



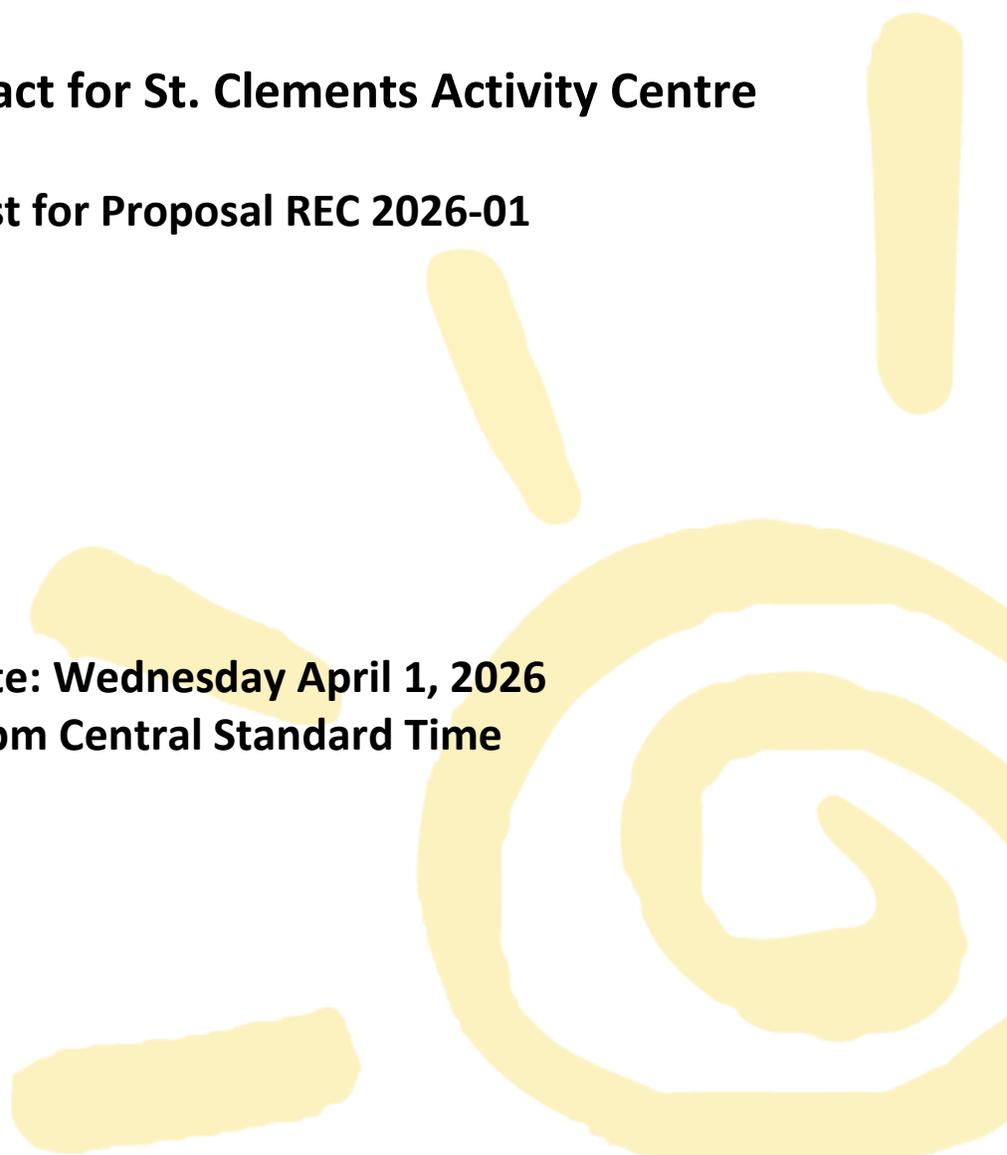
St. Clements
The place to be

**RURAL MUNICIPALITY OF ST. CLEMENTS
REQUEST FOR PROPOSAL (RFP)**

Custodian Contract for St. Clements Activity Centre

Request for Proposal REC 2026-01

**Due Date: Wednesday April 1, 2026
4:00 pm Central Standard Time**



This RFP seeks proposals for comprehensive janitorial services at the St. Clements Activity Centre located at 88 Donald Rd in Narol Manitoba. The contractor must supply all tools, equipment, materials, consumables, and garbage can liners to maintain high cleanliness standards.

1. Introduction

Qualified providers are invited to bid on janitorial services for the ~10,000 sq ft facility operating hours TBD. Services ensure a clean, safe, welcoming environment.

2. Project Overview

- **Objective:** Achieve top cleanliness, hygiene, and safety standards.
- **Contract Duration:** 1-year initial term with option for 2-year extension after term completion, subject to performance review.
- **Start Date:** Upon facility opening. Or when requested.
- **Optional Site Visits:** March 25, 2026 (1:30-2:30pm); RSVP to recreation@rmofstclements.com.

3. Facility Description

- **Areas:** Lobby/reception, office, multipurpose room, gymnasium, 3 restrooms, kitchen, storage, hallways, community living room, exterior entrances/walkways.
- **Cleaning Schedule:** 5 nights/week after 6pm, plus event cleanings.

4. Detailed Scope of Work

Daily Services: Disinfect restrooms (sinks, toilets, mirrors, supplies, receptacles); dust/vacuum offices/meeting rooms; clean kitchen (counters, appliances, trash); mop/sweep common areas; remove garbage/recyclables; maintain logs.



Weekly Services: Wet mop floors/baseboards; dust blinds/furniture; clean vertical surfaces/restroom walls.

Monthly/Periodic: Deep clean floors/windows; exterior walkways; polish hardware; clear drains.

Special Services: Event cleanups, spills, extra disinfection.

Contractor Supplies (Required): All tools/equipment (mops, vacuums, polishers), chemicals (disinfectants, cleaners), washroom consumables (paper products, soap, sanitizer, napkins), garbage liners. Maintain on-site stock (weekly/24-hour delivery); compatible with facility dispensers. Staff may use supplies.

Gym: Dust/damp mop only (no recoating).

5. Contractor Requirements

- **Staffing:** Adequate, trained, and supervised staff.
- **Identification:** All staff must wear uniforms and visible ID badges.
- **Background Checks:** All employees must be at least 18, able to speak and understand English, have no felony convictions, and **have all necessary vulnerable sector checks.**
- **Equipment/Supplies:** Contractor to provide any necessary supplies that are not already available at the facility.
- **Safety:** Adherence to all local safety standards; staff must be trained in safe chemical use and PPE.
- **Insurance:** Proof of adequate liability and worker's compensation insurance.
- **Documentation:** Maintain daily log sheets and submit monthly reports to the facility manager.
- **Confidentiality:** Staff must not access or use any confidential documents or materials.



6. Proposal Submission Requirements

- Company profile, including years in business and relevant experience.
- Detailed cleaning plan and schedule for each area.
- Staffing plan (number of staff per shift, supervision).
- List of cleaning products and equipment to be used.
- Safety and training protocols.
- References from at least three similar facilities.
- Proof of insurance and bonding.
- Detailed, itemized pricing by service and frequency.
- Sample log sheets and checklists to be used.
- Proposed transition plan for contract start.

Item Category	Description	Monthly Unit Cost	Annual Unit Cost
Cleaning Tools & Equipment	Mops, buckets, brooms, dusters, polishers/pads, vacuums	\$ _____	\$ _____
Cleaning Chemicals	General/restroom disinfectants, floor/glass cleaners	\$ _____	\$ _____
Sanitization Dispensers	Janitorial/kitchen sink dispensers	\$ _____	\$ _____



Item Category	Description	Monthly Unit Cost	Annual Unit Cost
Washroom Consumables	Toilet paper, towels, tissue, soap, sanitizer, napkins	\$_____	\$_____
Garbage Can Liners	Interior garbage/recycling receptacles	\$_____	\$_____
Stock Management & Delivery	On-site maintenance, weekly/24-hour replenishment	\$_____	\$_____
Total Supplies Cost	Sum of above	\$_____	\$_____

The Above table is an optional way of presenting this cost. Proponents can submit the costs for this how they see fit preferably in a monthly format

7. Evaluation Criteria

Evaluation Criteria	Score
Experience and qualifications	20
Approach and Methodology	25
Cost-effectiveness	30
References and track record	15
Compliance with safety, security, and environmental standards	10



8. Instructions to Proposers

- **Submission Deadline:** April 1, 2026

Submission Method: Proposals must be submitted either electronically in PDF format to Brenden at recreation@rmofstclements.com, or as a physical paper copy mailed to Box 2 Grp 35 RR1, ROE OMO East Selkirk MB . The subject line should include RFP REC 2026-01. Proposals are due by April. 1, 2026 at 4:00pm.

- **Optional Pre-proposal Site Visit:** March 25, 2026 from 1:30pm-2:30pm
- **Questions/Clarifications:** March 30, 2026

9. Attachments

- Facility floor plans.
- Cleaning specifications checklist.
- Log sheet template.





Daily Cleaning Checklist

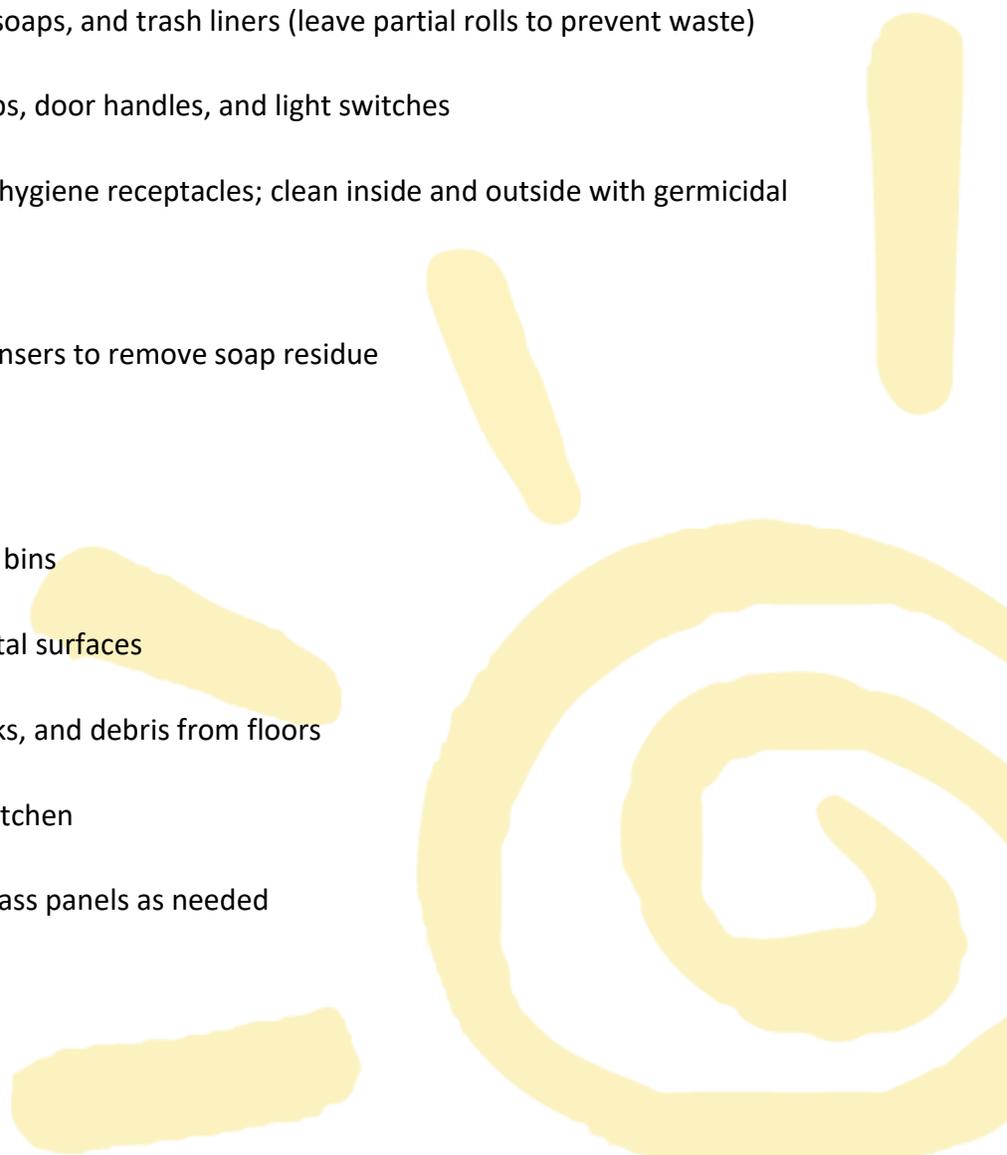
Restrooms

- Clean and disinfect all sinks, basins, urinals, and toilets
- Clean and disinfect partitions, walls, doors, stall handles, and fixtures
- Polish mirrors
- Replenish all paper products, soaps, and trash liners (leave partial rolls to prevent waste)
- Clean and disinfect countertops, door handles, and light switches
- Empty all waste and feminine hygiene receptacles; clean inside and outside with germicidal cleaner
- Clean under and around dispensers to remove soap residue

Offices/Meeting Rooms

- Empty and replace liners in all bins
- Dust/vacuum all clear horizontal surfaces
- Remove visible dirt, shoe marks, and debris from floors
- Return cafeteria crockery to kitchen
- Spot clean walls, doors, and glass panels as needed

Kitchen





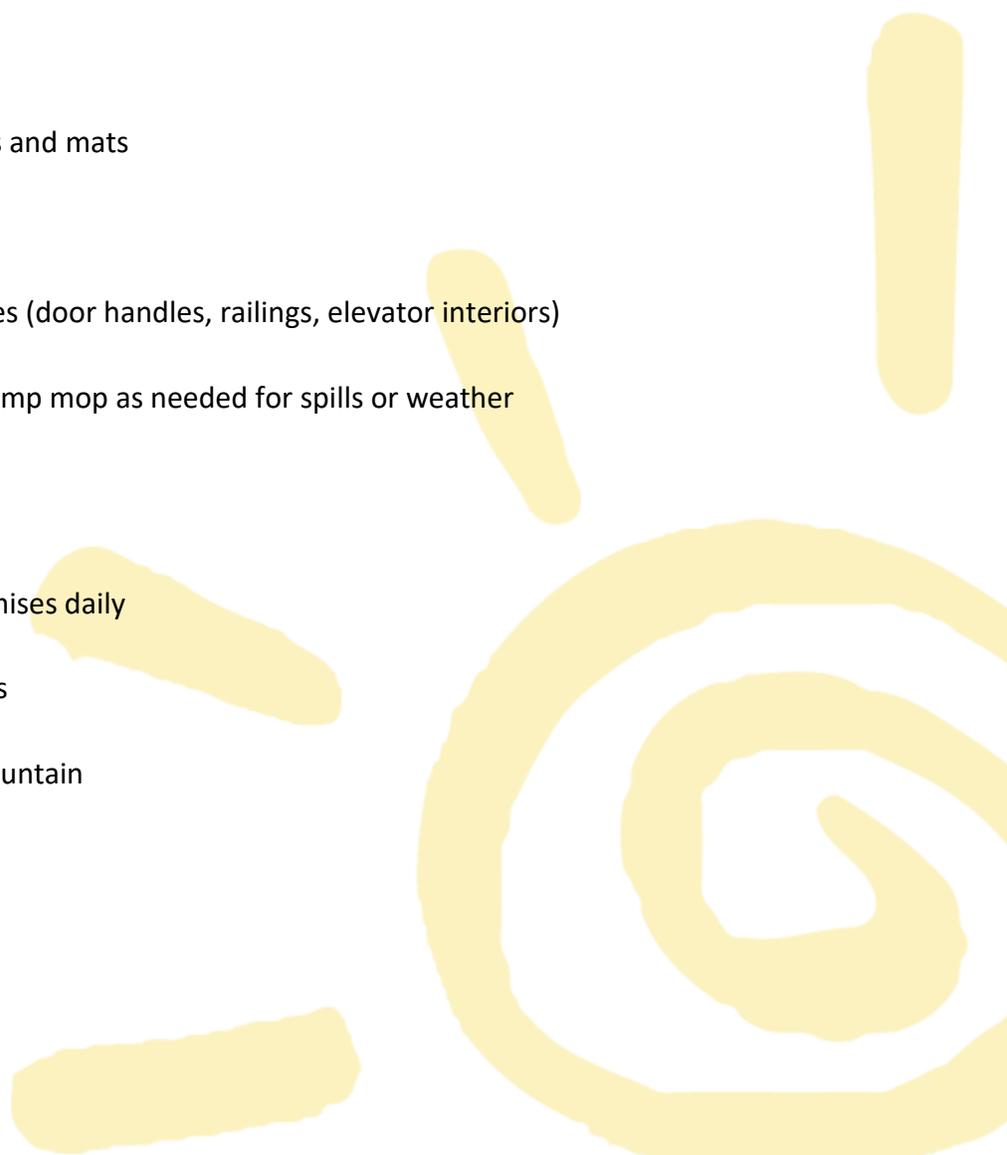
- Clean and disinfect all countertops, tables, and sinks
- Wipe down chairs
- Clean inside and outside of microwaves
- Clean outside of refrigerators, coffee machines, and other appliances
- Remove trash and replace liners

Common Areas/Lobbies

- Sweep, mop, or vacuum floors and mats
- Clean entry doors and glass
- Wipe down high-touch surfaces (door handles, railings, elevator interiors)
- Dust mop all hard surfaces; damp mop as needed for spills or weather

General

- Remove all garbage from premises daily
- Properly dispose of recyclables
- Clean and disinfect drinking fountain
- Clean and clear all drains





- Sweep/vacuum stairs and wipe walls behind trash containers
- Maintain a daily log sheet for all tasks (to be submitted monthly)

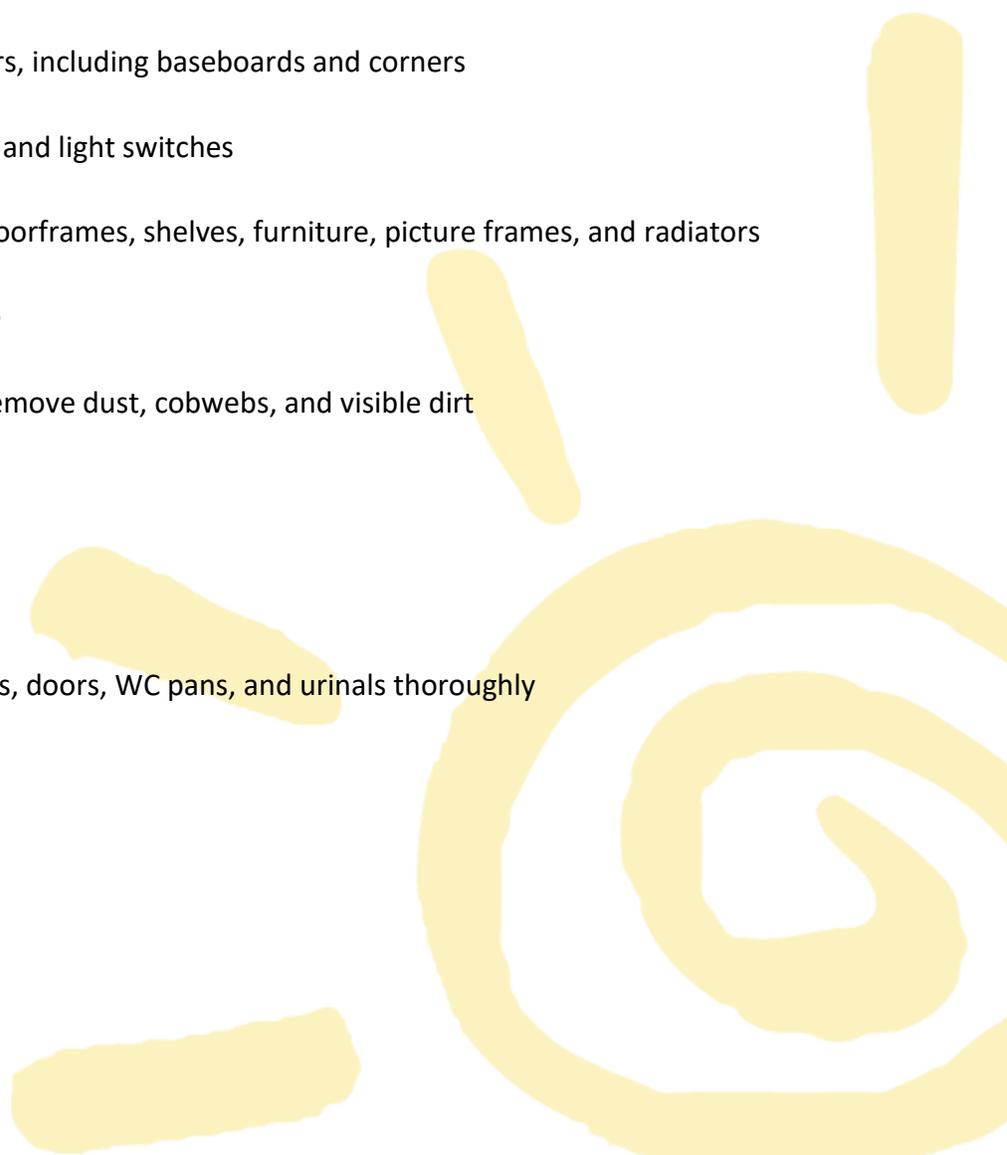
Weekly Cleaning Checklist

All Areas

- Wet mop all hard surface floors, including baseboards and corners
- Clean all door fronts, handles, and light switches
- Dust all blinds, window sills, doorframes, shelves, furniture, picture frames, and radiators
- Vacuum upholstered furniture
- Clean all vertical surfaces to remove dust, cobwebs, and visible dirt

Restrooms

- Clean and wash restroom walls, doors, WC pans, and urinals thoroughly





Monthly/Periodic Cleaning Checklist

All Areas

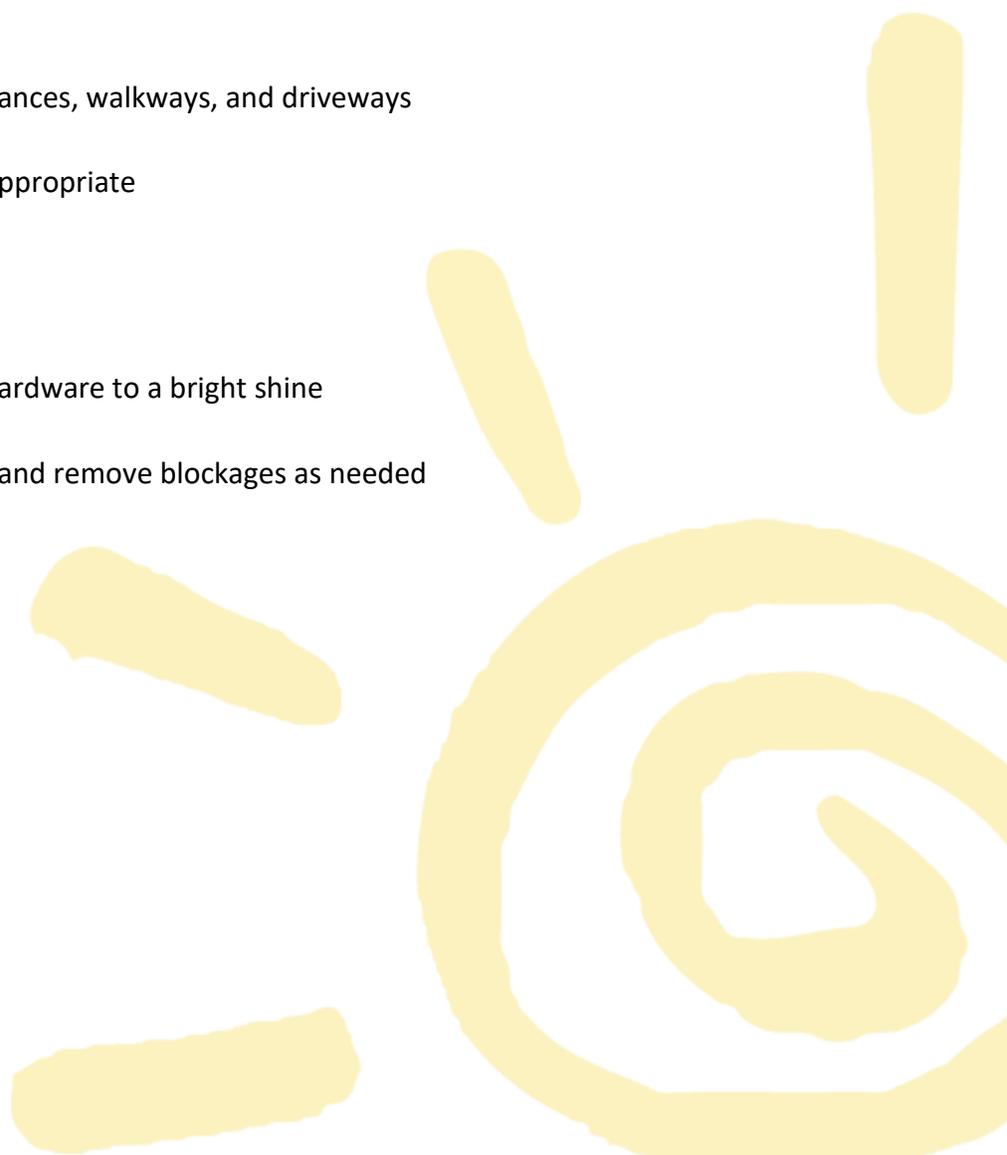
- Deep clean all floors (machine scrub, extraction as needed)
- Clean all interior windows and ledges

Exterior

- Sweep and clean exterior entrances, walkways, and driveways
- Hose down exterior areas as appropriate

Restrooms & Kitchens

- Clean and polish all exposed hardware to a bright shine
- Clean all drains/sewage pipes and remove blockages as needed





Comprehensive Cleaning Log Sheet

Date: _____ Area/Room: _____ Frequency: Daily Weekly Monthly

Task	Time	Initials	Notes	Task	Time	Initials	Notes
Restrooms				Offices/Meeting Rooms			
Clean/disinfect sinks, etc.				Empty/replace bin liners			
Clean/disinfect partitions, etc.				Dust/vacuum surfaces			
Polish mirrors				Remove dirt from floors			
Replenish supplies				Return crockery to kitchen			
Clean/disinfect counters, etc.				Spot clean walls, doors			
Empty/clean receptacles				Wet mop floors (W)			
Clean under dispensers				Clean doors/switches (W)			



Task	Time	Initials	Notes	Task	Time	Initials	Notes
Wash restroom walls (W)				Dust blinds, etc. (W)			
Clean/polish hardware (M)				Vacuum furniture (W)			
Clean drains/pipes (M)				Clean vertical surfaces (W)			
Kitchen				Common Areas/Lobbies			
Clean/disinfect counters, etc.				Sweep/mop/vacuum floors			
Wipe down chairs				Clean entry doors/glass			
Clean microwaves				Wipe high-touch surfaces			
Clean appliances				Dust mop hard surfaces			
Remove trash/replace liners				Wet mop floors (W)			



Task	Time	Initials	Notes	Task	Time	Initials	Notes
Clean/polish hardware (M)				General			
Monthly/Periodic Tasks				Remove garbage			
Deep clean floors				Dispose of recyclables			
Clean windows/ledges				Clean drinking fountain			
Clean exterior entrances				Clean/clear drains			
				Sweep/vacuum stairs			
				Maintain log sheet			

Additional Notes/Comments: _____

Completed By: _____ **Supervisor**
Signature: _____

Key: (W) = Weekly, (M) = Monthly

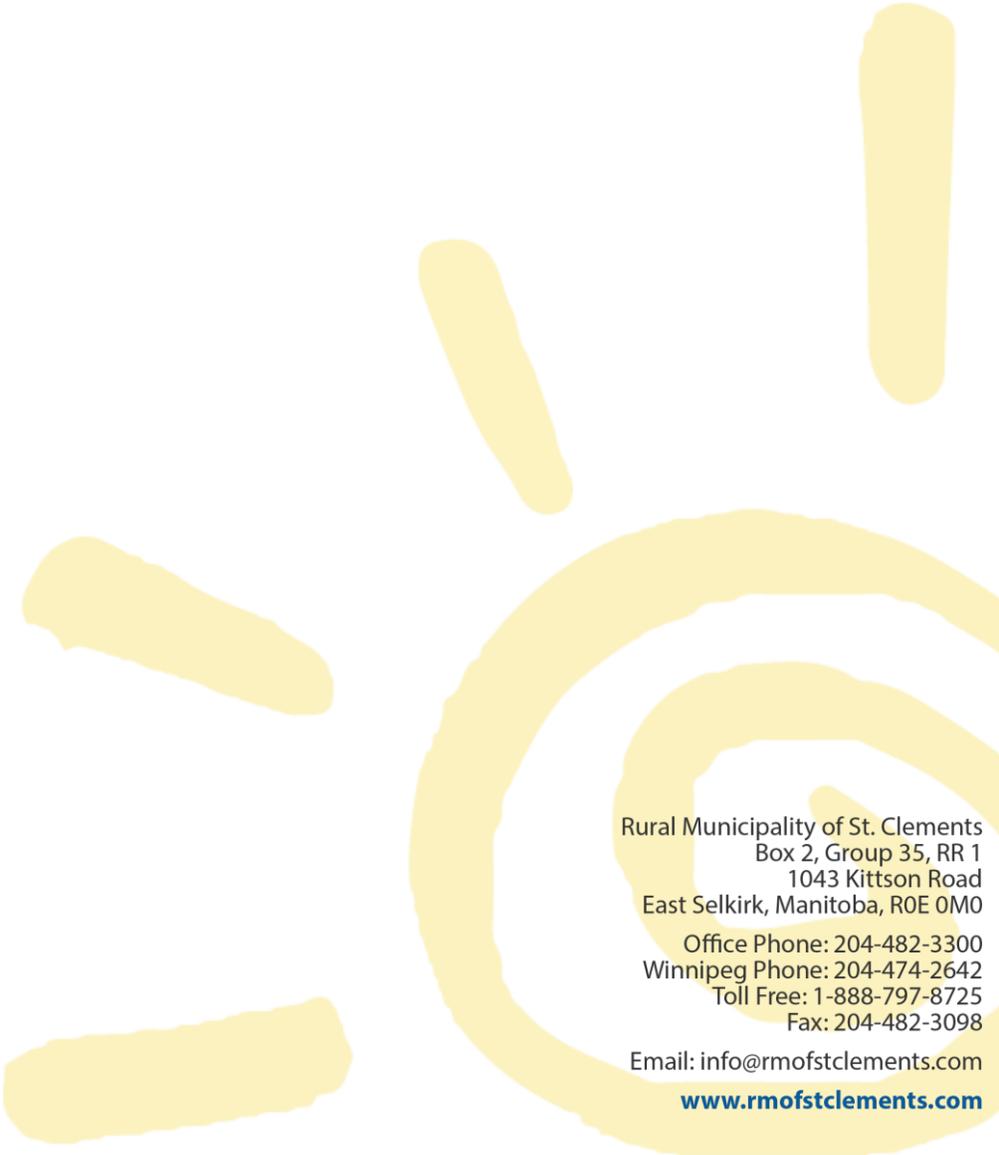
Instructions:



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- Check frequency (Daily, Weekly, Monthly).
- Fill in time, initials, and notes.
- Supervisors review and sign regularly.

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Rural Municipality of St. Clements
Box 2, Group 35, RR 1
1043 Kittson Road
East Selkirk, Manitoba, R0E 0M0

Office Phone: 204-482-3300

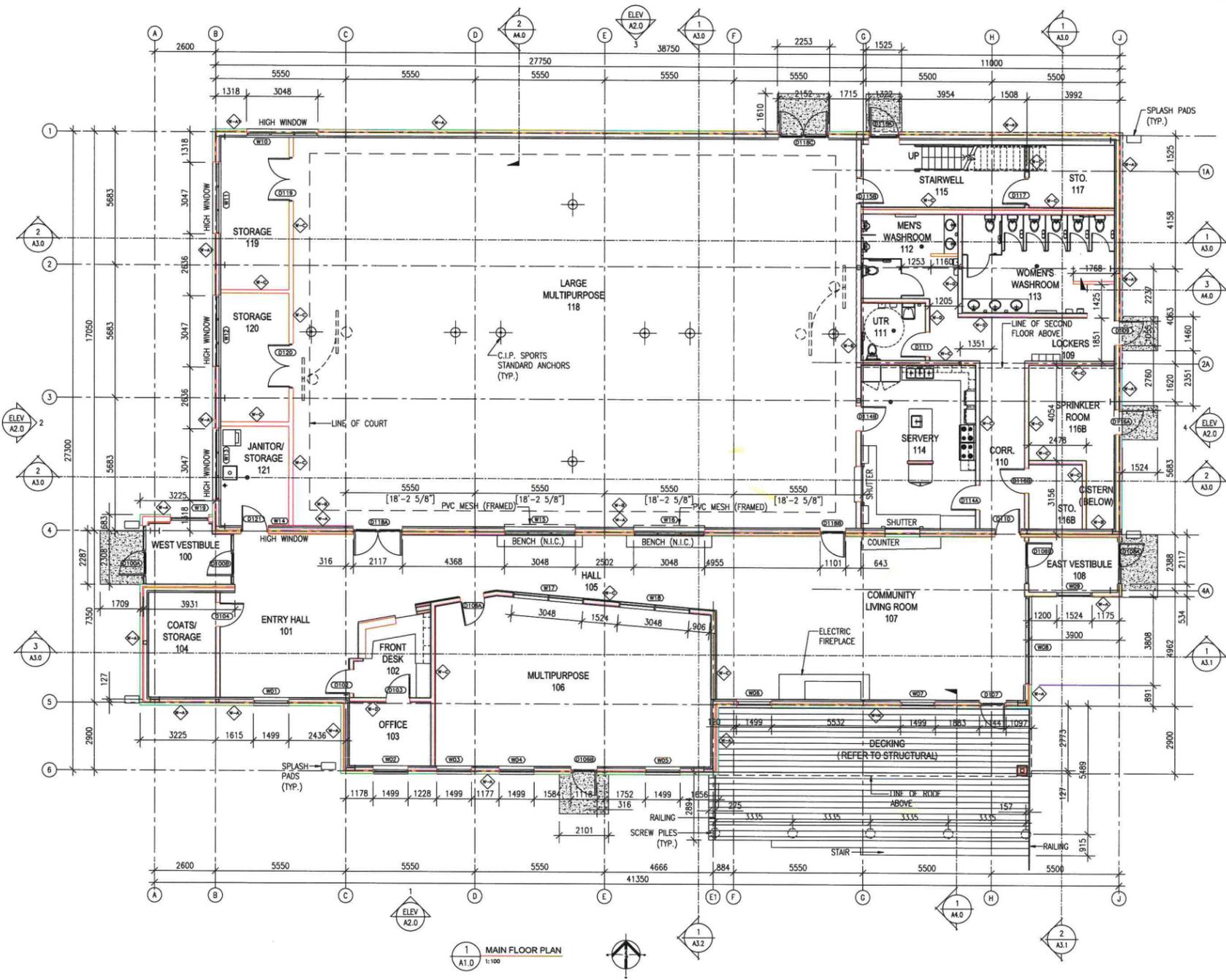
Winnipeg Phone: 204-474-2642

Toll Free: 1-888-797-8725

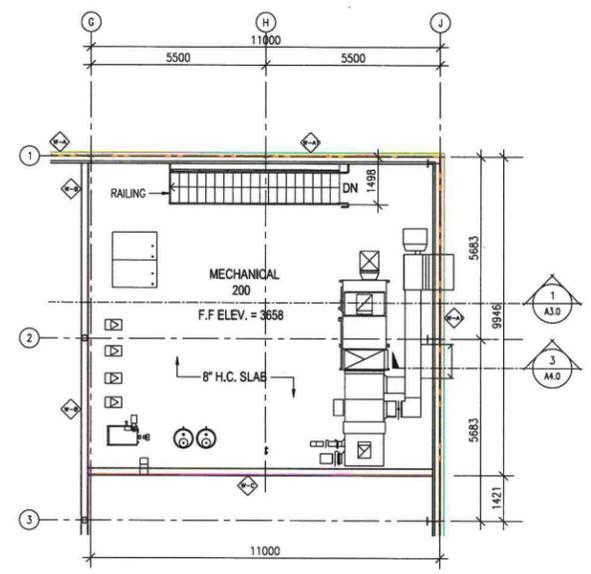
Fax: 204-482-3098

Email: info@rmofstclements.com

www.rmofstclements.com



1 MAIN FLOOR PLAN
A1.0 1:100



2 SECOND FLOOR PLAN
A1.0 1:100



ISSUED FOR CONSTRUCTION	12/15/2023	AP
ISSUED FOR REVIEW	11/01/2023	AP
DESCRIPTION	DATE	BY
REVISIONS		

Arsenio G. Pagunuran
ARCHITECT
11 BATHUR PLACE, WINNIPEG, MB, CANADA R2W 1K6
TEL: (204) 941-1111
EMAIL: ap@arseniopagunuran.com



Frovich & Associates
120 St. Annes Road
Winnipeg, MB
R2M 2Z2
(204) 254-0666

Job Title
**SOUTH ST. CLEMENTS
ACTIVITY CENTRE**

ST. CLEMENTS, MANITOBA

Sheet Title
**FLOOR PLAN
SECOND FLOOR**

Drawn JP	Date 11/01/2023	Drawing No. A1.0
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