



MUNICIPALITÉ
STE. ANNE
MUNICIPALITY

REQUEST FOR QUOTATION

CUSTODIAL SERVICES

RFQ Closing Date:	October 30, 2026
Closing Time:	4:00 PM
Contract Term:	Two (2) Years, starting January 1, 2027

The Rural Municipality of Ste. Anne (the "Municipality") is requesting quotations from qualified contractors to provide weekly custodial and cleaning services for the Municipal Office and Public Works Workshop.

The Municipality is seeking a reliable contractor for a two-year period. In addition to the weekly routine cleaning, proponents are asked to provide unit pricing for optional deep-cleaning services that may be requested by the Municipality on an as-needed basis. There is no guaranteed quantity or frequency for optional services.

The successful contractor will be responsible for supplying all labour, cleaning products, supplies and equipment necessary to complete the work, except where otherwise specified by the Municipality.

LOCATIONS

Custodial services will be required at the Municipality's main administrative and Public Works facilities. The facilities generally include:

Municipal Office

- Fewer than 10 individual offices/workspaces
- Council Chamber/meeting room
- Breakroom/staff area
- Copy room, filing room and kitchen
- Public and staff washrooms
- Hallways, entrances and common areas

Public Works Workshop

- Large workshop area (not included in the scope of this contract)
- 3 individual offices
- Breakroom
- Washrooms / shower facility
- Entrances, hallways, and other applicable common areas

There are a total of approximately:

- Five (5) washrooms
- One (1) shower
- Two (2) breakrooms
- One (1) Council Chamber
- Thirteen (13) offices

Proponents are encouraged to inspect the facilities prior to submitting a quotation to ensure they understand the size, layout and cleaning requirements.

CONTRACT TERM

The proposed contract will be for a period of two (2) years, subject to satisfactory performance and compliance with the terms of the agreement.

WEEKLY ROUTINE CLEANING

Routine cleaning will generally be required once per week and will include, at minimum, the following services:

Council Chamber, Common & Administrative Areas

- Vacuum carpets and floor mats
- Sweep and/or mop hard-surface floors
- Empty waste and recycling receptacles, place refuse outside in the garbage bin, replace liners as required
- Dust accessible surfaces, furniture, ledges, window and door sills, etc.
- Wipe and disinfect high-touch surfaces, including door handles and light switches
- Clean interior entrance and lobby glass and doors as required
- Clean and sanitize tables, desks, counters and other commonly used surfaces
- Spot-clean walls, doors and other surfaces as required
- Return furniture and other items moved during cleaning to their original location

Washrooms

- Clean and disinfect toilets and urinals
- Clean and disinfect showers and shower stall
- Clean and disinfect sinks, counters and fixtures
- Clean mirrors
- Replenish toilet paper, paper towel and soap from supplies provided by the Municipality, unless otherwise agreed, ensuring sufficient stock for the week
- Clean and disinfect high-touch surfaces

Breakrooms

- Clean and disinfect counters, tables and sinks
- Wipe exterior surfaces of appliances
- Clean microwave and fridge / freezer interior as required

- Clean dishes and coffee machine as required
- Collect, wash, replace linens

Workshop/Common Areas

Cleaning of the Public Works Workshop will focus on administrative, hygiene and common use areas. The contractor will not be expected to clean in the garage / shop area, (other than the washroom and shower room), perform industrial cleaning, clean machinery or equipment, or remove hazardous materials unless specifically agreed to in writing.

OPTIONAL DEEP-CLEANING SERVICES - AS REQUESTED

The Municipality may request additional deep-cleaning services from time to time. These services are not included in the weekly routine cleaning price unless specifically requested and authorized by the Municipality. Proponents must provide a separate unit price for each service below. The Municipality may select any combination of services and is not obligated to purchase any minimum quantity.

Optional Service	Unit Price
All interior windows and glass partitions	\$_____ per service
Cleaning behind/under movable furniture	\$_____ per service
Walls and doors - detailed washing	\$_____ per service
Only entrance areas - detailed/deep cleaning	\$_____ per service
Carpet extraction / shampooing	\$_____ per service
Hard-floor machine scrubbing / deep cleaning	\$_____ per service
Exterior window cleaning	\$_____ per service
Upholstery (chairs)	\$_____ per hour
Other services available, not listed above	

Where a listed service cannot reasonably be priced as a single unit without a site-specific scope, the proponent may state an hourly rate or describe the basis on which the service will be quoted. Any optional service must be approved by the Municipality before work begins.

CLEANING PRODUCTS & EQUIPMENT

The contractor will be responsible for supplying all cleaning products, chemicals, tools and equipment required to perform the work. Products must be appropriate for the surfaces being cleaned, used according to manufacturer instructions, properly labelled and stored, compliant with applicable workplace health and safety requirements, and suitable for use in a public municipal workplace. Low scent or scent free products preferred.

The contractor will maintain Safety Data Sheets (SDS) for applicable products. The Municipality will provide consumable products used by staff and the public, such as toilet paper, paper towel, hand soap, recycling and garbage bags, unless otherwise agreed.

CONTRACTOR RESPONSIBILITIES

- Communicate low stock promptly
- Provide adequate and reliable staffing to complete the work
- Ensure personnel are appropriately trained
- Ensure cleaning is completed in a professional and satisfactory manner
- Comply with applicable occupational health and safety requirements
- Immediately report damage, maintenance concerns, security concerns or other unusual conditions
- All hired staff must maintain confidentiality regarding information encountered while working within municipal facilities
- Ensure municipal buildings are properly secured upon completion of cleaning
- Be responsible for keys, access cards, alarm codes or other access information provided by the Municipality
- Correct deficiencies identified by the Municipality within a reasonable timeframe

The contractor and its employees must not access files, desks, cabinets, computers or other municipal records except where access is specifically required to perform the cleaning services.

INSURANCE & WORKERS COMPENSATION

Prior to commencing work, the successful contractor will be required to provide:

- Proof of Commercial General Liability Insurance satisfactory to the Municipality
- Proof of Workers Compensation Board of Manitoba coverage or confirmation of independent contractor status, where applicable
- Any other documentation reasonably required by the Municipality

The contractor will be responsible for maintaining required coverage throughout the contract period.

HOURS OF WORK & BUILDING ACCESS

Cleaning services will generally be performed outside regular municipal office hours unless otherwise approved by the Municipality. Municipal Office hours are 7:30 am – 4:30 pm Mon-Fri, (excl. Holidays), and Tuesday and Wednesday evenings.

The Municipality will coordinate building access with the successful contractor. The successful contractor will be responsible for ensuring all doors and windows are secured and applicable security systems are properly armed when leaving the facilities.

QUOTATION REQUIREMENTS

Quotations should include:

1. Contractor/business name and contact information
2. Experience providing commercial, institutional or municipal cleaning services
3. At least two references, where available
4. Proposed weekly routine cleaning price, for each building, separate or combined

5. Completed optional additional cleaning unit price schedule
6. Total annual cost for weekly routine cleaning
7. Total two-year cost for weekly routine cleaning
8. Applicable taxes shown separately
9. Confirmation that cleaning products, equipment and labour are included
10. Identification of any services or costs excluded from the quotation
11. Any additional information the proponent believes may be relevant

Prices should remain firm for the contract term unless otherwise clearly stated in the quotation. Optional deep-cleaning services will be invoiced only when requested and authorized by the Municipality.

A template is provided for ease of use but is not mandatory so long as all requested information is provided.

Please feel free to include any additional relevant information with your quote.

EVALUATION OF QUOTATIONS

The Municipality is not obligated to accept the lowest-priced quotation. Quotations may be evaluated based on total weekly service cost, optional service pricing, relevant experience, references, ability to meet the required service schedule, completeness of the quotation, proposed approach and overall value to the Municipality. The Municipality reserves the right to request clarification or additional information from any proponent.

MUNICIPALITY'S RIGHTS

The Municipality reserves the right, in its sole discretion, to:

- Accept or reject any or all quotations
- Accept a quotation that is not the lowest-priced submission
- Waive minor informalities or irregularities
- Request clarification from proponents
- Negotiate with one or more proponents
- Cancel or modify this RFQ process at any time
- Not award a contract as a result of this RFQ

Submission of a quotation does not create a contractual relationship with the Municipality. A contract will only exist once an agreement has been approved and executed by the Municipality. Proponents are responsible for all costs associated with preparing and submitting their quotation.

SITE VISIT / QUESTIONS

Proponents wishing to view the facilities or obtain clarification regarding the required services may contact:

Rural Municipality of Ste. Anne
395 Traverse Road
Ste. Anne, Manitoba

Phone: 204-422-5929

Email: general@rmofsteanne.com

SUBMISSION OF QUOTATIONS

Quotations must be received no later than:

Date: **October 30, 2026** Time: **4:00 PM**

Quotations may be submitted to:

Rural Municipality of Ste. Anne

395 Traverse Road

Box 6, Grp 50, RR 1

Ste. Anne, MB R5H 1R1

Email: general@rmofsteanne.com

Quotations should be clearly identified as: "RFQ - Custodial Services"

QUOTATION FORM

Company/Contractor Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Weekly Routine Cleaning Pricing

Service	Quoted Price
Weekly Routine Cleaning	\$_____ per week
Total Annual Cost - Weekly Service	\$_____
Total Two-Year Cost - Weekly Service	\$_____
GST	\$_____

Optional Deep-Cleaning Pricing

Complete the unit-price schedule above. Optional services are not included in the two-year base contract total and will be billed only when requested by the Municipality.

Other charges, minimum call-out charges or exclusions:

I confirm that the weekly pricing includes all labour, cleaning products, equipment, transportation and other costs necessary to perform the routine services described in this RFQ, except for exclusions specifically identified above. Optional deep-cleaning services will be charged at the unit prices provided above when authorized by the Municipality.

Authorized Signature: _____

Name: _____

Date: _____