



**TOWN OF DEER LAKE
REQUEST FOR QUOTATIONS
Cleaning Services – Town Office and Public Works Depot**

The Town of Deer Lake invites qualified contractors to submit quotations for the provision of janitorial services for the Town Office and Public Works Depot.

SCOPE OF SERVICES

The successful contractor will be responsible for providing routine cleaning services including, but not limited to:

- Cleaning and sanitizing washrooms
- Vacuuming carpets and floor mats
- Sweeping and mopping floors
- Dusting furniture, counters, and office surfaces
- Emptying garbage and recycling receptacles
- Cleaning staff lunchroom and kitchen areas
- Cleaning entranceways and interior glass surfaces
- General cleaning of common areas

PERIODIC CLEANING

The following services shall be completed twice annually:

- Interior window cleaning
- Deep cleaning of lunchroom and kitchen facilities
- Detailed cleaning of doors, trim, and baseboards
- Other deep-cleaning tasks as requested by the Town

CONTRACT TERM

The contract shall commence on or about July 13, 2026. The initial term of the Agreement shall be for a period of (1) year with an option to extend. Based on mutual agreement of the Town and the Contracted Supplier, the Agreement may be extended for up to (1) one sequential 12-month extension period.



OPTIONAL SITE VISIT

Interested proponents are encouraged to visit the Town Office and Public Works Depot prior to submitting a quotation to familiarize themselves with the facilities and scope of work.

Site visits will be available on Wednesday, June 24, 2026. Proponents wishing to inspect the facilities are asked to contact the Town in advance to schedule a viewing time.

Attendance at a site visit is not mandatory and is not a requirement for submitting a quotation.

SUBMISSION REQUIREMENTS

Proponents shall provide:

1. Company name and contact information.
 2. Relevant experience providing commercial cleaning services.
 3. Two references from current or recent clients.
 4. Proof of liability insurance.
 5. WSCC clearance certificate.
 6. Proposed monthly pricing, exclusive of HST.
 7. Any additional information the proponent believes would assist the Town in evaluating the submission.
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 2. Proof of liability insurance.
 3. WSCC clearance certificate.
 4. Proposed monthly pricing, exclusive of HST.
 5. Any additional information the proponent believes would assist the Town in evaluating the submission.



SUBMISSION DEADLINE

Quotations must be submitted no later than 2:00 p.m. on Friday, July 3, 2026.

The Town reserves the right to reject any or all quotations and is not obligated to accept the lowest-priced submission.

For additional information or to schedule a site visit, please contact:

Jason Young
Chief Administrative Officer
Town of Deer Lake
34 Reid's Lane
Deer Lake, NL

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