



Request for Proposals to bid on the  
**"FITNESS ROOM CLEANING CONTRACT"**

For October 2021 to September 2022

**Proposals are due by October 8, 2021 at 4 p.m. Yukon time**

**Cleaning Duties to be performed:**

**Fitness Room and porch entrance (located in J.V. Clark School)**

Wiping down all fitness equipment, dusting, vacuuming floors, emptying garbage can on a daily or at least 3 times per week basis.

**Cleaning of the Fitness Room includes but is not limited to:**

- dusting and sanitizing fitness room equipment
- emptying garbage cans, washing out and bleaching garbage cans as needed,
- sweeping, vacuuming, or wet mopping floors,
- cleaning mirrors, etc.
- cleaning doors and bleaching door knobs,
- keeping paper towels/cleaner bottles stocked up for users
- spot cleaning windows (inside) and walls in all buildings on a regular basis (weekly)
- Outside windows are to be cleaned at least once in the spring and once in the fall.

**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 Fitness Room and Back Entrance are secured prior to leaving. The contractor must inform the Village Office Staff if any repairs are needed in the fitness room, on the fitness equipment, or on the cleaning equipment. There is no running water in the fitness room, blue jug of hot water needed for the cleaning.

The successful contractor must obtain a Village of Mayo business license and his/her own Yukon Workers' Compensation Board coverage, as well as WCB coverage for any subcontractors if used for any vacation and sick times. The contractor must obtain liability insurance in the amount of \$2,000,000, prior to the start of the contract.

The contractor must provide proof of WCB 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 during vacation or sick days, the 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 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.

The successful Contractor must update and initial the cleaning schedule provided by the Village of Mayo and provide it along with the monthly invoice.

**The bid must include the name, address and phone of the bidder, and the monthly bid price.**

**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](mailto:caomayo@northwestel.net), or be dropped off in person at the Village of Mayo Office, by October 8, 2021 at 4:00 pm local time.**