

Village of Edgerton
Request for Proposal (RFP)
For: Cleaning Services
Date: October 25th, 2024

1. Introduction

The Village of Edgerton is seeking proposals from qualified cleaning service providers to enter into a Contract Cleaning Agreement for the Edgerton Municipal Building located at 5037 50 Avenue, Edgerton, Alberta and seasonal cleaning of the washroom at the Splash Park located at 5021 – 50th street, Edgerton, Alberta.

2. Purpose

This RFP aims to identify a cleaning service provider who will deliver comprehensive cleaning services for the municipal building for a term of twenty-four months, with an option for renewal for a second twenty-four months at the discretion of both parties.

3. Contract Term

The initial term of the Contract will be twenty-four (24) months, beginning on January 2nd, 2025. Following this period, if mutually agreed upon, the Contract may be renewed for an additional twenty-four (24) months, effective as soon as January 2nd, 2027.

4. Scope of Work

The selected cleaning service provider will be responsible for the following duties:

- Clean and stock bathrooms twice weekly.
- Clean lunch table, coffee pot, fridge, stove, and any dishes in the sinks twice weekly.
- Empty waste baskets and shredder, leaving bags secured inside the back door twice weekly.
- Vacuum all floors weekly.
- Dust and clean front counters, desks, Council table, desks, and furniture weekly.
- Clean and wash floors in the bathrooms, front and rear entries weekly.
- Wipe and sanitize light switches and door knobs twice weekly.
- Wipe and clean doors, including glass doors, monthly.
- Wipe and clean bathroom stalls monthly.
- Wash towels from the lunchroom monthly.
- Clean interior windows and windowsills bi-monthly.
- Wash floors when required.
- Acquire supplies as needed from Edgerton Foods or Waddell Home Hardware, using Village charge accounts up to annual approved amount of \$500 before approvals are needed.
- Take note of any issues with in the building and report to Office Administrator.
- Seasonal cleaning of the washroom at the Splash Park to match office schedule.

5. Proposal Submission Requirements

Interested firms should submit a proposal that includes:

- **Company/Personal Overview:** Brief history and qualifications of the firm.
- **Relevant Experience:** Description of similar contracts completed, including references.
- **Proposed Services:** Detailed outline of the cleaning services offered, including methods and frequency.
- **Cost Proposal:** Itemized breakdown of costs, including any additional fees.
- **Staffing Plan (if needed):** Information on the personnel assigned, including their training and qualifications.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (30%)**
- **Proposed Services (30%)**
- **Cost Proposal (30%)**
- **References and Past Performance (10%)**

7. Submission Timeline

- **RFP Issued:** October 25th, 2024
- **Deadline for Questions:** November 12th, 2024 (4:00 pm)
- **Proposal Submission Deadline:** November 18th, 2024
- **Selection Announcement:** December 1st, 2024

8. Submission Instructions

Proposals should be submitted electronically in PDF format to Nick Frank at admin@edgerton.ca by November 12th, 2024 (4:00 pm) Late submissions will not be considered. Submissions can be dropped off at the Village of Edgerton office in a sealed envelope addressed to Nick Frank

9. Contact Information

For questions or further clarification, please contact: Alisha Patterson
Office Administrator
(780) 755-3933 ext. 3
village@edgerton.ca

10. Terms and Conditions

The reserves the right to refuse any proposal and ability to choose free of conflict any proposal. The Village of Edgerton will ask for criminal record check for all staff working in the office.