input checked="" type="checkbox"/>		
<b>Furniture / Chairs / Couches / Table / Council Seating Area</b>	Spot clean fabric (weekly or as needed)		<input checked="" type="checkbox"/>					
	Wash and polish furniture		<input checked="" type="checkbox"/>					
	Wipe down arms and legs		<input checked="" type="checkbox"/>					
	Vacuum fabric				<input checked="" type="checkbox"/>			
	Shampoo					<input checked="" type="checkbox"/>		
<b>Metal Kick Plates, Door Knobs, Push Bars</b>	Clean		<input checked="" type="checkbox"/>					
<b>Ceilings, Walls and Doors, Vents and Diffusers</b>	Spot wash walls	<input checked="" type="checkbox"/>						
	Dust ceiling and walls				<input checked="" type="checkbox"/>			
	Dust doors and ceiling vents/air diffusers					<b>As required - Minimum Once Per Year</b>		
<b>Fluorescent Light Fixtures / Wall Sconces</b>	Remove bugs/insects and damp clean light shades					<b>As required - Minimum Once Per Year</b>		
<b>Wooden Entrance Doors, Feature Walls, and Feature Columns</b>	Clean and polish		<input checked="" type="checkbox"/>					
<b>Furniture, Showcase, Acoustic Panel Walls</b>	Spot clean fabric		<input checked="" type="checkbox"/>					
	Wash and polish furniture		<input checked="" type="checkbox"/>					
	Vacuum fabric				<input checked="" type="checkbox"/>			
<b>Millwork</b>	Clean and polish		<input checked="" type="checkbox"/>					
<b>Board Member Seating Area Gallery</b>	Counters / Seats **by every 2nd Friday)			<input checked="" type="checkbox"/>				
<b>Tables/Chairs</b>	Cleaned / Washed (daily or as needed)	<input checked="" type="checkbox"/>						

**SCHEDULE B:**  
**WORKS CHECKLIST**

## GENERAL OFFICE AREAS and CORRIDORS and PHOTOCOPY ROOMS

	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED		
Waste Receptacles	Empty - replace liners as required																																	
Water Coolers	Clean with germicidal detergent - top, sides, etc.																																	
Flooring - Carpet	Vacuum																																	
Flooring - Carpet	Spot clean carpet																																	
Flooring - Area Mats	Vacuum																																	
Flooring - Area Mats	Lift and clean underneath																																	
Flooring - Non-Carpet	Sweep and wet mop																																	
Flooring - Non-Carpet	Burnish																																	
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust																																	
Low Cleaning - Horizontal ledges including baseboard, window sill, whiteboard ledges, partitions, filing cabinets, computer monitors (not screen), picture frames, clocks, fire alarms, door frames, table tops	Clean/Dust																																	
Furniture / Chairs	Spot clean fabric																																	
Furniture / Chairs	Wash and polish furniture																																	
Furniture / Chairs	Wipe down arms and legs																																	
Metal Kick Plates, Door Knobs, Push Bars	Clean																																	
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls (as needed)																																	
	Contractor's Initials																																	

Comments

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## **WASHROOMS AND SHOWER ROOMS**

## Comments

## LUNCHROOM AND COFFEE NOOKS

	TASK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED		
Waste Receptacles	Empty - replace liners as required																																	
Water Coolers	Clean with germicidal detergent - top, sides, etc.																																	
Flooring - Carpet	Vacuum																																	
	Spot clean carpet																																	
Flooring - Area Mats	Vacuum																																	
	Lift and clean underneath																																	
Flooring - Non-Carpet	Sweep and wet mop																																	
	Burnish																																	
Low Cleaning - Counter Tops/Fronts, Desks, Phones, etc.	Clean/Dust																																	
Low Cleaning - Horizontal ledges including baseboard, window sill, clocks, fire alarms, door frames	Clean/Dust																																	
Furniture / Chairs	Spot clean fabric																																	
	Wipe down arms and legs																																	
Metal Kick Plates, Door Knobs, Push Bars	Clean																																	
Ceilings, Walls and Doors, Vents and Diffusers	Spot wash walls																																	
Dishes	**Staff Responsibility**																																	
Sinks in Coffee Nooks	Clean inside																																	
Microwave	Clean inside and out																																	
Fridges	Clean inside																																	
Vending Machines	Wipe down																																	
Tables	Wipe down tops																																	
	Wipe down legs																																	
Coffee Pots	Empty and rinse pots and coffee baskets																																	
Check/ Refill Dispensers	Fill Soap and Paper Towel Dispensers, ensure dishwasher soap supply(pods or detergent)																																	
	Contractor's Initials																																	

Comments

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**Month of**

## Year

## MEETING ROOMS

## Comments

## **STORAGE ROOMS/FILING ROOMS**

## Comments

**Month of**

### Year

## UTILITY ROOMS AND STAIRWELL

## Comments

**Month of**

## Year

## Comments

## THREE FOYERS AND ELEVATOR

## Comments

**Month of**

### Year

## **GENERAL OFFICE AREAS and CORRIDORS and PHOTOCOPY ROOMS**

## Comments

**Month of**

## Year

## **WASHROOMS AND SHOWER ROOMS**

## Comments

**Month of**

## Year

## LUNCHROOM AND COFFEE NOOKS

## Comments

Month of

## Year

## MEETING ROOMS

## Comments

STORAGE ROOMS/FILING ROOMS	TASK	WEEKLY SCHEDULE						
		MON	TUE	WED	THU	FRI	SAT	SUN
Flooring - Carpet	Shampoo, hot water extract all carpets							
Flooring - Area Mats	Vacuum							
	Lift and clean underneath							
Flooring - Non-Carpet	Scrub clean, apply finish							
High Cleaning - Window Ledges, Steel Structures, Exposed Pipes, Light Fixtures, Fire Bells, Clocks	Clean/Dust							
Vertical Blinds	Dust/damp clean							
Ceilings, Walls and Doors, Vents and Diffusers	Dust ceiling and walls							
	Dust doors and ceiling vents/air diffusers							
Fluorescent Light Fixtures	Remove bugs/insects and damp clean light shades							

## Comments

**Month of**

### Year

## UTILITY ROOMS AND STAIRWELL

## Comments

Month of

## Year

## BOARDROOM

## Comments

Month of

## Year

**THREE FOYERS AND ELEVATOR**

## Comments

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## **SCHEDULE C:** **CLEANING PRODUCTS AND JANITORIAL MATERIALS** **SPECIFICATIONS**

The Contractor shall supply and use environmentally preferable cleaning and paper products that meet or exceed recognized third-party certification standards such as Green Seal or ECOLOGO.

- All cleaning agents must be low in volatile organic compounds (VOCs), non-toxic, biodegradable, and free from carcinogens and reproductive toxins.
- Paper products, including hand towels, toilet tissue, and facial tissue, must contain a minimum of 50% post-consumer recycled content (preferably 100%) and be processed chlorine-free whenever available.
- Garbage bags must contain a minimum of 10% post-consumer recycled content, with preference for higher recycled material where strength and performance are maintained. Be free from heavy metals, fragrances, and dyes. Be sized appropriately to fit containers without excessive overhang or waste. Be durable and leak-resistant to prevent double bagging.
- Packaging shall be recyclable or made from recycled materials.

Provide a narrative that describes the Tenderer's understanding of Sustainability, Green Products, and Green Buildings. Describe the approach and methodology that the Tenderers would undertake to meet these requirements. (Append additional pages as required).

Tenderers are encouraged to include information regarding its organization's environmental and/or social sustainability plans. Tenderers may wish to provide a statement, including any supporting documentation, that addresses how its organization minimizes: waste emissions, the use or generation of harmful substances, the use of non-renewable resources and, substitutes a renewable resource or recycled content and post consumer waste, and/or maximizes energy and materials efficiently, and/or involves actions which contribute to social development or assists in the conservation or development of social capital either in this community or elsewhere.

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### Quality Cleaning Products and Consumables

- A. Professional Quality Cleaning Products: The Contractor shall be responsible for the procurement, safe storage and use of all cleaning equipment, tools, and materials required for the provision of custodial maintenance and janitorial services and for all costs incurred in their procurement, safe storage & use including:
1. All cleaning chemicals, including dispensers
  2. All deodorizing chemicals, including dispensers
  3. All paper products, including dispensers
  4. All sanitary napkins/tampons, including dispensers, (where and when required)
  5. All plastic bags used in waste collection/recycling activities

Contractor will be responsible for the safe storage of all consumable supplies required.

Janitorial Materials Specifications

- Toilet Paper (minimum 2 play)
- Paper Towel
- Hand Soap
- 30 x 38 Garbage Bags (strong)
- 22 x 24 Regular Garbage Bags
- Dish Detergent
- Air Freshener
- Handwash

The Contractor shall provide a listing of normally used professional quality cleaning products, referring always to SCHEDULE 'C' – Sustainability and Green Cleaning Products and Janitorial Materials Specifications.

- B. Quality Consumables: The Contractor will be required to procure and dispense the following supplies (consumables) as a minimum: trash liners, paper towels, liquid and powdered hand soap, toilet tissue, hand towels, urinal block deodorants for use in restrooms and including all floor and carpet care products.
- C. Brand Names/Approved Equal: If present, brand, manufacturer or product names as indicated in SCHEDULE 'C' - Sustainability and Green Cleaning Products and Janitorial Materials Specifications, are only for the purpose of establishing identification and a general description of the item(s).

Items of equal quality, not bearing such names, may be used, provided, however, that prior written approval for the item is obtained from the Regional District. **Request for approval of such cleaning products and consumables may be obtained by providing product literature with your bid.**

Please list your cleaning products and consumables:

<b>CLEANING PRODUCTS</b>	
	<b>Floor Care Products</b>
1.0	
1.1	
1.2	
1.3	

	<b>Detergents/Degreasers</b>
2.0	
2.1	
2.2	
2.3	
2.4	

	<b>Liquid Disinfectant Detergent</b>
3.0	
3.1	
3.2	

	<b>Liquid Solvent-Free Based Biodegradable Surface Cleaner/Degreaser</b>
4.0	
4.1	
4.2	
4.3	

	<b>Liquid Toilet and Urinal Cleaner, Disinfectant and Deodorizer</b>
5.0	
5.1	
5.2	

	<b>Liquid Soap</b>
6.0	
6.1	
6.2	

	<b>Heavy Duty Liquid Drain Opener and Cleaner</b>
7.0	
7.1	
7.2	

	<b>Paper Products</b>
8.0	Towel, Single-Fold:
8.1	Towel, Multi-fold:
8.2	Towel, Roll:
8.3	Tissue, Bathroom Roll, 2-ply:

**SCHEDULE D:**  
**CONTRACTOR'S QUALITY CONTROL AND TRAINING PROGRAM**

1. Does your firm have a written QUALITY CONTROL program?

Yes  No

If "Yes", please submit a copy of your program.

If "No", please submit any printed matter which typifies instruction and/or a statement as to how quality control is accomplished.

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2. What procedures (please provide examples) does your company have in place to measure performance on the basis of customer satisfaction?
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3. Does your firm have a written TRAINING program?

Yes  No

If "Yes", please submit a copy of your program.

If "No", please submit any printed matter which typifies instruction and/or a statement as to how quality control is accomplished.

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4. Outline any specific formal training initiatives that your company employs to keep staff current with workplace and market developments.
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5. Provide details of the overall strength, type and quality of external and internal training.
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6. Provide any information about your firm that further demonstrates proficiency or excellence in Custodial Maintenance and Janitorial Services Management. This would include details surrounding employee performance monitoring and performance improvements (Service Level Agreements), depth of training programs, recognition and leadership awards, etc. **Attach up to two pages.**

## SCHEDULE E: CORPORATE CAPABILITY - CURRENT CONTRACTS

The Contractor is to provide references from whom they are currently providing the same or similar services. Names and references must be current and verifiable. If possible, please provide Letters of Reference. At a minimum, the following information should be provided:

- Client and Contact Name for Reference
- Contract Location
- Contract Value \$
- Square Footage Maintained
- Contract Start Dates
- Damages Reimbursed (where applicable)

A minimum of three (3) references (clients) are required.

(PLEASE COMPLETE, COPY AND APPEND ADDITIONAL SHEETS AS NEEDED.)

1. Client Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ \_\_\_\_\_



2. Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ \_\_\_\_\_

3. Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Line Item No.	Contract Location	Contract Value (\$)	Square Footage Maintained	Contract Start and Completion Dates
A.				Start: _____ Complete: _____
B.				Start: _____ Complete: _____
C.				Start: _____ Complete: _____

Damages Reimbursed: \$ \_\_\_\_\_

## **SCHEDULE F:** **OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

The quality of the Contractor's in-house program to manage safety, productivity, and environmental performance shall be considered in evaluating Contractors. The commitment of the Contractor's management and owners to those programs is an important factor and should be evident by their actions.

The Contractor(s), in addition to the following, shall provide evidence of adherence to quality principles, through presentation of an in-house training program provided, certificate of award received, etc.

1. Please submit a copy of your occupation health and safety plan.
1. Do you have a safety and health orientation program for new employees?

Yes  No

If "yes", briefly explain what the program covers.

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2. Are all employees trained in the work practices needed to safely perform their job?

Yes  No

3. Provide details on the company's safety inspection protocols?

Yes  No

If "yes", who conducts this inspection (title)? \_\_\_\_\_

How often? \_\_\_\_\_