

RFP – 32 Main Street

The District of Lakeland will receive expressions of interest for the provision of cleaning services of their building located at 32 – Main Street West, Christopher Lake. Interested bidders are asked to submit, in writing, prospective bids on or before 10:00 am November 15th, 2023.

Scope

The District of Lakeland shall provide to the successful bidder to use at its property:

1. Cleaning supplies to an extent and scope required. This would include soaps, detergents, disinfectants.
2. Cleaning tools to an extent and scope required for the work to be performed. This may include brooms, buckets, rags, mop.
The bidder may suggest a cleaning tool, to which will better assist in completing cleaning of the property.
3. Miscellaneous supplies such as garbage bags, recycle bins, vacuum bags. Other items as required on request.

The successful bidder shall be required to:

1. Have an on-site meeting and viewing of the property prior to submission of documents.
2. Prior to any contract or agreement being executed, the successful bidder shall be required to submit to a security clearance, including a criminal records check.
3. Provide a schedule of dates/times for cleaning that is mutually agreed upon between the parties.
4. Provide a cost for scheduled cleaning as well as a cost per hour for any additional cleaning.

Other Information

It is anticipated that that cleaning shall take place once per week. Duties are to include, but may not be limited to:

- Cleaning of floors (*sweep, wash, vacuum*)
- Removal of garbage from garbage receptacle, replace bags.
- Cleaning of restrooms.
- Ensuring restroom facilities are adequately stocked with paper products.
- Dusting and cleaning of surfaces, including doors, windows, counters.
- Other general cleaning as may be needed.

Access to the property for on-site viewing shall take place Wednesday, November 8th, 2023, from 4:00 PM to 6:00 PM. Those unable to attend may contact Cst. Sabados at 306-982-4466 to arrange an alternative viewing time. Please use the east entrance.

To assist interested bidders, the attached sheet may be used.

Submit your complete information in a sealed envelope, clearly marked RFP 32 Main Street, in person at the District of Lakeland Administration office 45 Main Street West Christopher Lake, by email to Reports@ld-ps.ca, fax 306-982-3121, by mail to Box 208 Christopher Lake, SK S0J0N0

RFP – 32 Main Street

Full Name _____

Physical Address _____

Mailing Address _____

Phone _____

Email _____

Price Breakdown: *(taxes to be added to cost – do not include taxes in cost below)*

Price for scheduled cleaning per week. _____

Price for requested (non-scheduled) cleaning per hour. _____

Any additional cost _____

Please provide any additional information you would feel appropriate, such as references. Use additional pages if needed.

If you have employees, or work as a team, a complete list of those providing service will be required.

The District of Lakeland reserves the right to reject any, or all submissions. The lowest or any tender may not be accepted. On completion of the term of the initial agreement, the parties may re-enter into an extension of the agreement for a period and cost agreeable between the parties. The District of Lakeland reserves the right to terminate the contract at their discretion.



Initial Circle if you have read, understood, and accept the requirements in the RFP-32 Main Street Document

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