

Tender Invitation

The Town of Vermilion requires the services of a Janitor to maintain the RCMP Building. Services are detailed in the custodial agreement accompanying this document.

The Town of Vermilion will be responsible, at its own expense, for all cleaning supplies, bulbs, toilet paper and tissue, waxes, soaps and supplies in order to maintain the building. However, the Janitor may be required to order some supplies.

The Janitor will be required to obtain K-Division Security Clearance and to supply the equipment necessary to complete the Janitorial services.

Tenders must be received prior to November 1st, 2022 at noon

Instructions to Bidders
Tender for Custodial Services at the
Town Administrative Building

1. Summary

The intent of this tender is to solicit and receive formal offers to perform janitorial services to the RCMP Building in the Town of Vermilion. Services are required commencing on November 7th 2022.

2. Tender Submission

- a) Tenders will be received up to 12:01 pm local time on the 1st of November at:
Town of Vermilion
5021-49th Avenue
Vermilion, Alberta
T9X 1X1
Attention: Director of Community Services
Telephone: 780-581-2403
- b) Tenders should be in sealed envelopes clearly marked “Proposal for the Town of Vermilion, RCMP Building Custodial Services”
- c) Bidder identification is not required on the envelope.
- d) Bids submitted on the attached Bid Submission form will be accepted, as well as any other submission that covers the necessary information required to make a selection

3. Tender Withdrawal and Acceptance

A tender may be withdrawn at any time prior to the time and date fixed for receiving tenders, but only by a request in writing signed by the bidder.

4. Irregularities

- a) The Town reserves the right to disregard all non-conforming, non-responsive and conditional tenders.
- b) The Town reserves the right to negotiate contract terms with the lowest acceptable bidder.
- c) The Town reserves the right to not necessarily award the tender to the lowest or any tender received.

Tender Form
RCMP Building, Town of Vermilion
Janitorial Contract

The Bidder's attention is directed to the "Instructions to Bidders" and the Janitor Contract for information regarding the completion of this form.

Name: _____

Address: _____

Telephone: _____

Work Experience – Dates & Employer (If Applicable):

1. _____

2. _____

3. _____

Monthly Contract Amount:

Town Administration Building \$ _____/month

\$ _____/hour for extraordinary work

Equipment Janitor will supply or have access to: _____

WCB Number: _____

Do you have a valid Advanced RCMP Security Clearance: _____

Date Available to Start: _____

I ACKNOWLEDGE AND UNDERSTAND THAT IF THE ABOVE STATED CONTRACT IS AWARDED TO THE UNDERSIGNED, THE ENCLOSED CONTRACT WILL HAVE TO BE ENTERED INTO WITH THE TOWN OF VERMILION.

DATED _____ SIGNATURE _____

THIS AGREEMENT, made this _____ day of _____, 2022.

BETWEEN:

THE TOWN OF VERMILION, a Municipal Corporation in the Province of Alberta
(hereinafter referred to as the “Town”)

- and -

(hereinafter referred to as the “Contractor”).

WHEREAS, the Town of Vermilion requires the services of a Contractor to maintain the Town Royal Canadian Mounted Police Building in a clean and attractive standard, and,

WHEREAS, the Contractor has agreed to perform the services of a Contractor under certain conditions to the above stated buildings.

NOW THEREFORE, in consideration of the premises and of the agreements hereinafter contained, the parties hereto covenant and agree as follows:

1. Commencing January 1, 2022, the Contractor agrees to perform the services as outlined hereunder:

DAILY – Monday through Friday Five Days/Week

1. Vacuum all carpet Areas
2. Wash and clean all non-carpet areas
3. Empty wastepaper baskets into garbage bags and dispose in garbage containers
4. Wash and disinfect washrooms including washroom fixtures, on and around the toilets and toilet bases
5. Replenish paper towels, washroom tissue, and soap
6. Clean doorways, doorknobs, and any smudges on walls and doors
7. Dust all desks, counters, and open surface areas where necessary
8. Notify Management of any maintenance problems that may arise

WEEKLY:

1. Wash the entire floor areas (Wax and Polish Quarterly if needed).
2. Sweep and clean garage bay.
3. Wax all desks.
4. Wash and clean floors in addition to toilets/bed maintenance in cell blocks.

MONTHLY:

1. Clean interior windows
2. Thoroughly clean washrooms including walls
3. Thoroughly dust all furniture including desks, base boards, framed pictures, windowsills, and vacuum chairs, etc.

ANNUALLY:

1. Wash all exterior windows, both sides, a minimum of two times per year (spring and fall)
2. Strip floors of old wax and re-wax entire area as required
3. Clean washroom walls and vents every six months or more often if required
4. Ensure overall cleaning of windowsills, ledges.

SEASONAL:

1. Sweep sidewalks and steps as necessary

TERMS OF PAYMENT:

The Town of Vermilion agrees to pay to the Contractor on the last day of each month for performing janitorial services for the previous month.

OTHER TERMS:

1. The Town of Vermilion will provide all cleaning supplies, bulbs, toilet paper and tissues, waxes soaps. The Contractor may be required to order some supplies.
2. The Contractor agrees to undergo a security clearance as required under rules and regulations of the Royal Canadian Mounted Police and submit any oaths that they may require.
3. The Contractor will be under the direct supervision of the NCO in charge of the Royal Canadian Mounted Police Detachment in Vermilion, who will determine the days of the week janitorial services is required, the hours of the day in which these services are to be performed and the scope of work deemed necessary to maintain an acceptable standard of cleanliness.
5. The Town will not be liable for damages or injuries sustained by the Contractor in the performance of his duties, unless such damage or injury is the result of negligence on the part of the Town.
6. The Town will not reimburse for travel to and from the RCMP Building.
7. The services of the Contractor will be reviewed semi-annually by the NCO in charge, Royal Canadian Mounted Police, Vermilion, and if the services are

unsatisfactory, a thirty (30) day notice of termination of this Agreement will be given.

8. This Agreement may be cancelled or terminated at any time upon the mutual consent of both parties, or upon thirty (30) days notice being given by either party to the other.
9. The contract will be adjusted annually effective January 1, 2023, for a cost of living amount equivalent to the cost of living negotiated by staff for the Town of Vermilion.
10. Notices required to be issued and served under this Agreement shall be deemed to be served if forwarded in person or, by registered mail to:

Town of Vermilion
5021 – 49th Avenue
Vermilion, AB T9X 1X1

IN WITNESS HEREOF, the parties hereto sign and execute this Agreement the day and year first above written.

Contractor

Town Manager
