

REQUEST for Proposal for Janitorial Services at the St. Paul Wellness Centre

The Town of St. Paul is seeking proposals from qualified janitorial services interested in the St. Paul Wellness Centre. Services are required five days per week being Monday to Friday between the hours of 7:00pm and 8:00am. All workers must sign a confidentiality agreement.

The Town of St. Paul will pay for the cleaning supplies while the Janitorial Company will supply the vacuum and the floor scrubber.

Duties will include but are not limited to the following:

- All floor mats are to be vacuumed daily.
- Replace burnt out lights.
- All floors in the hallways are to be swept and washed.
- Spot wash the walls daily. Wash all the walls yearly.
- Dust all surfaces of the furniture in the lobby and reception area.
- Wipe down all window sills.
- Wipe chairs down in the waiting room.
- Wash tops of the door frames.
- Dust picture frames and all wall hangings in the common areas only.
- Clean the 2 bathrooms in the entrance area and the 3 bathrooms in the clinic area.
- Empty waste paper baskets in the receptionist area.
- Wash light fixtures.
- Wash windows inside on a weekly basis and outside on a monthly basis when possible.
- Wax floors yearly (a separate quote to be submitted)

Patient rooms, doctor's offices and administration offices are **NOT** included in this proposal as they are the responsibility of the tenant.

Interested parties must submit their proposals by Friday, July 2, 2021 by 4:30pm (MST).

Submissions can be emailed to lwerenka@town.stpaul.ab.ca or dropped off at the Town of St. Paul office located at 5101-50 street attention to Lori Werenka. Should you require further information, please contact Lori Werenka at (780) 645-1767.

Please note that the final decision will be based on multiple factors.