

December 14, 2023

Request for Proposal
For
Linen Services
For 2024 through 2026 at
Four Municipal Offices

The proposal includes all work required for rental and weekly collection and cleaning of linens, floor mats and hand towels, and returning cleaned items at the following locations:

- East Selkirk Public Works Office, 155 C.I.L Road
- East Selkirk Municipal Administration Office, 1043 Kittson Road
- Libau Landfill, 37175 Rd 88 N
- Beconia Public Works Office, 39078 PR 500

Proposal is to be for a three year period starting in 2024 and ending at the end of 2026.

SCOPE OF SERVICES

Complete linen rental and cleaning services in the R.M. of St. Clements. The proposed scope of linen services includes the following tasks:

- Rental of employee uniforms consisting of coveralls, shirts, pants.
- Rental of floor mats and hand towels for office and shop spaces.
- Collection of soiled linens and mats at the four above mentioned locations on a weekly basis.
- Cleaning soiled linens and mats.
- Returning cleaned linens and floor mats to the four above mentioned locations.

UNIFORM REQUIREMENTS

- Each public works employee shall be provided with 5 each of: shirt, pants, and coveralls
- Shirts and coveralls shall be embroidered with the employee's name
- Approximately 19 employees require uniforms, which is subject to change at any time
- New employees are to be provided new uniforms as required

Rural Municipality of St. Clements
Box 2, Group 35, RR 1
1043 Kittson Road
East Selkirk, Manitoba, R0E 0M0
Office Phone: 204-482-3300
Winnipeg Phone: 204-474-2642
Toll Free: 1-888-797-8725
Fax: 204-482-3098
Email: info@rmofstclements.com
www.rmofstclements.com

MATT AND TOWEL REQUIREMENTS

East Selkirk Public Works Office

- 3 – 3x5 Scraper Mat
- 4 – 3x5 Shadow Mat
- 2 – 4x6 Shadow Mat
- 6 – 3x10 Shadow Mat
- 1 – 4x8 Shadow Mat
- 6 – Blue Roll Towels

East Selkirk Municipal Administration Office

- 1 – 3x5 Scraper Mat
- 1 – 4x6 Scraper Mat
- 1 – 4x6 Waterhog Mat
- 1 – 3x5 Shadow Mat
- 1 – 4x6 Shadow Mat
- 4 – 3x10 Shadow Mat
- 1 – 4x8 Shadow Mat

Libau Landfill

- 1 – 3x5 Scraper Mat
- 1 – 3x5 Shadow Mat
- 1 – 3x10 Shadow Mat
- 3 – Blue Roll Towels

Beaconia Public Works Office

- 1 – 3x5 Scraper Mat
- 2 – 3x5 Shadow Mat
- 1 – 3x10 Shadow Mat
- 3 – Blue Roll Towels

SCHEDULE

- Soiled linens, mats and towels are to be collected weekly and be returned cleaned and useable on the next delivery cycle.

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- Contract shall be for three years of service ending December 31, 2026.

PRICES

Prices shall be for each item, per weekly delivery cycle, and include all expenses, such as fees, expenses, and, including all taxes, except GST shall be extra.

PROPOSAL SUBMITTAL

Proposals shall be submitted via email, to pwpt@rmofstclements.com, to Sean Collins, Public Works Project Technician, RM of St. Clements, or dropped off at Public Works Office, 155 CIL Road.

Deadline for questions is January 12th, 2024, 2:00 pm.

Deadline for submittal is January 19th, 2024, 2:00 pm.

Questions, comments, concerns can be via email, or by calling Sean Collins, 204-482-3300.