



# Request for Proposal

RFP No. 2025-05

## Janitorial Services for Various Town Facilities

Issue Date: Friday, May 9, 2025

Closing Date: Friday, May 23, 2025, at 2:00 pm

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The Town of Gibsons is seeking proposals from qualified contractors for the provision of janitorial services at various Town Facilities as listed in **Appendix E – Facilities List**. The Contractor will be required to provide all labour, approved products, supplies and equipment to perform the required cleaning of the facilities. Work shall be done in accordance with the specifications, description and quality standards listed in the attached **Appendix A, Appendix B and Appendix C**.

The contract is for a 3 + 2-year term commencing June 15, 2025.

The Tender Document package is being issued electronically through BC Bid ([www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)) and the Town's website ([www.gibsons.ca](http://www.gibsons.ca)).

**Please note that RCMP Reliability Security Clearance (RSS) will be required for any individuals working at the RCMP/Justice Services Building:**

The Contractor and all workers hired by the Contractor that are to have access to the RCMP Detachment will be required to obtain and maintain RCMP Reliability Clearance. The Contractor and all said workers will be required to arrange for the completion of the application forms and all necessary administrative processes in relation to acquiring RCMP Reliability Clearance.

### **Mandatory Site Visits:**

Please note that the sizes provided for each facility in Appendix E are for information only and should not be used for calculating your bid. It is the responsibility of each bidder to familiarize themselves with the sizes of the contract areas. Therefore, all prospective bidders are required to attend a mandatory site tour of the facilities (with the exception of the RCMP building) on **Wednesday, May 14, 2025 at 10:00am**.

The site visits will commence at Gibsons Town Hall, 474 South Fletcher Road, Gibsons, BC, where participants will have the opportunity to inspect the premises, understand the scope of work, and ask any pertinent questions. From there the tours will continue to the additional Municipal Office, Visitor Information Centre, Wastewater Treatment Plant, Parks office and Public Works office.

The bids of those proponents who do not attend the mandatory meeting will not be accepted for evaluation.



### **Delivery of Proposals:**

Bids must be **clearly marked with the project number and name** and delivered no later than **2:00 p.m. local time, Friday May 23, 2025**, as follows:

#### **IN PERSON**

Proponents may submit one (1) hard copy of the proposal by hand or by courier in a sealed envelope marked "RFP No. 2025-05 for Janitorial Services" to the following physical address:

Town of Gibsons  
474 South Fletcher Road  
Gibsons, BC, V0N 1V0

#### **OR – ELECTRONICALLY VIA EMAIL**

Proponents may submit one complete electronic proposal by email. Proposals submitted by email must be submitted to: [infrastructure@gibsons.ca](mailto:infrastructure@gibsons.ca) in accordance with the instructions found herein. Proponents should refer to the terms and conditions that apply to this RFP for a better understanding of the risks associated with emailed submissions.

#### **OR – ELECTRONICALLY VIA BC BIDS**

Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only preauthorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

It is the sole responsibility of the Bidder to ensure that its Bid is received at the above location in one of the preferred methods and by the time stipulated. Bids received after the stipulated time will be rejected and returned to the Bidder unopened. Faxed Bids are not acceptable and will be rejected.

The Town reserves the right to accept or reject all or any bids and to waive any informality, incompleteness or error in any bid

### **Contact:**

All enquiries must be directed, in writing stating RFP # 2025-05 to [infrastructure@gibsons.ca](mailto:infrastructure@gibsons.ca)



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## APPENDIX "A"

### JANITORIAL SERVICES – SPECIFICATIONS

#### A. DESCRIPTION

The work on this Contract consists of providing all labour and equipment required for the day-to-day maintenance of clean and sanitary conditions in Town of Gibsons facilities (see locations list Appendix E).

The work shall be done in accordance with these specifications using the best techniques of the trade, in the frequencies given in Appendix D to comply with the inspection standards which form a part of these specifications.

#### B. FIRE SAFETY

Waxes, floor finishes, polishes and cleaning materials are very susceptible to spontaneous ignition/combustion. All such materials shall be stored in metal containers with self-closing, tight-fitting lids until materials can be used or safely disposed of.

Janitor rooms and storage closets shall be kept clean, neat and tidy at all times.

All waxes, polishing oils, etc. shall be kept tightly sealed and stored in separate shelving from rags and other cleaning materials.

All floor mops shall be stored in a suspended position to allow free air circulation around heads of mops.

Smoking is prohibited in all buildings.

The use of hotplates and other electrical utensils is prohibited in cleaning equipment rooms.

#### C. MATERIALS & EQUIPMENT

The Contractor shall supply:

All cleaning, polishing and vacuuming equipment.

All cleaning, polishing and vacuuming supplies (including cloths, brooms, vacuum filters and bags, floor waxes and strippers).



All materials and supplies shall be of a quality satisfactory to the Facilities Coordinator. The materials and supplies shall be purchased wherever possible from firms who can provide local advisory services by full-time representatives.

The Town shall supply:

Hand Paper Towels;

Toilet Paper;

Hand Soap;

Garbage Bags;

Dish Soap;

Window Cleaner;

Disinfectant; and

all other cleaning products deemed necessary, with the approval of the Facilities Coordinator.

The Contractor shall equip his/her staff with suitable modern equipment to enable them to perform their tasks. As well as being adequate for the tasks, equipment must be such as not to damage or cause unnecessary wear and tear to the building surfaces, furnishings or equipment. Equipment used in daily routines shall remain in the building and be stored in the custodian's room(s). This equipment (carts, pails, vacuum cleaners, brooms, mops, etc.) must be replaced when worn out.

Unless otherwise arranged, other powered or specialized equipment used periodically by the Contractor must not be kept in the building and the Contractor shall not use the facilities of the building for storage of materials or equipment for use elsewhere, nor shall other operations of the Contractor be directed from premises in the building.

#### **D. TASK/LOCATION FREQUENCY SCHEDULE**

The work shall be done in accordance with the Task/Location Frequency Schedule (Appendix D).

#### **E. INSPECTION STANDARD**

The work shall be performed by fully trained persons, competent in the particular operation assigned to them and, if required by the Facilities Coordinator, under continuing supervision by the Contractor or his superintendent, who has the authority and knowledge necessary for effective influence on the conduct of work.

The Contractor's superintendent or other official representative shall be available for discussion, as necessary, at which times any issues will be brought to the Contractor's attention so that corrections may be made.



The Inspection Standards are meant to indicate acceptable results of good cleaning techniques (Appendix C). The Facilities Coordinator will not assume any responsibility for instructing workers in the techniques and will not normally speak directly to the workers but may do so in urgent matters if the Contractor, or the superintendent, is not immediately available.

#### **F. WORK ASSESSMENT**

The Contractor's overall performance and the quality of the work will be determined by the Facilities Coordinator's inspection using the Inspection Standards (Appendix C) in conjunction with the Task/Location Frequency Table (Appendix E).



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## **APPENDIX "B"**

### **DESCRIPTION OF SERVICES & METHODS OF CLEANING**

#### **1. SPOT CLEANING**

This service consists of the removal of all defacing matter from surfaces, scuff marks at desk areas, spots, smudges, stains, scuff marks and traffic lanes in all areas of the building and includes carpets.

#### **2. PICKUP SERVICES**

This service consists of removing debris from floors and other horizontal surfaces and emptying waste receptacles.

#### **3. PROJECT WORK**

Project works shall consist of tasks that are performed monthly or greater at frequencies that are other than routine. Examples are refinishing, major window washing, floor stripping and high dusting, carpet cleaning, etc.

#### **4. ROUTINE WORK**

Routine work shall consist of tasks performed at frequencies less than monthly.

#### **5. EXTRA WORK**

This service consists of any cleaning tasks, except emergency cleaning, not included in the specifications. Authorization to proceed with such work must first be obtained in writing from the Facilities Coordinator or their delegated representative.

#### **6. CLEAN**

As used in these specifications, shall mean that, after a cleaning procedure has been completed, the surface shall be neutral (soil and residue free).

#### **7. AIR HANDLING UNITS - GRILLS - SUPPLY AND RETURN**

As used in these specifications, includes window air conditioning units, if applicable, induction units, heating convection and forced flow heating units, wall-mounted radiators, floor, wall and ceiling-mounted force flow heating units.



## **8. DUST MOPPING**

A dust control method shall be used in all dust mopping operations by using either a non-oil retardant on clean dust mops or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or other harmful substances shall not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of floors shall be dust-mopped or vacuumed, including areas under furniture.

## **9. WET MOPPING**

This operation shall be preceded by dust mopping. Clean water shall be used for wet mopping. A small amount of detergent may be added. Mop swirls on floors from dirty mops and water are not acceptable. Buffing shall follow wet mopping where a buffable floor finish is used.

NOTE: When mopping in washrooms, use germicidal agent.

## **10. SCRUBBING AND REFINISHING (WHERE APPLICABLE)**

This operation shall be preceded by dust removal. Warm water to which the recommended amount of detergent has been added shall be used. Power scrubbing equipment will be used, either using a scrubbing brush or suitable synthetic pad. The solution shall be permitted time to work its chemical action on floor surfaces. All floor residues shall be rinsed until clean. Floor finish, minimum 5 coats, shall be applied and buffed as recommended by the manufacturer, or a non-buffable finish may be used.

## **11. STRIPPING AND REFINISHING (WHERE APPLICABLE)**

This shall consist of the complete removal of all floor finish and other residues. When rinsed, floors shall be neutral. Sealing of floors shall be done with an approved penetrating floor sealer. Furniture, including cabinets and file cabinets shall be removed for this operation, unless tenant requests otherwise and these areas stripped and refinished with the remainder of the area. Soil and residue shall be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still solvent.

## **12. BUFFING (WHERE APPLICABLE)**

This shall be performed by mechanical means using either lambs' wool, felt or the correct synthetic pad.



### **13. MISCELLANEOUS FLOOR CLEANING**

Traffic lanes and worn areas of floor finish will be removed and/or repaired as they occur, either by scrubbing, finishing or buffing or by spray buffing. Corners shall be kept free of dirt, dust and water marks at all times. Cleaning solutions shall not be allowed to seep under furniture, partitions, etc. Petroleum based waxes shall not be used on asphalt tile floors.

### **14. WALLS AND CEILINGS**

Walls shall be washed with warm water and detergent as recommended by the manufacturer. Walls, etc., shall be rinsed with warm clean water. At the conclusion of the cleaning operation there shall be no visible soil, streaks or other discolouration on the finish.

### **15. WINDOWS AND GLASS SURFACES**

Windows shall be washed with a non-streaking agent; alcohol solution may be used. Window washing operations shall include all adjacent metal surfaces such as mullions, frames, sills, etc. and window screens where they are installed.

### **16. DOOR MATS**

Door mats shall be removed where applicable and cleaned using water and detergent. A stiff bristle brush may be used to remove encrusted dirt. Mats shall be well cleaned.

### **17. WASTE RECEPTACLES**

Waste receptacles shall be damp wiped after each emptying. They will be washed completely as required in these specifications with warm water to which a germicidal agent has been added.

### **18. VINYL UPHOLSTERED FURNITURE**

This material may be washed and/or damp wiped using warm water and a germicidal agent. It will be wiped dry. A suitable furniture cleaner, liquid or spray, may be used as an alternative method of cleaning. Care must be taken to wipe all cleaner residues from surfaces.

### **19. WASHROOM CLEANING**

Washbasins, toilet tanks and urinals shall be thoroughly washed with warm water, added detergents to be used exactly as specified by the manufacturer. Special attention shall be paid to cleaning the underside of the seats and rims of the toilet bowls. Spray deodorant shall be used as required. Only trained workers in washroom sanitation will be accepted in these areas.





NOTE: Germicidal agent is to be used

**20. NON-WASHABLE CEILINGS**

These ceilings shall be vacuumed. This work must have prior approval of the Facilities Coordinator.

**21. MISCELLANEOUS**

Cleaning works of art are not included in these specifications.



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## **APPENDIX "C"**

### **INSPECTION STANDARDS**

#### **1. CARPETS & RUGS**

##### **I. VACUUMING**

- a) Carpets and rugs shall be thoroughly clean and free from dust, dirt and other debris. Nap on rugs shall be laid in one direction.
- b) Chair t-mat shall be clean and carpet or rug area around and under mat shall be free of dust and dirt.
- c) Floor area under immediate edge of rugs shall be free of dirt and dust.
- d) Bare floors around rugs shall be clean. No dirt shall be left in corners, under furniture, or behind doors.
- e) All furniture and equipment moved during the cleaning process shall be returned to its original location.

##### **II. STEAM CLEANING**

- a) Coordinated by the Facilities Coordinator, carpets must be steam cleaned once per year using a truck mounted unit. The work shall be billed directly to the Town.

##### **III. SPOT CLEANING**

- a) Where spots cannot be removed by normal means, they shall be reported to the Facilities Coordinator.

#### **2. FLOOR MAINTENANCE**

- a) There shall not be any dirt left in corners, behind or under free standing radiators, under furniture or behind doors.
- b) There shall not be a film of dust left on the floor due to dry or improperly treated dust mops or sweep cloths.
- c) There shall not be any dirt left where sweepings were picked up.
- d) There shall not be trash or other matter under desks, tables, chairs, bookcases, between file cabinets, behind doors or under free-standing radiators.
- e) Furniture and equipment moved during sweeping operations shall have been replaced.



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**I. WET MOPPING**

- a) All mopped areas shall be clean and free from dirt, surface stains, mop streaks and loose mop strands.
- b) In wet mopping, the floor shall have been rinsed and excess water removed.
- c) Walls, baseboards and other surfaces shall be free of water marks and splashing.
- d) Care shall have been taken throughout the mopping operation to prevent liquids from collecting under furniture legs and cabinets.

**II. SPRAY BUFFING**

- a) There shall not be any dust or dirt left on the floor after spray buffing.
- b) There shall not be any muddying or rippling effect as caused by over-spraying.
- c) The floor shall present an overall appearance of cleanliness. Baseboards and equipment shall be free of spray residue.

**III. SCRUBBING**

- a) Scrubbing shall have been performed in such a manner as to properly remove all dirt, wax build-up and stains.
- b) Liquid or powder cleaners shall be checked to ensure that they will not damage the floor.
- c) All areas, including areas inaccessible to the machine and which are cleaned by means of hand brushes, steel wool and/or mops, shall be clean and free of dirt, water streaks, mop marks and string.
- d) The floor shall have been rinsed and mopped or vacuum dried to present an overall appearance of cleanliness.
- e) Walls, baseboards and other surfaces shall be free of water marks, splashing and scars from equipment.

**IV. WAXING & BUFFING**

- a) The waxed areas shall be free of streaks, mop strand marks, skipped areas and other evidence of improper wax application.
- b) There shall be no heavy accumulation of wax along walls or fixtures.
- c) Walls, baseboards, furniture and other surfaces shall be free of wax residue.
- d) The finished area shall be buffed to a uniform sheen to eliminate



- heavy brush marks.
- e) The floor shall be clean and bright looking in corners and under furniture.
- f) Baseboards, furniture and equipment shall not be marred or damaged during buffing operations.
- g) Furniture and equipment, if moved, shall have been returned to their proper positions.

**V. MISCELLANEOUS**

- a) Chairs, wastepaper baskets, etc. must not be placed on desks or tables during cleaning operations and shall be replaced afterwards in their proper positions.

**3. LOBBY, ENTRANCES AND CORRIDOR CLEANING**

**I. SWEEPING, MOPPING, SCRUBBING**

See description of Services and Methods of Cleaning, (Appendix B).

**II. DUSTING**

- a) Lobby furniture shall be free of dust, finger marks and stains.
- b) Baseboards, radiators, grills, windowsills and other fixtures shall be free of dust.

**III. WALLS**

- a) Walls shall be free of finger marks, smudges and any other dirt spots of any kind.

**IV. GLASS DOORS & SIDELIGHTS**

- a) There will be no streaks or unwashed places on glass and the door frame will be clean.
- b) There will be no water spilled on the floor or sills.

**V. POLISHING (WHERE APPLICABLE)**

- a) Doorknobs, push bars, kick plates, railings, doors and other surfaces shall be clean and polished.



## **VI. MISCELLANEOUS**

- a) Rubber mats shall be clean on both sides.
- b) Walk-off mats shall be clean and tidy.
- c) Lobby and entrances shall be free of debris at all times.

## **4. ROOM CLEANING**

### **I. TRASH REMOVAL**

- a) All wastepaper baskets shall be empty, clean and in place.
- b) Trash shall not be left on the floor.
- c) All garbage must be disposed in the outdoor containers.

### **II. SWEEPING**

See description of Services & Methods of Cleaning, parts 9 through 13 (Appendix B).

### **III. DUSTING**

- a) There shall not be any dust or dust on decks or other office furniture.
- b) Glass tops on desks shall be clean and free of finger marks and stains.
- c) All surfaces free of files, paper, etc. shall be free of dust.
- d) All pictures, plaques, etc. that can be reached while standing on the floor shall be free of dust.
- e) Corners and crevices shall be free of dust.

### **IV. SPOT CLEANING**

- a) Interior walls, door frames, door glass and partition glass to be cleaned of finger marks.

### **V. DAMP WIPING**

- a) Mirrors, draft deflectors and all other glass that can be reached while standing on the floor, shall be clean and free of dust, dirt, streaks and spots.



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## **VI. VACUUMING**

See descriptions of Services & Methods of Cleaning, (Appendix B).

## **5. WASHROOM CLEANING & SERVICING**

### **I. TRASH REMOVAL**

- a) All towel and garbage receptacles shall be empty and clean and towels replaced.
- b) All garbage receptacles shall be emptied and cleaned, both inside and out.

### **II. SUPPLIES (PAPER & SOAP)**

- a) All dispensers of supplies shall be clean and filled.

### **III. SANITARY RECEPTACLES**

- a) All sanitary receptacles shall be free of spots, stains, finger marks and odour.
- b) All sanitary receptacles shall be emptied and a new bag inserted.

### **IV. FIXTURES**

- a) All surfaces of wash basins, flush tanks, toilet seats, bowls, urinals and all exposed piping shall be free of dust, dirt spots, and stains and disinfected with a germicidal solution.
- b) Plumbing fixtures shall be free of stains and green mould.

### **V. DISPENSERS, WALLS, STALL PARTITIONS, DOORS, SHELVES, MIRRORS, LEDGES**

- a) All dispensers, shelves, shelf brackets and ledges shall be free of finger marks, dust, dirt and stains.
- b) All mirrors shall be free of streaks, water spots, dust, lipstick smudges and should not be cloudy.
- c) Walls, stall partitions and doors shall be free of dust, hand marks, lipstick, smudges, pencil marks, water streaks, mop marks and fittings should be free of green mould.



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**VI. FLOORS**

- a) Floors, especially corners, shall be free of dirt, dust, black marks, loose paper, mop strings, water and mop marks. Baseboards should be clean. Floors shall have been disinfected.

**VII. SWEEPING, MOPPING, SCRUBBING**

See description of Services & Methods of Cleaning, (Appendix B).

**6. STAIRWAY CLEANING**

**I. SWEEPING & DUSTING**

- a) Stair landings, steps and all corners of stair treads shall be free of dirt, dust streaks and debris.
- b) Stair railings, door molding, ledges, radiators, windowsills and grills shall be free of dust.

**II. CLEANING, POLISHING & WALL SPOTTING**

- a) Glass, wood and metal surfaces shall be clean and free of any smudges, finger marks and dirt.
- b) Handrails, doorknobs and other surfaces shall be clean and polished (where applicable).
- c) Walls up to a standing height shall be free of finger marks and other dirt spots of any kind.

**7. ENVIRONMENTAL CONSIDERATIONS**

**I. RECYCLING**

The Town of Gibsons is very committed to recycling all plastics, paper, metal, glass, cardboard, batteries, etc. Proper bins have been placed throughout the buildings. Janitorial contractors play a major role in ensuring the success of our recycling program. The Town is also trying to reduce the use of plastic bags. Please only replace bags when absolutely necessary and try to re-use garbage bags as much as possible.

The actual pick up of the recycled materials is done by a separate contractor, on a weekly basis.



## **II. CLEANING PRODUCTS**

The Town of Gibsons is committed to supplying environmentally friendly cleaning products. Contractors are required to use the cleaning products provided and no other, unless pre-authorization has been received from the Facilities Coordinator.





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## APPENDIX "D"

### TASK FREQUENCY LIST

#### INTERIOR OF BUILDING

##### DAILY:

- a) Empty and clean all waste receptacles/containers (change liners as required);
- b) Clean all non-carpet floor surfaces;
- c) Vacuum/spot clean all carpets/mats;
- d) Spot clean walls, doors, woodwork and partitions;
- e) Spot clean partition glass and door glass;
- f) Clean all counter tops, sinks and surrounding wall surfaces;
- g) Clean cupboard fronts and plumbing;
- h) Clean all metal kick plates, vents and push bars;
- i) Vacuum and damp mop all lobby areas, including under floor mats.

##### WEEKLY:

- a) Clean telephones using germicidal detergent;
- b) Clean all horizontal ledges below 2 meters.

##### YEARLY: (WORK TO BE INVOICED SEPARATELY FORM THE REGULAR CLEANING)

- a) Steam clean all carpets using a truck mounted unit;
- b) Clean interior and exterior windows.

##### WASHROOM FACILITIES DAILY:

- a) Clean with germicidal detergent all sinks, showers, tubs, toilet seats, urinals, plumbing and fixtures;
- b) Empty and clean all waste receptacles, remove liners and clean with germicidal detergent and replace liners;
- c) Clean all dispensers with germicidal detergent and restock as required;
- d) Spot clean all partitions, walls, enamel and tile surfaces;
- e) Wash partition walls;
- f) Clean all mirrors;
- g) Clean and wet mop with germicidal detergent all floor surfaces;
- h) Damp mop floors.

##### MONTHLY:

- a) Scrub floors with germicidal detergent.



**BUILDING EXTERIOR (adjacent to main entrances)**

**DAILY:**

- a) Clean entrances and alcoves from litter.
- b) Litter pick-up and general waste removal.

**JANITOR ROOMS**

**MONTHLY:**

- a) Clean floors, sinks, walls, shelves and equipment;
- b) All chemicals, sprayers properly stored and labelled in accordance with WHIMIS regulations.
- c) Replace cloths and mops, etc. as required.



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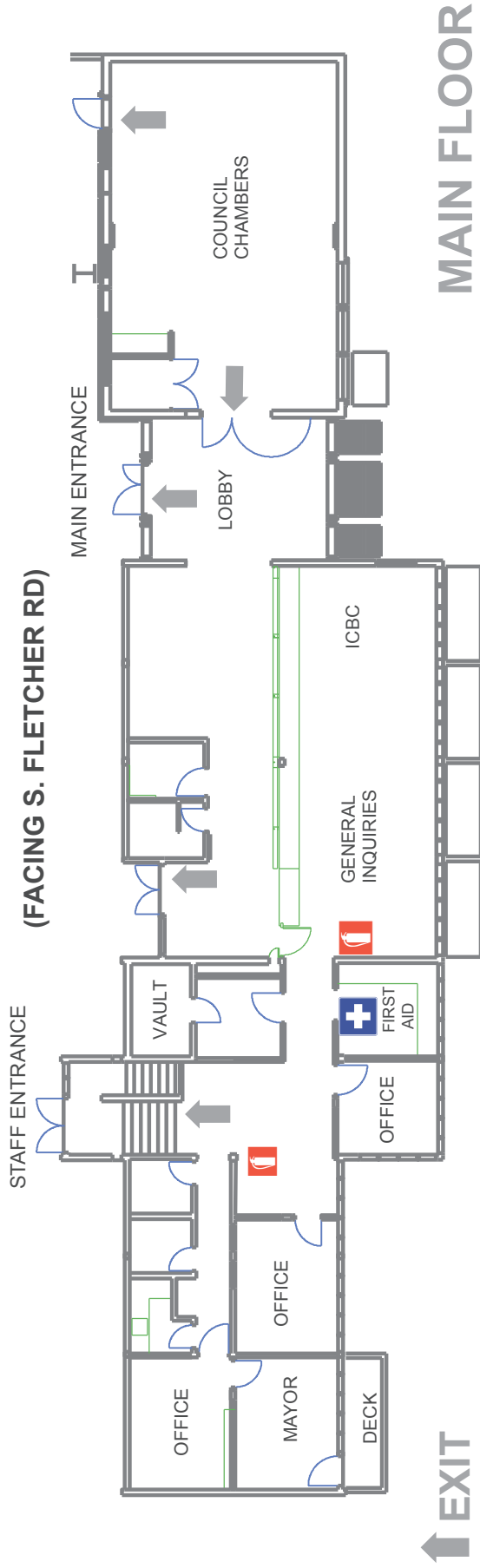
**APPENDIX "E"**

**FACILITIES LIST/DIMENSIONS**

<b>Site</b>	<b>Address</b>	<b>Site Plan Available</b>	<b>Frequency</b>
Municipal Town Hall	474 South Fletcher Road	Yes, see attached.	Monday, Tuesday, Wednesday, Thursday, Friday
Additional Municipal Offices	494 South Fletcher, Unit 103	Yes, see attached.	Monday, Tuesday, Wednesday, Thursday, Friday
Visitor Information Centre	494 South Fletcher, Unit 101	No. 1 washroom, open concept offices.	Once per week – November 1 to April 30. Five days per week May 1 to October 31
Wastewater Treatment Plant	389 Stewart Road	Yes, see attached.	Once per week
Parks	722 School Road	No. 500 ft. sq. consisting of 1 kitchen, 3 rooms and 2 washrooms.	Once per week
Public Works	915 Henry	No. 1 washroom, 1 kitchen	Once per week
RCMP Building	737 Sunnycrest Road	No. Secured Site	Once per week

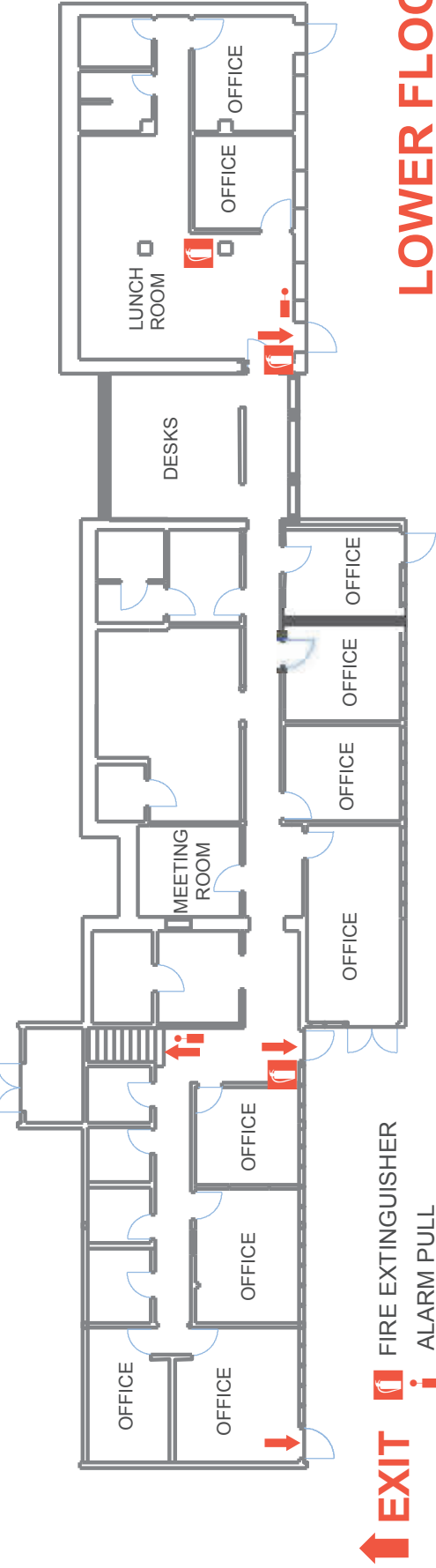
# FIRE SAFETY PLAN

(FACING S. FLETCHER RD)



EXIT

STAFF ENTRANCE



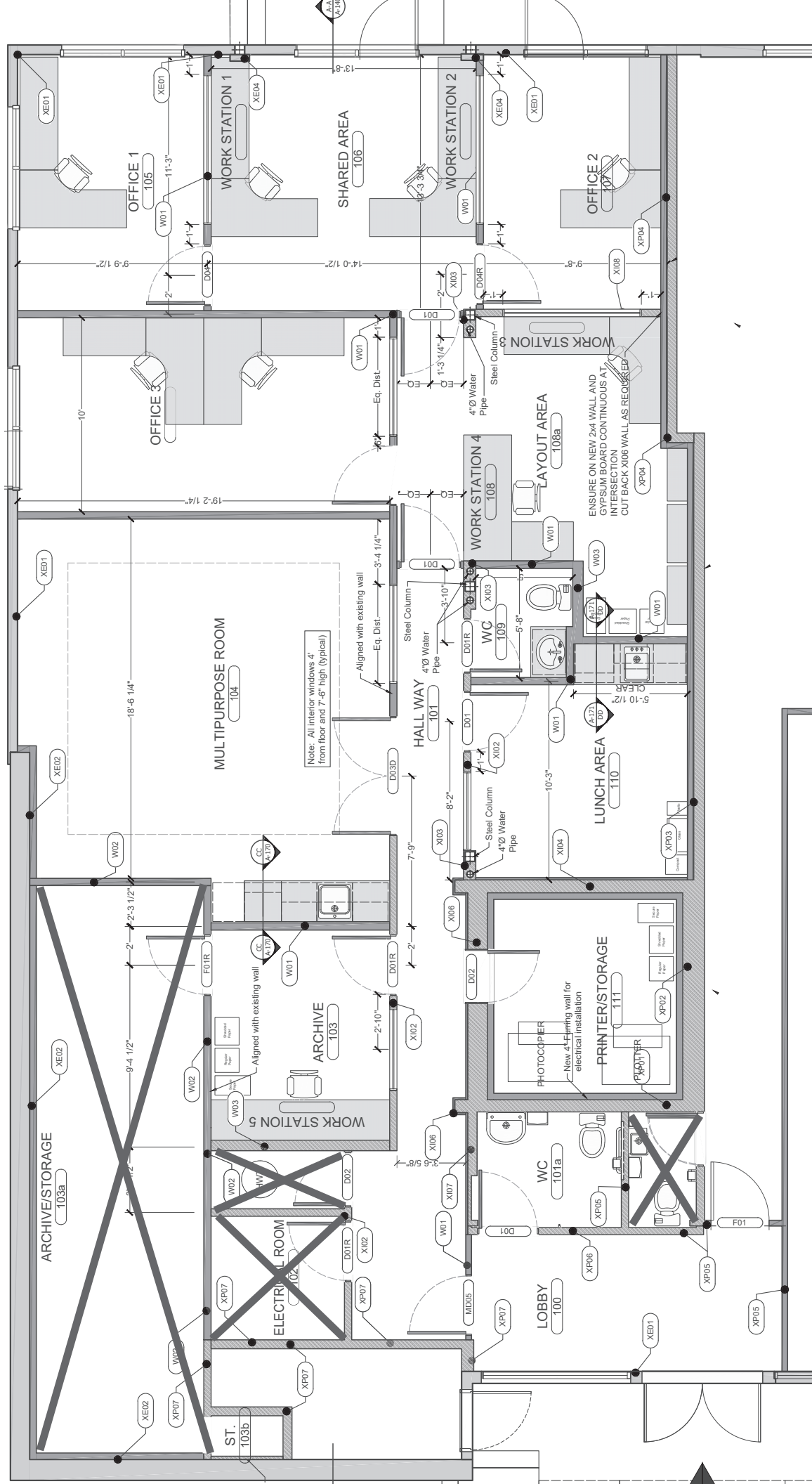
EXIT

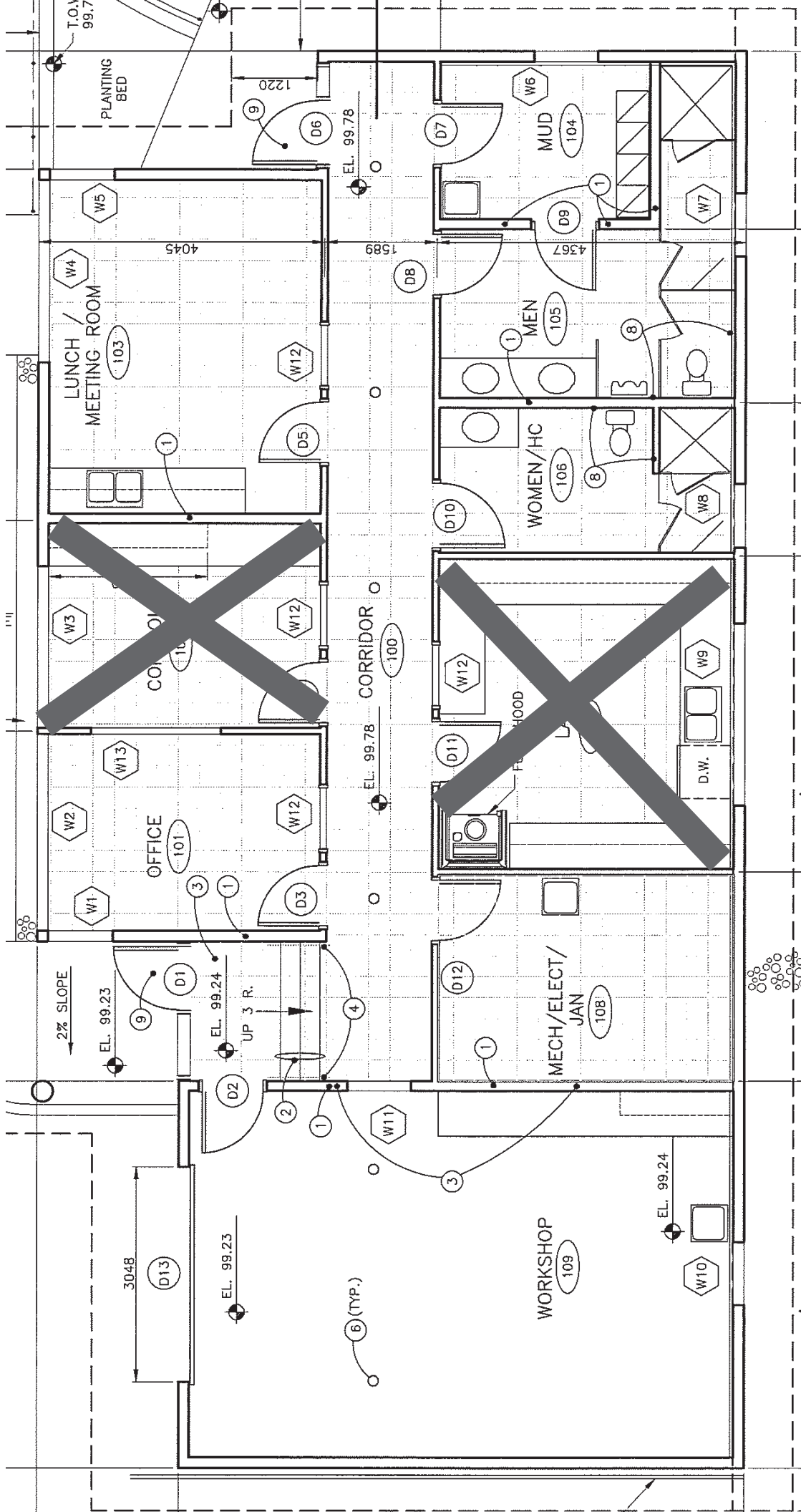
FIRE EXTINGUISHER  
ALARM PULL

LOWER FLOOR

YOU ARE HERE

EMERGENCY CALL 911







### CONTRACTOR ACKNOWLEDGEMENT FORM - JANITORIAL SERVICES

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I acknowledge that all employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws.

Except as expressly and specifically permitted in these Instructions to Tenderers/Bidders, no Tenderer/Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Tender, and by submitting a bid, each tenderer/bidder shall be deemed to have agreed that it has no claim.

A successful bidder must provide the following required documents one week after bids are awarded. Failure to do so may result in contract being awarded to a bidder who can meet the requirements.

I acknowledge that the following must be provided to the Town of Gibsons if awarded the contract:

- Town of Gibsons Business License
- WorkSafe BC Account and current WorkSafe BC Clearance Letter
- GST/PST # as applicable
- Minimum 5 Million Liability Insurance with the Town named as Additional Insured
- Criminal Record Check
- WHMIS training
- RCMP Reliability Security Clearance (for **RCMP Building only**)



Company Representative (signature)

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





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### TENDER SUMMARY SHEET

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell : \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Bid Summary

	Total yearly price (Including all fees, licenses, etc.) <u>before</u> taxes *
Municipal Town Hall	\$
Additional Municipal Offices (494 South Fletcher)	\$
Visitor Information Centre	\$
Wastewater Treatment Plant	\$
Parks Building	\$
Public Works Building	\$
RCMP Building	\$

\* Price not to include the yearly carpet and interior/exterior window cleaning which will be billed separately.



Company Representative (signature)

X \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_