



Municipal Office Cleaning Guidelines

This is to be a one-year contract with the option of renewal. Cleaning is to take place Tuesday, Wednesday & Friday at the municipal office anytime after 6:00 pm. All cleaning supplies are picked up by cleaning staff however paid for by the RM of Morris.

The following should be done at the Municipal Office (207 Main Street, Morris, MB)

Daily:

- Empty garbage, recycling & shredding containers, and dispose of appropriately including bringing cart to the road for pickup
- Clean bathrooms (mirrors, toilets, sinks, walls and floors) and ensure that toilet paper, paper towel holders, urinal pucks and soap are re-stocked
- Wash all floors (as required) & chair mats
- Vacuum rugs
- Collect all dirty dishes (wash, dry and put away) and coffee pot
- Wipe down kitchen counter & table
- Wipe down office desks, furniture, door handles and Council room tables

Weekly:

- Clean Monitors, photocopier, wipe down phones, keyboards, computer mouse and office chairs

Monthly:

- Remove scuff marks from the walls and doors
- Dusting
- Microwave & coffee machine

Annually:

- Hallway lights and office sconces
- Fridge/Freezer

Bi-Annually:

- Clean windows (both sides) both interior and exterior (weather permitting)
- Wax and seal tiled floor

The following is to be done as needed or as directed:

- Wash towels and tea towels when needed

Please supply 2 references.

Tender Awarding Criteria: The Municipality will consider the following criteria and the lowest price may not determine the successful tender. These criteria will include;

- Delivery of service
- Past experience with like organizations
- Price
- Quality of previous experience
- The capacity of the supplier to meet the requirements of the proposal

The Municipality is not required to accept any bid if the Municipality decides not to proceed with the tender. The Municipality also retains the right to reject any tender for any of the above criteria.

The successful proponent will sign a one year contract with the Municipality.

Tender Deadline: The Municipal Building Cleaning Tender Sheet must be returned by 12:00 noon, central time July 19, 2024.

It will be accepted by personal delivery, mail or e-mail (info@rmofmorris.ca)

For more information, please contact: Wes Unrau, Chief Administrative Officer
Phone: 204-746-7300

RURAL MUNICIPALITY OF MORRIS

Box 518 207 Main Street North
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Telephone: (204) 746-7300
e-mail: info@rmofmorris.ca

Municipal Building Cleaning Tender Sheet

RETURN THIS PAGE BY THE REQUESTED DEADLINE

July 19th, 2024 @ 12:00 Noon.

Return by dropping off at the Municipal office, regular mail, or email.

All information on this page must be completed or the tender will not be considered

NAME (please print) _____

BUSINESS NAME (if applicable) _____

Mailing Address _____

Phone Number _____

Tendered Cost Per Month _____

Signature _____ Date _____