

## **ANNEX A – Statement of Work**

### **Cleaning Services**

**Objective :** To provide a safe and clean working environment for staff, residents and visitors.

### **Scope:**

The Contractor shall furnish all necessary labour, supervision, material (cleaning supplies) and equipment to provide cleaning services.

### **Task:**

- The contractor shall clean all rooms, stairs and corridors as indicated in Annex “D”. The contractor shall empty, clean and/or wash heavy waste containers, sweeping, damp mopping, washing and scrubbing floors; removing and applying floor finishes; sealing floors; washing or vacuuming walls and ceilings; cleaning light fixtures; operating powered cleaning and sanitation equipment; as well as doing other related duties.
- The contractor shall perform cleaning activities as per Annex “D” required task and frequency.
- The Contractor must use appropriate safeguard measures in any room where the work is being performed. (ie. using signs indicating wet floors, protect contents in the room, etc.)
- The contractor will have access to room 008 in the basement to store cleaning products, materials and equipment.
- The contractor shall replenish paper towel, toilet paper, hand sanitizer and soap dispensers in public washroom and kitchen. These materials will be supplied by CSC and located in room 008.
- The contractor shall dispose of all waste materials in approved outdoor locations and containers.

### **Vendor’s Performance:**

The contractor shall be responsible for any repairs/damages made to Correctional Service Canada property by abuse or product misuse.

The contractor is responsible to inform the Technical Authority immediately if unavailable to provide services. Such an event must not occur more than once per month.

### **Technical Authority:**

The Technical Authority for this contract shall be the Senior Parole Officer or his/her delegate.

The contractor’s performance will be monitored by the Technical Authority or his/her delegate and work will be carried out to their satisfaction.

### **Technical Specifications:**

- The contractor shall ensure that all cleaning products are Green and/or eco-friendly.
- The contractor shall ensure to provide all Material Safety Data Sheets for all cleaning products used to the Technical Authority.

### **Constraints:**

- The contractor shall comply with all standing orders, safety regulations and guidelines enforced by the Correction Community Centre (CCC) where the service is to be performed.
- The contractor shall provide janitorial services from Monday to Friday, prior to or after regular working hours (8h00-17h00).

- The contractor's staff, upon arrival to the CCC shall provide identification (ID) and log into the CCC Visitor's Register maintained at the Main Entrance for Parrtown CCC registering their names, times of arrival and departures in accordance with security requirements.
- Services will not be provided during statutory holidays. Services will need to be performed prior to personnel return to work. (ie. If the statutory holiday is on a Monday, cleaning services are to be done Friday evening, after 17h00 or Tuesday morning, prior to 8h00 a.m.)
- The contractor shall ensure that cleaning products used are compatible with building materials.
- The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.

**Deliverables:**

- The contractor is required to submit monthly invoices, outlining the months of the services rendered and how many days worked during those months.
- The contractor shall provide a cleaning inspection report quarterly or at CSC's request, including, at a minimum, the following information:
  - Inspection date
  - Name(s) of person(s) who performed the inspection.
  - Notes of unsatisfactory conditions observed and the steps taken to correct such conditions.
  - The name of the Correctional Service Canada representative who assisted during the inspection.

**Location of work:**

- a. The Contractor must perform the work at:  
Parrtown CCC, 23 Carleton Street, Saint John, New Brunswick
- b. No travel is anticipated for performance of the work under this contract.

**Language of Work:**

The contractor must perform all work in English.