



**Request for proposal on the**  
**"VILLAGE OF MAYO CLEANING CONTRACT"**  
**October 2021 to September 2022**

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

**Cleaning Duties to be performed at the Village Offices/Community Hall/Curling Rink**

Cleaning of the office facilities (Council Chambers, Village offices, staff washrooms, work room, front entrance, hallway, janitor's room, storage rooms) to be done 3-5 days per week, approx. 2-3 hours/day.

The following areas are to 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:

- The Community Hall and stage area
- Curling Lounge, meeting room and back entrance to the Curling Lounge
- kitchen and bar
- Hall public washrooms and hallway, Curling Lounge washroom
- the storage rooms
- outside ashtray by front entrance
- stairs to Mechanical Room and stairs to crawl space

**Cleaning of Village facilities includes but is not limited to:**

- refilling toilet paper, paper towel dispensers, and soap dispensers
- vacuuming carpeted areas in two offices
- dusting furniture and office equipment,
- emptying, washing out, and bleaching garbage cans,
- sweeping or 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, dishwasher), counters, sinks, grease traps, walls and floors,
- washing re-usable kitchen towels from kitchen/Council Chambers

(Detergent 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 (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 spot cleaned or shampooed as needed (at least once per year).

### **Staff House and Binet House**

the Village of Mayo may at the beginning of the Tourism Season (May) request a one-time cleaning of the Binet House and Annex, and occasionally request cleaning of the Staff house throughout the year. This will be done separately from the Village Office/Community Center contract at an hourly rate determined in consultation with the successful bidder.

### **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' 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 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 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 on a daily basis and provide it along with the monthly invoice.

**The bid must include the name, address and phone number 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.**