

EXTENDED DEADLINE - Request for Bids – Caretaker Services-St. Jerome’s School - Vermilion

The East Central Alberta Catholic Separate School Division

Request for Bids: **Contract Caretaking Services**

For: **St. Jerome’s School**

Address: **4820 – 46th Street, Vermilion, Alberta T9X 1G2**

EXTENDED Deadline: 2:00 PM MST on Friday, June 21, 2024

Site visit required. Schedule appointment by calling Allan Chase at 780-853-5251.

Gross area to be cleaned 2,451 square meters (plus sidewalks as required).

Submission of Proposal and Bid for services:

Email Subject line: Confidential - St. Jerome’s School – Caretaking Services

Email Address: shirly.prosser@ecacs16.ab.ca

Any questions can be sent to: allan.chase@ecacs16.ab.ca

IMPORTANT:

Bidders should carefully read the following instructions, specifications, terms, and conditions prior to submitting a bid, as once a bid has been submitted, a bidder will be bound by these conditions.

The East Central Alberta Catholic Separate School Division reserves the right not to accept any bids, and further reserves the right to eliminate any term or condition that may be deemed undesirable or unnecessary. The Division reserves the right to accept or reject any or all bids. No bid will be considered unless submitted in writing in accordance with the instructions, terms, conditions, and specifications governing this bid.

The lowest bid price will not necessarily be accepted.

The successful bidder will be required to supply the School Division with the following prior to signing a contract:

- i. List of the Caretaker Contractor employees who will work at St. Jerome’s school and their phone numbers.
- ii. Current criminal record check for everyone that will provide cleaning services at St. Jerome’s School, including all the contractor’s substitute and casual staff.
- iii. Everyone providing services at St. Jerome’s School under this contract shall signed the school division’s Confidentiality Agreement.
- iv. Certificate of Insurance.
- v. GST registration number (if Contractor has one).
- vi. WCB account number (if Contractor has one one).

Performance Standard

1. The objective of this service is to provide clean facilities and a healthy environment for employees and clients. The contractor shall ensure that the building presents an overall appearance of cleanliness. The facilities must be sanitized and kept free from accumulation of dust.
2. The contractor will exercise the level of care and attention accorded to personal possessions and activities in this area. The general impression the public has of a school is often based on its physical appearance, therefore, it is important that the highest standards of janitorial services be provided in all areas, especially the public areas (entrances, hallways, office, washrooms, etc.)
3. The contractor will provide cleaning services prior to and after school until daily duties are completed as defined. A class may be disrupted only by permission of the principal (or designate) or in an emergency situation. The contractor will schedule around school sponsored extra-curricular activities as arranged by the principal or designate.
4. The contractor must be fully trained in the provision of daily cleaning and sanitizing routines and procedures including WHMIS and MSDS and must train their staff.
5. The Caretaking Contractor warrants that liability insurance in regard to this contract is in force and will continue to be so during the term of this contract. The Caretaking Contractor will provide a copy of its insurance policy prior to the commencement of the Term of this agreement and will provide, from time to time on the request from the Board or the Principal, a copy of the policy showing it to be in good standing. The policy shall carry not less than one million dollars in liability. The policy shall name the board as the primary beneficiary.

General Duties and Responsibilities

This section refers to those items of a janitorial, custodial or maintenance nature that apply to the entire facility and school grounds.

1. The contractor and their staff will watch for and report any problems with the facility (defective or broken equipment, leaking pipes or roof, cracked walls, broken glass/window, etc.) to the principal (or designate) immediately.
2. The contractor will regularly purge all traps, toilets, sinks and urinal with proper chemicals.
3. The contractor is to ensure that school is operational one hour before the school day begins (7:15 AM) in terms of cleanliness, heat, and ventilation systems.
4. The contractor is to ensure that the Canada and Alberta flags are raised while school is in session but removed during the summer break.

5. The contractor will normally use a disinfecting solution to wash any surface in the school. Stronger solutions will be used in areas conducive to the spread of germs or bacteria and subject to high student traffic (drinking fountains, frequent touch areas, bathrooms).
6. The contractor is responsible for ensuring that:
 - a. All external windows are locked in each room.
 - b. All external doors are locked as rooms are cleaned; once the contractor has locked the room after cleaning, they are no longer responsible for those doors.
 - c. Once the contractor has locked the entrances at 4:30 PM, they are no longer responsible for those doors.
 - d. If other school personnel or the public remain, then that person or group assumes the responsibility for security of the section being used.
7. The principal (or designate) may direct the contractor to open/close the facility for evening functions.
 - a. There will be a \$15 fee paid if the party using the facility is not part of the joint usage agreement. This does not apply to the regular work night.
 - b. The contractor shall report improper use of the school to the principal (or designate).
8. The contractor will ensure that they and their staff are appropriately dressed, neat and tidy, courteous and cooperative. Every effort should be made to be tactful and self-controlled. If differences arise, the principal (or designate) is to be informed to address the situation. The contractor will not use or permit the use of intoxicants or illegal drugs by their staff while in the school.
9. The contractor and their staff will use the school resources efficiently including electricity, water, heat, cleaning and paper supplies or any other resource. The principal (or designate) will make the contractor aware of conservation practices in the school.

Specific Duties

1. Instructional Areas
 - a. Daily
 - i. sweep/vacuum floors.
 - ii. empty garbage cans.
 - iii. wipe spills, gum, ink, etc.
 - iv. clean whiteboards & ledges.
 - v. remove obvious finger marks, smudges, graffiti.
 - vi. the school staff member of each room is responsible in making sure that each student chair is placed on top of each student desk at the end of each school day.
 - b. As needed
 - i. dust ledges, shelves, file cabinets and other school furniture.
 - ii. wipe doorknob areas and door windows.
 - iii. wipe and clean sink and the sink areas.

- iv. arrange desks, chairs, furniture as per teacher directions, primarily at the beginning of the year.
- 2. Washroom, showers, toilets
 - a. These areas require specific, regular attention to control spread of germs and odors, and enable students to practice positive washing/toileting habits. Washrooms should always appear clean and sanitary to the users.
 - b. Daily
 - i. wash floors, sinks, countertops, urinals, partitions and regular doors with disinfectant solution.
 - ii. scrub bowls and urinals inside and outside with proper chemicals.
 - iii. fill soap, paper dispensers.
 - iv. empty trash containers.
 - v. clean and polish mirrors.
- 3. Auxiliary Areas
 - a. These areas assist the school to deliver its programs (gym, entrances, hallways, offices, library, staff work rooms, staff lounge, mezzanine, stairwells, etc.)
 - b. Daily:
 - i. wash all hallways every night.
 - ii. remove gum, tape, ink, and spills.
 - iii. clean drinking fountains with disinfectant.
 - c. As needed:
 - i. sweep, vacuum, wipe, mop, and polish.
 - ii. dust all ledges, equipment.
 - iii. wipe tables and countertops.
 - iv. wipe doorknobs and door window areas.
 - v. wipe finger marks, smudges, graffiti from walls, glass, lockers, doors.
- 4. The School Grounds
 - a. The grounds are important as play areas and for landscape effect. The contractor is responsible for the following as required:
 - i. To ensure the walkways are safe at all times. This caretaking contract will be responsible for sidewalks colored blue (contract 2) and described as the front entrance around the school to the east entrance, the library entrance and the Father Cordeau entrance.
 - ii. To maintain the tidiness and cleanliness around the outside garbage containers. Garbage container will be emptied as needed or a minimum of once/week.
- 5. The school building – cleaning during the holidays.
 - a. During the summer holiday period, the following tasks must be completed:
 - i. wash all desktops and seats.
 - ii. wash all walls, partitions, shelves, and doors.

- iii. wash or dust ventilations ducts.
 - iv. strip, wax and polish floors.
 - v. shampoo all carpets.
 - vi. wash and condition all furniture.
 - vii. clean windows inside and outside.
 - viii. dust all pictures, bulletin boards, light and electrical fixtures, shelves, door frames.
 - ix. dust Smart (digital) boards.
 - x. deep clean and restore (if necessary) all whiteboards & black boards but do not deep clean or restore Smart (digital) boards.
 - xi. vacuum all heat registers.
- b. All summer work is to be coordinated through the principal (or designate) to ensure that all workers, contractors, and school personnel are aware of what is going on over the summer months, when, who is doing what and where to enable completion of projects and necessary work.
- c. During the Christmas and Easter breaks, the contractor will ensure that all items in "5.a." are addressed as needed in discussion with the principal (or designate).

Caretaker Services Bid Form

TO: The East Central Alberta Catholic Separate School Division
1018 - 1st Avenue
Wainwright, AB T9W 1G9

PROJECT NAME: Contracted Caretaking Services at St. Jerome's School - Vermilion

We, the undersigned, hereby agree to complete the Work of the Agreement in accordance with Bid Documents for the ANNUAL stipulated price of:

Dollars (\$ _____) \$ _____ for 12 months
(in words) (in figures)

Excluding GST. It is understood that the annual price quoted is divisible by twelve (12) and that amount is paid monthly from July 1, 2024 to August 31, 2025. The annual amount tendered is in consideration of a twelve (12) month contract. The first term is 14 months instead of full year.

This bid is open to acceptance by the Division until 30 days after the bid closing time. This 'Bid and Contract Form' together with and subject to all the provisions of the Bid documents shall, when accepted and signed by the Owner, constitute a binding agreement between the contractor and His Majesty the King in the right of Alberta, as represented by the Division.

Executed this _____ day of _____, 2024.

BIDDER:

Business or proprietor's name _____

Mailing address _____

Email Address _____

Phone Number _____

Signature of Bidder's authorized representative _____

Printed name of the person signing above _____

Position of person who signed form _____

Date of Signature _____

Witness's signature _____