



CENTRAL COAST REGIONAL DISTRICT

TENDER PACKAGE

JANITORIAL SERVICES AND SUPPLIES REGIONAL DISTRICT OFFICE BUILDING

A) INSTRUCTIONS TO BIDDERS:

- 1) Sealed tenders for Janitorial Services and Supplies at the Regional District Office Building will be received until 4:00 PM, Friday, December 1, 2017 at the office of the undersigned. Term of the contract will be January 1 to December 31, 2018.
- 2) Tender packages may be obtained from the Central Coast Regional District office at 626 Cliff St., Bella Coola, BC, or on the website www.ccrd-bc.ca. Interested parties are asked to register with the undersigned to receive any additional information or addendums that may be issued prior to the closing date. Registration can be completed in person, by phone at 250-799-5291 or via email: aa@ccrd-bc.ca
- 3) Tenders must be submitted on the Tender Form supplied by the District. The Tender Form must be submitted in a sealed envelope clearly marked: CENTRAL COAST REGIONAL DISTRICT–TENDER–JANITORIAL SERVICES AND SUPPLIES, REGIONAL DISTRICT OFFICE BUILDING.
No other identifying mark is to be placed on the bid submission envelope.
- 4) Each tender shall be dated, shall show the full legal name and business address of the Bidder and shall be signed with the usual signature of the person or persons authorized to bind the Bidder. The name of each signatory shall be clearly imprinted below the signature.
- 5) Bidders are required to submit one work reference and may be required after the Tender opening to submit evidence of their resources and their ability to carry out the work specified.
- 6) Following receipt of Tenders and analysis by the Chief Administrative Officer, award of the contract may be made, provided any bid is accepted and any contract is awarded.
- 7) Before submitting a Tender, the Bidder shall carefully examine the documents and the site of the works and shall fully inform him/herself as to the existing conditions and limitations, which may influence the tender and affect the execution of the works.
- 8) Should any Bidder find discrepancies or omissions in the documents they should at once, in writing, request explanation, clarification or interpretation, BEFORE submitting the bid.
- 9) The Central Coast Regional District reserves the right to accept or reject any or all Tenders and to waive any informality in the bids received. The lowest Tender, or any Tender, will not necessarily be accepted.
- 10) Any party owing monies to the CCRD must settle all debts before any tender documents will be considered.

- 11) **WorkSafe BC Coverage**: It is the responsibility of the Contractor to make his/her own arrangements for and to pay all assessments for WorkSafe BC coverage. Confirmation of coverage and status of account is required to be submitted with the Tender Form. The District will ascertain from time to time that the Contractor continues to remain in good standing with WorkSafe BC.
- 12) One copy of the Tender Form is to be submitted to the Regional District. The other documents are for retention by the Bidder.

CENTRAL COAST REGIONAL DISTRICT**JANITORIAL SERVICES AND SUPPLIES 2018
REGIONAL DISTRICT OFFICE BUILDING
Schedule 'A'**

These specifications apply to offices, boardroom, washrooms, kitchen and storage rooms located at 626 & 628 Cliff Street, Bella Coola, representing a total work space of approximately 1,728 sq. ft.

A) Weekly Requirements:

1. Vacuum carpets
2. Dust window ledges, file cabinet tops, desks, electric baseboards and equipment
3. Wipe all light switches, door knobs/handles with disinfectant
4. Clean washroom, including mirrors and all surfaces
5. Disinfect all sinks and toilets
6. Wash floors
7. Remove Garbage from all bins
8. Clean kitchen
9. Empty compost bin and clean
10. Empty recycling bin and take recycling to Thorsen Creek Recycle Depot
11. Security check before leaving

B) As Required:

1. Clean interior windows, including front entrance doors, and screen sills as required, at least once monthly
2. Spot clean carpet
3. Spot clean walls
4. Replace light bulbs as needed
5. Dust all surfaces
6. Clean window blinds
7. At the Regional Districts expense, purchase garbage bags and kitchen and bathroom paper products as needed (not bathroom paper towels)
8. Report required repairs and needed supplies to the Regional District

C) Annually:

1. Cleaning of exterior windows
2. Detail around sink faucets
3. Strip/Wax floors – computer equipment to be moved by CCRD staff only



CENTRAL COAST REGIONAL DISTRICT

**JANITORIAL SERVICES AND SUPPLIES 2018
REGIONAL DISTRICT OFFICE BUILDING
FORM OF TENDER**

Tender of:

Name and Address
Of Contractor

To: Central Coast Regional District
Box 186
Bella Coola, BC V0T 1C0

1) In response to the Invitation to Tender, the Instructions to Bidder and Specifications for Janitorial Services at the Regional District Office

□ the undersigned offers to supply all necessary labour, cleaning supplies and equipment necessary to carry out Janitorial Services at the Regional District Office in accordance with documents listed in Schedule “A” Specifications attached, for the sum of \$ _____ per month, exclusive of all taxes, commencing January 1, 2018 through December 31, 2018;

Unless or until a formal contract is executed by the parties, this tender with your written acceptance thereon shall form a binding contract between us.

Signature _____ Dated _____

on behalf of _____
(Company name)

WorkSafe BC No. **GST No.**

CCRD USE ONLY
Tender received: _____ Accepted _____ Rejected _____