



INVITATION FOR TENDERS JANITORIAL SERVICES ROSSLAND MINERS HALL

The City of Rossland is inviting tenders for janitorial services for the Miners' Hall under contract, subject to the terms and conditions stated below:

Term: One year commencing November 1, 2014 – October 31, 2015 - should the contractor's performance meet the City's expectations, consideration will be given for a 2 year extension.

Conditions:

1. The Contractor shall observe, perform and comply with all laws, bylaws and regulations applicable.
2. The Contractor, its agents, servants, members and employees shall not be deemed to be agents, servants or employees of the City.
3. The Contractor shall not assign any right hereby granted without prior written consent of the City.
4. The Contract may be terminated by the City at any time, without prior notice to the Contractor, for non-performance or breach of any or all of its terms and conditions.
5. Competing bids will be evaluated by Council in compliance with the Contracting Tendering Policy #03-06 of the City of Rossland.
6. The City may refuse to award the Contract, if the bid price is deemed to be too high.
7. The Contractor will be required to be bonded.
8. The Contractor will be required to provide references.

The areas to be serviced by the Contractor shall comprise the entire interior of the Miners' Hall as well as such exterior areas specified.

The contractor shall provide reasonable flexibility around performing contractual duties to accommodate users of the Miners Hall including, Gold Fever Follies, Ilo's Playschool and Rossland Council for Arts & Culture.

Custodial Responsibilities: Miners Hall Rentals

The following duties shall be performed as rentals become know. A minimum notice of 24hrs. will be given for last minute bookings:

1. Contractor will contact the Recreation Department weekly for updated Miners Hall Rental Schedule.
2. The Recreation Department will notify the contractor if there is a last minute booking (24hrs. notice) and the weekly schedule has already gone out.
3. The contractor will be responsible for finding a replacement and notifying the Recreation Department if not available to perform duties.
4. The contractor is to notify the Recreation Department when custodial duties have been completed for a private rental (all renter items removed and tables & chairs are put away properly).
5. The contractor will report any outstanding custodial/maintenance issues including reporting any damage by renters immediately.

6. Ensuring that the dishwasher is empty, taps are off (or on in the winter), clean kitchen ovens, fridge and dispose of any food items.
7. Clean all counters and return dishes from dishwasher and counters and kitchen utensils to designated area.
8. Dispose of, or reporting garbage/recycling to be picked up to public works.
9. Sweep and wash floors in front foyer, main hall, stairway to lower level, including bathrooms.
10. Vacuum main traffic and carpet areas,
11. Clean stage and collect items for lost and found.
12. Clean and sanitize washroom & fixtures, empty garbage and restock washrooms (toilet paper, paper towel, soap).
13. Sweep or rake leaves at front entrance to sidewalk and clear away garbage and cigarette butts.

Custodial Responsibilities: Weekly

The following duties shall be performed on a weekly basis (every Friday):

1. Vacuum, sweep and mop front foyer, main hall, stairway and lower level, including bathrooms.
2. Dispose of, or reporting garbage/recycling to be picked up to public works.
3. Clean and sanitize washroom & fixtures, empty garbage and restock washrooms (toilet paper, paper towel, soap).
4. Restock kitchen supplies, dishwasher trays put away, dish washer and fridge empty. Clean and sanitize kitchen counter
5. Laundering (using own equipment) dish towels and replacing used ones with clean ones.
6. Supplies that require immediate purchase, including dish towels, must be purchased by contractor or put on the City's accounts at Pro Hardware of Ferraro Foods. Supplies purchased by contractor will be reimbursed within 2 weeks of purchase.
7. Notify Public Works regarding re-ordering cleaning supplies, toiletries, etc. in a timely fashion (as not to run out).
8. Ensure all cleaning supplies and equipment are stored in "Renters Lock up closet" downstairs (old custodian closet).

Custodial Responsibilities: Monthly / Annually

The following duties shall be performed as follows:

1. Monthly – Inventory on supplies.
2. Monthly – Dust window sills, moldings, baseboards, ledges and light fixtures.
3. Monthly – Wash fingerprints, stains, etc from doors, casings and furnishings.
4. Seasonal or as needed – strip and wax floors in main hall, stairs and lower level.
5. Wash all windows inside.
6. Bi-annually – take all lost and found items to the thrift store.

Interested contractors are requested to submit bids, in a sealed envelope and marked “**Rossland Miners’ Hall Janitorial Contract Tender**” on or before 4:00 p.m. October 1, 2014 to:

The City of Rossland,
Miners’ Hall Janitorial Contract
1899 Columbia Avenue
PO Box 1179
ROSSLAND, B.C.
V0G 1Y0
Email: traceybutler@rossland.ca

CORPORATION OF THE CITY OF ROSSLAND
JANITORIAL SERVICES ROSSLAND MINERS' HALL

Contractor:

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL** _____

CELL: _____

I (we) have read and understand the terms and conditions of the City of Rossland Tender Call for the Janitorial Services for the Rossland Miners' Hall and the City of Rossland Contract Tendering Policy #03-06, and offer to provide the services tendered for the following considerations:

1. The Contractor will provide the services as outlined in the terms and conditions at an at an hourly rate of \$_____.
2. The Contractor will provide any additional janitorial services, as may be requested from time to time by the City, at an hourly of \$_____. It is understood that this rate will apply to statutory holidays and special events.

Contractor Authorized Signature: _____