

REQUEST for Proposal Janitorial Services at the Town Administration Office

The Town of St. Paul is seeking proposals from qualified janitorial services interested in the Town Administration Office. Services are required five days per week being Monday to Thursday between the hours of 4:30pm and 9:30 p.m. with the 5th day being either Saturday or Sunday.

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 floors in the hallways are to be swept and washed daily.
- Empty waste paper baskets from all common areas and offices daily.
- Clean the 3 bathrooms; two on the Main floor and the other on Second floor.
- Clean glass partitions in Finance & 2nd Floor.
- Spot wash the walls daily. Wash all the walls yearly.
- Dust all surfaces of the furniture in the Lobby, Finance and 2nd Floor
- Wipe down all window sills.
- Wash tops of the door frames.
- Dust picture frames and all wall hangings in the common areas only.
- Wash windows in common areas daily and outside on a monthly basis when possible.
- Wax floors yearly (a separate quote to be submitted)
- **Increased cleaning may be required based on current AHS Guidelines and reducing transmission of COVID-19.**

All workers are required to sign a confidentiality agreement. Proof of WCB Coverage as well as a 5 million liability endorsement through their insurance is also required.

Interested parties must submit their proposals by Monday, November 15, 2021 by 12:00pm (MST).

Submissions can be emailed to sburton@town.stpaul.ab.ca or dropped off at the Town of St. Paul office located at 5101-50 street, Attention: Sarah Burton. Should you require further information, please contact Sarah Burton at (780) 645-1765.

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

