



Request for Tender

Municipality of Souris-Glenwood

Tender for 2025 Cleaning Contract

Date: February 3, 2025

1. Overview: The Municipality of Souris-Glenwood invites companies as well as private individuals to tender for the provision of cleaning services for the Civic Centre. The contract will include regular cleaning services as well as occasional deep cleaning tasks.

2. Contract Details:

- **Location:** Civic Centre, Souris-Glenwood
- **Duration:** Period of six months, with an option for both parties to extend a further 6 months.
- **Payment Terms:** Bi-weekly in conjunction with Municipal cheque runs.
- **Start Date:** Immediately upon award and signing of contract.
- **End Date:** Six months to one year from start date.

3. Scope of Work:

The selected contractor will be responsible for the following tasks:

- Daily cleaning of all offices, restrooms, and common areas on two levels
- Daily glass cleaning of lobby and entrance areas
- Daily floor and carpet cleaning of common areas
- Weekly deep cleaning of office floors and carpets
- Monthly window cleaning (inside and outside)
- Trash and recycling collection and disposal
- Replenishment of cleaning supplies and restroom consumables

4. Requirements:

- Experience in commercial cleaning services
- References from previous clients
- Compliance with health and safety regulations
- Ability to provide all necessary cleaning equipment and supplies (aside from vacuum cleaner, brooms, mop and restroom supplies as follows: hand towels, toilet paper, hand soap, urinal blocks, garbage bags, drain opener and air fresheners.)
- Submission of all cleaning contract staff's criminal record & vulnerable sector checks upon award of contract



5. Submission Details:

- **Tender Submission Deadline:** February 14th, 4:00pm
- **Submission Method:**

Tenders must be mailed, faxed or emailed to one of the following addresses with the following header;

“2025 Civic Centre Cleaning Contract”

Municipality of Souris-Glenwood

100 2nd St S Box 518

Souris, MB

R0K 2C0

Phone: 204-483-5217

Fax: 204-483-5203

Email: sg.pwm@sourismanitoba.com

Refer all tender inquiries to Marie Lagacé, Operations Manager via;
Email: sg.pwm@sourismanitoba.com or
Telephone: 204-483-5217

6. Evaluation Criteria:

Tenders will be evaluated based on the following criteria:

- Price
- Experience and qualifications
- References
- Proposed cleaning plan
- Compliance with requirements

7. Additional Information:

Interested parties may schedule a site visit to the Civic Centre to better understand the scope of work. Please contact Operations Manager; Marie Lagacé to arrange a visit.



8. Award of Contract:

The Municipality of Souris-Glenwood reserves the right:

- To fairly evaluate all tenders received based on the criteria specified herein, and to add or delete criteria as we choose.
- Reject all or part of any proposal for any reason and without explanation.
- Accept a proposal that may not be the lowest cost.
- Require clarifications, supporting information, or any other information from you that is considered necessary to make a decision.
- To extend the RFT (Request for Tender) deadline and notify you in writing, without explanation, of the revised deadline.
- Allow a proponent to change or amend their Tender with updated information or costs, either at their initiative or by our request, if we consider it in the Municipality of Souris-Glenwood interest to do so; and
- To enter into negotiation with one or all bidders after close.

9. Terms and Conditions:

- The contract will be subject to terms and conditions, which will be outlined in the final agreement.
- The Municipality expects the contractor to maintain high standards of cleanliness, professionalism and confidentiality.

By submitting a tender, you agree to the terms and conditions outlined in this request for tender.