



Negotiated Request for Proposals

LAKESIDE JANITORIAL SERVICES

2026-073-ADM

NRFP KEY INFORMATION

Overview of the Opportunity	The purpose of this NRFP is to invite Proposals from professional, qualified, and experienced companies for the provision of Janitorial Services at the Regional District of Central Kootenay (RDCK) Lakeside Office @ 202 Lakeside Drive. Nelson BC V1L 6B9. The RDCK Lakeside Office is an approximate 13,000 square foot office building that operates five days a week during public service hours. The office is a hybrid work environment and the number of staff on any given day can vary from 10 employees to 80 depending on the month and day of week. The specific requirements to fulfill the need are further defined in this document.
Opening Date	April 8, 2026
Closing Time and Date	11AM PDT May 6, 2026
Questions	Proponents must email their question(s) to the RDCK Representative, quoting the NRFP number and name in the subject line, before 4:30pm PDT April 29, 2026 . Questions received after that time may not receive a response.
RDCK Representative	Mark Braithwaite Purchasing Agent mbraithwaite@rdck.bc.ca
Site Visit	A Site visit is Mandatory for Proponents prior to submitting a Proposal. Proponents should examine the Site and Site visit information, and before submitting a Proposal, shall satisfy themselves as to the nature of the Site. The Site visit is scheduled for: Date April 21, 2026 Location: 202 Lakeside Drive. Nelson BC V1L 6B9 Time: 2:00 PM PDT **Proponents are to meet on site**

<p>Proposal Submission Instructions</p>	<p>Proposal submissions must be emailed to the RDCK Representative or, if too big to email, transferred via a secure file link. Proposals must be in Microsoft Word and any other supporting documents must be submitted in PDF.</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: NRFP Number and Name 2. The RDCK email server has an approximate 10 mb file size limit. Proponents must ensure that they have received a confirmation email prior to the closing time. If your Proposal is too large to send by email, please request a secure file link from the RDCK Representative or break down your submission into two or more emails, clearly identifying each email as being one out of x.
<p>Obtaining NRFP Documents</p>	<p>NRFP Documents are available for download from the RDCK’s website: https://www.rdck.ca/EN/main/administration/bids-tenders.html. Printing of NRFP documents is the sole responsibility of the Proponent.</p>
<p>Addenda</p>	<p>Proponents intending to submit a Proposal should provide an email notification to the RDCK Representative. Proponents who do not provide an email notification may not be sent amendments or addenda. Proponents who send an intent to submit email are not obligated to submit a Proposal.</p>
<p>Withdrawal of Submission</p>	<p>Proposals may be withdrawn at the request of an authorized representative of the Proponent by emailing the RDCK Representative prior to the Closing Date and Time for receiving Proposals.</p>
<p>Terms and Conditions of Contract</p>	<p>The RDCK’s General Service Agreement terms are posted on the RDCK’s website and are intended to apply to any Contract awarded as a result of this NRFP.</p>

NRFP DOCUMENTS

- 1 The complete set of NRFP documents includes:
 - [Definitions](#) (online)
 - [NRFP Rules for Participation](#) (online)
 - [RDCK's General Service Agreement](#) (online)
 - Proposal Form (Provided as separate fillable Word document)
 - This NRFP Document
 - [NRFP Key Information](#)
 - [NRFP Documents](#)
 - [Instructions to Proponents](#)
 - [Evaluation](#)
 - [Schedules](#)
 - [Schedule A: Scope of Services](#)
 - [Schedule B: Contract Supporting Documents and Deviations](#)
 - [Schedule C: Contract Supplementary Terms and Conditions](#)
 - [Schedule D: Contract Payment Terms](#)
 - [Schedule E: Insurance](#)
 - [Schedule F: Site Plan/Maps](#)

INSTRUCTIONS TO PROPONENTS

- 2 **SERVICES** - The RDCK invites Proposals from professional, qualified, and experienced companies for the provision of the "SERVICES" described in Schedule A of the NRFP, in accordance with the terms and conditions included in the NRFP documents.
- 3 **PROPOSAL VALIDITY PERIOD** - Proponents agree that their proposal, including pricing, will remain open for acceptance and subject to negotiation for a period of sixty (60) calendar days.
- 4 **ACCEPTANCE OF NRFP TERMS AND CONDITIONS** - Proponents should read the complete set of NRFP documents. By submitting a Proposal, the Proponent agrees and accepts the terms and conditions by which this NRFP will be conducted.

EVALUATION

- 5 **EVALUATION AND SELECTION PROCESS** - The lowest or any Proposal will not necessarily be accepted, and the RDCK may reject any and all Proposals. Without limiting the foregoing, Proponents are hereby notified that the RDCK intends to review Proposals and enter into negotiations for a Contract based not only on the Proposal price, but on the criteria included in sections 6-14 below.
- 6 **MANDATORY CRITERIA** -The following criteria must be met by Proponents for their Proposal to be considered:

- (a) **PROPOSAL LANGUAGE** - The Proposal must be in English;
- (b) **SUBMISSION DEADLINE** - The Proposal must be received as per the RDCK's Proposal Submission Instructions before the Closing Date and Time;
- (c) **PROPOSAL FORMAT** - The Proposal must be received using the Proposal Form provided by the RDCK or in a format that has been approved and is acceptable to the RDCK.
- (d) **SITE VISIT** - A Site visit is Mandatory for Proponents prior to submitting a Proposal.

RDCK RIGHTS RESERVED - DEPARTURES, REQUIREMENTS AND REFERENCES

- 7 **FORM OF AGREEMENT** - The Proponent must review the [RDCK's General Service Agreement terms](#) and identify any requested departures, alternatives and additions on the Proposal Form. The RDCK reserves the right to reject the Proponent who is unwilling to use the [RDCK's General Service Agreement terms](#).
- 8 **SCHEDULES** - The Proponent must review the NRFP Schedules and identify any requested departures, alternatives and additions on the Proposal Form. The RDCK reserves the right to reject the Proponent who is unwilling to accept the NRFP Schedules terms.
- 9 **VERIFICATION OF REQUIREMENTS** - The Proponent must complete the Verification of Requirements section of the Proposal Form. The RDCK reserves the right to reject the Proponent who, in the RDCK's sole opinion, is unable to meet the RDCK's requirements identified in this section.
- 10 **REFERENCES** - The Proponent must complete the Reference section of Proposal Form. The RDCK reserves the right to contact referees on the Proposal Form, as well as referees not provided to the RDCK, as well as to reject any Proponent if references, in the RDCK's sole opinion, are deemed to be unsatisfactory.
- 11 **WEIGHTED CRITERIA** - The RDCK will evaluate Proposals by reference to:

Proposal Evaluation	Maximum Points to be Awarded
Corporate (See Proposal Form)	20
Technical (See Proposal Form)	30
Financial (See Proposal Form)	50
Total	100

- 12 **OTHER CRITERIA** - The RDCK may also include in its evaluation any other factors the RDCK considers may affect the cost of the Project or the ability of the Proponent to complete the Services to the satisfaction of the RDCK in accordance with this NRFP and without unreasonable dispute.
- 13 **PROPOSAL CLARIFICATION** - The RDCK may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the RDCK may make such requests

to only selected Proponents. The RDCK may consider such clarifications or additional information in evaluating a Proposal.

- 14 INTERVIEWS** - The RDCK may, at its discretion, interview one or more Proponents or request demonstrations from a Proponent with respect to any Proposal. The RDCK may use that information to score the evaluation.

SCHEDULES

- 15 SCHEDULES** - Proponents should note that **any field left blank/highlighted in yellow in the Schedules will be completed by the RDCK during the contract award** based on information received from the selected Proponent's Proposal and any ensuing contract negotiations. The Schedules will then be appended to the [RDCK's General Service Agreement terms](#) to form the Contract.

SCHEDULE A: SCOPE OF SERVICES

- 1 TERM** - Notwithstanding the date of execution of this Agreement the Contractor shall provide the Services described in this Schedule A hereof, commencing on **June 1st, 2026** and ending on **May 31, 2028** (the “Term”). The Agreement may be renewed for 3 (three), 1 (one) year periods upon mutual agreement of the parties.
- 2 LOCATION/SITE/WORKPLACE** - The Contractor will deliver the Services at the following Location (herein after called the “Location”, “Site” or “Workplace”) RDCK Lakeside Office @ 202 Lakeside Drive. Nelson BC V1L 6B9.
- 3 SERVICES** - Except as identified in the Agreed Departures in Section 2 of Schedule B, the Contractor must provide the Services as follows:

A. Overview

The work of this Contract consists of the furnishing of all labour, approved cleaning products, chemicals and supplies (inclusive of dispenser supplies) and the approved modern industrial equipment required and listed for use in the day-to-day maintenance of the building. The Work shall be done in accordance with this Specification, using the latest professional techniques of the trade in the frequencies given in the attached Task Schedules so as to comply with the RDCK Cleaning Specifications. The Work is to be carried out, whenever possible, by the same staff member in order to facilitate consistency. Services to occur between the time(s) of 1800 to 2200.

B. Supplies

The Contractor is responsible for supplying plastic and paper liners and refill all dispenser type products such as: paper towels, cone cups, toilet paper, sanitary napkins, hand soap and supply clean mops, cloths, etc. These supplies shall be of a quality pre-approved by the RDCK. All cleaning supplies and products will be provided at no cost to the Regional District. All costs to be included in contract price.

C. Products

Products/Chemicals in accordance with current W.H.M.I.S. Legislation shall be delivered to the building in original containers bearing the supplier's current Workplace Hazardous Material Information Systems (W.H.M.I.S.) labels. All germicidal detergents must have their Pest Control number (P.C.P.ft) clearly displayed on the label. Breaking down of quantities into smaller or larger containers must be done in accordance with W.H.M.I.S. legislation and all containers clearly marked to comply.

D. Equipment

Equipment shall be modern industrial type and be such so as not to damage or cause any wear and tear to the building surfaces, furnishings or other equipment. The equipment will be kept clean and in safe repair and will be replaced by the Contractor at their cost when worn out. Unless otherwise arranged, specialized equipment used periodically by the Contractor shall not be kept in the building, and the Contractor shall not use the facilities of the building for storage of materials, supplies or equipment for use elsewhere, nor shall any other operations of the Contractor be directed from the premises.

E. Building Security

The contractor shall be responsible for the security of the premises during the contracted hours, and for locking all exterior doors and windows and turning out lights as required at the completion of each day's duties. If keys are necessary, they will be provided by the Facility Manager to the Contractor; they will be signed for and upon completion or termination of the Contract will be returned to the AA/R. One key will be issued for entry. At no time will the Contractor have additional keys cut.

F. Storage

Locked storage is available and all equipment and supplies required to perform routine cleaning services must be kept on site and be available for inspection.

G. Light Replacement

The Contractor shall replace all burnt out or flickering fluorescent and incandescent lights, including exit and interior lights. Tubes and bulbs will be supplied by the RDCK. The type of lights to be used shall (unless otherwise instructed) be the same as removed.

H. Access to Premises

Only employees of the Contractor are permitted to enter the building being cleaned. Failure to abide by the regulation will result in the termination of the contract. As required, the Contractor will provide and maintain a list of on-site employees names for the Facility Manager.

I. Cleaning Task Schedule

The work must be done in accordance with the Task Schedules and references to the current Cleaning Specifications.

J. Cleaning Specifications

The work shall reflect the results expected as outlined in the current Cleaning Specifications and the Task Schedules by persons competent in the particular function assigned to them.

K. Removal of Waste, Returnables, and Recyclables

Emptying of all interior and exterior waste receptacles, recyclable and returnable containers shall be done by the Contractor as and when applicable. All waste, once centrally contained, will be dealt with as indicated on the Task Schedules.

L. Plumbing and Electrical Problems

The Contractor shall report any faulty plumbing and electrical problems promptly to the Facility Manager.

M. Outside Areas

The Contractor shall sweep and pick up waste or litter from landscaping, walkways and parking lots. Hosing down of entrance ways and walkways will be done as per the Task Schedules.

N. Winter Service

Where designated by the Task Schedules, the Contractor is responsible to monitor the weather conditions and take appropriate action to maintain the surfaces to ensure a safe condition at all times.

O. Smoking

The Contractor shall adhere to the building's "no smoking" policy.

P. Communications

In order to assure effective communications between the Contractor and the Facility Manager, the Contractor must provide a means of communication which allows for a response/call back of 30 (thirty) minutes during regular working hours.

Q. Particular Information and Requirements

Particular information or requirements for this building will be outlined here or will be communicated at the site tour.

The Contractor is expected to be able to respond to emergency call-outs when requested during regular working hours. Compensation will be in addition to this contract, but rates will be competitive.

TASK SCHEDULE

Daily

1) General

- a) Gather all waste and place for disposal in Garbage Compound outside.
- b) Gather all recyclables and place in the designated bin.
- c) Remove compost and deposit in composter outside.
- d) Keep garbage containers clean and lined with garbage bags.
- e) Dust all desks and office furniture.
- f) Dust counters, filing cabinets and telephones.
- g) Dust all ledges within reach - including window ledges.
- h) Clean with germicidal detergent inside and out all sinks, toilets, toilet seats, urinals, restroom fixtures and shower.
- i) Clean high contact points such a door knobs, push plates, and light switches with approved cleaning products.
- j) Clean and refill all dispensers.
- k) Leave all designated nightlights on - check windows and doors for security.
- l) Leave furniture in orderly arrangement (particularly Board Room & Meeting Room).
- m) Clean staff room.
 - i) Tea towels and dish cloths to be washed and bleached on a regular basis;
 - ii) papers to be stacked in appropriate place, etc.
 - iii) Ensure that all dirty dishes are washed and put away.

2) Floors

- a) Sweep and dust-mop all lino floor surfaces.
- b) Vacuum all carpeted areas.
- c) Vacuum and spot clean lobby floor and entrance mats.
- d) Wet mop staff room floor and bathroom floors.

3) Windows and Glass

- a) Spray clean all entrance glass doors and glass panels.
- b) Spray clean all bathroom mirrors.

4) Exterior

- a) pick up waste and litter from the parking lot, garbage compound and landscaped areas

Weekly

1) General

- a) Clean exterior of all appliances - fridges, dishwasher, coffee makers etc.
- b) Spot clean restroom walls and partitions
- c) Remove recycling and returnables from lunchroom

2) Floors

- a) Wet mop all lino floors.
 - b) Wet mop runners in all closets.
 - c) Wet mop carpet protectors at each workstation.
 - d) Wet mop porcelain floors in foyer and boardroom.
- 3) Windows and Glass
- a) Remove fingerprints from doors and partition glass.
- 4) Exterior
- a) Empty and clean all exterior ashtrays.

Monthly

- 1) General
- a) Dust all high partition ledges.
 - b) Dust fluorescent lighting fixtures.
 - c) Wipe ceiling vents.
 - d) Sanitize phones using appropriate products.
 - e) Wipe keyboards and keyboard trays with a slightly damp cloth (only if the computer is turned off).
 - f) Vertical blinds and valances to be vacuumed and spot cleaned.
 - g) Empty out and clean inside the main fridge and small fridge in the lunchroom and the small fridge in the boardroom.
- 2) Floors
- a) Spray buff (burnish) all lino floors.

Every 3 Months

- 1) Floors
- a) Wash and polish lino floors.
- 2) Windows and Glass
- a) Wash window interiors
- 3) Bathroom(s) and lunchroom fan dusting/cleaning.

Every 6 Months

- 1) Floors
- a) Arrange for Carpet Cleaning throughout office.
 - b) Strip, polish and re-seal floors.
- 2) Windows and Glass
- a) Wash window interiors and exteriors.

As Needed

- 1) Remove fingerprints from woodwork.
- 2) Polish or clean door kickplates and thresholds.
- 3) Clean all vinyl chairs.
- 4) Clean Board Room after each meeting.
- 5) Clean Meeting Rooms after each meeting.
- 6) Replace all burnt out or flickering fluorescent and incandescent lights including exit and interior lights. Tubes and bulbs will be supplied by the RDCK. The lights to be used shall be the same as those being replaced.

SCHEDULE B: CONTRACT SUPPORTING DOCUMENTATION AND DEVIATIONS

- 1 **1 SUPPORTING DOCUMENTATION** - Except as expressly stated in Schedule A or the Agreed Departures from these Supporting Documents identified in Section 2 of this Schedule B, without limiting any other provision of this Agreement, the Contractor must perform the Services in accordance with the obligations set out in the documents and document excerpts listed below, which are attached as appendices to this Schedule B:
 - (a) Appendix A: NRFP Addenda # **Add number** dated **DD Month YYYY**;
 - (b) Appendix B: Section 3 - Technical section of Contractor's Proposal Submission Form dated **DD Month YYYY**;
 - (c) Appendix C: **Add other document as needed, including the name, specific section if applicable, and date of the document.**
- 2 **AGREED DEPARTURES** – The RDCK and Contractor agree that there are no approved departures from Schedule A and the supporting documents in Section 1 of Schedule B.

OR

AGREED DEPARTURES – The RDCK and Contractor agree to the following departures:

- (a) Section **section #** of Schedule A shall be struck and replaced with:
Add new wording
- (b) Section **section #** on page **page #** of the **document name included in one of the appendices** shall be deleted in its entirety and replaced with:
Add new wording
- (c) The following wording on page **page #** of the **document name included in one of the appendices** shall be deleted in its entirety.

APPENDIX A: ADD NAME

APPENDIX B: ADD NAME

APPENDIX C: ADD NAME

SCHEDULE C: CONTRACT SUPPLEMENTARY TERMS AND CONDITIONS

1 CRIMINAL RECORD CHECK - The Contractor will provide a satisfactory Criminal Record Check valid within 6 months of the Agreement start date for all persons involved in providing the Services under this contract, including the Contractor, its employees and subcontractors. The cost of the Criminal Record Check will be borne solely by the Contractor. The Contractor must notify the RDCK Agreement Administrator prior to continuing the Services should there be a change to the Criminal Record Checks provided during the Term of this Agreement. The person whose Criminal Record check has changed, must wait for written permission from the RDCK’s Agreement Administrator prior to continuing the Services and entering the RDCK property for the purpose of providing the Services.

1 SUBCONTRACTORS - There are no subcontractors approved for this Agreement. The Contractor must submit a request for approval in writing to the RDCK Agreement Administrator identified on the cover page of this agreement prior to services being subcontracted.

OR

2 SUBCONTRACTORS: Only subcontractors identified below may be used by the Contractor for the supply of the Services. Any changes or additions to this list must be submitted in writing to the RDCK Agreement Administrator identified on the cover page of this agreement for approval prior to services being subcontracted.

SUBCONTRACTOR NO. 1	
Legal Name	Company Name
Trade/Services Performed	Trade/Service Performed (ie. Carpenter)
Item of work to be subcontracted	List item(s) of work to be subcontracted
Contact Information	Name: First Last
	Phone Number: xxx-xxx-xxxx
	Email Address: Email

SUBCONTRACTOR NO. 2	
Legal Name	Company Name
Trade/Services Performed	Trade/Service Performed (ie. Carpenter)
Item of Work to be Subcontracted	List item(s) of work to be subcontracted
Contact Information	Name: First Last
	Phone Number: xxx-xxx-xxxx
	Email Address: Email

3 RDCK RESOURCES: The Contractor will be provided access to the following RDCK Resources to be used to complete the Services outlined in this Contract: .

4 RDCK TOOLS AND EQUIPMENT: The Contractor will be provided access to the following RDCK tools and equipment to be used to complete the Services outlined in this Contract: .

5 FACILITY ACCESS - The Contractor will be provided access to the following RDCK Facility(ies) to be used to complete the Services outlined in this Contract: List facilities.

(a) Access keys to the Facility(ies) will be provided by the RDCK to the Contractor’s Key Holder identified below:

KEY HOLDER NAME	PHONE NUMBER	EMAIL
first and last name	xxx-xxx-xxxx	Email
first and last name	xxx-xxx-xxxx	Email

- (b) The Contractor must adhere to the following conditions for use of the keys:
- (i) Any changes to the Key Holder must be reported in writing to the RDCK Agreement Administrator identified on the first page of this Agreement within 3 business days;
 - (ii) The use of the keys is only for access to the Facility(ies) identified in this Agreement;
 - (iii) The Contractor is not authorized to copy the keys or lend, share or distribute the key(s) to others;
 - (iv) The keys must be returned at the end date of this Agreement;
 - (v) The Contractor must report any damage to the Facility(ies) or potential concerns immediately to the RDCK Agreement Administrator.

- (c) The following conditions apply to the Contractor’s access to the Facility(ies):

List all conditions for Facility(ies) access (ie. the Contractor will have access to the facility during the following days and hours, the Contractor must sign in at Reception prior to accessing the Facility(ies), the Contractor must notify the RDCK Agreement Administrator prior to accessing the Facility(ies), the Contractor must have an RDCK staff member present when working in the Facility(ies) during the operating hours (this may be used when Contractors work in areas with access to minors, vulnerable adults or confidential information, such as someone needing to do an emergency repair in the rec center during operating hours)

SCHEDULE D: CONTRACT PAYMENT TERMS

- 1 PAYMENT** - In consideration for the provision of the Services, the RDCK shall pay the Contractor in accordance with the Fee Schedule of their Proposal Form copied below. Invoicing cannot exceed the budgeted amount per task without RDCK written approval. The total Budget shall not exceed \$**Amount** (the “**Contract Price**”) (excluding GST).

Copy and paste or include legible screenshot of itemized pricing section of proposal and delete this prompt.

INVOICING

- 2** The Contractor shall submit invoices monthly. In addition, any year-end invoice must be submitted no later than January 15th of the following year.
- 3** The following contract number and GL code(s) **must** be quoted on the invoice(s):
Contract Number: **YYYY-##-DEPT_CONTRACTOR_NAME**
GL Code: **ACCOUNT # & WORK ORDER #**
- 4** Invoices must be emailed to ap@rdck.bc.ca, with the RDCK Contract Administrator identified on the first page of this Agreement in cc.
- 7** Invoices to be paid on net 30 day term.
- 8** The Contractor’s name on the invoice must match the name identified in the first page of this Agreement.

SALES TAX

- 9** The Contractor’s GST number must be included on invoices where GST is applicable; in which case, GST shall also be listed as a separate line item.

PAYMENT WITHHELD OR DEDUCTED

- 10** The RDCK may withhold payment on any Progress Payment as may be necessary or prudent to protect itself from loss on account of:
 - (a) the Contractor is not making satisfactory progress with the supply of the Services;
 - (b) defective Services which are not remedied;
 - (c) if there are claims of lien, or liens (or a lien) filed against any premises of which the Services are supplied or being supplied, or reasonable evidence of the probable filing of such claims of lien or of filing or registration of liens (or a lien) as a result of the failure of the Contractor to make payment properly to subcontractors or for materials, labour, or otherwise;
 - (d) damages caused to another party by the Contractor;
 - (e) any other evidence of loss or danger of loss on the part of the RDCK, resulting from of the Contractor’s operations.

SCHEDULE E: INSURANCE

WORKSAFE

- 1 The Contractor shall:
 - (a) Ensure compliance, on their part and on the part of all of their subcontractors, with the *Workers Compensation Act* and the Occupational Health and Safety Regulations thereunder.
 - (b) At its own expense, obtain WorkSafe BC coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Services.
 - (c) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments.
- 2 Prior to supplying any of the Services in the Agreement, the Contractor must provide the RDCK with the Contractor's WorkSafe BC number and must pay and keep current during the term of the Agreement all assessments required by WorkSafe BC in relation to the supply of the Services or the Contract Price.
- 3 In the event that the Contractor refuses or fails to comply with an order under the *Workers Compensation Act* or Regulations thereunder, so that the supply of the Services is stopped, the RDCK may, upon written notice, terminate the Agreement and proceed in accordance with Sections 16-21 of this Agreement.

INSURANCE

- 4 **INSURANCE** - Without restricting the generality of the indemnification provisions of this Agreement, insurance and coverage will be arranged and paid for as under-noted:
 - (a) The Contractor must take out and maintain the insurance coverages detailed in this section 4 of Schedule E and shall provide the RDCK evidence of coverage upon execution of this Agreement in the following format:
 - (i) the RDCK's Standard Certificate of Insurance form completed by the Contractor's broker.
 - (b) Subject to satisfactory proof of financial capability by the Contractor, the RDCK may agree to increase the deductible amounts.

COVERAGE TYPE	AMOUNT	AGGREGATE	DEDUCTIBLE MAXIMUM
(a) Comprehensive Commercial General Liability	\$5,000,000 per occurrence	N/A	\$5,000
(b) Commercial Crime Insurance	\$100,000 per Claim	N/A	\$5,000 where applicable

- (c) The Contractor shall maintain **Commercial General Liability Insurance** for the Term of this Agreement and a minimum of one (1) year after the completion of the Services. To achieve the desired limit, umbrella or excess liability insurance may be used. Such insurance will include but is not limited to the following
 - (i) **Broad Form bodily injury, death, property damage, and personal injury** coverage, on an occurrence

basis;

- (ii) **Blanket Contractual Liability**;
 - (iii) **Cross Liability** and/or **Severability of Interests**;
 - (iv) A **Waiver of Subrogation** in favour of the Regional District of Central Kootenay;
 - (v) **“Regional District of Central Kootenay, its elected officials, officers, employees, servants, and agents”**, as an **Additional Insureds**;
 - (vi) A requirement that the insurer provide the RDCK with **30 days written notice** of any material change or cancellation;
 - (vii) **Products and Completed Operations**;
 - (viii) **Coverage** that is **Primary and Non-Contributory** to any other sources of insurance available to the Contractor or the RDCK.
- (d) The Contractor shall maintain **Fidelity Insurance** for the Term of this Agreement. The RDCK may also consider a **Blanket Position Fidelity Bond** as an alternative to this requirement. Such insurance must cover any or all persons used or employed by the Contractor for the provision of Services under this Agreement for claims arising out of any dishonest or fraudulent act that results in the loss of money, securities or other property of the RDCK and include but is not limited to the following:
- (i) **Employee Dishonesty** endorsement;
 - (ii) **Third Party/Client Property** endorsement extending coverage to property owned by the RDCK;
 - (iii) A requirement that the insurer provide the RDCK with **30 days’ written notice of cancellation** or any material change;

ADDITIONAL INSURANCE TERMS AND CONDITIONS

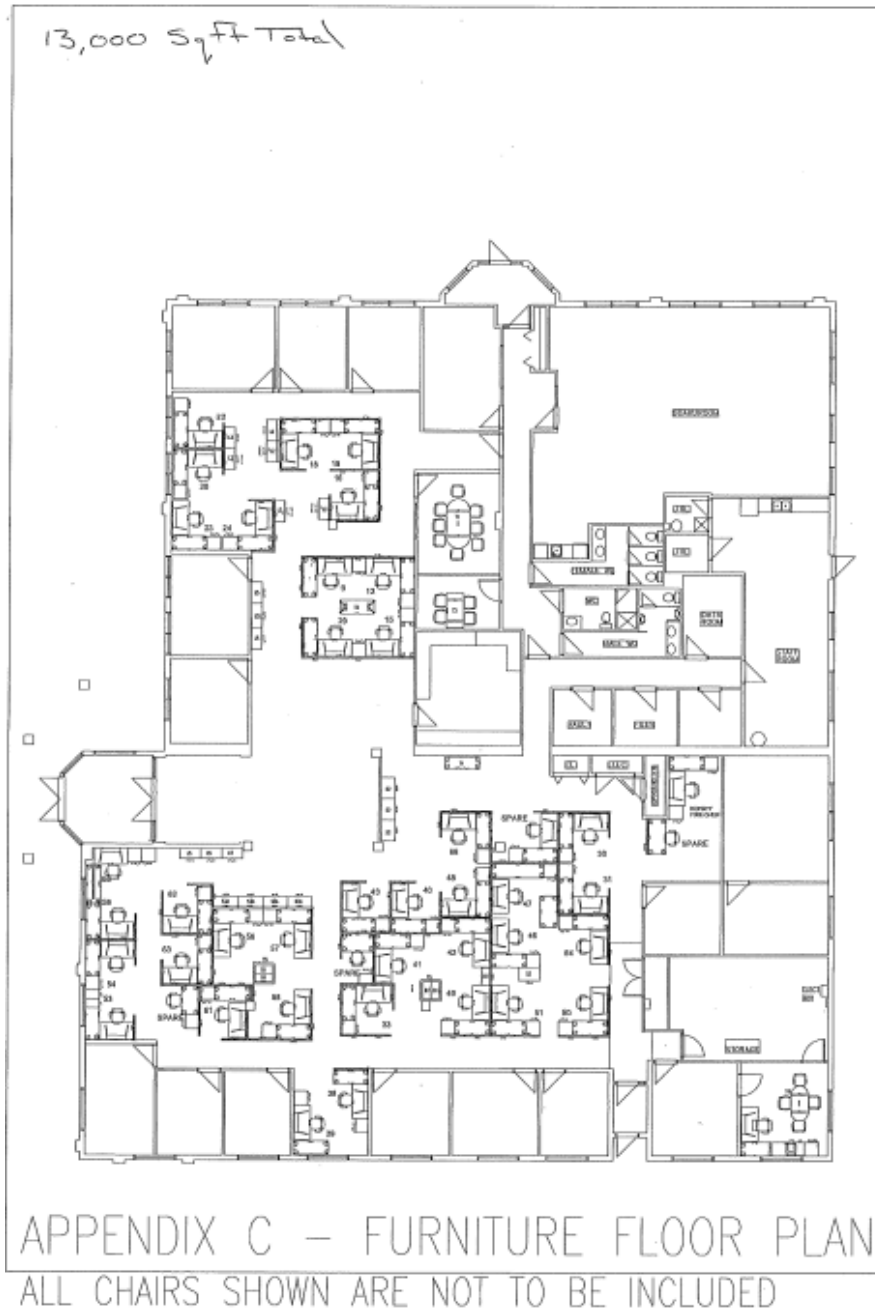
- 5** The Contractor is solely responsible for determining what additional insurance coverage, if any, is necessary or advisable for the protection of the Contractor or that is required by the Contractor to fulfill its obligations under this Agreement, with such additional insurance maintained and provided at the sole expense of the Contractor and with the Contractor being responsible for obtaining whatever additional insurance it deems necessary.
- 6** The Contractor shall pay the deductible amounts in the event of a claim which the above policies are required to pay.
- 7** The Contractor shall ensure that all insurance required to be maintained by the Contractor under this Agreement is underwritten by a responsible insurance company or companies licensed to do business in the province of British Columbia.
- 8** As may be applicable, the Contractor must cause all subcontractors to comply with the insurance requirements outlined in section 4 of this Schedule.
- 9** The RDCK may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed, the parties shall address such change and record any

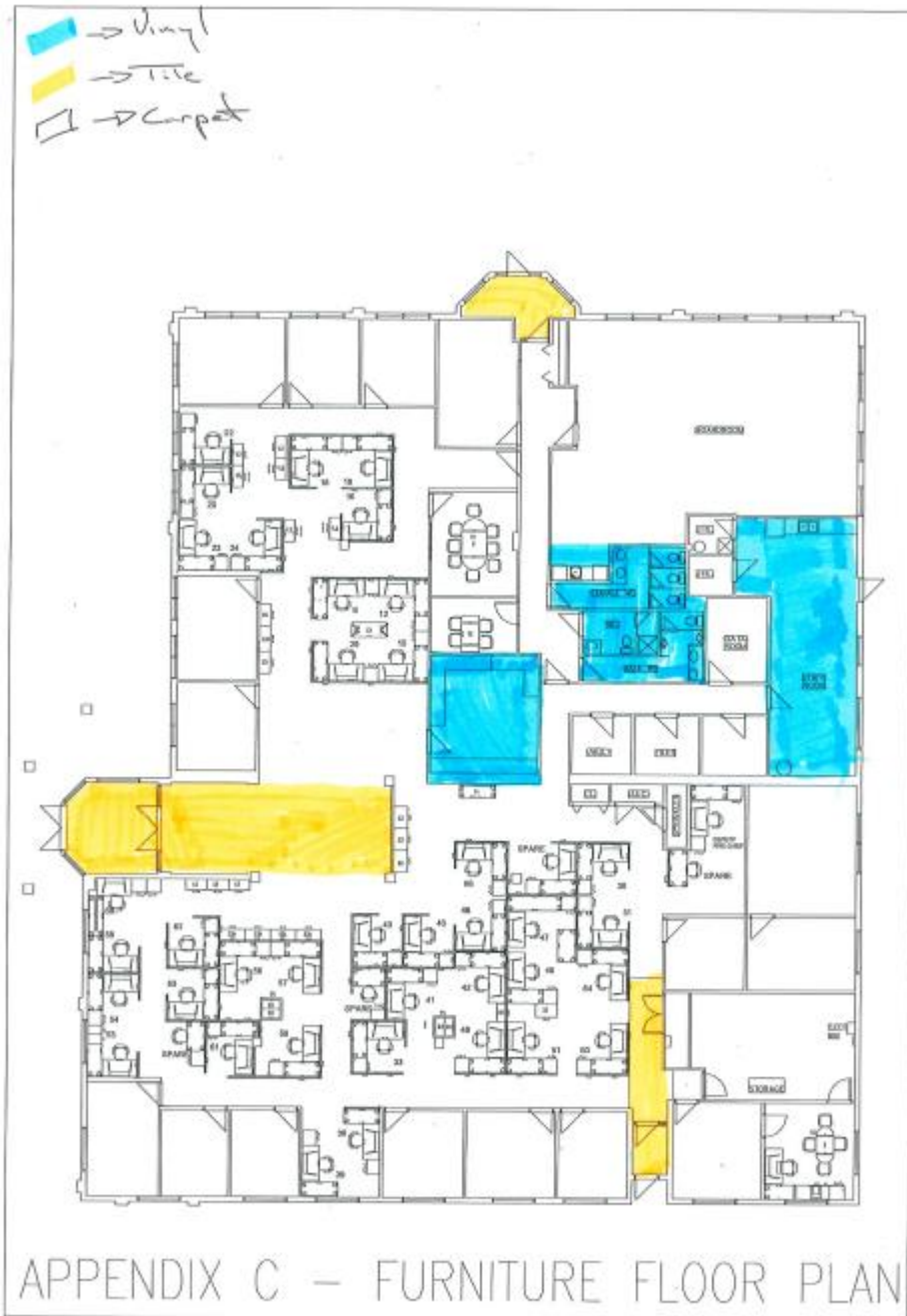
agreement in an Agreement Amendment.

- 10** If the Contractor's insurance policies expire prior to the coverage periods identified in section 4 of this Schedule, the Contractor shall renew its insurance policies prior to the expiry date and provide the RDCK with an updated evidence of insurance in the format identified in section 4(a) of this Schedule, confirming such renewal to the RDCK within 14 days of its current policy's expiry.
- 11** In the event the Contractor shall fail to take out and maintain such insurance at all times during the coverage periods identified in section 4 of this Schedule the RDCK shall be entitled to take out and maintain equivalent insurance at the cost of the Contractor and the Contractor will pay to the RDCK, on demand, the RDCK's cost of so doing, or at the option of the RDCK, the RDCK shall be entitled to terminate this Agreement.

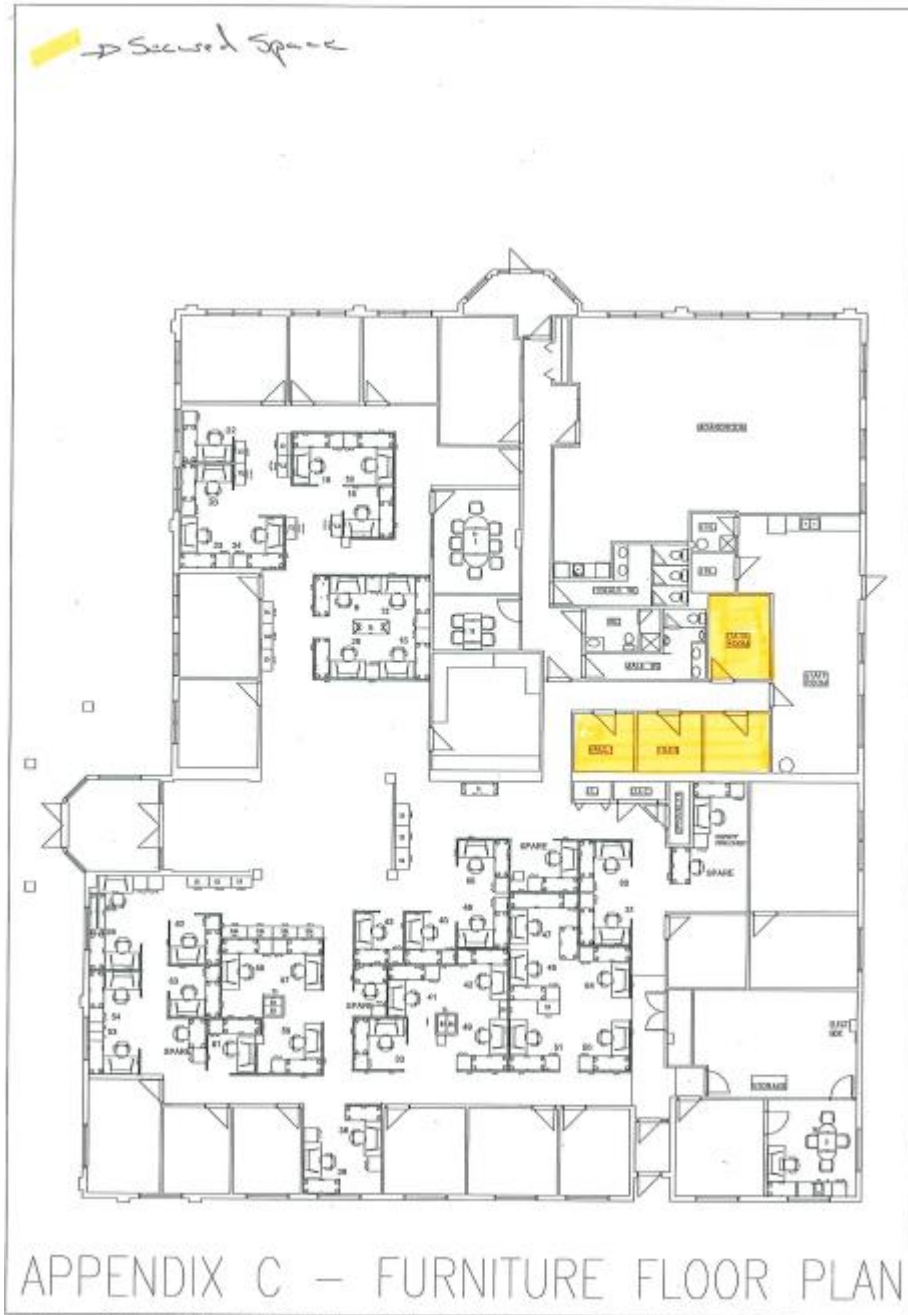
SCHEDULE F: SITE PLAN/MAPS

- 1 The following 3 Site Plan Maps for the RDCK Lakeside office are provided below. Approximate size of the building is 13,000 sq ft. The 13,000 Square feet is made up of approximately: 11,470 sq ft. of Carpet. 850 sq ft. of Vinyl. 680 sq ft. of Tile. The secured space is not included and not part of the cleaning requirement.





APPENDIX C - FURNITURE FLOOR PLAN
ALL CHAIRS SHOWN ARE NOT TO BE INCLUDED



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ALL CHAIRS SHOWN ARE NOT TO BE INCLUDED