

## Specifications & General Conditions - ASB

**Term:** One-year term from May 1, 2019 until April 30, 2020, with the option to extend for two one-year terms, if mutually agreed upon. REF: Contract #TKAS-02-2019

**Services:** The Contractor will, to the satisfaction of the Terrace-Kitimat Airport Society, provide janitorial services in and around the Air Services Building at the Northwest Regional Airport, Terrace-Kitimat, in accordance with the specifications outlined in this document as well as:

1. Appendix C - Janitorial Quality Standards; and
2. Appendix E – Janitorial Service Schedule – ASB.

The Contractor will submit a monthly invoice for work completed as soon as practical after the end of the month.

The Contractor agrees to submit a written estimate for any Project Work the Airport Society may request, in addition to the routine work. The Airport Manager, prior to the work beginning, will authorize all such work.

**Time of Work:**

Routine cleaning will be timed, to minimize disruption to aircraft arrivals/departures. Schedules are to be approved by the Airport Manager and will be flexible to change with the seasonal flight schedules.

A proposed schedule of cleaning times is to be submitted with your tender documents.

**Transport:** Transportation of contractor's employees to, from and around the site is the contractor's responsibility.

**Access:** Security passes, access codes and keys to all site areas are to be given to authorized Contractor personnel and are to be kept secure at all times. The Contractor must notify the Airport Manager **IMMEDIATELY** if keys or passes are lost. There is a \$50 charge to the contractor for each key or pass.

**Safety:** The Contractor will use caution to avoid injury to persons and property, annoyance to, or undue interference with the public, site personnel, operational personnel, or other members of the staff. Damp/Wet Floor signs are to be used when necessary. Contractor and employees will be issued NWRA Safety Management System "SMS" training by the airport.

All cleaning materials and supplies are to be stored safely and neatly, in a secure area designated by the Manager of Operations. All liquids are to be labeled clearly and marked with the appropriate dangerous goods identification, wherever necessary. The Contractor shall comply with all federal and provincial legislation related to WHMIS. All cleaning products are to be used as intended. A WHMIS binder containing MSDS information for all products used by cleaning staff must be kept up to date in a holder mounted on the wall in the janitor's closet. All personnel are to have current WHMIS training. Proof of current training must be provided to airport upon request.

**Security:** All cleaning staff are required to submit an RCMP background check to the Airport Manager. Cleaning staff may begin work prior to the Airport Manager receiving the completed form from the RCMP, only if that person is under direct escort by another cleaning staff member holding a Restricted Area Pass with their RCMP clearance completed. The Contractor must be cognizant of the airport's security requirements at all times and shall comply with the Aeronautics Act and the Aerodrome Security Regulations. The contractor will receive a copy of what is required. The Contractor is

responsible to ensure their employees are informed about all security requirements and that they comply with these. Any breach of these requirements by an employee or the Contractor will be grounds for removal of the employee from the site and taking work out of the Contractor's hands. All secure areas are to be left secure upon completion of the work.

**Employee List:** The Contractor shall supply a written list of names, addresses, email address and a contact telephone number of all employees prior to them starting work.

**Garbage Disposal:**

Collected garbage shall be bagged and disposed of in the dumpster container provided outside the air terminal building and the operations building.

**Contractor Areas/Closet:**

All Contractor areas are to be kept clean and free of debris. Cleaning duties are to be posted in the janitor's closet.

**Repairs:**

The Contractor shall promptly report to the Airport Manager any damage noted or repairs deemed necessary to site buildings, fixtures, fittings, equipment and electrical outlets.

**Lost and Found:**

The Contractor will return any found items to the Airport Manager's office.

**Clothing:**

For security and identification, the Contractor and employees must have their restricted area pass visibly displayed. All other clothing, footwear, outerwear should be clean, neat, and suitable for the work to be carried out. Hi-resolution vests are required when on the Apron and in the parking lot.

**Quantity/Deficiency:**

In the event of a deficiency or lack of performance of the work contracted, the Contractor, once notified, will resolve the issue immediately or within an agreed upon timeline. If corrections are not made within the time frame stipulated, then a deduction from the monthly invoice will occur. Where the deficiency cannot be rectified, (i.e. daily tasks) notification will be given and adjustment to the invoice will be made and details of the deficiency and calculation given.

**Contract Security:**

The Contractor may be required, at their own expense, to provide contract security in the amount of 10% of the value of the first year of the contract. The security can be in the form of cash, a certified cheque or a letter of credit, in a form acceptable to the Terrace-Kitimat Airport Society. Contract Security may also be in the form of a Performance Bond in the amount of 50% of the contract value.

Contract Security in the form of cash or a certified cheque will be deposited in an interest-bearing account and will be returned, together with interest, to the Contractor, at the successful completion of the contract.

**Acceptance of Tender:**

The Terrace-Kitimat Airport Society reserves the right to accept or reject any and all tenders.

**Offer Acceptance/Rejection:**

Tender offers shall remain open to acceptance and irrevocable for a period of thirty (30) days after the tender closing date.

**Supplies Used:**

The Contractor shall ensure that all supplies used are the correct size, consistency, and quality requested by Terrace-Kitimat Airport Society. The Airport Society reserves the right to specify products and/or reject any product or supply not to the standard required. All products are to be compatible with the surfaces to which they are to be applied. The cost for any damage caused by misuse of any materials or equipment by the contractor will be deducted from the Contractor's monthly invoice.

**Supplied Materials:**

The Contractor is responsible for supplying, at their cost, all materials including washroom paper products. All supplies, materials and equipment whether supplied by the Terrace-Kitimat Airport Society or the Contractor, are the Contractor's responsibility to ensure there are sufficient quantities on site for day-to-day use.

**Equipment:**

The Contractor shall supply all equipment required to perform the work of this contract, equipment must be in good operating order and properly maintained. Suitable standby equipment must be available immediately in the event of loss, theft, or damage to the original equipment. The Contractor shall ensure that sufficient equipment and tools for all varying types of work are available at the work site (i.e. wet/dry vacuum cleaner, upright vacuum with beater/rotary brush machine with pad holding attachments, cleaning trolley, etc.) Restroom cleaning materials. (cleaning cloths, etc.) are to be identified clearly and used solely for these separate areas for hygiene reasons. All equipment provided must be reliable and to a professional standard, used only for professional janitorial cleaning purposes.

**Site Communication:**

It is a requirement of this contract that the Contractor contact the Manager of Operations quarterly to ascertain if the service level is consistent with requirements.

**Project Work:**

The Airport Manager may request Project Work when a need is identified. Payment for approved project work will be based on a quotation from the Contractor, to include an hourly rate. The hourly rate quoted will also be used to apply against any deficiency of work and will be discounted against the Contractor's invoice when the deficiency is not rectified.

Pre-determine an hourly rate at the start of the contract.

Signatures:

\_\_\_\_\_  
Authorized Signatory  
Terrace-Kitimat Airport Society  
Date: \_\_\_\_\_

and

\_\_\_\_\_  
Authorized Signatory  
Date: \_\_\_\_\_