

RM of Blaine Lake #434 Request for Proposals Weekly Janitorial and Cleaning Services

The RM of Blaine Lake is requesting proposals from individuals and companies to provide weekly janitorial and cleaning services for their municipal office located at 118 Main Street.

Cleaning supplies will be provided by the RM and janitorial services will be done when the municipal office is closed to the public.

Qualifications and abilities:

- Previous janitorial experience will be considered an asset
- Ability to work independently
- Must be able to perform physically demanding work
- Understand and work in accordance with Occupational Health & Safety requirements
- Take pride in maintaining a clean and operational facility
- Must be bondable

To this end, proposals shall include:

- Detailed listing of all personnel to be used, services you will provide, fees and expenses or any other charges including expected annual increases, if any, exclusive of GST;
- Contractor shall submit shift schedule and personnel for each location;
- Related experience along with three (3) recent/current references, complete with direct phone numbers and current email address;
- Expected length of term for agreement for services;
- Identification of all insurance coverages and limits and agreeing to provide proof if requested;

Council reserves the right to reject any or all proposals.

Lowest proposals may not necessarily be accepted.

Signed proposals will be received by the RM Office no later than 8am Monday, August 5, 2019 and may be received:

via email to: rm434@sasktel.net

or

via regular mail/hand delivered to: RM of Blaine Lake #434, PO Box 38, Blaine Lake, SK, S0J 0J0.

*****Please ensure submissions are clearly marked "RFP JANITORIAL"**

Schedule A

Request for Proposals – Weekly Janitorial and Cleaning Services

Municipal Office Areas of Responsibilities

- **Administrators Office** - Empty waste containers, wipe desks, vacuum carpeted areas, lock office after cleaning.
- **Washrooms** – clean sinks, toilets, floor, replace toilet paper and paper towel dispensers as required
- **Main Office & Workstations** - Empty waste containers; clean, tidy and wipe work stations and table tops, vacuum carpeted areas
- **Council Chambers** – wipe tables, wash dishes as required, wipe sink/coffee area, empty waste bins, vacuum carpets, tidy general area as required.
- **Entrance Way/Vestibule** – clean/vacuum floors & rugs.
- **Windows** – to be washed and cleaned twice per year at a mutually agreeable time preferably spring and fall.
- **Waste & Recycling Bins** – Filled & placed as per the Town of Blaine Lake contractor schedule (rotating Fridays; a schedule will be supplied to the contractor).
- **Empty Shredder**-Empty Shredder when it is full, moving shredding to recycling bin.
- **Other Jobs** as agreed upon, when required. (including shoveling snow on sidewalks, and grass cutting)

Other

- Commencement date to be determined (August 2019)
- The successful proponent must provide and have in place a secure means to validate workers that are on the RM premises.
- A daily log book is to be used and is to be incorporated at each location and the following information must be captured:
 - Date
 - Name of Worker on site
 - Time arrived and departed (attendance)
 - Immediate reporting of any building or furnishing damage
 - Reporting low supplies/stock that are required that are noticed during cleaning.
 - The RM will review this log as required and act upon the issues noted.
- Only those employees whose names appear on this proposal will be allowed access to the work site without prior authorization by the RM. No other persons accompanying employees will be allowed on site.
- Smoking is prohibited at the work place.