



NORTHERN SHUSWAP TRIBAL COUNCIL

RFP # 01-2021

Issue Date: November 23, 2021

Responses must be submitted by: December 10, 2021 at 4:30 pm (pst)

Northern Shuswap Tribal Council is seeking proposals for a Janitorial services for their building situated at 17 South 1st Avenue, Williams Lake, BC

Delivery Instructions:

ONLY By mail/hand/courier

Northern Shuswap Tribal Council

17 South First Avenue

Williams Lake, BC

V2G 1H4

Attn: Marg Shelley

RE: RFP # 01-2021

Responses received after the closing date and time will not be considered.

REQUIREMENTS

OVERVIEW OF THE NORTHERN SHUSWAP TRIBAL COUNCIL

THE Janitor carries out janitorial tasks for the organization, ensuring the building is routinely cleaned and maintained. As a positive, results oriented individual(s) who must balance multiple demands, the Janitorial service takes a pro-active approach to initiating and following through with a variety of custodial projects, ensuring the health, safety and security of the building and the people who uses it.

OBJECTIVES:

Shall provide cleaning and janitorial services and accommodate minor variations in requirements or frequency of such services, without additional cost.

Building security is maintained by Key and security punch code access

Janitor not book is provided for communications purpose between Janitors and Office Coordinator

DESCRIPTION OF SERVICE:

Generally, cleans and maintains building ensuring floors, walls, railings, equipment, offices, washrooms, furniture, etc., are regularly cleaned, sanitized and well maintained to meet health standards including:

- All interior office areas shall be mopped/vacuumed once per week
- Waste receptacles shall be emptied and garbage bags replaced, as necessary, but weekly at a minimum
- Washes and disinfects all washroom floors, toilets, toilet seats, hand dryers and fixtures and supplies replenished as required
- Kitchenette counter tops and sinks shall be cleaned
- Slush mats shall be cleaned or vacuumed (taken off site once a week for washing)
- Cleans entrance and exit including glass, doors and hardware
- Counters, tables and chairs to be cleaned (flooring and chairs spot cleaned when needed)

Weekly Schedule:

All washroom walls shall be cleaned

Glass doors and office side lights shall be cleaned

Filing cabinets, windowsills, system panel tops and all other horizontal surfaces shall be dusted

All non-carpet floor areas to be mopped – carpeted areas vacuumed

Quarterly Schedule:

- Dusting and spot cleaning of office walls, air diffusers and fire extinguishers
- Cleaning / washing of waste receptacles
- Semi- Annual Schedule:
- Street level Exterior windows shall be washed inside and outside

Annual Schedule:

The Contractor in consultation with the NSTC Office Coordinator shall schedule the following items annually

- Clean all light fixtures lenses
- Steam clean all carpets

Equipment:

The Contractor shall supply all necessary tools, equipment, cleaners, brooms, mops, buckets, buffers and all other tools and supplies.

- The equipment shall be of size and type suitable for the various types of work to be done and shall be proper and adequate to do the work expeditiously
- Materials shall be first quality, shall give good service and shall give satisfactory results

Supplies:

- Contractor shall provide all supplies necessary for the proper cleaning to be carried out in the building
- The Contractor will provide all paper towels, toilet tissue, hand soap and deodorant blocks to be used in washrooms throughout the building, being responsible for replacing the above-referenced items in washrooms as necessary
- Cloths, mops or brushes containing any material, which might cause spontaneous combustion shall be disposed of or stored in tight metal containers
- NSTC will provide a storage area in which the supplies are stored

Garbage Removal:

- All waste shall be collected in plastic bags provided by the Contractor
- Bags shall be sealed, and deposited in the garbage containers outside in the back yard area
- Garbage shall be placed in front of the building along the street curb for pick up every Thursday
- Any recycling materials will be placed in the recycling bin

Security:

- The security code shall be set and the building shall be locked when the janitors leave the building at the completion of their work
- Locked offices and rooms shall be re-locked following cleaning and lights turned off

Hours of Service:

- Cleaning in the building shall be done after 6:00 pm on Monday, Tuesday, Wednesday, Thursday & Friday
- Shampooing of rugs will be done on Saturday or Sunday

SUBMISSION PROCESS

1. Vendors must submit one hard copy by hand on or before the closing date to the address below or an electronic copy by email to administration@nstq.org.
2. Faxes transmissions of proposal submissions **will not** be accepted.
3. Closing Date: December 10th at **4:30 pm**
4. In person:

Northern Shuswap Tribal Council
17 South First Avenue
Williams Lake, BC V2G 1H4
Attn: Marg Shelley
RE: RFP # 01-2021

5. Bid Opening – All submissions will be opened in private.
6. Proposal Requirements – The proposal must be clearly laid out and must address the following items:
 - a. References – please include the names and contact information of at least two references for which you have provided similar services.
7. Inquiries regarding this RFP are to be submitted to Bonnie Slack, Operations Coordinator, email; administration@nstq.org

RFP 01-2021
Northern Shuswap Tribal Council
17 South First Avenue, Williams Lake, BC V2G 1H4
Email: administration@nstq.org
Fax: 250-392-6158 / Phone: 250-392-7361

The Northern Shuswap Tribal Council reserves the right to select one or more vendors for further consideration following the initial proposal evaluation process. The Northern Shuswap Tribal Council **may require** in-person presentations or interviews with vendors selected for final consideration, prior to negotiating a vendor contract.