



**Town of Deer Lake**  
**Request for Proposals (RFP)**  
**Cleaning Services – Town Office & Public Works Depot**

**1. Invitation to Proponents**

The Town of Deer Lake invites proposals from qualified contractors to provide after-hours cleaning services for the Town Office and Public Works Depot.

**2. Scope of Work – Twice Weekly Cleaning**

Town Office:

- Vacuum carpets and mop tiled flooring
- Empty waste receptacles
- Dust desks, furniture, monitors, and surfaces
- Clean washrooms
- Clean kitchen area and dishes (if applicable)
- Dust heaters and window sills
- Clean entrance glass doors and reception barrier

Public Works Depot:

- Sweep and mop floors
- Dust surfaces
- Clean Superintendent's office
- Wash tables and counters
- Clean kitchen area
- Clean hallway areas
- Clean washroom facilities



### **3. Monthly Cleaning Requirements**

- Dust fixtures and door tops
- Vacuum blinds
- Clean baseboards
- Clean Refrigerator
- Clean Range

### **4. Annual Cleaning Requirements (Three Times Per Year)**

- Strip and wax floors (kitchen, office, hallway, washroom areas)
- Wash interior walls (kitchen, office, hallway, washroom areas)

### **5. Cleaning Schedule**

Cleaning must occur twice weekly after normal business hours:

- Wednesday after 4:30 p.m.
- Either Saturday or Sunday

### **6. Equipment and Supplies**

The Town of Deer Lake will provide all required cleaning supplies and equipment.

Contractors are responsible for proper use and reporting supply shortages.

### **7. Contractor Requirements**

Proponents must provide:

- Proof of liability insurance
- Proof of Workers' Compensation coverage
- References from similar contracts
- Experience cleaning institutional or commercial buildings



## **8. Health and Safety Requirements**

The successful contractor must comply with Occupational Health & Safety legislation and WHMIS requirements.

## **9. Contract Term**

The contract will be for a period of 12 months with the Town's option to renew for additional one-year terms based on performance and budget approval.

## **10. Payment Terms**

Payments will be issued monthly upon receipt of invoice.

## **11. Submission Requirements**

- Proposals must include:
- Contractor name and contact information
- Total monthly price (HST identified separately)
- Confirmation of availability
- References
- Proof of insurance coverage
- List of employees providing the cleaning service.
- Criminal Record check

## **12. Submission Deadline**

Proposals must be received no later than 4:00 p.m. on Thursday, May 7, 2026.

### **Submit proposals to:**

**Jason Young**

**Chief Administrative Officer**

**Town of Deer Lake**

**Email: [jyoung@deerlake.ca](mailto:jyoung@deerlake.ca)**

**Phone: 709-635-2451**

## **13. Rights Reserved by the Town**

The Town of Deer Lake reserves the right to accept or reject any proposal, request clarification from proponents, or cancel and reissue this RFP at its discretion.