



Contract 2975Q

**JANITORIAL SERVICES TO VARIOUS CITY OF RICHMOND WORKS YARD
BUILDINGS**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

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Instructions to Bidders

1. Sealed quotations, plainly marked on the envelope:

**CONTRACT 2975Q - SUPPLY AND DELIVERY OF JANITORIAL SERVICES
TO VARIOUS CITY OF RICHMOND BUILDINGS**

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, Local time:

Wednesday, April 18, 2007

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. Bidders are required to complete, **in full**, the Bidder's Information Summary Sheets. Information contained in these sheets will form part of the Evaluation criteria.
5. Bidders are required to submit a letter, with their quotation, from the Workers' Compensation board confirming that the Bidder is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof. Please refer to General Conditions of Contract Item 6.
6. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
7. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
8. In accordance with the City's Procurement Policy 3104, award of bids shall be based on:
 - (i) The lowest total cost of acquisition,
 - (ii) Experience of the bidder,
 - (iii) Bidder's references of performance on previous similar contracts,
 - (iv) The bidder's financial resources,
 - (v) Bidder's capability of supervision, staffing and use of subcontractors,
 - (vi) Bidder's ability to meet City specifications and performance criteria,
 - (vii) Any additional evaluation criteria stated in the contract document.
 - (viii) Skills and experience of workers and supervisors

Instructions to Bidders (Cont'd)

9. The City of Richmond estimates that this contract will be awarded within four (4) weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that award results for this contract will be posted on the City Web Site and/or BC Bid within two (2) weeks of the award of Contract.
10. Prices, in Canadian currency, shall be shown for the work specified and shall include all wages and benefits for those personnel engaged on this contract, expenditures for materials, equipment, travel expenses, assessments for Workers' Compensation, Unemployment Insurance, Canada Pension Plan or any similar statute, costs of subcontracts, insurance premiums, bonds, royalties, permits and licences, taxes, tariffs and duties, overhead, profit, and all other expenditures in connection with the work.
11. The successful Bidder will be required to be the holder of a valid Business Licence for the City of Richmond.
12. The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

13. Bidders shall examine the contract documents and visit the site of the work to understand the contract requirements of the project. The City will not make allowances for the contractor's failure to make proper site investigation.
14. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
15. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".
16. Inquires during submission of Quotation should be directed as follows:

Purchasing

Daianna Panni
A/Buyer, Purchasing Section
City of Richmond

Telephone: 604-276-4270
E-mail: purchasing@richmond.ca

Technical

Phil Hogg, Manager- M & O.
Facility Management, Eng & PW
City of Richmond

Telephone: 604-233-3307
E-mail: phogg@richmond.ca

17. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the date / time set as the closing time for receiving Quotations.

Instructions to Bidders (Cont'd)

18. Quotations shall be open for acceptance for 60 days following submission closing.
19. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
20. **Note:** There will be a pre-bid meeting conducted on **Wednesday, April 4, 2007**, at **8:30 am**, with sign-in attendance forms. Potential Bidders are asked to meet at **WY Training Room, Facility Trailer, 5599 Lynas Lane, Richmond, BC**. The City **strongly encourages** all potential Bidders to attend this session. No other sessions will be organised or arranged for this project.
21. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
22. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City of Richmond's Website and / or BC Bid to ensure that all available information has been received prior to submitting a bid.
23. Failure to provide adequate level of service will result in termination of this contract
24. The City reserves the right to interview proposed bidders prior to award of contract to evaluate supplier capability of performing said work.
25. The City, it's agents and employees shall not be responsible for any information given by way of verbal communication.
26. The duration of the contract shall be for two (2) years and may be renewed for an additional three (3), one (1) year terms upon mutual consent of both parties, to a maximum of five (5) years. Notwithstanding the foregoing the City may cancel the contract at any time. The contract schedule is as follows:

June 1, 2007 – May 31, 2009

June 1, 2009 – May 31, 2010 (optional one year term)

June 1, 2010 – May 31, 2011 (optional one year term)

Quotation Form

Purchasing Section
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract, and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

Works Yard (*Facility Management/Parks Operations/Recycling Trailer/Recycling Depot*)

TOTAL QUOTED ANNUAL PRICE OF \$ _____/yr

PAYMENT TERMS _____ EARLY PAYMENT TERMS _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature,
and Title of
Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Undertaking of Liability Insurance

(To be submitted with Quotation)

City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Sirs:

We, the undersigned (insert insurance company's name) _____ do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as outlined in the attached "General Conditions of the Contract" and agree to:

- a. Name the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert bidder's name) _____

EXCEPTIONS:

Dated at _____, British Columbia, this ____ day of _____, 2007.

BY: _____ TITLE: _____

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY.

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)

List of Equipment

The Bidder proposes to use the equipment listed below in carrying out the work covered by this Contract (list only the major pieces of equipment to be used):

Note: Please refer to Page SGC-2, Item 4 which outlines minimum equipment requirements.

Number of Units	Brief Description of Equipment (State its use, make, age, and general condition)	Owned by Bidder – Yes or No	Rented/Leased by Bidder Yes or No

SCHEDULE OF QUANTITIES AND PRICES

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

Works Yard – Labour Charge – On-Call & Emergency requests ONLY

(Location – Various City of Richmond buildings - to be determined when required)

		Rate per Hour
Monday – Friday anytime during: 6am – 6 pm	Regular 8 hours or less	\$
Monday – Thursday anytime during: 6am – 6 pm	Regular 8 hours or less	\$
Friday 6pm to Monday 6 am anytime during	Regular 8 hours or less	\$
Statutory Holidays	Regular 8 hours or less	\$

The above prices include and cover duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation excluding Provincial Sales Tax and Goods and Services Tax.

Price Fluxations

Year	Term	(+ or -) %
Year 1 - 3	June 1, 2007 – May 31, 2009	
Year 4	June 1, 2009 – May 31, 2010	
Year 5	June 1, 2009 – May 31, 2011	

CONTRACTOR'S STAFFING PARTICULARS

Number of workers and number of supervisors which the Contractor will place on the job:

Total number of Workers per shift:

Total number of Supervisors per contract:

Total Hours per Day required to perform tasks:

Total Hours in a two week period required for a supervisor on location:

Skills & Experience of Workers: (List work experience, training, certifications, special skills related to this contract) You may attach resumes.

Skills & Experience of Supervisors: (List work experience, training, certifications, special skills related to this contract) You may attach resumes.

Specifications

1. Furniture

Any furniture that is moved for the convenience of cleaning must be returned to its original place. Chairs, stools and waste paper baskets, etc., must not be placed on desks, filing cabinets, etc. Window cleaning crew are NOT to stand or step on furniture (desks, tables, etc.) unnecessarily.

2. Lights

Burning of lights must be kept to a minimum; lights only to be used when working in specific areas. Turn out all lights when leaving the areas.

3. Janitor's Room

All Janitor Rooms and equipment to be kept clean at all times.

4. Supplies and Equipment

All cleaning products will be supplied by the City. All toiletry supplies which need to be replenished (toilet paper, hand soap, paper towels, urinal blocks, sanitary disposal bin liners and baby changing table liners) will be supplied by the City.

The Contractor will be required to supply all cleaning equipment required to perform the contract. With the exception of a floor burnisher, the Contractor will store this equipment on site at the Works Yard. This equipment shall include, but not be limited to:

- Roller Buckets and Mop Wringers
- Dust and Corn Brooms
- Dust Pans
- Gum and Window Scrapers
- Mops and Scrub Brushes
- Rags and Dusters
- Hoses, Nozzles and Quick Release Fittings
- Golden Gloves and Window Squeegees
- Wet/Dry Shop Vacuum
- Floor Burnisher (may be brought on site as required)
- Personal Protective Equipment including Gloves, Boots, Aprons, Goggles, Face Shields and Respirators
- High Quality Commercial Upright and Backpack Vacuum with Hepa Filtration
- Low speed floor scrubber

LOCATION: Facility Management/Parks Operations/Recycling Trailer/Recycling Depot @ the Works Yard

AREA & TASKS	Daily (5 Times per week)	Weekly (Friday)	Monthly (Last week day)	Every 6 Months
Recycling Bins (glass, cans, paper products including cardboard and organic matter etc.: -empty in provided bin	X			
Waste bins: -empty, wash & reline -tops cleaned with germicide	X X			
Furniture & cabinet tops and desks: - damp-wipe		X		
Upholstered chairs: -vacuum -shampoo		X		X
Vinyl chairs: -spot check and damp wipe with detergent	X			
Window sills, ledges, counter tops, and tables: -damp-wipe	X			
Telephones: -clean with germicide		X		
Window coverings: -damp-wipe or vacuum/dust			X	
Carpets: -spot clean -vacuum -shampoo	X X			X
Interior Windows : -streak free cleaner and dry Exterior Windows: -streak free cleaner and dry			X	X
Kitchen Sinks: -damp-wipe -scour with cleaning compounds	X	X		
Door handles: -clean with germicide		X		

AREA & TASKS	Daily (5 Times per week)	Weekly (Friday)	Monthly (Last week day)	Every 6 Months
Toilet tissue holders, paper towel holders, soap dispensers partition walls: - clean, check stock & refill	X			
Basins, toilets, urinals, plumbing fixtures, showers: -clean with germicide	X			
Toilet/shower stall doors and walls: -scrub with germicide	X			
Mirrors, bright work: -streak free cleaner and dry	X			
Inside and outside surfaces of lockers: -damp-wipe or vacuum		X		
Floors & baseboards: -damp mop -scrub floors with germicide No wax is to be used on washroom tile floors	X	X		
ALL FLOORS (unless previously specified) including elevator floors -damp mop floors, including corners -wipe down baseboards -strip, reseal, wax & buff	X	X		X
Bulletin Boards -clean top rail & glass			X	
Lights and air grills: -damp wipe & clean lights -Replace burnt out bulbs with supplied (as required) - damp wipe or vacuum air diffusers and grills	X	X	X	
Glass entrance doors -Streak free cleaner and dry	X			
Janitor Rooms: -clean and tidy	X			
Post current MSDS forms in each janitor room:	X			
TOTAL ESTIMATED TIME (Hours)				

Note:

- All high traffic areas, such as hallways are to be waxed more frequently.
- All carpet and upholstery shampooing / exterior window cleaning is to be scheduled through the Work Control Centre (604-233-3307) @ least two weeks prior.
- Cleaning agent is to be used when schedule indicates: wash, clean, damp-mop, damp-wipe, spot-clean or wipe.
- Damp-mop means mopping with cleaning agent.
- Damp-wipe means wiping down with a cloth and cleaning agent.

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

1.5 Environmental attributes of company

- 1.5.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.
- 1.5.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental management for both private and public organizations. It is designed to promote environmental compliance, ensure a commitment to pollution

prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.5.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.6 Environmental purchasing resources

- 1.6.1 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

<http://www.richmond.ca/services/environment/policies/purchasing.htm>

General Conditions of the Contract

1. Definitions

The two parties to this contract are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and written acceptance of his Quotation from the City.

The City: City of Richmond.

Contract Documents: Means and includes the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, Specifications, General Conditions of the Contract, and the awarding Purchase Order to the successful bidder.

2. Work to Satisfaction of City

The whole of the works and the manner of performing this Contract shall be done to the entire satisfaction and approval of the City, and it shall be the sole judge of the work and materials in respect of both quality and quantity, and its decision with regard to work or materials, or as to the meaning and intention of this Contract, or any part or parts thereof, shall be binding and final upon the Contractor.

3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Purchasing and Risk Section and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Purchasing and Risk Section shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to

imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

5. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Purchasing and Risk Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

6. Indemnification and Insurance

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

The contractor shall make good and restore and make full compensation for any injury or damage done to or sustained by the City or any person or persons or any building, premises, pipes, mains, cables, wires of any other property whatsoever and shall settle all claims in respect thereof and shall indemnify, protect and save harmless the City from and against all claims, demands, suits or actions of every kind, description and nature whatsoever arising out of or in any way connected with the fulfilment of this contract, or brought against the City in respect of anything done, suffered or omitted in the execution of in connection with this work.

7. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

8. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

9. Default

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.
- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

10. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

11. Laws

The laws of British Columbia shall govern the work.

12. Time

Time shall be the essence in this Contract.

13. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

14. Changes

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

15. Settlement of Complaints Re: Work

If, in the opinion of the Purchasing and Risk Manager, the work is improperly, defectively, or insufficiently performed, or being performed, the Purchasing and Risk

Manager may, in writing, order the Contractor to re-execute or correct the work in accordance with such order. If the Contractor fails to comply with such order within ten working days, the Purchasing and Risk Manager may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City of Richmond, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders. If the Contractor fails to pay such costs, damages, and expenses, the City of Richmond may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

16. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Section at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.

17. Personnel

Qualified Personnel

The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Work General Conditions of the Contract

18. Definitions

The two parties to the contract/Purchase Order. are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

The City: City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

19. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

The City will provide Green Certified cleaning chemicals including washroom cleaner, spray and wipe, heavy duty cleaner degreaser, neutral floor cleaner and general purpose cleaner which will all be bulk dispensed. The City will also provide Green Certified Paper Towel, Toilet Paper and Hand Soap.

1. Protection of Contractor's Work and Property

The contractor alone shall at all times be responsible for the safety, adequacy, efficiency and sufficiency of his employees, and his plant and equipment and his method of prosecuting the work.

15. Dismissal of Contractor

In the event that the contractor at any time fails to comply with the provisions of this contract and to the satisfaction of the City, the City immediately shall become empowered hereby to enter the premises and to dismiss and discharge the contractor from further execution of the work, and to complete the same work itself or employ some other person to complete the same; provided that the entire expense of the completion of the work, whether done by the City or by the employment of another person, shall be charged to the contractor; and further provided that the doing of such work by the City or by the employment of another person shall in no way relieve the contractor from any of his covenants, undertakings, duties and obligations under this contract, nor limit the rights and remedies of the City hereunder in any manner whatsoever.

SUPPLEMENTAL CONDITIONS OF THE CONTRACT

1. Security

The Contractor shall be responsible for signing for a key and shall retain the same only for the duration of the contract and shall not cause or allow the key to be copied or duplicated. If the Contractor loses the key or has the key removed from his possession by any person other than an agent or servant of the City, then the Contractor shall be responsible for the cost of converting or replacing the locks on such doors as may be deemed necessary by the City.

The Contractor shall be responsible for maintaining security on premises and shall only inactivate those areas being cleaned while they are being cleaned and shall immediately reactivate security system up completion of the work.

The Contractor shall pay all costs associated with callout charges due to alarm activation by the Contractor.

2. Personnel

6.1 If staff changes are made, new personnel must be accompanied by experienced personnel for one complete shift, to become more familiar with the building(s).

6.2 City contract shall not be used as training areas for contractor's personnel. Contractors to supply permanent, experienced personnel for all City contracts.

6.3 The contractor's work is to be carried out between the hours of 5:30pm and 6:30am. The contractors staff will sign a City log book upon arrival at the site, and again when leaving the site.

6.4 A minimum of one staff who has a BCIT Building Service Worker training certification or City approved equivalent must be present at all times that the contractor is on site. Copies of training certificates are to be provided to the City.

9. Deviation from Contract

The contractor shall not make any alterations or variations in, or addition to, or deviation or omission from the terms and conditions of this contract without the written consent of the City.

10. Maintenance Reporting

The contractor will report any maintenance issue i.e. ballast replacement, dripping taps, carpet repairs etc. to the Work Control Centre (604-233-3307). The contractor will immediately report any unsafe conditions to the Dispatch (604-270-8721).

11. Fidelity Bond

The contract shall furnish a Fidelity Bond in the amount of \$5,000.00 in favour of the City conditioned on the faithful performance of the Contractor's Employees on a form approved by the Insurance Bureau of Canada and with such sureties as the owner may approve.

12. Class of Employees

Should the City object to any person employed, by the contractor for the work, the contractor shall remove such person from the work, it being understood and agreed that the City's non-objection to any person employed by the contractor on the work shall not be deemed to be an approval of the City of such person, and the contractor, by reason of such non-objection or by any reason of the City's approval of any such person employed by the contractor shall in no ways be relieved from his responsibility for the employment of such person or from the performance and fulfilment of the work. The contractor shall at all times in connection with the execution of the work, keep and employ a competent supervisor and a sufficient number of senior assistants capable of speaking, reading and writing the English language, at least one of whom must be at the site of the work at all times while such work is in progress, and any explanations, orders, instructions, directions and requests given by the City to such supervisory staff or to one of his senior assistants shall be held to have been given to the contractor.

13. Improper Materials, Equipment and Workmanship

When and as often as the City is not satisfied with the work done or being done, or with the manner of time in which it is being done under this contract, or with the kind or quality of materials supplied in connection therewith, it may give notice of its dissatisfaction to the contractor either verbally or in writing and the contractor shall immediately upon receipt of such notice do all things that are required to satisfy the City. Should the contractor refuse or neglect to so satisfy the City, within the space of three days from receipt of such notice, the City may employ some other person to do, or may itself do all things required to obtain such satisfaction, and for such purpose may use or allow the use of the contractor's plant and equipment, and all expense and costs consequently thereof or incidental thereto shall be charged to the contractor; provided that the employment of such person or the doing of said work by the City shall in no ways affect the contractor's duties and liabilities hereunder nor in any ways relieve him from the performance and fulfilment of any or all of his covenants, undertakings, obligations and duties under this contract. The fact of the City not have disapproved of or rejected any part of the work or any of the materials supplied in connection therewith at the time of the City making an estimate hereunder or at any other time during the continuance of this contract shall not be deemed to be construed to an acceptance of any such part of the work or any such materials.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.
2975Q

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	