

Invitation/Request For Proposal

Project No: 2026 CLEANER RFP

**Municipal Office
Cleaning**

**A - Instruction to Bidders
B - Offer Form
C - Contract Agreement**

CONTACT	<u>URIAH WALDNER</u>
PHONE NUMBER.	<u>(204) 734-4586 ext 207</u>
FAX NUMBER	<u>(204) 734-5166</u>
ADDRESS (CURRENT)	<u>439 Main St</u>

(A) INSTRUCTION TO BIDDERS**SUBMISSION OF OFFERS**

Proposals will be accepted in an envelope, email (uwaldner@townsr.ca), or by facsimile, FAX No. 734-5166. The Town will not be responsible for facsimiles to other than the designated fax number. Proposals to be mailed or delivered shall be enclosed in an envelope which shall be sealed, and addressed to:

Town of Swan River
Box 879 (439 Main St.)
Swan River MB R0L 1Z0
Phone No. (204) 734-4586

Offers will be received up to 2:00 pm local time on Friday June 26, 2026; envelopes shall be plainly marked on the outside as follows:

PROPOSAL FOR: Municipal Office Cleaning

The Town may reject offers, waive defects, or accept any offer which it may consider in the best interest of the Town.

TOWN REQUESTS

Before the award, the Town may require a bidder to submit the following information:

- (a) Proof that the bidder is incorporated or otherwise authorized to do business in Manitoba and a list of signing officers of the company.
- (b) A list of references that the bidder has completed similar work
- (c) Criminal record check for employees of the Contractor who will perform the services of the contract.

Failure to provide this information may cause the offer to be rejected.

ACCEPTANCE

- (a) The Town will endeavour to accept the Proposal or reject all proposals within thirty days of the date on which they were opened.
- (b) If no acceptance is made within thirty days from the opening of offers, a bidder may request the withdrawal of his offer in writing or by fax. Such withdrawal of an offer will be considered effective on the receipt of the request by the Town. In the event, that the bidder does not request the withdrawal of his offer, he will, upon its acceptance, be under the same obligation to enter into an agreement as he was prior to the expiration of the said thirty days. Bidders will automatically be relieved of any obligation to enter into an agreement with the Town if no award is made within sixty days of the date on which the offers were opened.

To the Town of Swan River, I, WE the undersigned,

THE BIDDER _____

(Name of Bidder)

hereby offer and agree to execute, construct and complete the following work:

THE WORK

DAILY CLEANING

ENTRANCES – ALL OFFICES - COMMON AREAS -
RECEPTION AREA – LOBBY - HALLWAYS – COUNCIL CHAMBER
– LUNCHROOM– STAIRWELLS – OTHER AREAS NOT NOTED

- Spot clean all cleared surfaces of desks and tables.
- Spot clean horizontal surfaces for removal of spillage, marks, etc.
- Empty all trash and remove to a collection point.
- Spot sweep and spot mop all hard surface floors.
- Spot vacuum all carpeted area walkways.
- Spot clean counters and cabinets in lunchroom and council chambers.
- Report all maintenance issues to CAO.

DAILY RESTROOM CLEANING

- Empty trash receptacles.
- Disinfect door handles
- Clean all dispensers.
- Clean all mirrors.
- Clean all fixtures.
- Clean and disinfect sinks, toilets and toilet seats.
- Restock all paper products and hand soap.
- Notify client of shortages of paper products, hand soap, etc
- Report any maintenance issues to CAO.

WEEKLY CLEANING

- Wipe spots from front of refrigerator, microwave, range, and dishwasher.
- Dust all cleared surfaces of desks, file cabinets and other flat surfaces.
- Clean fingerprints and smudges from entrance glass and entry doors.
- Sweep and mop all accessible hard surface floors from edge to edge.
- Vacuum accessible carpeted areas from edge to edge.
- Spot sweep stairwells and remove webs.

MONTHLY CLEANING

- Dust all horizontal surfaces of office furniture, including desks, computer monitors, tables, file cabinets, windowsills, and wall hangings.
- Thoroughly dust or polish all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, credenzas, bookcases, etc.
- Dust all blinds and windowsills.
- Vacuum upholstered furniture.
- High dusting of air vents, tops of doors, door frames, ceiling corners, and edges etc.

THE OFFER

Monthly Rate

GST

Municipal Office Building

\$ _____

\$ _____

Hourly Rate

Additional Cleaning

\$ _____ / Hour

(C) CONTRACT AGREEMENT

This Agreement made in duplicate this _____ day of _____ AD 2026.

Between: The Town of Swan River
 P.O. Box 879
 Swan River, MB
 R0L 1Z0
 (Hereinafter referred to as "The Town")

- and -

(Hereinafter referred to as "the Contractor")

WITNESSETH in consideration of the mutual covenants contained in this agreement, the Town and the Contractor agree as follows:

1. PERFORMANCE

The Contractor shall provide all labour, supervision, equipment, and cleaning supplies necessary for the performance of the "The Work" for the Town. Any deficiencies in "The Work" shall be noted by the Town and given to the Contractor by letter.

The work shall be performed and reported to the CAO as per schedule A attached to this agreement.

2. OFFICE HOURS

The Town Business Hours are Mon-Fri, 8:30am to 4:30pm. Closed on Statutory Holidays. Cleaning shall be done outside hours of operation.

3. ACCEPTANCE, DURATION, AND COMPLETION

Should this offer be accepted, it will constitute a Contract between the Town and the Contractor for a period of 30 months, beginning **July 15, 2026, to and including January 15th, 2029**.

The Contractor is to fulfil their daily, weekly, monthly duties to the specifications described as "the Work".

4. TERMINATION OF CONTRACT

Either party reserves the right to terminate the contract at any time for whatever reason upon 30 days written notice to the other party of intent to terminate the contract.

5. PAYMENT

The Town shall pay the Contractor the agreed sum of \$_____ per month plus applicable taxes, following the month for which the services were performed.

In addition, for other instances the Contractor may be called upon by the Town to perform additional cleaning services not included in this contract, the Town shall pay the Contractor the agreed sum of \$_____ plus applicable taxes per hour.

6. BUSINESS LICENCE

The Contractor shall be licensed in the Town of Swan River to perform business. It shall be the responsibility of the Contractor to be in good standing with the Town of Swan River for the duration of the Contract.

7. ASSIGNMENT

All persons engaged by the Contractor to perform any service in this agreement shall be an employee of the Contractor. The Contractor shall not sub-contract all or any portion of the Work without prior written consent from the Town.

No un-authorized persons shall be allowed on the premises during cleaning. Only assigned employees are permitted.

8. CRIMINAL RECORD CHECK

All employees of the Contractor who will perform any service in this agreement must have a criminal record check submitted to the Town prior to execution of the contract. Any employees hired after the execution of the contract will also require a criminal record check prior to performing any service in this agreement.

9. NOTICES

Any notice to be given to the Town may be given at the address of the Town above recited and any notice to be given by the Town to The Contractor may be given to the Contractor at the said address and such notices if mailed by prepaid registered mail shall be deemed to have been received five (5) days after the mailing thereof.

10. INSURANCE

The Contractor shall maintain general comprehensive liability insurance in connection with its performance of the services provided for in this agreement, in an amount of not less than 2 million and the Town shall be named as an additional insured. The Contractor shall provide to the Town evidence of such coverage on execution of the contract.

11. INDEMNITY CLAUSE

The Contractor will indemnify and save harmless the Town and its officers, employees, servants, successors, and assigns from or against all claims for damage arising from the performance by the Contractor of their obligations under this agreement.

Dated at _____ this _____ day of _____ 2026.

Name of Contractor

Witness as to Contractor

Insurance Company and Policy No.

Per: _____
Contractor's Signature

Address

Ph: _____ Fax: _____

APPROVALS

Offer accepted this _____ day of _____ 2026.

Chief Administrative Officer