

Town of Port McNeill

P.O. Box 728
Port McNeill, BC V0N 2R0



Town Office: (250) 956-3111

Fax: (250) 956-4300

reception@portmcneill.ca

January 25, 2024

The Town of Port McNeill is requesting proposals for custodial services for their municipal buildings. The term of the agreement will be twelve months with the possibility of an extension.

All submissions must be received by the Town Office by 4:00pm on February 16, 2024.

Submissions can be emailed: reception@portmcneill.ca

Hand delivered: 1775 Furney Place, Port McNeill

Mailed: Town of Port McNeill
PO Box 728
Port McNeill, BC V0N 2R0

The successful contractor must:

- Carry out the cleaning requirements for Municipal buildings as outlined in Schedule "A" in an effective and businesslike manner.
- Supply all necessary cleaning supplies and equipment required to carry out the requirements of Schedule "A".
- Ensure that all Municipal buildings are locked and secured after carrying out cleaning requirements.
- Report to the Town Office any works or major repairs required to be undertaken or any damage to be dealt with upon discovery.
- Provide Comprehensive General Liability Insurance in an amount not less than \$2,000,000 with a provision naming the Town as an additional insured.
- Provide a copy of current clearance letter from Worksafe BC.
- Provide a copy of current Port McNeill Business License.
- The Contractor will be responsible for all government remittances, including, but not limited to Employment Insurance, Canada Pension Plan, Worksafe BC, and any Income Tax payable under the Income Tax Act.

Request for Proposal – Town of Port McNeill Custodial Services

Company Name: _____

Contact Person: _____

Contact Number: _____ Contact Email: _____

In the submission, include a resume or a brief description of why your company is suitable for this contract and two references.

Propose rates for the following:

<u>Description</u>	<u>\$ Weekly</u>	<u>\$ Per Cleaning</u>
Community Hall		
Ball Fields		
Old School		
Town Office		
Public Works		
Museum		
Cottage		