

Royal Canadian Legion
Branch 211 Bowser
7035 West Island Highway, Bowser, BC V0R 1G0

JANITORIAL AND CLEANING CONTRACT SERVICES

TERM OF CONTRACT: _____, **2024 TO DECEMBER 31, 2025**

This is a term contract position with Branch 211 of The Royal Canadian Legion. The contract shall run for the term as set out above. Schedule A, attached, outlines the general duties of the position.

GENERAL TERMS

- Lounge is open Wednesday to Saturday – Winter and Thursday to Sunday – Summer. Additional events and rentals fluctuate throughout the year. A schedule of upcoming events will be provided for scheduling of cleaning requirements.
- It is expected that these duties will take about 2 – 2 ½ hours per day.
- All cleaning supplies will be provided by the Legion Branch.
- The Contractor shall be responsible for tracking of cleaning and other supplies required to maintain facilities and ordered through the Branch Secretary.
- The Contractor shall be responsible for orderly storage of equipment and supplies in the Janitor Room or as elsewhere designated for storage of dry good supplies.
- Candidate shall advise the House & Property Chairperson of any repairs that may come to their attention or equipment maintenance required.
- Renewal of the contract shall be reviewed prior to October 31, 2024. This contract may be terminated without notice in the event of documented recurring non-performance.

TERMS OF ENGAGEMENT

- This contract may be tendered as a Monthly Contract basis paid monthly or a Temporary Part-time Employment contract
- All supplies will be supplied by and/or expenses reimbursed for cleaning supplies by the Branch
- **Monthly Contract** to be based on 20 days per month. Contractor to provide Certificate of Insurance and Clearance letter from Worksafe.
 - Price per month \$ _____ Daily rate for extra days \$ _____
- **Temporary Part-time Employment** contract shall be based on an hourly rate of \$ _____ (*enter requested hourly rate*) Compensation shall be paid bi-weekly, is subject to payroll deductions and shall earn vacation and statutory holiday pay as set forth by BC Labour

APPLICATION FOR POSITION

Interested parties are requested to complete the following information and submit to the Branch. Drop off application in a sealed envelope at the Branch or submit via email to rcl211@shaw.ca.

Name: _____

Address: _____

Phone: _____

Signature: _____ **Date:** _____

Please contact Norman Anderson, President at 250-228-9660 or rcl211president@shaw.ca for any questions or further information.

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SCHEDULE A

Janitorial & Cleaning Services – Bowser Legion 211

SCOPE OF WORK

Washrooms – Male & Female in Hall & Lounge (Daily)

- Empty garbage
- Clean urinals and toilets including replacement of urinal cakes/screens as necessary
- Stock paper towels, toilet paper and liquid soap, as necessary
- Clean mirrors, dispensers, sinks, taps and counters
- Wash and sanitize floors and baseboards including vestibule outside the washroom entrances

Bar (Daily)

- Remove dirty cleaning towels, launder and return
- Empty garbage cans
- Wash floor behind bar; back storage room, as required

Lounge and Games Room (Daily)

- Clean/vacuum & mop all floors including ramp to Hall area and front entry vestibule
- Wipe down tables and arrange all chairs & bar stools neatly around tables
- Clean shuffleboard mirrors and showcase glass, as necessary
- Wipe down lottery terminal and breakopen ticket dispenser, as necessary
- Clean entry door and glass, as necessary
- Empty garbage on smoking deck and sweep, as necessary. Mop once per week – weather permitting

Hall

- Dust mop daily, wipe down tables and leave tables in orderly fashion
- Wet mop at least once per week or as required after events
- General dusting and wiping down dart board boxes

Kitchen

- Sweep and mop floors in kitchen, as required
- Empty garbage cans
- Clean floors with degreaser at least once per month

Office Areas (Weekly)

- Dust and vacuum including removal of cobwebs
- Empty garbage cans

Other Duties (Monthly)

- Wipe bar foot rail
- Remove cobwebs from all areas
- Wipe down washroom walls

Duties may be modified periodically at the discretion of the Branch Executive