

TOWNSHIP OF GEORGIAN BLUFFS
OFFICE CLEANING AGREEMENT

This agreement hereby outlines the specifications and conditions for cleaning services of the Township of Georgian Bluffs Office, located at 177964 Grey Road 18 Owen Sound ON.

Between

Serv-U-Clean Ltd.

Hereinafter referred to as the Contractor of the first part;

And

The Corporation of the Township of Georgian Bluffs

Hereinafter referred to as the Township of the second part

Whereas the Township of Georgian Bluffs deems it expedient to enter into an agreement for the cleaning of the Township of Georgian Bluffs Municipal Office;

And Whereas the Contractor submitted a quote for the cleaning of the municipal office,

And Whereas by Motion No. ____-2020 the Council of the Corporation of the Township of Georgian Bluffs accepted the quote submitted by the Contractor,

Now Therefore the following general conditions apply to and govern this agreement:

The work outlined in this agreement shall include all labour, cleaning materials, and services necessary for the execution and completion, to the Township's satisfaction, of the cleaning herein specified. This agreement shall commence on December 7, 2020. Cleaning in the Township's Municipal Office shall be performed twice weekly, before the office opens on Monday and Wednesdays at 8 a.m. Cleaning can occur in the evening or overnight and on weekends but not during business hours Monday to Friday 8:00 a.m. to 4:30 p.m.

The following practices shall be performed with regard to cleaning the office:

The Township of Georgian Bluffs requires an individual or firm to provide cleaning and janitorial services at the Township Administration Office. The following list of general duties is an example of the tasks that will be expected of the successful tenderer. The office will be cleaned twice per week during non-business hours on Tuesday evening and after business hours on Friday but before business hours on Monday. The office is open Monday to Friday from 8:00 a.m. to 4:30 p.m. Operational measures must be in place to ensure that if regular staff is unable to perform their duties contingencies are in place to ensure that this schedule is maintained. A scope of the duties include:

Offices/Meeting Rooms/Council Chambers/Hallways:

- Clean and sanitize all touchpoints including door handles and switch plates;
- Empty all waste containers and recycle bins and replace bags. All waste and recycling to be placed in corresponding dumpster or bin located outside building. Inside of containers cleaned as necessary;
- Clean both sides of interior doors removing prints and smudges, including glass;
- Dust all surfaces, including windowsills, ledges, moldings, telephones, office furniture, etc.;
- Vacuum all carpeted floors, mats;
- Clean and mop all hard surface floors;
- Squeegee and sanitize interior and exterior of both entrance doorways including glass dividers;
- Remove marks from walls, around doors, doorknobs, light switches, outlets, and doorframes;
- Remove flies from lights, clean lenses as needed;
- All furniture with wheels to be moved to clean under and around;
- Telephones cleaned and sanitized;
- Desks only to be cleaned when cleared of items;
- Reception counters cleaned and sanitized;
- Clear partitions in reception areas cleaned and sanitized;
- Computers, facsimile machines, photocopiers and other such equipment will not be disturbed, utilized, or cleaned;
- All windows to be cleaned inside; outside cleaned minimum twice annually (spring and fall).

Kitchen and Coffee/Snack Counters:

- Clean and sanitize switch plates, sinks, faucets, countertops, and tables;
- Empty all waste containers and recycle bins. All waste and recycling to be placed in corresponding dumpster or bin located outside of building;
- Spot clean cupboards and exterior of appliances;
- Clean, sanitize, mop floors;
- Remove marks from walls, around doors, doorknobs, light switches, outlets, and doorframes;

- Remove flies from lights, clean lenses as needed.

Washrooms:

- Sinks, faucets countertops, toilet bowls, urinals, dispensers cleaned and sanitized.
- Dispensers refilled if necessary.
- Mirrors cleaned.
- Clean, sanitize, mop floors
- Sanitize doorknobs and remove marks from walls, around doors, doorknobs, switches plates, outlets, and doorframes.
- Remove flies from lights, clean lenses as needed
- Empty all waste containers and recycle bins. All waste and recycling to be placed in corresponding dumpster or bin located outside of building.

The vaults and server room do not need serviced and are not to be entered. Exterior side of doors are to be cleaned and sanitized.

The Township of Georgian Bluffs will supply all garbage bags, recycling bags, toilet paper, paper towel, and hand soap. Restocking of these items will be coordinated with Township staff. The Contractor will supply all other cleaning supplies and equipment necessary for this contract at their own expense. Contractor will supply, and make available on site, current Safety Data Sheets. The Contractor can make use of the storage room in the office basement, including the cabinet for storing (properly labeled) cleaning chemicals, vacuum, mop buckets, and any other supplies necessary for carrying out cleaning duties at the Township Office.

The Contractor will be supplied one (1) key FOB to gain access to all necessary areas and a key to access the elevator.

The Contractor shall indemnify and save harmless the Township against any and all liability claims and costs whatever for injury to or death of any person or persons and for loss or damage to any property resulting from the negligent acts, carelessness, incompetent acts, faults or omissions of the Contractor or any employee, agent, or representative of the Contractor in the performance of work and for any infringement.

The Contractor shall provide proof of general liability insurance in the amount of at least \$5,000,000.00 (five million dollars).

The Contractor shall provide proof of Workers Safety Insurance Board (WSIB) coverage for the Contractor, any employee, agent or representative of the Contractor who will perform cleaning duties at the Township Office.

The Contractor shall be responsible for all damage which occurs to any Township equipment during this work due to faulty operation or usage.

The Contractor shall be responsible for any damage to buildings or their contents which may occur during the work where such damage may be attributable to the use of equipment or materials of all kinds on the part of the Contractors employees or for any

other damage caused by the employers. Damage shall be made good by new materials as required to match the existing work in kind, quality and workmanship.

The Contractor shall, when the cleaning of the office is completed, turn off all lights, ensure all doors are locked and activate the security alarm system upon exiting the building.

The Contractor shall insure that no alcoholic beverages or illegal drugs be brought into Township property or be consumed by employees while on Township property. The use of these substances or to be under the influence of these substances while on Township property shall be cause for the immediate termination of this agreement.

The Township shall make monthly payments to the Contractor in the amount equal to \$138.55 plus HST per week in the first year and \$144.09 plus HST per week in the second year upon receiving a monthly invoice from the Contractor.

This agreement will be in place for a term of two years with an option to renew 60 (sixty) days prior to the end of the term for an additional 12 month term. In all cases the agreement will terminate after the third term is complete.

This agreement may be terminated upon receiving 60 (sixty) days written notification, one party to the other.

In witness whereof the parties have executed this Agreement.

Signed, sealed and delivered in the presence of:

Contractor

The Corporation of the Township of
Georgian Bluffs

Contractor's Signature

Mayor

Clerk