

Request for Proposals: Contract Cleaning (Janitorial) Services

Town of Marystown Municipal Centre



Issue Date: October 22, 2026

Closing 4:00 p.m.
Date/Time: November 13, 2026

Closing Town of Marystown Municipal
Location: Centre, 150-168 Ville Marie Drive

Contact: Petrina Power
Town Clerk

Town of Marystown
Request for Proposals
Contract Cleaning (Janitorial) Services

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1.0 INVITATION

The Town of Marystown is requesting proposals from qualified individuals or companies to provide comprehensive cleaning (janitorial) services to the Town of Marystown Municipal Centre in accordance with the requirements set out herein.

2.0 SCOPE OF SERVICES REQUIRED

Cleaning services are to be provided three (3) times weekly (Tuesday, Thursday and Sunday). The following duties are to be carried out as indicated:

Daily (each visit)

- Floors: sweep/mop tile floors/stairwell and vacuum/spot clean carpet in front entrance as per attached floor plans
- Waste Paper Baskets: empty and clean when necessary. Deposit all refuse in the back room off the kitchen
- Bathrooms: clean toilets and toilet bowls, sinks, mirrors, counters, dispensers and grab bars

Weekly

- Floors: sweep/mop tile floors and vacuum/spot clean carpet as per attached floor plans
- Walls, Doors and Surrounding Woodwork: remove all finger and soil marks; polish glass in doors if needed
- Inside Glass Partitions: polish
- Furniture (Boardroom and Chambers), Customer Counters, Stair Railings, Window Ledges and Heaters: dust and wipe clean, polish as necessary

Monthly

- Floors: vacuum/spot clean carpet as per attached floor plans

Bi-Annually

- Windows: wash interior and exterior
- Blinds: dust
- Carpets: steam clean

As Required

- Bathroom Supplies: replenish toilet paper, paper towels and hand soap
- Light Fixtures: clean covers (bugs)

The Contractor may be required to provide cleaning services in emergency situations ie., remove unusual accumulation of litter and dirt resulting from situations such as flooding or minor construction and provide additional cleaning as necessary. This may be negotiated as an additional cost outside of the regular contract.

The Contractor will **NOT** be required to wash dishes, clean kitchen appliances, countertops or sinks or launder dish cloths/towels in either the main kitchen or Boardroom kitchenette.

3.0 CLEANING MATERIALS AND EQUIPMENT

The Contractor shall provide all materials and cleaning solutions necessary to carry out the above services as well as the consumables to be provided such as paper products, trash receptacle bags, hand soap, etc.

The Contractor shall provide all equipment necessary to carry out the above services such as vacuums, carpet cleaners, step ladders, etc.

4.0 PROPOSAL VALIDITY

The Contractor's proposal must remain valid for a period of 90 days after the date of closing. The stated validity period may be extended for such other periods of time as may be agreed to in writing by the Contractor and the Town.

5.0 BUSINESS PERMIT

Any individual or company interested in providing cleaning services to the Town of Marystown must have a proper business permit to operate either within the Town of Marystown or, if located outside of Marystown, the community where the business is located.

6.0 PAYMENT AND DURATION OF CONTRACT

Payment will be based on invoices submitted on a monthly basis.

The contract will be for a two (2) year term commencing on January 1, 2027, and ending on December 31, 2028. At the sole discretion of the Town, the term may be extended until such time as a new contract is entered into.

7.0 RFP GUIDELINES

Submission of a proposal in response to this Request for Proposals indicates acceptance of the terms and conditions. Provisions in proposals that contradict any of the terms and conditions of this RFP will be as if not written and do not exist.

The proposal shall be sealed, marked as 'RFP – Proposal for Contract Cleaning (Janitorial) Services' and addressed to:

Town of Marystown
P.O. Box 1118
Marystown, NL
A0E 2M0

Attention: Petrina Power, Town Clerk

This will be the only official method accepted. Do not fax or email proposals as proposals received by this method will not be accepted.

All proposals must be received by 4:00 p.m., November 13, 2026. Proposals received after this date and time will not be considered. Amendments to a proposal may be submitted if delivered in writing prior to the deadline in a sealed enveloped marked as 'RFP (Amendment) – Proposal for Contract Cleaning (Janitorial) Services'.

Proposals may be withdrawn by written notice only, provided such notice is received at the Town prior to the deadline.

All costs associated with the preparation and submission of the proposal will be borne solely by each Contractor. The Town will not be liable for any claims, including loss of anticipated profit.

Although not mandatory, interested Contractors are highly encouraged to visit the Municipal Centre for a better understanding of the cleaning services expected.

It is the responsibility of the Contractor to ensure that all proponents of the proposal have been received by the Town.

The lowest or any proposal will not necessarily be accepted.

8.0 CONTACT INFORMATION

For any questions regarding this Request for Proposals, please contact:

Petrina Power, Town Clerk

Tel: 709-279-1661, ext. 226

Fax: 709-279-2862

Email: ppower@marystown.ca

All questions regarding the proposal should be submitted by November 4, 2026.

9.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

All proposals submitted to the Town of Marystown become the property of the Town. They will be received with the understanding that the Town is subject to the provisions of the Access to Information and Protection of Privacy Act, 2015. As a result, while Section 39 of the Act does offer some protection for third party business interests, the Town cannot guarantee that all information provided to the Town can be held in confidence.

CONTRACT CLEANING (JANITORIAL) SERVICES

THIS CONTRACT dated January 1, 2027, is

BETWEEN:

Town of Marystown

AND:

[Preferred Contractor]

GIVEN THAT the Town of Marystown wishes to engage the Contractor to provide certain cleaning (janitorial) services at the Municipal Centre and the Contractor wishes to provide such cleaning (janitorial) services to the Town in accordance with the terms and conditions of this Contract, this Contract is evidence that in consideration of the promises exchanged below, the Town and the Contractor agree with each other as follows:

SERVICES TO BE PERFORMED BY THE CONTRACTOR

The Contractor agrees to perform cleaning (janitorial) services during the Term, as specified, at the Municipal Centre, 150-168 Ville Marie Drive, Marystown, NL, in accordance with the Terms of Reference of this Contract. Cleaning services are to be provided by the Contractor three (3) times per week (Tuesday, Thursday and Sunday). The following duties are to be carried out as indicated:

Daily (each visit)

- Floors: sweep/mop tile floors/stairwell and vacuum/spot clean carpet in front entrance as per attached floor plans
- Waste Paper Baskets: empty and clean when necessary. Deposit all refuse in the bins outside the building for pickup

- Bathrooms: clean toilets and toilet bowls, sinks, mirrors, counters, dispensers and grab bars

Weekly

- Floors: sweep/mop tile floors and vacuum/spot clean carpet as per attached floor plans
- Walls, Doors and Surrounding Woodwork: remove all finger and soil marks; polish glass in doors if needed
- Inside Glass Partitions: polish
- Furniture (Boardroom and Chambers), Customer Counters, Stair Railings, Window Ledges and Heaters: dust and wipe clean, polish as necessary

Monthly

- Floors: vacuum/spot clean carpet as per attached floor plans

Bi-Annually

- Windows: wash interior and exterior
- Blinds: dust
- Carpets: steam clean

As Required

- Bathroom Supplies: replenish toilet paper, paper towels and hand soap
- Light Fixtures: clean covers (bugs)

The Contractor may be required to provide cleaning services in emergency situations ie., remove unusual accumulation of litter and dirt resulting from situations such as flooding or minor construction and provide additional cleaning as necessary. This may be negotiated as an additional cost outside of the regular contract.

The Contractor will **NOT** be required to wash dishes, clean kitchen appliances, countertops or sinks or launder dish cloths/towels in either the main kitchen or Boardroom kitchenette.

The Contractor will **NOT** be required to clean office desks.

CLEANING MATERIALS AND EQUIPMENT

The Contractor shall provide all materials and cleaning solutions necessary to carry out cleaning services as well as the consumables to be provided such as paper products, trash receptacle bags, hand soap, etc.

The Contractor shall provide all equipment necessary to carry out cleaning services such as vacuums, carpet cleaners, step ladders, etc.

SECURITY AND CONFIDENTIALITY

All matters pertaining to the Town of Marystown are to be treated in strict confidence by all staff of the Contractor and all staff of the Contractor are to be security vetted before commencing any work.

The Contractor will be assigned a security key card, master key and access code. The Contractor shall agree to keep any details of the keys and access codes strictly confidential and take all reasonable steps to ensure their security. The Contractor is not to label the keys in any way to identify them as belonging to the Municipal Centre. Any lost keys or breach of access code shall be immediately reported to the Town.

The Contractor shall provide the Town with a list of staff who will be accessing the Municipal Centre and agrees that no unauthorized person(s) shall be allowed within the Municipal Centre while the Contractor is on site. The Contractor shall advise the Town of any change in staff that will affect access to the building.

Subcontracting of cle cleaninganing services is not permitted.

Any breach of security and/or confidentiality could result in the termination of this contract.

PAYMENT AND DURATION OF CONTRACT

For providing the cleaning services as outlined in this Contract, including the provision of all cleaning materials and equipment, the Town will pay the Contractor [amount] per month, plus any taxes which may be applicable, for the full term of the Contract and each monthly payment will be issued by the Town thirty (30) days after the services have been provided.

Payment will be based on invoices submitted on a monthly basis.

The term of this Contract is for a two- (2-) year period commencing on January 1, 2027, and ending on December 31, 2028 (the "Term"), unless terminated earlier in accordance with this Contract. No later than forty-five (45) days before the end of the term, the Town in its sole discretion may extend this Agreement until such time as a new contract is entered into.

TERMINATION

This Contract may be terminated by either the Town or the Contractor upon the terminating party providing the other with thirty (30) days written notice of termination, addressed as follows:

To the Town:

Town of Marystown
P.O. Box 1118
150-168 Ville Marie Drive
Marystown, NL A0E 2M0

Fax: 709-279-2862

Email address: info@marystown.ca

To the Contractor:

[Preferred Contractor]

P.O. Box [#]

[Address]

[Community], NL [Postal Code]

Fax: 709 [No.]

Email address: [Email]

GENERAL TERMS OF CONTRACT

In signing this Contract, the Contractor acknowledges that he/she and the employees of the company are bondable. Employees are to provide a Certificate of Conduct from the Royal Canadian Mounted Police. The Contractor also acknowledges and will provide the documented evidence of an account in good standing with the Workers Health and Safety Compensation Commission (WHSCC).

In signing this Contract, the Contractor agrees the cleaning supplies will not in any way cause damage to any surfaces or materials in the Municipal Centre.

The Contractor acknowledges that it will be the Contractor's responsibility to obtain liability insurance against risk of loss or damage caused by the Contractor while performing cleaning services under this Contract. It shall be the sole responsibility of the Contractor to determine what additional coverages are needed to comply with federal, provincial or municipal law. The Contractor also acknowledges that the Contractor, while performing the cleaning services under this Contract, is not an employee of the Town, but an independent contractor and, as such, shall be responsible for the payment of all expenses such as unemployment insurance premiums, income tax, Canada Pension Plan contributions, Worker's

Compensation, etc., required by law, failing which the Contractor shall reimburse the Town of Marystown monies it may have to pay as a result of the Contractor failing to do so.

FORCE MAJEURE

Neither party will be liable for failure or delay to perform obligations under this Contract, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. Written notice of a party's failure or delay in performance due to force majeure must be given to the other party no later than five (5) business days following the force majeure event commencing, which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under this Agreement affected by force majeure shall be tolled for the duration of such force majeure. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.

By signing below, both parties agree to be bound by the terms of this contract.

CONTRACTOR

TOWN OF MARYSTOWN

Contractor's Full Name (Print)

Mayor Gerry Brenton

Signature of Contractor

Town Manager

Contractor's Phone Number

Town's Phone Number

Contractor's GST Number _____

Acknowledgement of Key Assignment _____

Witness to Key Assignment _____

Key Card No. _____

Master Key No. _____

CLEANING CHECKLIST

Time In

Time Out

Daily Cleaning Operations

- Floors
- ☐

Sweep and mop tile floors (tiled offices on first floor, waiting areas, hallways and bathrooms) and stairwell as per floor plan
- ☐

Vacuum/spot clean carpet as per floor plan

Waste Paper Baskets

- ☐

Empty and clean when necessary

Bathrooms

- ☐

Clean toilets and toilet bowls
- ☐

Clean sinks and counters
- ☐

Clean mirrors
- ☐

Clean dispensers
- ☐

Clean grab bars

Weekly Cleaning Operations

- Floors
- ☐

Sweep and mop tile floors (Chambers, Boardroom and copy room) as per floor plan
- ☐

Vacuum/spot clean carpet as per floor plan

Walls, Doors and Surrounding Woodwork

- ☐

Remove all fingerprints and soil marks
- ☐

Polish glass in doors if needed
- ☐

Polish inside glass partitions

Furniture

- ☐

Chambers and Boardroom – dust/wipe clean and polish as necessary
- ☐

Customer counters - dust/wipe clean and polish as necessary
- ☐

Stair railings - dust/wipe clean

Fixtures

- ☐

Window ledges - dust/wipe clean
- ☐

Heaters - dust/wipe clean

Monthly Cleaning Operations

- Floors
- ☐

Vacuum/spot clean carpet (all carpeted offices) as per floor plan

Bi-Annual Cleaning Operations

- ☐

Windows – wash interior and exterior
- ☐

Blinds - dust
- ☐

Carpets – steam clean

As Required Cleaning Operations

Bathroom supplies

- ☐

Replenish toilet paper
- ☐

Replenish paper towels
- ☐

Replenish hand soap

Light Fixtures

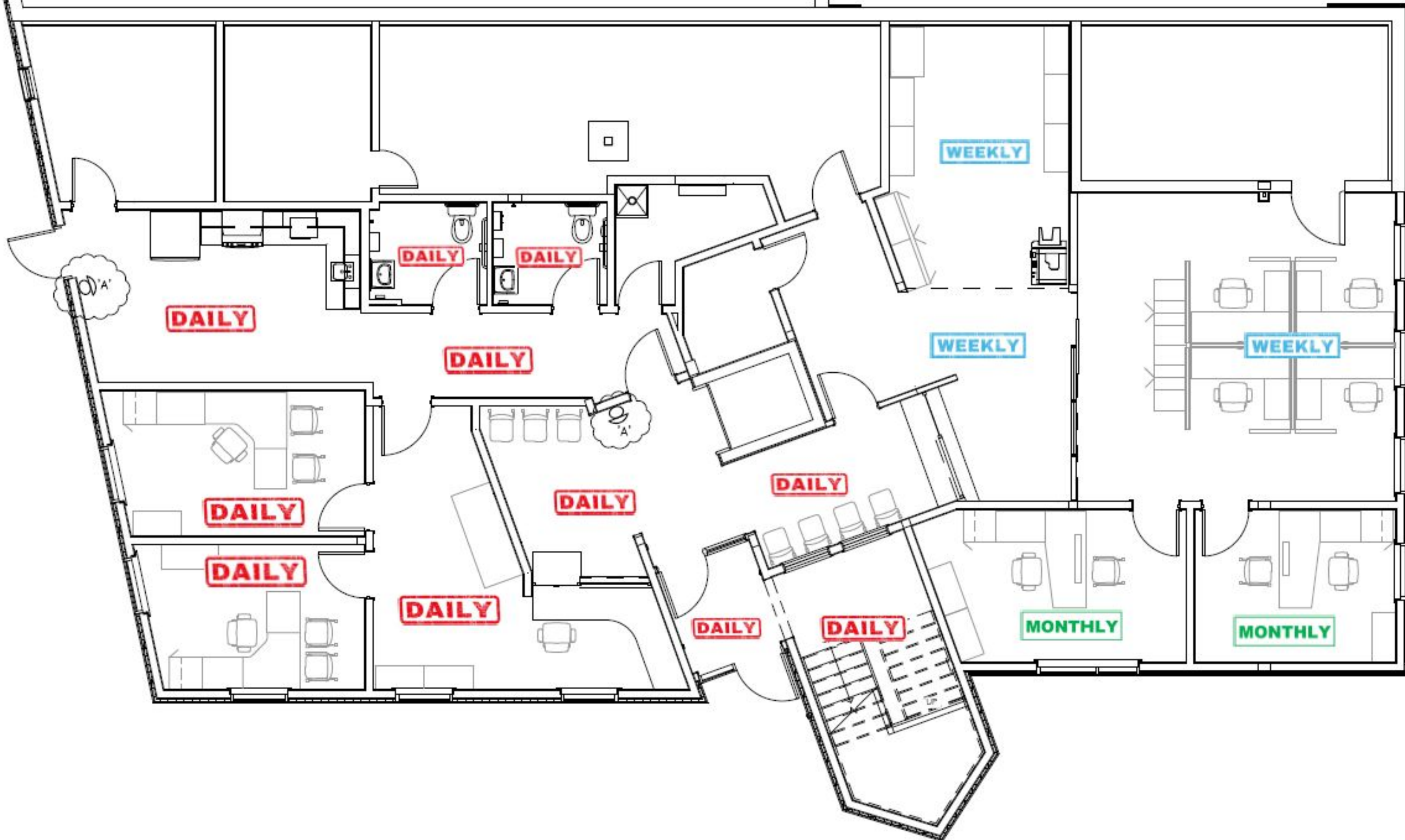
- ☐

Clean covers (bugs)

Signature

Date

First Floor Frequency of Floor Cleaning



Second Floor Frequency of Floor Cleaning

