RANKIN
culture & recreation
CENTRE

Tender Application for Cleaning Contract
at
Rankin Culture and Recreation Centre
20 Rankin Rink Rd. North Algona-Wilberforce Township

Deadline for application submission is July 28, 2014.

Services to be Provided:

Option A1: Main Hall (South end)

- Sweeping* and mopping of the main hall, foyer (including runner), washrooms, cloakroom, kitchen, hallway, stage and stairs.
- Wiping down of all tables, chairs, kitchen counters, cupboard fronts and kitchen sinks.
- Scrubbing of all washroom sinks, toilets, counters, stalls and mirrors.
- Refilling all paper and soap dispensers with provided products.
- Spot cleaning walls of the main hall, foyer, hallway, cloakroom, kitchen and washrooms where required.
- Dusting of chair rail and baseboard around main hall, stage and washrooms.
- Spot cleaning of the top of the stove unit and the interior of the fridge.
- Ensuring the coffee makers have been emptied and cleaned (renter's responsibility), if not done.
- Clean coffee makers with key once a month.
- Washing and drying of all dishtowels.
- Emptying of cigarette butt receptacles and removing any discarded waste on the ground outside the main door and stage door, including cigarette butts to be swept up and put in the garbage.
- Removal of all garbage and recyclable material to the provided shed outside the southwest corner of the hall.
- Sweep and wash stage.
- Sweep and scrub main walkway in small lobby.
- Clean window in main entrance door.
- Clean toilets in small lobby.
- Chairs must be put back at tables and ladies washroom waste baskets put down after cleaning.

Option A2: Main Hall (pre-cleaning)

- Sweeping* and/or mopping of the main hall, foyer (including runner), washrooms, cloakroom, kitchen, hallway, stage and stairs.
- Check that tables and chairs are clean.
- Scrubbing of all washroom sinks, toilets, counters, stalls and mirrors.
- Refilling all paper and soap dispensers with provided products.
- Clean window in main entrance door if required.
- Chairs must be put back at tables and ladies washroom waste baskets put down after cleaning.

Option B1: Hockey Area

- Sweeping* and mopping of the foyer (including runner), hallway, small lobby, activity room, two dressing rooms and two washrooms.
- Spot cleaning of walls in all areas where required.
- Scrubbing of two washroom sinks, toilets, counters, stalls and mirrors, refill paper containers.
- Wiping down all tables and chairs and baseboards.
- Removal of all garbage and recyclable material to the provided shed outside the southwest corner of the hall. Tie all bags and condense garbage as much as possible.
- Cleaning windows in activity room and office window as required.
- Wipe benches and coat rail as required.

Option B2: Small Lobby

- Sweeping* and mopping of floor
- Remove garbage and recyclables to shed. Tie all bags.
- Scrubbing of two washroom sinks, toilets, counters and mirrors.
- Wiping down all tables and chairs and baseboards.
- Clean office window as required.
- Refill paper containers.

Option B3: Activity Room

- Sweeping* and mopping of floor.
- Remove garbage and recyclables to shed. Tie all bags.
- Scrubbing of two washroom sinks, toilets, counters and mirrors.
- Wiping down all tables and chairs and baseboards.

Option C:

- Same as "Option B1" with the addition of all dressing rooms and the outside spectator viewing area.

Option D:

- Washing, drying and storing of all wine glasses used.

Option E:

- Any other duties as agreed in writing by both *the customer* and *the service provider.*

*Vacuuming may be subituted at the discretion of *the service provider.*

Terms of Agreement

The primary point of contact between *the customer* and *the service provider* will be the President. The Vice-President of the RCRC will act as a secondary contact if the primary contact is unavailable.

Written contact will consist of either physical or electronic mail. Primary and secondary contact information will be provided in a separate letter.

The customer will provide all equipment and supplies required by *the service provider.*

The service provider will clean all cleaning equipment (i.e. mops, dustmops, vaccum cleaner).

The service provider is responsible to inspect any and all supplied equipment to ensure said equipment is safe for use.

If *the service provider* requires a specific brand or type of equipment or supply, *the service provider* will convey these needs to *the customer* in writing.

The customer (rental representative) will provide *the service provider* with a schedule of events that will require the provision of cleaning services and the service level option requested. This schedule will be provided a minimum of one (1) week prior to the requirement. This schedule will constitute the only official request for service from *the customer.*

The service provider agrees to provide the agreed cleaning services in a timely manner and under no circumstances more than forty eight (48) hours after the end of the event in question.

If there are two events on consecutive dates, the cleaning services will be required to be completed with floors dried by 8 AM on the morning following the first event.

The service provider will be compensated monthly, by cheque, following receipt of an invoice from *the service provider.* The cheque will be issued within seven (7) days of receipt of the invoice by the customer.

If *the service provider* fails to provide the requested service for a scheduled event, *the service provider* will not be compensated for said event.

The service provider shall carry and provide to *the customer* proof of his/her own liability insurance.

The service provider is free to hire employees without notice with the requirement that they be bondable and that *the service provider* remains responsible for the payment of said empolyees as well as their actions. *The service provider* will provide a WSIB certificate of good standing to *the customer.*

The service provider is free to enagage in agreements with other parties without notice.

The customer will provide *the service provider with access keys and a security system code. These keys and code remain the property of* the customer and must be returned on termination of the agreement. The building must be locked and the security system armed each time *the service provider* vacates the building.

This agreement can be terminated by either party with thirty (30) days written notice. This notice can be addressed in the same manner as all other communication between *the customer* and the service provider.

I will charge _____for Option A1 I will charge _____for Option A2

I will charge _____for Option B1 I will charge _____ for Option B2

I will charge _____for Option B3 I will charge _____for Option C

I will charge _____for Option D I will charge an hourly rate of _____for Option E

Submitted By:

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____ Date: _____