

Request for proposal on the
"VILLAGE OF MAYO CLEANING CONTRACT"
March 2024 to March 2025

Bids are due by March 8, 2024 at 4 p.m. Yukon time

Cleaning Duties to be performed at the Village Offices/Community Hall/Curling Rink for 5 days per week

Cleaning of the Village Office (this includes all offices, Council Chambers with kitchenette, washing dishes, cleaning staff washrooms, work room, front entrance, hallway, janitor's room) must be done 5 days per week.

The following areas must be checked daily and cleaned as needed, especially before and after each facility rental or event, as identified in the Village's listing of facility rentals calendar:

- The Community Hall with stage area
- Curling Lounge incl. back entrance, and meeting room
- Hall Kitchen and Bar area
- Community Centre public washrooms and hallway,
- Curling Lounge washroom
- Storage rooms (occasionally)
- Outside ashtray by front entrance (occasionally)
- Stairs to Mechanical Room and stairs to crawl space (occasionally)

Cleaning of Village facilities includes but is not limited to:

- refilling toilet paper, paper towel dispensers, and soap dispensers
- vacuuming all carpeted areas (in two offices, front and side entrance)
- dusting and sanitizing furniture and office equipment,
- emptying, washing out, and bleaching garbage cans,
- sweeping and wet mopping linoleum and wood covered floors,
- washing and bleaching dishes and coffee pots,
- sanitizing washrooms (sinks, toilets, mirrors, walls, floors),
- cleaning and bleaching kitchen and bar surfaces including the outside and inside of appliances (range/oven, fridges, freezer, dish washer/ sanitizer), counters, sinks, grease traps, walls and floors,

- washing re-usable kitchen towels from kitchen and Council Chambers (detergent will be provided by the Village of Mayo)
- cleaning doors and bleaching door knobs,
- spot cleaning windows (inside) and walls in all buildings on a regular basis (at least weekly)
- Outside windows and doors in all above-mentioned facilities are to be cleaned at least once in the spring and once in the fall.
- The carpets in the Village of Mayo Offices must be spot cleaned or shampooed as needed (at least once per year).

Fitness Centre

The Village operated Fitness Centre, located adjacent to the J.V. Clark School Gym, must be cleaned once per week. (Vacuum, dust, sanitize, wipe down equipment, empty garbage, and lock facility when leaving).

Occasional Cleaning of other Village Infrastructure (such as Staff House, Binet House, Fire Hall, etc.)

The Village of Mayo may request to have other Village facilities cleaned on an occasional basis. This will be separate from the Village Office/Community Center contract. Bidders to provide an hourly rate for this.

Other

The Village of Mayo will supply the cleaning supplies and equipment. However, the contractor must ensure that an adequate inventory of janitorial supplies is on hand by informing the Village's Administrative Assistant when supplies are needed. The contractor must ensure that the Village facilities are secured prior to leaving. The contractor must inform the CAO if any repairs are needed at the buildings or on the cleaning equipment.

The successful contractor must obtain a Village of Mayo business license and his/her own Yukon Workers' Safety and Compensation Board coverage for the duration of the contract, as well as YWSCB coverage for any subcontractors of the cleaning contractor, if any are used throughout the contract. The contractor must obtain liability insurance in the amount of \$2,000,000 for him/herself and any subcontractors, prior to the start of the contract.

The contractor must provide proof of WSCB and liability coverage prior to starting the contract.

The successful contractor must provide a favorable RCMP reliability/security check for him/herself. If the contractor intends to use any subcontractors, the contractor must provide the Village of Mayo with a list of subcontractors, and the Village of Mayo must approve of the suggested subcontractors, who also must provide a favorable RCMP reliability/security check, proof of YWSCB coverages, and liability insurance, prior to taking over cleaning duties.

The contractor must familiarize him/herself with the scope and nature of the work.

The contractor must provide cleaning services to the full satisfaction of the Village of Mayo. If this is not the case the Village has the right to cancel and repost the contract at any time during the contract period.

The successful Contractor must provide an invoice for services provided at month end.

The bid must include the name, address and phone number of the bidder, and the monthly bid price, as well as the hourly rate for occasional cleaning of other Village facilities, as requested from time to time.

Written expression of interest in the Village of Mayo cleaning contract must be provided to Margrit Wozniak, CAO, Village of Mayo, Box 160, Mayo, Yukon, Y0B 1M0, or via email to caomayo@northwestel.net, or be dropped off in person at the Village of Mayo Office, by March 8, 2024 at 4:00 pm local time.

The Village has the right not to accept any or all of the proposals received.