



East Central Alberta Catholic Separate School Division

Janitorial Service Contract for School of Hope (Request for bids)

East Central Alberta Catholic Separate School Division invites bids for a Janitorial Service contract for the **School of Hope** in **Vermilion**, Alberta.

Cleaning supplies and equipment to be supplied by Contractor. Cleaning to be done twice a week outside their business hours. Site visit is mandatory.

The work involves but not limited to the following duties:

- Vacuuming of all carpeted area
- Sweeping and damp mopping of all floor spaces
- Cleaning of kitchen, bathroom sinks and fixtures
- Dumping and cleaning of waste baskets and disposing of all trash from the building
- Sanitizing of washrooms, toilets and replenishing sanitary supplies
- Cleaning of entrance areas (front, side and back) and exit area
- Dusting and wiping down of cabinets, tables, desks, telephones, countertops, cupboard and appliances and all other office equipment to prevent dust and dirt build up

This is a fixed-term contract commencing on as soon as possible and will terminate on August 31, 2023. The contract is renewable upon agreement of the Division and service contractor. Interested contractors should submit a detailed bid listing related skills/training/experience with three references (please include email addresses) including the name of the person overseeing contracted services to:

Request for bid 02-2223-SOH
East Central Alberta Catholic Schools
1018 – 1st Avenue
Wainwright, AB T9W 1G9
Email: kelly.ehall@ecacs16.ab.ca

By submitting a bid, it is understood that East Central Catholic School Division has permission to contact current and previous business(es) for which the contractor provided services. The successful bidder must be prepared to supply the following for those who will provide services:

1. Recent Criminal Record Check
2. Valid driver's license

In addition, the successful Contractor must provide:

1. Goods and Services Tax (GST) number (*if applicable*)
2. Workers' Compensation Board (WCB) number (*if applicable*)
3. Copy of liability insurance

This competition will close when a suitable contractor is found. Bids close September 9, 2022 (Friday at 4pm). Bids will open at 8:30 am Monday, September 12, 2022. Bidders may be contacted for further information. Lowest or any proposal may not necessarily be accepted.