



Janitorial Services Contract For Public Works Offices

REQUEST FOR QUOTES

Inquiries regarding this project can be directed to:

Sarah McCrindle
Transportation Foreman
smccrindle@stettler.net
403-323-0081

REQUEST FOR QUOTES

The Town of Stettler is now accepting quotes for the janitorial services of the Public Works Offices located at 5104 – 61 Street. Work will be subject to two regular cleans a week and paid on an hourly basis with invoices submitted monthly. Sealed quotes clearly marked “**Public Works Janitorial Services Contract**” can be dropped off at the Town of Stettler Office located at **5031 – 50 Street, Main Floor**.

Quotes must be received no later than **2:00 p.m.** local time on **April 8, 2025**

Bidders must contact Sarah McCrindle at 403-323-0081 to view the space prior to bidding if they are not familiar with it.

The work comprises of but is not limited to:

- Cleaning the Town of Stettler Public Works Shop Office area twice a week after 5pm, with two working days between cleaning days.
- Regular cleaning expectations include, but are not limited to:
 - Entry Way
 - Wash floors
 - Vacuum rugs
 - Wipe railing
 - Office Area
 - Wash floors
 - Vacuum rugs
 - Wipe counters
 - Change garbage and take to dumpster
 - Dust shelves and racks
 - Kitchen
 - Wipe and/or wash all counters, tables and chairs
 - Change garbage and take to dumpster
 - Bathrooms
 - Wash door, door handles and fixtures
 - Clean toilets and urinals
 - Clean sinks, counters, and mirrors
 - Change garbage and take to dumpster
 - Wash floors
 - Janitor Room and Storage Area
 - To be kept clean and orderly at all times
- Additional cleaning
 - Check and replace paper products, when needed

- Wash walls, monthly
- Wash windows and sills, monthly and additionally as needed
- Strip and polish floors, yearly

- Additional requirements required
 - Criminal Record Check (to be provided before execution of contract by successful proponent)
 - Town of Stettler Business License (to be provided before execution of contract by successful proponent)
 - Proof of WCB Coverage/personal coverage
 - Proof of Liability Insurance
 - 2 Years Cleaning Experience
 - 2 References

Price will not be the determining factor on the awarding of the tender.



P.O. Box 280
Stettler, AB T0C 2L0
Telephone: (403)742-8305
Fax: (403)742-1404

BID FORM

In addition to your bid form you must submit contacts for two references and indicate your experience.

Hourly Cleaning Rate per Person: _____

Expected Hours for Regular Clean: _____

Company Name: _____

Contact Person: _____

Phone Number: _____

Email: _____

Signature: _____

**TOWN OF STETTLER
PUBLIC WORKS OFFICES**

(Hereinafter call the "Shop")

AGREEMENT

BETWEEN

TOWN OF STETTLER

(Hereinafter call the "Town")

OF THE FIRST PART

And -

(Hereinafter call the "Caretaker")

OF THE SECOND PART

WHEREAS _____ wish to clean the Public Works Offices.

AND WHEREAS The Town is the owner of the said buildings and is desirous of an agreement with _____ to clean and maintain the Public works offices.

AND THEREFORE WITNESSETH that in consideration of these presents the parties hereunto agree one with the other as follows:

- 1) That the Caretaker will clean the Shop twice a week as outlined in Schedule "A", with two working days in between cleanings.
- 2) That the Caretaker will supply a cleaning schedule to be approved by the Foreman of Transportation on a monthly basis.
- 3) That the Cleaning Contract will be in effect from the 1st day of May 2025 to the 1st day of May 2026 with 1-year renewals at either party's discretion.
- 4) For the agreed cleaning of the Public Works Offices the Caretaker shall receive \$_____ as an hourly rate and supply invoice to the Transportation Foreman following the last cleaning day of the month.
- 5) That the Shop shall be maintained at a high standard of cleanliness according to health regulations.
- 6) The Caretaker shall be responsible for providing a competent substitute person to carry out the duties under the terms of this contract in the event of illness or other circumstances which prevent the Caretaker from performing the said duties.
- 7) Extra staffing for cleaning will be the sole responsibility of the Caretaker however Town of Stettler reserves the right to approve all staff. Town of Stettler must be notified of persons other than above named who will be aiding in the fulfillment of this contract.
- 8) This is a contract for the performance of a service and the Caretaker is engaged under the contract as an independent contractor for the sole service of providing a service. Neither the Caretaker nor any of the Caretakers personnel is engaged by the contract as an employee, servant or agent of the Town of Stettler. The Caretaker agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for:

- i) Workers Compensation or personal insurance
- ii) Current Business License
- iii) Criminal Record Check
- iv) CPP
- v) EI
- vi) Income Tax

- 9) Contractor will also be responsible for following a safety program of their own and obtaining a WHMIS certificate to be supplied to the Transportation Foreman.
- 10) The Caretaker shall not assign this contract or subcontract the provision of services under this contract without the prior written consent of the Town.
- 11) That the Caretaker reports any damage done to the facility they notice during their regular work to the Transportation Foreman.
- 12) The Town will supply all required cleaning supplies and paper products for the caretaking services to be performed in accordance with this contract. Any purchase of products required must be requested through the Transportation Foreman and will be supplied in a timely manor.
- 13) Any grievances, or problems, arising from this agreement shall be submitted to the Transportation Foreman.
- 14) Either party may cancel and bring to an end this agreement by thirty (30) days written notice to the last known address of the other.
- 15) The Town may, at any time, evaluate the Caretaker's performance of the caretaking services at the Shop.
- 16) If, in the opinion of the Management of the Town of Stettler, the Caretaker's performance of the caretaking services is unsatisfactory then the Town may provide the Caretaker with written notice to remedy the situation to the satisfaction of the Town and re-evaluate the performance after the next scheduled function.

THE TOWN OF STETTLER

Assistant CAO

MAYOR

CARETAKER

Date

WITNESS

Date

SCHEDULE "A"

- Regular cleaning expectations include, but are not limited to:
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