



## Town of Neepawa

### REQUEST FOR TENDER

#### NEEPAWA TRAINING CENTRE CLEANING CONTRACT

**EFFECTIVE: JANUARY 1, 2026 TO DECEMBER 31, 2029**

Tenders for this work will be received at:

Town of Neepawa

275 Hamilton Street, Box 339 Neepawa, MB R0J 1H0

Email: [operations@neepawa.ca](mailto:operations@neepawa.ca)

**NO LATER THAN DECEMBER 5, 2025 at 4:00 p.m.**

Email or envelope to be clearly marked:

**CONFIDENTIAL – Cleaning Contract**

*For inquiries contact:*

Denis Saquet, C.E.T., Manager of Operations

204-476-7655 or [operations@neepawa.ca](mailto:operations@neepawa.ca)

The Town of Neepawa is looking to contract out cleaning and janitorial duties January 1, 2026 – December 31, 2029 at the Neepawa Training Centre, #239 Mill Street. The Contractor will be responsible for conducting all cleaning and custodial duties listed on Schedule “A” as attached.

# **SCHEDULE "A"**

## **RESPONSIBILITIES OF CONTRACTOR**

**REPORTS TO:** Manager of Operations/Public Works Supervisor

**POSITION SUMMARY:** Responsible for all aspects of cleaning and custodial duties of the Town of Neepawa Training Centre at #239 Mill Street. This 2,500 sq ft. building consists of classrooms for training, washrooms, a kitchen with appliances, an office and lounge area.

### **CLEANING SCHEDULE:**

#### ***AS REQUIRED:***

1. Vacuum all carpeted areas, mats, clean entrances and lobbies;
2. Washrooms to be cleaned, cabinets dusted, mirrors washed, sinks and toilets to be disinfected. Damp mop floors in washrooms and hallway. Ensure that bathrooms are stocked with necessary provisions (toilet paper, paper towel & hand soap);
3. Disinfect desk areas as well as door handles;
4. Spot clean interior glass doors and glass partitions;
5. Dry dust/wipe desk faces, front counter, tops of filing cabinets and other furnishings;
6. Sweep all floors, wash tile and vinyl floors including under moveable furniture and planters;
7. Empty waste and recycling receptacles and remove garbage and recycling from the building to the appropriate cart behind the building and ensure that carts are left in the correct location for regular collection;
8. Clean kitchen counter, table, fridge and microwave;
9. Wash and dry dishes and place in cupboard;
10. Disinfect, spot clean dirt and hand prints from doors;
11. Mop carpet protectors under chairs where necessary;
12. Sweep exterior entrance walkways;
13. Other than desks wipe down all other furnishings with damp cloth, including chairs and tables;
14. Wash waste and recyclable receptacles if required;
15. Wipe down window sills and floor vents with damp cloth;
16. Clean inside of microwave and wipe spills inside of fridge;
17. Pick up any loose garbage around building;
18. Do a visual check of the interior and exterior of building.
19. Spot wash walls in all other areas.
20. Keep exterior entrances, exits and fronting sidewalk clear of snow and ice before the start of every business day; the Town will be responsible for the supply of sand and salt.

#### ***MONTHLY:***

1. Dust woodwork, ie. baseboards and door frames, etc;
2. Wash interior of windows, wash exterior of windows (May through October);
3. Spot wash walls in public areas.

### **GENERAL**

1. The Town shall be responsible for the supply of all equipment and materials necessary to clean and maintain the premises in excellent condition. It is the responsibility of the contractor to leave a list of items required to do the job.

2. The Janitorial Contractor shall not be responsible for moving personal items on desks, counters, etc. to facilitate cleaning.
3. Maintenance room including the cleaning supply storage area is to be kept clean and tidy. According to fire regulations no flammable material should be stored in that area.
4. This facility shall be cleaned five days per week, Monday to Friday inclusively. No cleaning is required on statutory holidays or while the building is vacant between training programs. Cleaning may be done at any time before or after normal business hours (7:00 am to 5:00 pm). The Town will keep a note of any meetings or special events to be held after hours on the calendar located in the central area of the office. Cleaning should not be done during these times.
5. The Janitorial Contractor is responsible for bringing all the areas of the building to a standard of cleanliness acceptable to the Manager of Operations or his designate.
6. On completion of all major operations an inspection shall be conducted by the Manager of Operations or his designate to ensure that the work is satisfactory.

1. **PAYMENT PROCEDURES:**

Payment for services rendered will be made within 30 days from receipt of a properly completed invoice.

2. **INVOICE:**

Payment will be made upon receipt of invoice each month. Invoices for supplies are to be submitted to the Manager of Operations of the Town of Neepawa, or their designate for payment.

3. **CONTRACTOR STATUS:**

This is a contract for the performance of a service and the contractor is engaged under the contract as an independent contractor for the sole purpose of the contractor's personnel is engaged by the contract as an employee, servant or agent of His Majesty. The contractor is not responsible for any payments and/or deductions required to be made including those required for Canada Pension Plan, Employment Insurance, Worker's Compensation, or Income Tax.

4. **CONFLICT OF INTEREST:**

It is a term of this contract that no former public office holder who is not in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment code for Public Office Holders shall derive a direct benefit from this contract.

5. **TERMINATION OF CONTRACT:**

- a. In cases of repeated or persistent faulty or deficient work or performance on the part of the contractor, or in cases where the contractor becomes insolvent, is declared bankrupt or commits and act of bankruptcy, the Manager of Operations or other authorized person, may by notice in writing terminate the contract on such day as he may set in the notice, and if the day set is not the last day of a contract monthly, payment for such contract month will be apportioned, provided that the day so set will not be less than thirty (30) days after the giving of such notice.
- b. If there is a major increase or decrease in the scope of work at the site in questions, the contract may be terminated (upon thirty (30) days written notice) by either party if there is a failure to negotiate or equitable amendment to the contract.

6. **GOODS AND SERVICES TAX:**

- a. G.S.T. is to be shown as a separate amount on the tendered price.
- b. Your G.S.T. registration number is required on each invoice.
- c. Invoices, regardless or amount, are to show G.S.T. as a separate entry.

## **Janitorial Contractor requirements:**

It is understood that the status of the Janitorial Contractor is that of an independent contractor and shall receive monthly compensation without deductions.

The successful contractor must have the following qualifications:

- Excellent written and oral communication skills in English
- A valid Canadian Social Insurance Number
- Ability to provide own transportation
- Excellent work ethic
- Ability to work unsupervised

**It is imperative that the Janitorial Contractor respects the privacy of the employees of all Town owned facilities. A criminal record check and listing of all employees who will or may be performing work on behalf of the contractor must be provided and updated as needed. The Town maintains a zero tolerance policy regarding ethics. Any breach with regard to this will result in the Janitorial Contractor's immediate dismissal without notice or with any form of compensation.**

## **Proposal Confidentiality and Proprietary Information:**

The Janitorial Contractor understands that this contract and any tender submissions in support of this contract is the property of the Town of Neepawa. While the Town of Neepawa considers all information provided through the tender process as confidential, the Town reserves the right to make copies of tender documents for internal purposes and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Town of Neepawa is a "public body" as defined in, and subject to, the provisions of the Freedom of Information and Protection of Privacy Act.

If the Janitorial Contractor believes any of the information requested in the tender and provided by them, is confidential, they should identify it as such and provide a rationale as to why it should be not be released under "Freedom of Information" legislation.

**A walk through of all premises will occur Monday November 24, 2025 at the Neepawa Training Centre – 239 Mill Street at 9:00 a.m. sharp.**

*Disclaimer: The Town of Neepawa reserves the right to accept a Tender most suitable to the interests of the Town. The Town has the right to waive any irregularity or insufficiency in any Tender submitted with the lowest of any tender not necessarily accepted.*

# Town of Neepawa Cleaning Tender Bid Sheet

Company Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, state that I have carefully examined the contract documents and work sites. The contract prices shall be at the following monthly rates:

Location	2026 Monthly Rate	2027 Monthly Rate	2028 Monthly Rate	2029 Monthly Rate
Training Centre 239 Mill Street				

	2026 Rate/Hour	2027 Rate/Hour	2028 Rate/Hour	2029 Rate/Hour
Additional Cleaning Rate				

**NOTE: No cleaning is required on statutory holidays or while the building is vacant between training programs.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date