TOWN OF VEGREVILLE
PARKS, RECREATION & FACILITIES

4509 48 Street | PO Box 640
Vegreville, AB T9C 1K8
780.632.6403
vegreville.com

REQUEST FOR PROPOSAL

Commercial Cleaning Services for the Town of Vegreville

PROJECT NO: RFP2026-005

Issuing Date: November 2, 2026

Closing Date: November 30, 2026

Closing Time (RFP): 4:30 pm (MST)

Commencement of Work: January 4, 2027

Commercial Cleaning Services
Town of Vegreville

1. REQUEST FOR PROPOSALS

1.1. Town of Vegreville is seeking a qualified full-service company or consortia to provide services, all labor, supervision, management and overhead all materials, supplies, equipment, and machinery (with the exception of utilities) to provide Janitorial (Cleaning) Services to the following Town facilities:

Building 1 - Town Office (Admin)
Building 1A - FCSS Department
Building 1B - IP&D Department
Building 2 - Public Works Building
Building 3 - Fire Hall
Building 4 - RCMP
Building 5 - Library
Building 6 - Post Office

1.2. Commencement of services shall be provided no later than **January 4, 2027.**

1.3. Commencing **November 2, 2026,** Contractors may obtain specifications from the Town of Vegreville's website https://www.vegreville.com/ or the Alberta Purchasing Connection.

1.4. The proposal will be submitted via email titled "RFP2026-005: Commercial Cleaning Services" to:

Daniel Kuzmic – Parks, Recreation & Facilities Manager
dkuzmic@vegreville.com

Proposal documents are to be in pdf format only (.pdf) and all components will be formatted and combined into one file that is attached to the email submission.

1.5. Proposals will be accepted up to **4:30 pm November 30, 2026**.

1.6. Submissions received after the deadline date and time will not be considered.

1.7. A pre-tender meeting will not be required. A **mandatory** walkthrough of the facilities will be held as follows:

Start Location:	Town Office 4829 – 50 Street Vegreville, AB
Date:	**Wednesday November 18, 2026**
Time:	**1:30 pm**

1.8. The contact for this project will be Daniel Kuzmic: Parks, Rec. & Facilities Manager for the Town of Vegreville, who can be reached at (780) 632-6403 Ext 1404, or by email at dkuzmic@vegreville.com

2. SCOPE OF WORK

2.1. The Town of Vegreville expects that cleaning throughout all its Town locations will be performed at the highest standards by always having a clean and sanitized workplace.

2.2. The purpose of this request is to identify a Professional Cleaning Service ("Contractor") to provide services that include, but not limited to, the attached Cleaning Guidelines and Schedules attached hereto as:

Schedule A Town Office
Schedule B FCSS
Schedule C IP&D
Schedule D Public Works
Schedule E Fire Hall
Schedule F RCMP
Schedule G Library
Schedule H Post Office
Schedule I Summary of Schedules to this RFP.

2.3. The Contractor will be required to maintain a log of all cleaning duties performed and shall make the same available to the Town upon request. Cleaning Log attached hereto as a portion of:

Schedule A Town Office
Schedule B FCSS
Schedule C IP&D
Schedule D Public Works
Schedule E Fire Hall
Schedule F RCMP
Schedule G Library
Schedule H Post Office
Schedule I Summary of Schedules to this RFP.

2.4. The Contractor will be required to submit a schedule of work by day and location including hours of duration and the number of allotted staff per building.

2.5. The Contractor must submit a synopsis and understanding of the scope of work.

2.6. The Contractor will be required to obtain an Enhanced Reliability Security Clearance prior to mobilization at the RCMP building. This process is done through an application with our local RCMP detachment. Applications must be submitted within three (3) business days of the Contract Award date. Clearances take a minimum of three (3) months to process.

2.7. The Town agrees to supply toiletry, paper products and plastic garbage bags.

3. PROPOSAL REQUIREMENTS

3.1. Each proposal shall be accompanied by a cover letter committing the Contractor to carry out all the provisions of the proposal. Further, the cover letter will state that all the information submitted in support of the proposal is accurate, factual and that all representations made regarding the Contractor's willingness to make the required guarantees and the Contractor's concurrence with the proposed business arrangements are accurate.

3.2. The cover letter must designate key technical and business negotiators and furthermore be signed by an officer of the proposing organization empowered to sign on behalf of the organization and to commit the Contractor to the obligations contained in the proposal. Contractors are advised to include any additional information deemed beneficial in providing a comprehensive submission.

3.3. The proposal must include specific sections comprising of Corporate Organization and Financial Capability, Technical Proposal, and Financial Proposal.

3.4. Each proposal shall be accompanied by a completed 2027 Town of Vegreville Contractor Health & Safety Package.

3.5. The Contractor shall have a designated primary point of contact in a Supervisory position. The designated point of contact shall be made available for contact on a 24/7 basis.

3.6. The Contractor shall supply the Town with email addresses and phone numbers capable of reaching all Contractor representatives, including the designated point of contact. This information will be used to communicate critical information as needed.

4. ACCEPTANCE AND DURATION OF PROPOSAL

4.1. The Town of Vegreville reserves the right to accept or reject all proposals, not necessarily accept the lowest fee proposal, and not accept any proposal that it may consider in its sole and unfettered discretion, not in the Town of Vegreville’s best interest.

4.2. The Town of Vegreville will award the contract to the Contractor, in the sole opinion of the Town, which demonstrates the required experience and capacity to carry out the essential services in the most cost- effective manner.

4.3. The Town of Vegreville may accept a Proposal by issuing a “Letter of Acceptance” outlining the terms and conditions of the acceptance. The Town of Vegreville reserves the right to negotiate with the successful Contractor with respect to specific contractual terms and conditions.

4.4. No bid bond or security will be required.

4.5. Proposals shall remain open to acceptance and shall be irrevocable for a period of 90 days after the call for proposals closes, notwithstanding the acceptance of any proposal.

5. PROPOSAL EVALUATION CRITERIA

All proposals will be evaluated on their individual merit and on overall benefit to the Town of Vegreville on the following criteria:

5.1. Corporate Organization Element:

5.1.1. Contractors are to provide a written brief to identify the structure of the organization (corporation, partnership, joint venture, etc.), provide a brief history of all firms involved in this undertaking and their proposed role. This discussion should include the types of services offered and representative clients. If the proponent or any member of the proponents' team is a subsidiary of a parent company, indicate when the subsidiary was formed and its place in the overall corporate structure.

5.1.2. As a minimum, the following items should be included in the proposal:

5.1.2.1. Name, address, telephone, email, fax numbers and principle contact person.
5.1.2.2. Certificate of Incorporation (if applicable).
5.1.2.3. Names of the Directors and/or Officers of the Organization (if applicable).
5.1.2.4. Business License.
5.1.2.5. Curricula vitae and any other related information to demonstrate technical qualifications and experience of the organization.
5.1.2.6. Performance references and contacts for similar contracts.
5.1.2.7. Certificate of insurance for Commercial General Liability ("CGL") for bodily injury (including death) and property damage in an amount of not less than Three Million Dollars ($3,000,000.00) and listing the Town of Vegreville as an additional insurer.
5.1.2.8. WCB clearance letter.
5.1.2.9. Confirmation of bondable employees with current criminal record checks.
5.1.2.10. Occupational Health & Safety policies/procedures pertaining to the scope of work. Should the Contractor not have the required policies, the Contractor will adhere to the Town of Vegreville Health & Safety Policies; The Town may require the Contractor to develop task specific procedures as required in accordance with OH&S Legislation.
5.1.2.11. Confirmation of Workplace Hazardous Materials Information System (WHMIS) certification for all workers regarding use, handling, storage, disposal, and labeling of hazardous materials, in accordance with OH&S regulations.
5.1.2.12. Contractor to ensure all SDS documentation via paper or electronic database is available to all workers, and the Town. A review/update of all SDS is required by the Contractor and must be provided to the Town annually.

5.2. Technical Element:

5.2.1. Contractors must provide project timelines that include:

5.2.1.1. Should the proponent require use of a secondary (sub) contractor to complete any portion of project, contact information of said (sub) contractor must be included in the proposal and must be listed as additional insured on insurance and WCB.
5.2.1.2. The successful Contractor will then be designated as “prime contractor” as described in the OH&S Legislation. As “prime contractor”, the Contractor will ensure, as far as it is reasonably practicable to do so, that the OH&S Legislation is complied with. Should the Contractor require use of (sub) contractor after proposal submission, the Contractor must request permission in writing to the Parks, Rec. & Facilities Manager and provide necessary documentation. The

Town of Vegreville is not obligated to give consent.

5.2.2. The Contractor must outline methods implemented, including:
- 5.2.2.1.1. Copies of certifications, methods/equipment utilized, resources being provided.
- 5.2.2.1.2. Organizational Structure and Supervision.
- 5.2.2.1.3. Inspection checklist.
- 5.2.2.1.4. Reporting Work Completed Procedures.

5.3. Financial Element:

5.3.1. The Town of Vegreville requests that the Contract negotiation be on a fee for service basis, and that payment from the Town to the Contractor will comprise of a task-based service fee for each facility under the Contract, in Canadian Dollars.

5.3.2. The Contractor is directed to the fact that this is a task-based fee rate of service contract. The estimated quantities are not guaranteed. No claim shall be made by the Contractor on account of any loss of anticipated profits resulting from any excess or deficiency in the estimated quantities. The Town of Vegreville reserves the right to terminate or to cancel any or all portions of the work and no claim shall be made on account of any loss of anticipated profits resulting from any cancellations or terminations in this Contract.

5.3.3. Pricing for three (3) years with an optional two (2) years.

5.4 The Town of Vegreville reserves the right to reject any or all proposals. The lowest price on any proposal will not necessarily be accepted. Without limiting the generality of the foregoing any Proposal which:
- 5.4.1 is incomplete, obscure, irregular, or unrealistic.
- 5.4.2 has one or more errors, erasures, or corrections in the Bid Submission Package.
- 5.4.3 omits a price on any one or more items in any Schedule of the Bid Submission Package.
- 5.4.4 fails to complete the information required in any Schedule or tabulation contained in or attached to the Bid Submission Package; may at The Town of Vegreville's sole discretion be rejected.

5.5 The Town of Vegreville reserves the right to reject any or all proposals based on any of the following:
- 5.5.1 Town of Vegreville's past experience with the Contractor.
- 5.5.2 Other clients' past experience with the Contractor.
- 5.5.3 Contractor's management structure.
- 5.5.4 Contractor's financial capabilities.
- 5.5.5 Contractor's staff resumes (project management and safety professional)
- 5.5.6 Contractor's safety program and certification
- 5.5.7 Contractor's compliance with Federal, Provincial and Municipal Legislation.
- 5.5.8 Inability to obtain security clearance.

As it is the purpose of the Town of Vegreville to obtain a contract most suitable to the interests of the Town of Vegreville and what it wishes to accomplish, the Town of Vegreville has the right to waive any minor and inconsequential irregularity, insufficiency or non-compliance in any Proposal submitted and to accept the Proposal which is deemed most favorable to the interest of the Town of Vegreville. The Town of Vegreville reserves the right to determine, in its sole discretion, whether a Bid is compliant, non-compliant, regular, or irregular.

6. CONTRACTUAL CLAUSES

6.1. The Contractor shall be deemed to have satisfied itself by careful examination of the nature and location of the work, the nature and quantity of materials required for the performance of the Contract, the equipment and facilities needed preliminary to and during the performance of the work and all other matters which can in any way affect the work during the mandatory facilities walkthrough.

6.2. Prior to commencing actual work, the successful Contractor is expected to check building conditions to ensure correct execution of the work and notify the Town of Vegreville or their designate(s) in writing of all matters which could prejudice proper execution of the work.

6.3. The Town of Vegreville will monitor performance and document deficiencies, complaints, issues, or concerns. If the Town of Vegreville at any time is of the opinion that the Contractor is neglecting the services, is not progressing with the Services as fast as necessary or is otherwise violating any of the expectations of this Agreement, the Town will communicate in writing to the Contractor outlining the areas requiring attention. Deficiencies must be corrected within forty-eight (48) hours.

6.4. If deficiencies are not corrected in the timeframe indicated or the Contractor has failed to execute any part of the work in accordance with the terms of the Contract Agreement, the Town of Vegreville may deduct task-based fees or hire an interim Contractor to conduct the work to the satisfaction of the Town. Furthermore, the Town of Vegreville may terminate the contract at any time based on unsatisfactory performance, by providing a ninety (90) day “Notice of Termination”.

6.5. The Contractor shall make all efforts to prevent damage to any of the facilities under this Contract. Should the Town determine in its sole discretion that the Contractor damaged property in the performance of any term of this Agreement, the Contractor shall be financially responsible to pay for the actual cost to repair or replace all damage as indicated by the Town to the satisfaction of the Town. The reimbursement may be paid to the Town by a reduction in the Contractor's payment for cleaning services satisfactorily performed in the amount of the Town’s actual cost.

6.6. Should the Town of Vegreville close a facility, the fees associated with that facility will be suspended from the Contract accordingly. The Town will provide notification in writing thirty (30) days prior to facility cleaning suspension.

6.7. The Contractor will be expected to lock and secure all Town locations each night when leaving. Lock up procedures are located at all locations and are the responsibility of the Contractor. Individuals not employed by the Contractor or approved (sub) contractor, will not be permitted to enter Town property.

6.8. The Contract will contain a provision that the Contractor and any approved (sub) contractors must be registered with the Worker's Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. The contractor must submit a clearance letter annually and is subject to periodic review by the Town to ensure compliance.

6.9. The successful Contractor shall be required to register to conduct business in the Town of Vegreville as per the Town of Vegreville’s **Bylaw No. 05-2019**.

7. CONFIDENTIALITY AND ACCESS TO INFORMATION ACT (ATIA)

7.1. The Town of Vegreville acknowledges that the Proposal and other documents submitted by a Contractor will contain information in the nature of Contractor's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Contractor. The Town of Vegreville acknowledges that Proposals and other documents submitted by a Contractor are provided in confidence and will be protected from disclosure to the extent permissible under law. The Contractor acknowledges that the Town of Vegreville is bound by the Access to Information Act (Alberta) and all documents submitted to the Town of Vegreville will be subject to the protection and disclosure provisions of this Act.

7.2. The Contractor acknowledges that Town buildings are equipped with emergency/security devices. At no time shall the Contractor tamper with or interfere with the normal operation of these devices.

8. OMISSIONS/ DISCREPANCIES/ INTERPRETATIONS/ SUBSTITUTIONS

8.1. Contractors finding discrepancies or omissions in the specification or having doubts as to the meaning or intent thereof, shall immediately notify Daniel Kuzmic, Parks, Recreation & Facilities Manager, who will, if necessary, issue an addenda to the RFP or send written instructions or explanation to all Contractors who have submitted a Proposal.

8.2. Such addenda or written instructions will be made available on Alberta Purchasing Connection and the Town of Vegreville's website.

8.3. It is the sole responsibility of the Contractor to be aware of any addenda to the RFP, and to include these addenda in the Proposal.

8.4. Receipt of any addendum should be acknowledged by the Contractor in the Proposal submission. Failure to provide such acknowledgement may result in the Proposal being rejected.

9. DECLARATION OF EMERGENCY

9.1 In the event of a Declaration of Emergency by the Federal, Provincial or Municipal Government that impacts Commercial Cleaning Services, the Contractor acknowledges that the Town may take whatever actions or measures are necessary to eliminate the emergency, which may include requiring the Contractor to deploy support staff or provide labor, services, equipment, or materials.

9.2 The Town will make efforts to provide reasonable notification of changes – subject to the nature of the emergency.

9.3 The Contractor shall inform its employees of emergency procedures to be followed in case of a fire, medical emergency, or any other life-threatening catastrophes.

10. FORCE MAJEURE

10.1. A party is not liable for failure to perform the party's obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), epidemics or pandemics, war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service, sabotage or vandalism. No party is entitled to terminate this Agreement under such circumstances.

10.2. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by unforeseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this Section ("Force Majeure"); but delay from lack of finances shall in no event be deemed to be a cause beyond a party's control.

11. LENGTH

11.1 The Contract resulting from this Bid shall be in effect for one (1) three (3) year term commencing on **January 4, 2027**, subject to the following:

11.1.1 All warranties and guarantees shall remain in effect for their full term.

11.1.2 When mutually agreeable between the Town of Vegreville and the Contractor, this Contract may be renewed under the same terms and conditions for a period of up to one (1) additional year and said option to renew this Contract for a one (1) year period shall be in effect for a total period not to exceed two (2) additional years.

11.1.3 For annual extensions to the Contract, this Bid shall be used as the benchmark for negotiations. Price decreases or increases shall be negotiated annually to reflect current market conditions, revised quantities, changes to specifications, etc.

11.1.4 The Town of Vegreville is not bound to extend the terms of this Contract beyond the original period nor is it bound to enter negotiations to extend the original term. Nothing in this proposal grants the Contractor an option to extend the original term.

11.2 Either party may terminate the Agreement, by giving six (6) months written notice to the other party stating the effective date of such termination. Furthermore, the Town may terminate the Agreement at any time if the Contractor commits any type of breach or default of any obligations under this Agreement resulting in unsatisfactory performance, by providing a ninety (90) day "Notice of Termination".

11.3 The Town shall have the sole discretion to make the final decision as to whether the Cleaning Service has been satisfactorily performed.

Schedule "A"

Building 1 - TOWN OFFICE	Location: 4829 50 Street	Floor Estimate: 2,725 sq. ft.
Service Area:	**Top Floor including Reception/ General/ Private Offices/ Front & Rear Lobby/ Washrooms/ Staff lunchroom/ Stairwells**	

Regular Services	Daily (D) five (5) days a week Monday - Friday & Weekly (W) & As Required (AR) AFTER 5:00 PM

Task	Tasks	Frequency
B1-A	Empty all building waste/recycle containers, clean; replace liner if necessary.	D
B1-B	Clean light switches, door handles, and handrails	D
B1-C	Spot clean walls, doors, & partition glass	D
B1-D	Clean all toilets and urinals	D
B1-E	Clean all mirrors in facility	D
B1-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable)	D
B1-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B1-H	Clean all hard surface floors. Spot clean & vacuum all carpeted areas. Wash mats (if applicable)	D
B1-I	Clean reception lobby incl. front door area. Clean back entrance, hallways, and stairwells	D
B1-J	Clean all horizontal surfaces incl. furniture, tables, chairs, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	W
B1-K	Clean desk mats if applicable	W
B1-L	Flush floor drains in all washrooms with special solution	W
B1-M	Clean interior glass in partitions and doors.	W
B1-N	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B1-O	Clean all washroom partitions on both sides	W
B1-P	Shovel steps and sidewalks	AR

Building 1 Town Office Regular Services Fee	per	2027	2028	2029	Total for 3 years (Sum of yearly fees only)
	Month	$	$	$	
	Year (x12)	$	$	$	

Additional Services	These services will be requested when needed and will be paid per use.				
	Building 1 – Town Office		Additional Services Fee		
Task	Tasks	Unit	2027	2028	2029
B1-1	Clean inside and outside of all waste/recycle bins	1	$	$	$
B1-2	Wipe exterior cupboard doors and drawers	1	$	$	$
B1-3	Clean all window coverings	1	$	$	$
B1-4	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B1-5	Clean all legs on chairs	1	$	$	$
B1-6	Steam clean carpets	1	$	$	$
B1-7	Clean all interior windows	1	$	$	$
B1-8	Clean all ground level exterior windows	1	$	$	$
B1-9	Clean all upper-level exterior windows	1	$	$	$
B1-10	Clean walls and baseboards	1	$	$	$

Schedule "B"

Building 1a - FCSS & Council Chambers	Location: 4829 50 Street	Floor Estimate: 6,150 sq. ft.
Service Area:	**Middle Floor including Main Lobby/ FCSS Reception/ Staff Offices/ Rear Entrance/ Boardrooms/ Family Connections Centre/ All Hallways & stairwells/ Staff Room and Kitchen/ Washrooms**	

Regular Services	**Daily (D) five (5) days a week Monday - Friday & Weekly (W) & As Required (AR) AFTER 5:00 PM**	
Task	**Tasks**	**Frequency**
B1a-A	Empty all building waste/recycle containers, clean; replace liner if necessary.	D
B1a-B	Clean light switches, door handles, and handrails	D
B1a-C	Spot clean walls, doors, partition glass	D
B1a-D	Clean all toilets and urinals	D
B1a-E	Clean all mirrors in facility	D
B1a-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable), diaper change tables	D
B1a-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B1a-H	Clean all hard surface floors with disinfectant cleaning solution. Spot clean & vacuum all carpeted areas Wash mats (if applicable)	D
B1a-I	Clean reception lobby incl. front door area, and partitions	D
B1a-J	Clean all horizontal surfaces incl. furniture, tables, chairs, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	D
B1a-K	Spot clean interior windows	D
B1a-L	Flush floor drains in all washrooms with special solution	W
B1a-M	Clean all desk mats if applicable	W
B1a-N	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B1a-O	Clean all washroom partitions on both sides	W
B1a-P	Shovel back entrance	AR

Building 1a – FCSS Regular Services Fee	**per**	**2027**	**2028**	**2029**	**Total for 3 years** (Sum of yearly fees only)
	Month	$	$	$	
	Year (x12)	**$**	**$**	**$**	

Additional Services	**These services will be requested when needed and will be paid per use.**				
	Building 1a - FCSS		**Additional Services Fee**		
Task	**Tasks**	**Unit**	**2027**	**2028**	**2029**
B1a-1	Clean inside and outside of all waste/recycle containers	1	$	$	$
B1a-2	Wipe exterior cupboards and drawers	1	$	$	$
B1a-3	Clean all window coverings	1	$	$	$
B1a-4	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B1a-5	Clean all legs on chairs	1	$	$	$
B1a-6	Steam clean carpets and carpeted mats	1	$	$	$
B1a-7	Clean all interior windows	1	$	$	$
B1a-8	Clean all ground level exterior windows	1	$	$	$
B1a-9	Clean all upper-level exterior windows	1	$	$	$
B1a-10	Clean walls and baseboards	1	$	$	$

Schedule "C"

Building 1b - IP&D	Location: 4829 50 Street	Floor Estimate: 21,710 sq. ft.
Service Area:	**Bottom Floor including Reception/ General/ Private Offices/ Front & Rear Lobby/ Washrooms/ Staff lunchroom/ Stairwells**	

Regular Services	**Daily (D) five (5) days a week Monday - Friday & Weekly (W) & As Required (AR) AFTER 5:00 PM**

Task	Tasks	Frequency
B1b-A	Empty all building waste/recycle containers, clean; replace liner if necessary	D
B1b-B	Clean light switches, door handles, and handrails	D
B1b-C	Spot clean walls, doors, & partition glass	D
B1b-D	Clean all toilets and urinals	D
B1b-E	Clean all mirrors in facility	D
B1b-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable)	D
B1b-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B1b-H	Clean all hard surface floors. Spot clean & vacuum all carpeted areas. Wash mats (if applicable)	D
B1b-I	Clean reception lobby incl. front door area	D
B1b-J	Clean all horizontal surfaces incl. furniture, tables, chairs, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	W
B1b-K	Clean desk mats if applicable	W
B1b-L	Flush floor drains in all washrooms with special solution	W
B1b-M	Clean interior glass in partitions and doors	W
B1b-N	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B1b-O	Clean all washrooms	W
B1b-P	Shovel steps and sidewalks	AR

Building 1b IP&D Regular Services Fee	**per**	**2027**	**2028**	**2029**	**Total for 3 years** (Sum of yearly fees only)
	Month	**$**	**$**	**$**	
	Year (x12)	**$**	**$**	**$**	

Additional Services	**These services will be requested when needed and will be paid per use.**				
	Building 1b – IP&D		**Additional Services Fee**		
Task	**Tasks**	**Unit**	**2027**	**2028**	**2029**
B1b-1	Clean inside and outside of all waste/recycle containers	1	$	$	$
B1b-2	Wipe exterior cupboard doors and drawers	1	$	$	$
B1b-3	Clean all window coverings	1	$	$	$
B1b-4	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B1b-5	Clean all legs on chairs	1	$	$	$
B1b-6	Steam clean carpets	1	$	$	$
B1b-7	Clean all interior windows	1	$	$	$
B1b-8	Clean all ground level exterior windows	1	$	$	$
B1b-9	Clean all upper-level exterior windows	1	$	$	$
B1b-10	Clean walls and baseboards	1	$	$	$

Schedule "D"

Building 2 – Public Works	Location: 5417 Birch Ave	Floor Estimate: 1,110 sq. ft.
Service Area:	**All Washrooms/ Working Spaces /Offices/ Hallways / Locker Rooms/ Coffee Room / Eating Area (Excluding Shop Area)/ Stairwells**	

Regular Services	**Daily (D) three times a week, Monday, Wednesday, and Friday Weekly (W) AFTER 5:00 PM**	
Task	**Tasks**	**Frequency**
B2-A	Empty all building waste/recycle containers, clean; replace liner if necessary	D
B2-B	Clean light switches, door handles, and handrails	D
B2-C	Spot clean walls, doors, & partition glass	D
B2-D	Clean all toilets and urinals. Shower in boot room	D
B2-E	Clean all mirrors in facility	D
B2-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable)	D
B2-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B2-H	Clean all hard surface floors. Spot clean & vacuum all carpeted areas. Wash mats (if applicable)	D
B2-I	Clean reception lobby incl. front door area	D
B2-J	Clean all horizontal surfaces incl. furniture, tables, chairs, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	W
B2-K	Flush floor drains in all washrooms with special solution	W
B2-L	Clean interior partitions	W
B2-M	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B2-N	Clean all washroom partitions on both sides	W
B2-O	Shovel steps and sidewalks	AR

Building 2 – PW Regular Services Fee	**per**	**2027**	**2028**	**2029**	**Total for 3 years** (Sum of yearly fees only)
	Month	**$**	**$**	**$**	
	Year (x12)	**$**	**$**	**$**	

Additional Services	**These services will be requested when needed and will be paid per use.**				
	Building 2 – Public Works		**Additional Services Fee**		
Task	**Tasks**	**Unit**	**2027**	**2028**	**2029**
B2-1	Clean inside and outside of all waste/recycle containers	1	$	$	$
B2-2	Wipe exterior cupboard doors and drawers	1	$	$	$
B2-3	Clean all window coverings	1	$	$	$
B2-4	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B2-5	Clean all legs on chairs	1	$	$	$
B2-6	Clean and wax floors	1	$	$	$
B2-7	Clean all interior windows	1	$	$	$
B2-8	Clean all ground level exterior windows	1	$	$	$
B2-9	Clean all upper-level exterior windows	1	$	$	$
B2-10	Clean all walls and baseboards	1	$	$	$

Schedule "E"

Building 3 – FIRE HALL	Location: 5100 60 Street	Floor Estimate: 5,800 sq. ft.
Service Area:	**General/ Private Offices/ Front & Rear Lobby /Dispatch Area / Hallways/ Kitchen/ Coffee Room/ Common Areas/ Washrooms/ Stairwells**	

Regular Services	**Daily (D) twice a week, Thursday & Sunday, and Weekly (W) AFTER 5:00 PM**	
Task	**Tasks**	**Frequency**
B3-A	Empty all building waste/recycle containers, clean; replace liner if necessary	D
B3-B	Clean light switches, door handles, and handrails	D
B3-C	Spot clean walls, doors, partition glass	D
B3-D	Clean all toilets and urinals. Showers if applicable	D
B3-E	Clean all mirrors in facility	D
B3-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable)	D
B3-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B3-H	Clean all hard surface floors. Spot clean & vacuum all carpeted areas. Clean mats (if applicable)	D
B3-I	Clean reception lobby incl. front door area	D
B3-J	Clean all horizontal surfaces incl. furniture, tables, chairs, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	W
B3-K	Clean desk mats if applicable	W
B3-L	Flush floor drains in all washrooms with special solution	W
B3-M	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B3-N	Clean all washroom partitions on both sides	W
B3-O	Shovel steps and sidewalks	AR

Building 3 – Fire Hall Regular Services Fee	**per**	**2027**	**2028**	**2029**	**Total for 3 years** (Sum of yearly fees only)
	Month	**$**	**$**	**$**	
	Year (x12)	**$**	**$**	**$**	

Additional Services	**These services will be requested when needed and will be paid per use.**				
	Building 3 – Fire Hall		**Additional Services Fee**		
Task	**Tasks**	**Unit**	**2027**	**2028**	**2029**
B3-1	Clean inside and outside of all waste/recycle containers	1	$	$	$
B3-2	Wipe exterior cupboard doors and drawers	1	$	$	$
B3-3	Clean all window coverings	1	$	$	$
B3-4	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B3-5	Clean all legs on chairs	1	$	$	$
B3-6	Clean all interior windows, glass, and partitions	1	$	$	$
B3-7	Clean all ground level exterior windows	1	$	$	$
B3-8	Clean all upper-level exterior windows	1	$	$	$
B3-9	Clean walls and baseboards	1	$	$	$

Schedule "F"

Building 4 – RCMP	Location: 6820 AB-16A W	Floor Estimate: 11,000 sq. ft.
Service Area:	**General/ Private Offices/ Front and Rear Lobby/ Washrooms/ Eating Area/ Locker Rooms/ Multi-Purpose Rooms/ Cell Area/ Guard Station/ Interview Room/ Fingerprinting Room**	

Regular Services	**Daily (D) seven (7) days a week & Weekly (W) AFTER 5:00 PM**	
Task	**Tasks**	**Frequency**
B4-A	Empty all building waste/recycle containers, clean; replace liner if necessary	D
B4-B	Clean light switches, door handles, and handrails	D
B4-C	Spot clean walls, doors, partition glass	D
B4-D	Clean all toilets and urinals. Showers if applicable.	D
B4-E	Clean all mirrors in facility	D
B4-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable)	D
B4-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B4-H	Clean all hard surface floors. Spot clean & vacuum all carpeted areas. Wash mats (if applicable)	D
B4-I	Clean reception lobby including front door	D
B4-J	Clean all horizontal surfaces incl. furniture, tables, chairs, counters, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	W
B4-K	Clean desk mats if applicable	W
B4-L	Flush floor drains in all washrooms with special solution	W
B4-M	Clean interior glass in partitions and doors	W
B4-N	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B4-O	Clean all washroom partitions on both sides	W
B4-P	Dust blinds	W
B4-Q	Wipe doors and insides of cupboards and drawers	W
B4-R	Shovel steps and sidewalks	AR

Building 4 – RCMP Regular Services Fee	**per**	**2027**	**2028**	**2029**	**Total for 3 years** (Sum of yearly fees only)
	Month	**$**	**$**	**$**	
	Year (x12)	**$**	**$**	**$**	

Additional Services	**These services will be requested when needed and will be paid per use.**				
	Building 4 - RCMP		**Additional Services Fee**		
Task	**Tasks**	**Unit**	**2027**	**2028**	**2029**
B4-1	Clean inside and outside of all waste/recycle containers	1	$	$	$
B4-2	Clean all window coverings	1	$	$	$
B4-3	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B4-4	Clean all legs on chairs	1	$	$	$
B4-5	Steam clean carpets / carpeted mats	1	$	$	$
B4-6	Strip buff and wax hard surface floors	1	$	$	$
B4-7	Clean all interior windows	1	$	$	$
B4-8	Clean all ground level exterior windows	1	$	$	$
B4-9	Clean all upper-level exterior windows	1	$	$	$
B4-10	Clean walls and baseboards	1	$	$	$
B4-11	Clean all glass partitions	1	$	$	$
B4-12	Clean all lockers	1	$	$	$
B4-13	Clean door grills	1	$	$	$
B4-14	Clean all shower curtains	1	$	$	$
B4-15	Clean and disinfect a contaminated cell as needed	1	$	$	$

Schedule "G"

Building 5 – LIBRARY	Location: 4709-50 St.	Floor Estimate: 14,800 sq. ft.
Service Area:	**Washrooms / Working Spaces / Offices / Hallways / Boardroom / Gymnasium / Entry**	

Regular Services	**Daily (D) five (5) days a week Monday - Friday & Weekly (W) & As Required (AR) AFTER 5:00 PM**	
Task	**Tasks**	**Frequency**
B5-A	Empty all building waste/recycle containers, clean; replace liner if necessary.	D
B5-B	Clean light switches, door handles, and handrails	D
B5-C	Spot clean walls, doors, & partition glass	D
B5-D	Clean all toilets and urinals	D
B5-E	Clean all mirrors in facility	D
B5-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable)	D
B5-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B5-H	Clean all hard surface floors. Spot clean & vacuum all carpeted areas. Wash mats (if applicable)	D
B5-I	Clean reception lobby incl. front door area	D
B5-J	Clean all horizontal surfaces incl. furniture, tables, chairs, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	W
B5-K	Flush floor drains in all washrooms with special solution	W
B5-L	Clean interior partitions	W
B5-M	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B5-N	Clean all washroom partitions on both sides	W
B5-O	Shovel sidewalks in front and by staff parking in back.	AR

Building 5 LIBRARY Regular Services Fee	**per**	**2027**	**2028**	**2029**	**Total for 3 years** (Sum of yearly fees only)
	Month	**$**	**$**	**$**	
	Year (x12)	**$**	**$**	**$**	

Additional Services	**These services will be requested when needed and will be paid per use.**				
	Building 5 – Library		**Additional Services Fee**		
Task	**Tasks**	**Unit**	**2027**	**2028**	**2029**
B5-1	Clean inside and outside of all waste/recycle containers	1	$	$	$
B5-2	Wipe exterior cupboard doors and drawers	1	$	$	$
B5-3	Clean all window coverings	1	$	$	$
B5-4	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B5-5	Clean all legs on chairs	1	$	$	$
B5-6	Clean and wax floors	1	$	$	$
B5-7	Clean all interior windows	1	$	$	$
B5-8	Clean all ground level exterior windows	1	$	$	$
B5-9	Clean all upper-level exterior windows	1	$	$	$
B5-10	Clean all walls and baseboards	1	$	$	$

Schedule "H"

Building 6 – Post Office	Location: 4930-50 St.	Floor Estimate: 2,840 sq. ft.
Service Area:	**Washrooms / Working Spaces / Offices / Hallways / stairwells / Entry**	

Regular Services	Daily (D) five (5) days a week Monday - Friday & Weekly (W) & As Required (AR) AFTER 5:00 PM	
Task	**Tasks**	**Frequency**
B6-A	Empty all building waste/recycle containers, clean; replace liner if necessary.	D
B6-B	Clean light switches, door handles, and handrails	D
B6-C	Spot clean walls, doors, & partition glass	D
B6-D	Clean all toilets and urinals	D
B6-E	Clean all mirrors in facility	D
B6-F	Clean all building sinks, exterior of appliances, faucets, counter/tabletops and drinking fountains (if applicable)	D
B6-G	Refill all dispensers including soaps, sanitizer, paper towels, toilet paper, and sanitary dispensers (as required)	D
B6-H	Clean all hard surface floors. Spot clean & vacuum all carpeted areas. Wash mats (if applicable)	D
B6-I	Clean reception lobby incl. front door area	D
B6-J	Clean all horizontal surfaces incl. furniture, tables, chairs, desktops, phones, computers, windowsills, ledges, moldings, shelves, filing cabinets, bookcases, picture frames, fixtures, ducts, radiators	W
B6-K	Flush floor drains in all washrooms with special solution	W
B6-L	Clean interior partitions	W
B6-M	De-scale toilets and urinals using an organic acid type bowl cleaner	W
B6-N	Clean all washroom partitions on both sides	W
B6-O	Shovel sidewalks in front and by staff parking in back.	AR

Building 6 Post Office Regular Services Fee	**per**	**2027**	**2028**	**2029**	**Total for 3 years** (Sum of yearly fees only)
	Month	**$**	**$**	**$**	
	Year (x12)	**$**	**$**	**$**	

Additional Services	**These services will be requested when needed and will be paid per use.**				
	Building 6 – Post Office		**Additional Services Fee**		
Task	**Tasks**	**Unit**	**2027**	**2028**	**2029**
B6-1	Clean inside and outside of all waste/recycle containers	1	$	$	$
B6-2	Wipe exterior cupboard doors and drawers	1	$	$	$
B6-3	Clean all window coverings	1	$	$	$
B6-4	Clean all drywall ceilings, ceiling vents, wall vents and light fixtures	1	$	$	$
B6-5	Clean all legs on chairs	1	$	$	$
B6-6	Clean and wax floors	1	$	$	$
B6-7	Clean all interior windows	1	$	$	$
B6-8	Clean all ground level exterior windows	1	$	$	$
B6-9	Clean all upper-level exterior windows	1	$	$	$
B6-10	Clean all walls and baseboards	1	$	$	$

Schedule "I"

Summary of Schedules

	Facility Name	2023 Service Fee (12 months)	2024 Service Fee (12 months)	2025 Service Fee (12 months)	Total Fee for Three Years
Schedule A	Town Office	$	$	$	$
Schedule B	FCSS & Council Chambers	$	$	$	$
Schedule C	IP&D	$	$	$	$
Schedule D	Public Works Building	$	$	$	$
Schedule E	Fire Hall	$	$	$	$
Schedule F	RCMP	$	$	$	$
Schedule G	Library	$	$	$	$
Schedule H	Post Office	$	$	$	$
				Total for all Schedules	$