

**CLEANING & MAINTENANCE SERVICES  
CROWSTAND CENTRE  
CONTRACT AGREEMENT**

**THIS AGREEMENT** made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2019.

**BETWEEN:**

**THE TOWN OF KAMSACK,  
P.O. Box 729  
Kamsack, SK S0A 1S0**  
(hereinafter referred to as the "Town")

**-and-**

(hereinafter referred to as the "Contractor")

**WHEREAS** the Town is the owner of the Crowstand Centre, located at 241 Second Street;

**AND WHEREAS** the Contractor, under the direction of the Assistant Administrator, agrees to supply cleaning and maintenance services as necessary to maintain the Crowstand Centre in a reasonably neat, clean and sanitary condition for staff and the general public using the building.

**The Town and the Contractor hereby agrees as follows:**

**1. Term**

This contract agreement shall be in effect for the period  
January 1<sup>st</sup>, 2020 – December 31, 2020.

**2. Cleaning Services**

The Contractor agrees to supply the cleaning services as outlined in Appendix A, at a mutually agreed to time, which does not interfere with the day to day operations of the Crowstand Centre .

### **3. Maintenance Services**

The Contractor agrees to supply the maintenances services as outlined in Appendix B, at a mutually agreed to time, which does not interfere with the day to day operations of the Crowstand Centre.

### **4. Building Management**

The Contractor agrees to check the heating and ventilation system at least once every twenty-four hours, including weekends and statutory holidays and report any deficiencies to the Town Superintendent, or designate. In cases of emergency, the Contractor is authorized to contact the appropriate tradespeople.

The Contractor agrees to open and close the building each day, in accordance with tenant needs and rental agreements.

The Contractor agrees to be available to show vacant space to perspective tenants on an as needed basis.

The Contractor agrees to be available to provide access to the building for trades-people on an as needed basis.

### **5. Reporting**

The Contractor agrees to maintain a daily checklist of activities completed and to submit this checklist to the Town on a monthly, or as required basis.

### **6. Supplies**

The Town will supply the Contractor with all necessary cleaning supplies and equipment, however the Contractor will be responsible for monitoring supplies and re-ordering when necessary.

### **7. Confidentiality**

Annually, the Contractor and their employees will be required to sign a confidentiality agreement with the Town and to provide the Town with a criminal record check. In addition, the Contractor must have an annual Town of Kamsack Business License.

### **8. Compensation**

In consideration of the aforesaid, the Town agrees to pay the Contractor the annual sum of **\$XXX** plus applicable taxes.

### **9. Invoicing**

The Contractor shall invoice the Town monthly by the 1st of the following month. Payments will be paid by the **15<sup>th</sup> of each month.**

**10.** The Contractor covenants and agrees to abide by the laws of the Province of Saskatchewan and of Canada in respect of any person or persons employed by the Contractor for the purpose of providing the services herein before agreed upon.

**11.** The Contractor is responsible for making his own remittances to Canada Customs and Revenue Agency for Income Tax and GST (if applicable) and his own remittances to the Canada Pension Plan and/or Employment Insurance and/or Worker's Compensation (if applicable).

**12. Termination**

- a. If, in the opinion of Town Council, the duties contained in this agreement are not being performed by the Contractor, the Town may terminate this agreement immediately, by providing written notice of such termination to the Contractor. (ie. just cause) Any pay for services performed by the Contractor up to and including the final date of work shall be paid on a pro-rated basis as per the Compensation amount as listed in Section 8 above.
  
- b. Either party to this Agreement may unilaterally terminate the within Agreement by providing thirty (30) days written Notice of Termination, to be forwarded to the postal address of the other party. Any pay for services performed by the Contractor up to and including the final date of work shall be paid on a pro-rated basis as per the Compensation amount as listed in Section 8 above.

**IN WITNESS WHEREOF** the parties have hereunto set their hands and seals the day and year first above written.

**TOWN OF KAMSACK**

Per: \_\_\_\_\_  
**Mayor**

**S E A L**

Per \_\_\_\_\_  
**Town Administrator**

**SIGNED, SEALED AND DELIVERED**  
**in the presence of:**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Contractor**

## **APPENDIX A: CLEANING SERVICES FOR THE CROWSTAND CENTRE**

1. Exterior windows/glass doors are to be cleaned bi-monthly from spring to fall.
2. The following cleaning services shall be performed for the following areas:
  - All common/public areas (hallways, washrooms, etc)
  - The space occupied by the Ministry of Justice (courtroom, cell area, judge's chambers, probation offices)
  - All vacant (unleased) spaces. Vacant office areas should be checked daily but work performed on an 'as needed' basis.

### **Floors**

- On a daily basis sweep & wash all hard surface floors and vacuum carpeted areas
- Twice a year steam clean all carpeted areas, unless required more frequently due to spills or stains

### **Baseboards, Doors & Trim**

- On a weekly basis wipe down all baseboards, doors, including tops and trim to remove smudges, dust & stains.

### **Garbage & Recycling**

- On a daily basis empty all garbage and recycling cans; ensuring recycling materials are dealt with as per the Town of Kamsack's Recycling Guidelines.
- Wash and sanitize waste and recycle receptacles on an as needed basis, but at least monthly.

### **Washrooms**

- Wash and sanitize all basins, bowls, urinals, toilet seats.
- Wash and polish all mirrors, shelves, counters and bright work.
- Replenish all toiletry supplies.

### **Light Fixtures & Fans**

- Light fixture covers and fans should be dusted and wiped down monthly.

### **Windows**

- On a monthly basis interior windows and ledges are to be cleaned.

### **Blinds**

- On a monthly basis, blinds are to be dusted or vacuumed.

### **Walls, Bulletin Boards, Picture Frames**

- Daily fingerprints and smudges on walls are to be wiped/washed.
- Monthly walls, bulletin board edges and pictures are to be dusted.
- Once per year walls are to be washed.

### **Filing Cabinets and Furniture**

- On a weekly basis dust and wipe down all filing cabinets surfaces (fronts & tops)
- On a weekly basis wipe down the bases of all chairs in the council chambers and office areas, vacuum chair seats and backs on an as needed basis, but at least monthly.

### **Desks & Countertops**

- On a daily basis dust and wipe all desk surfaces.

3. The following cleaning services shall be performed in **the Library** area:

### **Floors**

- Twice weekly sweep & wash all hard surface floors and vacuum carpeted areas

### **Window Ledges**

- On a monthly basis interior windows and ledges are to be cleaned.

### **Walls, Bulletin Boards, Picture Frames**

- Twice weekly fingerprints and smudges on walls are to be wiped/washed.
- Monthly walls, bulletin board edges and pictures are to be dusted.
- Once per year walls are to be washed.

### **Light Fixtures & Fans**

- Light fixture covers and fans should be dusted and wiped down monthly.

### **Garbage & Recycling**

- On a daily basis empty all garbage and recycling cans; ensuring recycling materials are dealt with as per the Town of Kamsack's Recycling Guidelines.
- Wash and sanitize waste and recycle receptacles on an as needed basis, but at least monthly.

4. The following cleaning services shall be performed in **the Daycare** area:

- None.

5. The following cleaning services shall be performed in the **Family Resource Centre** area:

- None.

6. The following cleaning services shall be performed in **Occupied/Leased spaces, unless directed otherwise by the tenant:**

### **Baseboards, Doors & Trim**

- On a weekly basis wipe down all baseboards, doors and trim to remove smudges, dust & stains.

### **Floors**

- On a daily basis sweep & wash all hard surface floors and vacuum carpeted areas
- Twice a year steam clean all carpeted areas, unless required more frequently due to spills or stains

### **Filing Cabinets and Furniture**

- On a weekly basis dust and wipe down all filing cabinets surfaces (fronts & tops)
- On a weekly basis wipe down the bases of all chairs in the council chambers and office areas, vacuum chair seats and backs on an as needed basis, but at least monthly.

### **Desks & Countertops**

- On a daily basis dust and wipe all desk surfaces. Computer equipment should not be cleaned or dusted.

### **Garbage & Recycling**

- On a daily basis empty all garbage and recycling cans; ensuring recycling materials are dealt with as per the Town of Kamsack's Recycling Guidelines.
- Empty the outside smoker's ash receptacle on an as needed basis, but at least monthly.
- Wash and sanitize waste and recycle receptacles on an as needed basis, but at least monthly.

### **Washrooms & Kitchen**

- Wash and sanitize all basins, bowls, urinals, toilet seats.
- Wash and polish all mirrors, shelves, counters and bright work.
- Replenish all toiletry supplies.

### **Light Fixtures & Fans**

- Light fixture covers and fans should be dusted and wiped down monthly.

### **Windows**

- On a monthly basis interior windows/ledges are to be cleaned.

### **Blinds**

- On a monthly basis, blinds are to be dusted or vacuumed.

### **Walls, Bulletin Boards, Picture Frames**

- Daily fingerprints and smudges on walls are to be wiped/washed.
- Monthly walls, bulletin board edges and pictures are to be dusted.
- Once per year walls are to be washed.

7. The following cleaning and maintenance services shall be performed in the boiler room and all storage rooms/areas.

- Quarterly floors are to be swept and mopped.

## **APPENDIX B: MAINTENANCE SERVICES FOR THE CROWSTAND CENTRE**

8. The following maintenance services shall be performed in all areas of the Crowstand Centre:

### **Sidewalks & Steps**

- Snow to be shoveled from all exits, steps and sidewalk as soon as possible after a snow fall.
- Ice melt to be used as required to keep these areas clear of slipping hazards. A log of maintenance is required.
- Throughout spring, summer and fall, sidewalks & steps to be swept at least weekly or more often if required.

### **Garbage & Debris Pickup**

- On a daily basis survey the yard around the Crowstand Centre and pick up any garbage or debris.

### **Ceiling Tiles**

- Replace damaged or dirty ceiling tiles on an as needed basis.

### **Light Fixtures**

- Burnt out light bulbs should be immediately replaced.

### **Regular Maintenance Checks**

- Daily while cleaning, the contractor shall take note of and report potential maintenance issues to the Town Superintendent. This would include dripping plumbing, water leaks, roof leaks, issue with gutters and drainage, electrical problems, etc.