

CLEANING & MAINTENANCE SERVICES
Town Office
CONTRACT AGREEMENT

THIS AGREEMENT made in duplicate this _____ day of _____, A.D., 2019.

BETWEEN:

THE TOWN OF KAMSACK,
P.O. Box 729
Kamsack SK 50A 1S0

(hereinafter referred to as the "Town")

-and-

(hereinafter referred to as the "Contractor")

WHEREAS the Town is the owner of the Town Office located at 161 Queen Elizabeth Boulevard West:

AND WHEREAS the Contractor, under the direction of the Town Clerk, agrees to supply cleaning and maintenance services as necessary to maintain the Town Office 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 1st, 2020 – December 31st, 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 Town Office.

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 Town Office.

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 Assistant Administrator, or designate. In cases of emergency, the Contractor is authorized to contact the appropriate tradespeople.

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 all 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 hold a valid 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 the applicable taxes.

9. Invoicing

The Contractor shall invoice the Town monthly by the 1st of the following month. Payments will be paid by the **15th 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. (i.e. 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 TOWN OFFICE

1. The following cleaning and maintenance services shall be performed for both the upper and lower floors with the exception of the storage archives and boiler room.

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 top edges, and trim to remove smudges, dust & 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.

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, toilets, toilet seats.
- Wash and polish all mirrors, shelves, counters and bright work.
- Replenish all toiletry supplies.

Light Fixtures & Fans

- Burnt out light bulbs should be immediately replaced.
- Light fixture covers and fans should be dusted and wiped down monthly.

Windows

- On a monthly basis interior windows/ledges are to be cleaned.
- On a bimonthly basis (from spring to fall) exterior windows are to be washed

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.

Ceiling Tiles

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

2. The following cleaning and maintenance services shall be performed in the archived file room, fire hall (excluding garage) and boiler room.

- Quarterly floors are to be swept and mopped.

APPENDIX B: MAINTENANCE SERVICES FOR THE TOWN OFFICE

3. The following maintenance services shall be performed :

Sidewalks & Steps

- Snow to be shoveled on front & back 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 Town Office and pick up any garbage or debris.

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 Clerk. This would include dripping plumbing, water leaks, roof leaks, issue with gutters and drainage, electrical problems, etc.