

CONTRACT SPECIFICATIONS FOR CLEANING LCFC BUILDINGS

TERM OF CONTRACT

The Contract awarded under these specifications shall be effective _____ and shall terminate on _____.

SPECIFICATIONS

1. **SCOPE.** The Contractor shall clean said buildings located at Lisburn Community Fire Company, 1800 Main Street, Lisburn. 1) Fire Hall, 2) Large Social Hall, 3) Pavilion from May thru October. The Contractor will arrange each cleaning with the rental coordinator team to ensure buildings will be empty and available for entering.
2. **CLEANING.** The Contractor shall clean the designated building after each event held including any Lisburn Community Fire Company's events. This will include sweeping and moping floors, thoroughly cleaning all bathrooms including mopping floors and wiping down partitions, ensure all trash is removed, thoroughly cleaning kitchens in fire hall and social hall, wiping down all tables and chairs as necessary, cleaning finger prints from front doors and windows, dusting items as necessary (i.e. window sills), sweeping area rugs. The Contractor will also provide a more in-depth monthly cleaning as needed or directed by Rental Coordinators or Directors.
3. **EQUIPMENT AND SUPPLIES.** The Contractor shall have sufficient equipment to accomplish the above CLEANING including sweeper, mop and buckets and cleaning products. (The Fire Company will supply trash bags and paper products.)
4. **SITE VISIT.** All bidders MUST visit the Fire Company buildings before bidding to be familiar with the scope of the job.
5. **BID FORMS.** All bids must be submitted on the Bid Form supplied.
6. **RIGHT TO REJECT BIDS.** The Fire Company reserves the right to reject any bid.
7. **COMPLIANCE WITH LAWS.** At all times during the Contract, the Contractor shall comply with all laws, ordinances, rules, and regulations of any governmental body or agency having jurisdiction and all provisions of the Contract. The Contractor shall respect all personal property and shall not damage the same.
8. **PAYMENT.** The Contractor shall submit an invoice detailing the days/hours worked during each day and the description of each building cleaned on a monthly basis to the Fire Company. Payment shall be made within thirty days unless unusual circumstances cause delay.

9. **CANCELLATION.** Either the contractor or Lisburn Community Fire Company must give 30 days' notice of cancellation to this agreement unless expectations are not adequately met.

10. **EXPECTATIONS.** Contractor agrees to clean the specified area up to a level that is equal to or above the cleaning standard when contractor signed contract. Failure to adequately clean the space will result in warnings from Owner. Owner reserves the right to immediately terminate this agreement after three (3) occurrences have been communicated to contractor.

11. **ENTRANCE/KEYS/CODES.** The Contractor shall only share any keys or key codes with employees or family members working for the contractor. All employees and family members who are granted access to the code or keys will sign a non-disclosure agreement as will contractor.

12. **REFERENCES.** The Contractor shall provide at least two (2) references with contact information when submitting bid.

13. **INDEMNIFICATION.** Contractor will indemnify and hold harmless Owner from any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of or caused or alleged to have been caused in any manner by a defect in any equipment or materials supplied under this Agreement by the performance of any work under this Agreement, including all suits or actions of every kind or description brought against Owner, either individually or jointly with Contractor for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, the performance of any work pursuant to or in connection with this Agreement, or through any negligence or alleged negligence in safeguarding the work area, or through any act, omission or fault or alleged act, omission or fault of Contractor, his employees, Subcontractors or agents or others under the Contractor's direction.

I am authorized to make such decisions for Lisburn Community Fire Company.

Printed Name _____ Title _____

Signature _____ Date _____

I, as the contractor, agree to the terms of this contract/agreement.

Printed Name _____

Signature _____ Date _____