

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

BETWEEN:

THE TOWN OF NEEPAWA
(hereinafter referred to as 'The Town')
OF THE FIRST PART

And

(hereinafter referred to as "The Custodian")
OF THE SECOND PART

WHEREAS the Town of Neepawa desires to contract out the cleaning and custodial duties at the Riverbend Campground Washroom located at Riverbend Campground, 450 Broadway Avenue (hereinafter referred to as "The Premises") in the Town of Neepawa, in Manitoba;

AND WHEREAS the Contractor shall contract with the Town to provide the service of custodial duties at the washroom;

NOW THEREFORE WITNESSETH THAT in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The term of this contract shall be for five months (5 months), commencing on the 30th day of April and ending on the 30th of September, 2019.
2. The duties of the Custodian shall be as outlined in Schedule "A" which is attached to and forms part of this Agreement.
3. The Town shall pay the Custodian a monthly contract price of \$_____ plus GST per month.
4. It is understood and agreed that this Contract is solely with the Contractor and it may not be assigned to any other person or business.
5. Within two weeks of the signing of this contract, the Contractor must submit to the Town of Neepawa a list of all employees who may be cleaning on the premises, complete with a copy of photo identification.
6. Should the Contractor fail to comply with any of the terms of this Agreement, the Agreement may be terminated upon 48 hours written notice given by the Town to the Contractor. Such notice will be served personally on the Contractor or by Registered Mail. As to whether or not the Contractor is complying with the terms of this Agreement shall be in the sole discretion of the Town.
7. Either party may terminate this Agreement upon one month's written notice to the other party. Such notice to be served personally or by registered mail to the affected party.
8. Notices shall be served upon either party as follows:
 - a. Town of Neepawa, 275 Hamilton Street, Box 339, Neepawa, MB R0J 1H0
 - b.

8. It is agreed upon and understood that the status of the Custodian is that of an independent contractor and the Employer-Contractor shall accordingly receive the monthly compensation without deductions.

IN WITNESS WHEREOF the Town of Neepawa has caused its Corporate Seal to be hereunto affixed and duly attested by the signatures of the Mayor and CAO this _____ day of _____, 2019.

TOWN OF NEEPAWA

Mayor

CAO

IN WITNESS WHEREOF the Party of the Second Part has hereunto set his hand and seal this day of _____, 2019.

Witness

Custodian

SCHEDULE "A" RESPONSIBILITIES OF CONTRACTED CUSTODIAN

REPORTS TO: Parks Supervisor / Manager of Operations

POSITION SUMMARY: Responsible for all aspects of cleaning and custodial duties of the washroom facility.

CLEANING SCHEDULE:

Prior to May 1 (or when utilities are connected):

- A thorough cleaning of the entire building is to be conducted:
 - Walls & ceilings washed and dusted
 - Sinks and showers washed
 - Floors swept and washed
 - Any other general maintenance as required (placing garbage/recycling receptacles, replacing light bulbs, fixing shower curtains, unclogging toilets)
 - Provisioning of the washrooms with soap, paper towel and toilet paper
 - Stocking of the maintenance room.

DAILY:

1. Complete a thorough cleaning and disinfection of the entire building at two standard times each day (ex. 10 a.m. and 7 p.m.), seven (7) days a week. Times to be based on mutual agreement with the Parks Supervisor and the custodian.
2. Do a visual inspection of premises (inside and outside); please report any vandalism to the Public Works Supervisor and/or the Manager of Operations 7 days a week.
3. Keep entrances and walk way clean;
4. Washrooms to be cleaned, wash mirrors, sinks, showers and toilets to be disinfected;
5. Sweep floors and damp mop;
6. Ensure that bathrooms are stocked with necessary provisions (toilet paper, paper towel & hand soap);
7. Pick up any loose garbage in premises and within a 20 foot radius outside building;
8. Empty waste & recycling receptacles and remove contents from the building to the communal bin;
9. Ensure that all sinks, showers and toilets are working. If they are not functioning it is the responsibility of the custodian to exercise all methods of repair, prior to informing the Parks Supervisor that a plumber is to be called.

WEEKENDS & STATUTORY HOLIDAYS:

1. The public washrooms located at Riverbend Park are to be unlocked prior to 9:00 a.m. on Saturday, Sunday and all statutory holidays and locked at 9:00 p.m.
2. Ensure the washroom is cleaned by disinfecting sinks and toilets and sweeping and damp mopping floors.
3. Ensure that washrooms are provisioned with soap, toilet paper and paper towels.
4. Should a Parks Use Permit require the washroom facility to be open earlier and close later, Town of Neepawa staff will advise the custodian of these changes, either via phone call or text message.
5. Any vandalism or damage is to be documented and photographed and reported to the Parks Supervisor as soon as possible.

GENERAL:

1. The Town shall be responsible for the supply of all equipment and materials necessary to clean and maintain the premises in excellent condition. It is the responsibility of the contractor to leave a list of items required to do the job.
2. Maintenance room area is to be kept clean and tidy. According to fire regulations no flammable material should be stored in that area.

3. The Contractor is responsible for bringing all the areas of the building to a standard of cleanliness acceptable to the Manager of Operations or his designate.
4. On completion of all major operations an inspection shall be conducted by the Manager of Operations or his designate to ensure that the work is satisfactory.
5. The contractor must provide a list of any employees that may be performing work in the premises on behalf of the contractor.

Town of Neepawa - Riverbend Campground Cleaning Bid

Bidder Name:

Mailing Address:

Phone:

Cell:

Email:

I agree that I have read the terms of the agreement and the duties contained. *It is the responsibility of the contractor to remit applicable GST.*

Cleaning Duties Riverbend Campground

Per month \$ excluding GST

Parks Washroom Weekend & Statutory Holiday Cleaning

Per month \$ excluding GST

Total Monthly Bid

\$ excluding GST

Total GST payable

\$

Total Monthly Bid INCLUDING GST

\$

Please list three (3) references:

1. Name: _____

Phone: _____

2. Name: _____

Phone: _____

3. Name: _____

Phone: _____

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this cleaning bid.

Bidder Signature