



Public Works Shop Cleaning Tender

This is to be a one-year contract with the option of renewal. Cleaning is to take place on Tuesdays, Wednesdays & Fridays at the RM of Morris Public Works Shop anytime after 5:30 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 RM of Morris Public Works Shop (1126 Hwy 205: Rosenort, MB)

Daily:

- Empty garbage
- Clean bathrooms (mirrors, toilets, sinks, walls and floors) and ensure that toilet paper, paper towel holders and soap are re-stocked
- Wash all floors
- 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

Weekly:

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

Monthly:

- Dusting
- Cleaning Microwave & coffee machine

Annually:

- Fridge/Freezer

Bi-Annually:

- Clean windows (both sides) both interior and exterior (weather permitting)

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 Public Works Shop Cleaning Tender Sheet must be returned by 12:00 noon, central time July 26, 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

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Public Works Shop Cleaning Tender Sheet

RETURN THIS PAGE BY THE REQUESTED DEADLINE

July 26th, 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 _____