TOWN OF WATSON LAKE
Janitorial Services for the Town Office
And Municipal Services Building

Instructions to Bidders

PROJECT: **RFT 2026-014 - Janitorial Services for the Town Office and Municipal Services Building**

1. All Bids must be submitted by email in a password protected format to cdo@watsonlake.ca.
2. The time and date of Bid closing is December 15, 2026, at 4:00PM (Yukon Time). To be considered, Bids must be received electronically before the closing date and time. Bids received after this time will not be considered. It is the responsibility of the Bidder to verify that a Bid has been received, prior to the closing date and time.
3. Bids must be submitted on the provided Schedule "C" Bid Submission Form.
4. Any Bidder who wishes to withdraw their Bid from consideration may do so by submitting a written letter of withdrawal by email to cdo@watsonlake.ca, prior to closing date and time.
5. The lowest Bid will not necessarily be accepted. The Town reserves the right to accept the Bid deemed most favourable to the Town.
6. The successful Bidder will be required to provide proof of insurance coverage, as described in paragraph 12 of the General Conditions.
7. Bidders must hold a valid inter-municipal or Watson Lake business licence.
8. The successful Bidder must prove that they have Yukon Workers' Compensation Board coverage.
9. Bidders may make arrangements to examine the premises of work prior to submitting their Bid.
10. All questions in reference to this Project must be directed to:

    Tiffany Lund
    Executive Assistant/Municipal Clerk
    Town of Watson Lake
    867-536-8000 ext. 9
    cdo@watsonlake.ca

JANITORIAL SERVICES FOR THE TOWN OF WATSON LAKE

GENERAL CONDITIONS

1. INTERPRETATION

Should any dispute arise concerning the meaning or intent of the Contract, the Chief Administrative Officer shall make a decision which shall be final unless the Contractor disputes such decision by a written notice within 10 days of such decision whereupon the dispute shall be resolved by Town Council.

2. EXECUTION OF THE WORK

The Contractor shall for the stated Contract Price, furnish all necessary labour and materials, as listed in section 16., and shall carry out in a careful and sufficient manner and to the satisfaction of the authorized representative of the Town, the work set out under description of the work. The work shall be done in accordance with the Cleaning Task Schedule (*Schedule "A" & Schedule "B")*. The frequencies may be varied after experience has been gained in cleaning the building, but only in consultation with the Town.

3. BUILDING SECURITY

The Contractor shall be responsible for the security of the premises during their working hours, and for locking all exterior doors and windows and turning out lights as required at the completion of each day's duties depending on building occupancy or usage.

Keys and security system codes will be provided by the Town to the successful Contractor; they will be signed for and upon completion or termination of the contract will be returned to the Town. One key will be issued for entry. At no time will the Contractor have additional keys cut.

4. CHANGES

Changes to the Work shall only be made on receipt of written instructions from the Town. Any resulting adjustment to the Contract Price shall be agreed upon by the Town and the Contractor and will represent the reasonable and proper costs incurred by, or savings accruing.

5. DELAY

No payment shall be made, or extension of the Date for Total Performance of the Work given to the Contractor for delay encountered during the execution of the Work unless such delay was due to causes beyond the control of the Contractor.

6. TERMINATION

The Town may terminate the Contract for reasonable cause by giving notice in writing to the Contractor to that effect. The Town's obligation to make payment to the Contractor shall cease when payment for work satisfactorily performed has been made.

7. CO-OPERATION AND MAKING GOOD

The Contractor shall perform the Work with minimum disturbance to personnel and the public and ensure that the health and safety of persons occupying adjacent or contiguous parts of the building or project is protected. **The Contractor shall obtain the approval of the Town for the hours during which the Work will be performed and shall provide a work schedule for approval**

of the Town. The Contractor shall repair and make good all parts of any existing building affected by the Work. All work shall be equal in kind, quality and finish to that of the existing work, if any. Where the Work affects occupied portions of a building, the Contractor shall ensure continuity of building services and necessary access for personnel and vehicles.

8. PROPERTY OF THE OWNER

The Contractor shall be liable to the Owner for any loss or damage to any property of the Town arising out of the performance of the Work whether or not such loss arises from causes beyond the Contractor's control.

9. PAYMENT

The Contractor is to submit monthly invoices. Subject to verification by the Town, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof.

10. WORKERS

All workers shall be qualified to do the Work. The Contractor shall be responsible for all assessments, returns, remittances, and deductions in respect of the Contractor's workers under the *Workers' Compensation Act* (Yukon), *Unemployment Insurance Act, Income Tax Act* and *Canada Pension Plan.*

11. INDEMNIFICATION

The Contractor shall indemnify and save harmless the Town from and against all claims, damages, costs, expenses, actions and suits caused by or arising out of or in connection with, whether directly or indirectly, the carrying out of the Work or by reason of any matter or thing done, permitted or omitted to be done by the Contractor, subcontractors or their agents or employees and whether occasioned by the negligence of the Contractor, subcontractors or their agents or employees.

12. INSURANCE

The Contractor shall maintain the following insurance policy with minimum limits of liability as specified herein and in forms and with Insurers acceptable to the Owner during the period of time the Contract is in force.

Comprehensive General Liability Insurance covering bodily injuries and property damage and including the Contractor's premises, contingent liability with respect to the Contractor's subcontractors; contractual liability covering the Contractor's liability under this Contract with the Town. Minimum insurance limits: $1,000,000 Inclusive of bodily injuries and property damage.

A copy of the policy shall be provided to the Town upon request and the policy shall state that it cannot lapse, be cancelled, or be materially altered without at least 30 days' notice in writing to the Town. Any deductible shall be borne by the Contractor.

13. LAWS, PERMITS AND BYLAWS

The Contractor shall comply with all laws and regulations applicable to the Place of the Work, whether Federal, Territorial, or Municipal including the Fair Wage Schedule of the *Employment Standards Act* (Yukon) and shall pay for all permits and certificates required in respect of the Work.

14. REMOVE DEBRIS

The Contractor shall remove from the premises, from time to time and as directed by the Town, all building rubbish or debris resulting from the Work.

GENERAL REQUIREMENTS

15. DESCRIPTION OF WORK

The work to be completed under this contract includes:

15.1 Cleaning of the Town Administration Building;

15.2 Cleaning of the Town Municipal Services Building;

15.3 Steam cleaning of all carpets on a semiannual basis;

15.4 Washing of all windows (inside and out) on a semiannual basis; and,

15.5 Washing of all walls on a semiannual basis.

16. SCOPE OF WORK

The Town will supply the following equipment and supplies:

- Mopping tanks, floor machines, vacuum cleaners, brooms, mops, ladders, pails and scaffolding.

The Contractor is to provide all labour required to perform the custodial services and the following materials and supplies to carry out custodial duties for a **fragrant free work environment**:

- Dusting cloths, scrubbing brushes, scrapers, scouring materials, soaps, detergents, spray deodorants, disinfectants, polishing materials such as waxes and applicators, toilet paper, paper towel, plastic garbage bags and gloves.

14. PERIOD OF CONTRACT

The period of the Contract shall be for one year commencing January 1, 2027, and terminating December 31, 2027. This Agreement shall be for a term of one year, however, at the sole option of the Town this Agreement may be renewed for two further terms of one year upon the same terms and conditions, including a further right to renew on the part of the Town. There shall be no right for renewal beyond a total term of three years.

19. RESPONSIBILITY FOR DAMAGE TO THE BUILDING AND ITS CONTENTS

It is the responsibility of the Contractor to ensure that all products are compatible with the surface on which they are employed. Any damage resulting from the use or misuse of such agents or scalers must comply with or be equal to the latest Canadian Government specifications and applied only to surfaces for which they are authorized by the manufacturers of such material.

The Contractor shall provide and maintain adequate and suitable means to save the building and its contents from dust and defacement during the progress of work by providing and using cloths,

painter's cloths, tarpaulins, or other approved protection wherever necessary or directed.

It is the Contractor's responsibility at the time of the contract awarding to examine surfaces which are to be maintained in order to ascertain their condition and to bring to the Town's attention, in writing, any defective surfaces.

20. OPERATIONS SCHEDULE

The Contractor shall arrange with the Town, the schedule of work the hours of cleaning operations, to cause the least inconvenience possible to occupants of the buildings and to the general public. All work must be done at times convenient to the Town as agreed upon through consultation with the Chief Administrative Officer or designate.

21. SERVICES PROVIDED BY THE TOWN

The Town will supply storage and Janitorial rooms at each facility. It is the Contractor's responsibility to exercise management control over the supplies issued by the Town and to make such accounting for use of supplied materials as from time to time, be required.

22. LIGHT REPLACEMENT

The Town shall replace all burnt-out or flickering fluorescent and incandescent light bulbs, including exit lights.

23. ACCIDENT PREVENTION AND OCCUPATIONAL SAFETY

The Contractor must be registered with the Yukon Workers' Safety and Compensation Board and have valid and sufficient coverage for the term of the Contract. The Contractor shall comply with any applicable safety regulations, standards as prescribed by the appropriate Federal and Territorial authorities, and in the event of in consistencies between any such regulations, standards and rules and the provisions this statement of work, the provisions of this statement shall prevail.

JANITORIAL SERVICES FOR THE TOWN OF WATSON LAKE

Schedule "A" - Cleaning Task Schedule

Town Administration Building Includes Offices, Library, Council Chambers, YG Building Inspector Office, General Public Areas, and all Restrooms						
Standard No.	Task	Frequency		Standard No.	Task	Frequency
1.	Empty and damp wipe waste baskets and containers	T		13.	Clean and sanitize restroom sinks, toilets, urinals, and plumbing fixtures	T
2.	Dust and damp clean furniture	R		14.	Empty and sanitize sanitary disposals	T
3.	Dust window sills	R		15.	Fill or restock toilet tissue holders	R
4.	Sweep, dust, and mop all non carpeted floors	T		16.	Disinfect toilet tissue holders	T
5.	Vacuum and spot clean carpets	T		17.	Disinfect all partitions and walls in Restrooms	T
6.	Damp mop office chair mats	W		18.	Wash and polish all mirrors	T
7.	Wet mop hard surfaced stairs	T		19.	Free minor plugged plumbing	R
8.	Spot clean walls, doors, and woodwork	W		20.	Remove all waste and dispose at outside garbage container	T
9.	Dust polished surfaces	T		21.	Wash windows inside & out	S
10.	Clean elevator (floors, walls, etc)	R		22.	Wash walls	S
11.	Wash and disinfect sinks	T		23.	Steam clean carpets	S
12.	Wash and disinfect garbage containers	W		24.	Deep clean kitchen (wash fridge, microwave and cupboards)	S

Frequency Key

S – Semi Annually (as directed by the Town)

T – Three times weekly

W – Weekly

R – Routinely as Required

JANITORIAL SERVICES FOR THE TOWN OF WATSON LAKE

Schedule "B" - Cleaning Task Schedule

Town Municipal Services Building Includes Training Room, Hallways, Foyers, General Public Areas, Fire Hall, Fire Hall Locker Room, Public Works Locker Room, and all Restrooms						
Standard No.	Task	Frequency		Standard No.	Task	Frequency
1.	Empty and damp wipe waste baskets and containers	W		10.	Clean and sanitize restroom sinks, toilets, urinals, and plumbing fixtures	W
2.	Dust and damp clean furniture (offices, staff room, training room, restrooms)	W		11.	Empty and sanitize sanitary disposals	W
3.	Dust window sills	R		12.	Fill or restock toilet tissue holders	R
4.	Sweep, dust, and mop floors	W		13.	Disinfect toilet tissue holders	W
5.	Spot clean walls, doors, and woodwork	W		14.	Disinfect all partitions and walls in Restrooms	W
6.	Dust polished surfaces	W		15.	Wash and polish all mirrors	W
7.	Wash and disinfect sinks	W		16.	Free minor plugged plumbing	R
8.	Wash and disinfect garbage containers	W		17.	Wash windows inside & out	S
9.	Remove all waste and dispose at outside garbage container	W		18.	Wash walls	S
				19.	Deep clean kitchen (wash fridge, microwave and cupboards in staff room & Training room)	S

Frequency Key

S – Semi Annually (as directed by the Town)

W – Weekly

R – Routinely as Required

JANITORIAL SERVICES FOR THE TOWN OF WATSON LAKE

Schedule "C" – Bid Submission Form

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN TENDER SUBMISSION

All prices submitted shall be in Canadian dollars, shall include all applicable taxes. All prices shall include all costs, and no additional costs will be chargeable to the Town unless indicated below.

If a sub-total or total amount is indicated, and a price has not been entered for any payment items that forms part of the sub-total or total amount, that payment item shall be deemed to have been included in the other prices that make up the sub-total or total price(s), as applicable.

DESCRIPTION	PRICE
Cleaning of Administration Building (monthly)	$
Cleaning of Municipal Services Building (monthly)	$
Subtotal	$
GST	$
Monthly Total including GST	$

_____

Name of Contractor/Corporation

_____

Legal Status (Corporation, Partnership, or Sole Proprietorship)

_____

Mailing Address

_____ _____

Telephone Number Email Address

_____ _____

Name of Business Officer Title of Business Officer

_____ _____

Name of Business Officer Title of Business Officer

Please tick all that apply:

I/we currently hold a valid Watson Lake or Yukon Inter-Municipal Business Licence, or am willing to obtain ☐

I/we currently hold valid Worker's Compensation Insurance ☐

I/we currently hold valid insurance as per Section 12 ☐

By signing below, I/we accept all terms and conditions of this Request for Tender and acknowledge that we have received and taken into consideration all addenda issued in our submitted bid.

Signature of Authorized Representative:	**Signature of Witness:**
_____	_____
Signature	Signature
_____	_____
Name of Representative	Name of Witness
_____	_____
Title of Representative	Date of Signing