

THIS AGREEMENT MADE THIS BETWEEN:

- and-

__ __ DAY OF-----,2020

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

Hereinafter is called the Township of the first part.

OF THE TOWNSHIP OF ASSIGINACK

Hereinafter is called Contractor of the second Part.

FOR THE MAINTENANCE AND OPERATION SERVICES OF THE:

ASSIGINACK MUNICIPAL OFFICES at 156 Arthur Street, LIBRARY BUILDING at 25 Spragge Street.

WHEREAS the Municipality is engaged in the administration of certain public buildings in the Township of Assiginack, in the District of Manitoulin and Province of Ontario;

AND WHEREAS the Contractor is engaged in the business of providing maintenance and operation services for the designated Township buildings and grounds;

AND WHEREAS it is the intention of the Township and the Contractor to ensure that this Agreement will provide for the health, safety, comfort, and general well-being of all persons using the premises, by adhering to best practices and regulatory requirements. The maintenance and operation services, including Appendix "A": Maintenance, Cleaning, and Disinfection Protocols, are deemed to be the minimum services to fulfill such intention.

NOW THIS AGREEMENT WITNESSETH that in consideration of the terms hereinafter set out the parties hereto have for themselves, their heirs, executors, administrators, successors and assigns respectively agree and covenant as follows:

- 1) The Township hereby agrees to engage the services of the contractor on the terms and conditions hereinafter set out.
- 2) The Township will supply the contractor with adequate cleaning supplies, paper products and other materials necessary for the routine cleaning of the premises.
- 3) The Contractor will be responsible for providing a completed Police Criminal Record Check prior to commencing duties. In addition, the Contractor shall provide proof of WSIB and Personal Liability Coverage of \$2,000,000.00.
- 4) The Contractor shall be responsible for the normal housekeeping, cleaning, routine maintenance inside and outside the designated municipal buildings and grounds.
- 5) The Contractor shall solely be responsible for the maintenance and operation of the designated municipal buildings and shall seek clearance approval from the Municipal Clerk for any alternates or assistance required in the performance of their duties.
- 6) The Township and contractor agree that all maintenance and operation services shall be carried out in a professional and workmanship like manner, strictly conforming to all health and safety applicable Federal, Provincial (Ontario), and Municipal health, safety, and regulatory standards. This includes but is not limited

to, compliance with standards set forth by Public Health Ontario and Health Canada for cleaning and disinfecting protocols (as detailed in Appendix "A"). Occupational Health and Safety Act (OHSA) requirements, and WHIMIS regulations. All work must be completed to the satisfaction of the Township.

7) In consideration of the maintenance and operation services provided by the Contractor to the Township, the Township shall pay to the said Contractor not in advance a total annual contract of:

| | |
|----------|----|
| Year One | \$ |
| Year Two | \$ |

8) The Township and Contractor agree that the contract may be cancelled by either party on sixty (60) days' notice in writing to the other party at its principal place of business.

9) The term of contract shall be from the 5th day of January 2026 until the 4th day of January 2027, with a chance of extending it to another year. There shall be no guaranteed right of renewal. The agreement may be reviewed and renegotiated with the contractor or may be retendered to the public at large.

10) The Contractor agrees that he/she will carry out the maintenance and operation services for the designated municipal buildings and grounds under the direct supervision of the Municipal Clerk. While an applicant may bid on a single building, but preference will be given to applicants bidding on all buildings.

11) This agreement will ensure the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

12) The Contractor shall adhere to the Staff Confidentiality Agreement attached to this agreement (Appendix "B").

IN WITNESS WHEREOF of the Municipality has hereunto affixed its seal attested to by the Mayor and the Clerk of the Township on that behalf.

SIGNED, SEALED AND
DELIVERED

THE CORPORATION OF THE
TOWNSHIP OF ASSIGINACK

In the presence of

Mayor:

Clerk:

IN WITNESS WHEREOF the Contractor has hereunto set his hand and seal.

Witness

Contractor

Date

Appendix "A": Maintenance, Cleaning, and Disinfection Protocols

This Appendix provides detailed specifications for cleaning and disinfection, particularly in high-traffic and high-risk areas like washrooms and kitchenettes, to meet or exceed Canadian public health standards.

INSIDE MAINTENANCE & DISINFECTION PROTOCOLS

The Contractor shall utilize a **two-step process** for key public and communal surfaces: **Cleaning** (to remove soil and organic matter) followed by **Disinfection** (to kill germs). All disinfecting agents must be **Health Canada approved** (DIN-registered).

A. Daily (Minimum 5 times per week)

| Area/Frequency | Task Description | Standards & Notes |
|--------------------------|--|---|
| All Areas | Empty all waste receptacles (including shred bins) and place contents in a suitable location for municipal disposal. | Containers should be disinfected and have liners replaced as necessary. |
| | Spot Clean entrance glass and interior door glass to remove fingerprints and smudges. | |
| | Visually inspect common areas and corridors for spills or debris and clean immediately. | |
| Kitchen/Breakroom | Clean all counters, tables, and eating surfaces. | Clean, then disinfect all food-contact and preparation surfaces (countertops, sinks, microwave handles) using a Health Canada approved disinfectant. |

| Area/Frequency | Task Description | Standards & Notes |
|------------------|--|--|
| | Clean and sanitize sink basin, taps, and drain area. | Ensure no food residue is left. |
| | Check and empty small, countertop waste bins (e.g., coffee grounds). | |
| Bathrooms | Clean and Disinfect all toilets, urinals, sinks, and fixtures (including taps). | Use an appropriate commercial-grade, DIN-registered disinfectant with the required contact time on all hard, non-porous surfaces. |
| | Disinfect High-Touch Points. | Wipe down and disinfect door handles (inside and out), toilet flush handles/buttons, grab bars, light switches, soap dispensers, and paper towel/hand dryer controls. |
| | Clean and polish mirrors. | |
| | Check and replenish paper products (toilet paper, hand towels), hand soap, and hand sanitizer. | Ensure dispensers are full and functioning. |
| Floors | Entranceways and high-traffic areas (in front of service counters, etc.) shall be spot cleaned, swept, or vacuumed to remove visible dirt, snow-melt, or debris. | Damp mop non-carpeted entrance areas as needed to control dirt/salt buildup. |

B. Periodic (Weekly, Bi-Weekly, and Monthly)

| Area/Frequency | Task Description | Standards & Notes |
|---|--|--|
| Twice Weekly (or more if required) | Vacuum all carpeted floors in all areas. | Ensure under desks and in corners and along baseboards are reached. |
| | Damp Mop all hard tiled or vinyl floors (washrooms, kitchenettes, storage rooms, foyers). | Use a neutral detergent or floor cleaner. |
| Weekly | General Dusting of all ledges, desks, filing cabinets, shelving and wall mounted units, chairs (non-fabric parts), windowsills, fire extinguisher, camera, monitor and accessible surfaces. | Use a damp cloth or microfiber to capture dust, not merely redistribute it. |
| | Disinfect Key Work Area High-Touch Points (e.g., municipal office). (Disinfectant must be safe for use on electronic equipment and touch screens) | Wipe and disinfect communal devices: shared phones, keyboard trays, shared printer/copier controls, water fountain buttons. |
| Bi-Weekly | Deep Clean Kitchen Appliances (exterior). | Clean the interior and exterior of the microwave, exterior of the refrigerator and freezer, and clean/disinfect the exterior of any communal coffee equipment. |
| | Trash/Recycling Bins. | Clean and disinfect the interior and exterior of all waste and recycling bins. |
| Monthly | Clean Inside of Windows and interior glass partitions. | Ensure a streak-free finish. |
| | Dust all pictures and wall hangings. | |
| | Clean and Disinfect Walls, Ceilings, and Baseboards in | Spot-clean all walls in general office areas to remove |

| Area/Frequency | Task Description | Standards & Notes |
|----------------|--|-----------------------------------|
| | washrooms and kitchenettes. | scuff marks or smudges. |
| | Clean all heat registers and vents. | Vacuum and wipe down vent grates. |

C. Quarterly / Seasonal

| Area/Frequency | Task Description | Standards & Notes |
|------------------|---|--|
| Quarterly | High-Level Dusting. | Dust/clean all surfaces above 7 feet, including light fixtures, ceiling fans, and high ledges. |
| | Deep Scrub Hard Floors. | Strip, seal, and polish tiled/hard surface floors in high-traffic areas as required (minimum annually). |
| | Clean Exterior of Windows. | |
| | Heating/Ventilation Maintenance. | Ensure furnace filters are changed regularly as per equipment or Municipal guidelines (minimum quarterly). Ensure all furnace rooms and janitorial closets are kept in a clean, tidy, and orderly manner. |
| | Check Heating/Cooling Equipment daily to ensure proper function. Report any issues to the Municipal Clerk immediately. | |

OUTSIDE MAINTENANCE

D. Summer (or non-snow season)

| Task Description | Frequency | Standards & Notes |
|-----------------------------------|-------------------------------|--|
| General Debris Removal | Daily | Keep outside stairways and sidewalks clear of all debris (e.g., rocks, gravel, leaves, paper). |
| Weed and Growth Control | As needed (Minimum Weekly) | Remove any grass, weeds, or vegetation growing up through sidewalks, steps, or along the foundation. |
| Building Exterior Cleaning | Weekly | Sweep down outside of buildings (especially entrances, corners, and light fixtures) for spider webs, cobwebs, and nests. Clean all outdoor handles, railings, and push-plates. |
| Building Exterior Cleaning | Monthly | Power wash and clean gutters. |

E. Winter (or when required)

| Task Description | Frequency | Standards & Notes |
|----------------------------------|-----------|--|
| Snow and Ice Clearing | Daily | Sidewalks, outside stairways, and ramps must be cleared of snow and/or ice by 8:30 a.m. Monday through Friday and by 9:30 a.m. on Saturdays . |
| Inclement Weather Checks | Regular | During inclement weather or active snowfall, sidewalks are to be checked and kept clear from snow and/or ice no less than every two hours during standard business hours (8:30 a.m. - 4:30 p.m.). |
| De-Icing Application | As needed | Apply an appropriate de-icing agent (e.g., salt, sand, or eco-friendly melt) to prevent slip hazards after clearing and during icing conditions. |
| Emergency Repairs/Hazards | Immediate | Any major emergency repairs, safety hazards, or equipment |

| Task Description | Frequency | Standards & Notes |
|------------------|-----------|--|
| | | malfunctions (HVAC, plumbing, electrical, etc.) must be reported to the Works Superintendent or Maintenance Superintendent as soon as possible. |

Appendix "B": Staff Confidentiality Agreement

I acknowledge that I have read and understood the Township of Assiginack policies and procedures on privacy, confidentiality and security. I understand that:

All confidential and/or personal information that I have access to or learn through my employment or affiliation with the Assiginack Municipality is confidential,

As a condition of my employment or affiliation with Assiginack, I must comply with these policies and procedures, and

My failure to comply may result in the termination of my employment with Assiginack and may also result in legal action being taken against me.

I agree that I will not access, use or disclose any confidential and/or personal information that I learn of or possess because of my affiliation with Assiginack, unless it is necessary for me to do so in order to perform my job responsibilities. I also understand that under no circumstances may confidential and/or personal information be communicated either within or outside of Assiginack, except to other persons who are authorized by Assiginack to receive such information.

I agree that I will not alter, destroy, copy or interfere with this information, except with authorization and in accordance with the policies and procedures.

I agree to keep any computer access codes (for example, passwords) confidential and secure. I will protect physical access devices (for example, keys) and the confidentiality of any information being accessed.

I will not lend my access codes to anyone, nor will I attempt to use those of others. I understand that access codes come with legal responsibilities. If I have a reason to believe that my access codes have been compromised, I will immediately contact the Privacy Officer of Assiginack.

Name (Please Print) Signature..... Date.....

Witness Signature Date

(To be signed by the contractor and witness by Township staff.)