



March 20, 2018

Mr. Ali Sulaiman
Central Building Services
140 Bathurst Street, Apt. 507
Toronto, Ontario
M5V 2R8

Dear Mr. Sulaiman:

This letter will serve as an agreement for Central Building Services to provide cleaning services to the Office of the Information and Privacy Commissioner/Ontario (IPC) for the period **April 1, 2018 to March 31, 2019.**

Central Building Services will provide the following cleaning services to the IPC, subject to the following terms and conditions.

1. You will provide the cleaning services as set out in Schedule 1, Schedule for Cleaning Activities, Monday through Friday, during business hours.
2. i. Effective June 7, 2004, the 14th floor washrooms will be part of your daily cleaning area. The IPC will provide the supplies of toilet paper and paper towels for the washrooms.

ii. Effective December 6, 2017, the cleaning area will include IPC's additional space on the 6th floor of the same building.
3. The IPC shall pay you the sum of **\$4,823.00 plus 13% HST per month**, to be paid one month in advance, which will cover all cleaning performed under this contract. In addition to the cleaning services, you will provide the following services, at no additional cost, when requested: minor repairs, minor painting, moving furniture, moving heavy items such as boxes, hanging pictures/plants and spot cleaning stains.
4. This agreement shall be in effect for twelve months.
5. This agreement may be terminated by either party at any time at least one month prior to the desired date of termination. In any event, the contractor agrees to complete the work for the period which has been paid in advance.



6. Additional services or assignments may be billed to IPC at the rate of **\$30 per hour** but limited to:
- a) Delivery of boxes or equipment outside IPC (maximum billable of 4 hours)
 - b) Pick up of boxes or equipment outside IPC (maximum billable of 4 hours)
 - c) Move of desks for fan filters cleaning (maximum billable of 6 hours)
 - d) Painting of office (maximum billable of 4 hours per office)
 - e) Unload of photocopy paper (maximum billable of 2 hours)
 - f) Move of large amount of furniture which require greater than 2 hours
 - g) Move of 10 or more boxes which require greater than 2 hours of work
 - h) Other assignments not mentioned above which require greater than 2 hours of work

This is an agreement for services to be provided by Central Building Services as an independent contractor. The persons who perform the services are not employees of the IPC.

All information which comes to your attention as a result of work done under the terms of this agreement, shall be held in strict confidence during and after rendering of service performed under this agreement, and any such information and/or materials shall not be released or disclosed to any persons or organization without the prior written approval of the Commissioner. In particular, you agree to be bound by the provisions of subsection 55(1) of the Freedom of the Information and Protection of Privacy Act (copy attached).

Since the total amount of this contract is over \$10,000, the IPC will be disclosing details of this agreement pursuant to its proactive disclosure policy. The information that will be disclosed on the IPC's website will include: your firm's name, agreement date, the purpose of agreement, and the value and duration of the agreement.

If you are in agreement with the terms as outlined, please sign both copies of this letter of agreement in the space provided and return one copy to me.

I trust this is satisfactory. If you have any question, please do not hesitate to contact me.

Yours sincerely,



Janet Geisberger
Director of Corporate Services



Ali Sulaiman
Central Building Services
(HST # 81780460ZRT0001)

Date: MAR 20 2018

SCHEDULE 1

DAILY

- . Empty and clean trash/waste and recycling receptacles. Replace liners as necessary.
- . Keep all kitchen and office areas free of litter.
- . Keep the 14th floor washrooms clean and replace supplies of toilet paper and towels as needed.
- . Empty and replace liners of waste receptacles in kitchens and 14th floor washrooms.
- . Sweep kitchen floors and 14th floor washrooms if required.
- . Attend to spillage (wet and dry) in the kitchens as well as all other office areas.
- . Damp wipe counter tops and clean sinks in kitchens and 14th floor washrooms.
- . Clean both surfaces of all glass windows.
- . Bundle all garbage and deposit at designated area for pick-up.
- . Empty shredding machine bags, as required, and deposit bags at designated area for pick-up.
- . Bundle all recyclable materials, collapse all boxes, and deposit at designated area for pick-up.
- . Wash internal and external surfaces of individual trash/waste receptacles, as required.

TWICE PER WEEK

1. Spot clean, as required, and thoroughly vacuum carpets in high traffic areas.
2. Wipe clean the exterior of all appliances and cupboards in kitchens.
3. Empty can and bottle receptacles in kitchen and deposit at designated area for pick up and replace liners.
4. Wipe clean meeting room tables.
5. Dust mop all kitchens, vacuum computer room; as required vacuum utilities cupboards.
6. Remove finger marks, smudges, and visible dirt from furniture, including walls, tables, desks, notice boards, and windows.
7. Thoroughly vacuum carpet areas in several specific offices (to be advised).

WEEKLY

1. Sweep, wet mop and disinfect kitchen floors.
2. Wash internal and external surfaces of all trash/waste receptacles in kitchens.
3. Wash/wipe dry erasable writing boards.
4. Damp wipe surfaces of desk tops, overheads, file cabinets, bookshelves, tables, lamps and computer screens with special solution.
5. Thoroughly vacuum carpeted areas wall-to-wall, including corners, edges and under desks.