REQUEST FOR PROPOSALS:

CONTRACT CLEANING SERVICES

TOWN OF ST. LAWRENCE TOWN HALL & FIRE HALL

Issue Date: November 4, 2026

Closing Date/Time: November 27, 2026 at 4:00 p.m.



Contact: Jerome Slaney
Town Clerk/Manager

Town of St. Lawrence

Request for Proposals
Contract Cleaning Services

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1.0 INVITATION

The Town of St. Lawrence is requesting proposals from qualified individuals or companies to provide office cleaning services to the Town of St. Lawrence Town Hall and Fire Hall in accordance with the requirements set out below.

2.0 SCOPE OF SERVICES REQUIRED

The following duties are to be conducted as indicated:

Weekly (Mondays)

- Floors: sweep/mop floors/stairwell and vacuum/spot clean rugs in entrance.
- Bathrooms: clean toilets and toilet bowls, sinks, mirrors. Countertop, dispensers and grab bars. (four bathrooms)
- Doors, and doorknobs
- Furniture: Chambers desks, customer counter, stair railings, window ledges and heaters, dust and wipe clean.
- Kitchen/Lunchroom: clean/wipe down kitchen appliances (no stove or sink) and countertop.

Bi-Weekly (Thursdays)

- Cleaning of the St. Lawrence Fire Hall
    - Floors: sweep/mop floors/stairwell and upstairs. Vacuum/spot clean rugs in entrance.
    - Bathrooms: clean toilets and toilet bowls, sinks, mirrors. Countertop, dispensers and grab bars (two bathrooms)
    - Furniture: tables/desks, counter, stair railings, window ledges and heaters, dust and wipe clean.
    - Sweep/mop floors downstairs when required

Bi-Annually

- Windows; wash interior and exterior

The contractor will **NOT** be required to wash dishes or launder dish cloths/towels for the kitchen.

3.0 CLEANING MATERIALS AND EQUIPMENT

The Town of St. Lawrence will provide all cleaning supplies and equipment needed to complete the tasks as indicated.

4.0 PROPOSAL VALIDITY

The Contractor's proposal must remain valid for a period of 90 days after the date of closing. The stated validity period may be extended for such other period of time as may be agreed to in writing by the Contractor and the Town.

5.0 PAYMENT AND DURATION OF THE CONTRACT

Payment will be based on invoices submitted on a monthly basis.

The Contract will be for a two (2) year term commencing January 1, 2027 and ending on December 31, 2028. At the sole discretion of the Town, the term may be extended until such time as a new contract is entered into.

6.0 RFP GUIDELINES

Submission of a proposal in response to this Request for Proposal indicates acceptance of the terms and conditions. Provisions in proposal that contradict any of the terms and conditions of this EFP will be as if not written and do not exist.

The proposal shall be sealed. Marked as “RFP – Proposal for Cleaning Services” and addressed to:

Town of St. Lawrence
P. O. Box 128
St. Lawrence NL
A0E 2V0
Attn : Jerome Slaney, Town Clerk/Manager

Proposals may be submitted by email to town.manager@townofstlawrence.com subject “RFP – Proposal for Cleaning Services”.

All proposals must be received by 4:00 p.m. November 27, 2026. Proposals received after this date and time will not be considered. Amendments to a proposal may be submitted if received prior to the deadline.

Proposal may be withdrawn by written notice only, provided such notice is received at the Town prior to the deadline.

Although not mandatory, interested Contractors are highly encouraged to visit the Town Office for a better understanding of the cleaning services expected.

It is the responsibility of the Contractor to ensure all proponents of the proposal have been received by the Town.

The lowest or any proposal will not necessarily be accepted.

7.0 CONTACT INFORMATION

For any questions regarding this Request for Proposals, please contact:

Jerome Slaney, Town Clerk/Manager
Tel:709-873-2222
Fax: 709-873-3352
Email: town.manager@townofstlawrence.com

8.0 ACCESSS TO INFORMATION AND PROTECTION OF PRIVACY ACT

All proposals submitted to the Town of St. Lawrence become the property of the Town. They will be received with the understanding that the Town is subject to the provisions of the Access to Information and Protection of Privacy Act, 2015. As a result, while Section 39 of the Act does offer some protection for third party business interests, The Town cannot guarantee that all information provided to the Town can be held in confidence.