

Request for Proposal (RFP) – Cleaning Services

Issued by: District of Lakeland No. 521

Closing Date: 4:00 p.m. on November 28, 2025

Contact: office@lakeland521.ca

1. Overview The District of Lakeland No. 521 invites proposals from qualified cleaning contractors to provide janitorial services for the District Office.

2. Scope of Work Services include:

- **Weekly:** Sweep/mop floors, vacuum carpets, dust surfaces, clean/disinfect washrooms, restock supplies, empty garbage/recycling.
- **Monthly:** Clean Council Chambers and glass doors.
- **Bi-Annual:** Wash windows and vacuum vents/grills.

Note: District staff handle shredding and dishes.

3. Contract Term Two-year term. Either party may terminate with **four weeks' written notice**.

4. Supplies & Payment

- District provides cleaning supplies and equipment.
- Contractor invoices monthly; payment upon receipt.
- Contractor responsible for all applicable taxes.

5. Proposal Requirements Include:

1. Company background and experience
2. References (minimum two)
3. Monthly cost proposal
4. Proof of Workers' Compensation

6. Evaluation Criteria Proposals evaluated on:

- Experience and references
- Quality and completeness
- Price competitiveness

7. Submission

Email proposals by **November 28, 2025** to **office@lakeland521.ca**

Subject: *RFP – Cleaning Services – [Company Name]*