

## REQUEST FOR PROPOSAL (RFP) – JANITORIAL CONTRACT

The Village of Linden invites interested companies to provide a proposal for the provision of Janitorial Services to the Linden Community Centre – 213 1 Street SE, Linden, Alberta.

RFP ISSUED:	Monday, September 15, 2025
RFP INQUIRIES RECEIVED UP TO:	Wednesday, October 8, 2025
RFP CLOSING DATE AND TIME:	Friday, October 10, 2025 by 2:00 pm Mountain Standard Time
PROPOSAL SELECTION:	Within 30 days of the closing date
ESTIMATED CONTRACT START TIME:	November 1, 2025
RFP CONTACT:	Sarah Hardy, Municipal Clerk T: 403-546-3888 E: clerk@linden.ca

Some requirements are:

- Facility to be checked and cleaned as necessary, immediately after each function booked through the Village of Linden Office.
- Quotation to be made on an hourly rate.
- Proposal to be based on one (1) hour of cleaning time required after each function. Rate for time required beyond one (1) hour to be stated in the RFP.
  - Any cleaning time required beyond one (1) hour after a public function is to be reported the next business day to the Village of Linden Office, with written particulars of the cleaning required.
- Contractor to supply all cleaning products required as part of quotation for services.
  - Village to supply paper products for the facility.
- One thorough cleaning of the facility is to be conducted yearly.
  - This cleaning will include all floors, walls, baseboards, doors, equipment and appliances, dusting of and washing of cabinets and contents, cleaning of mats, wiping down of all chairs and tables, cleaning of seats and backs of chairs, and any other cleaning which is necessary to maintain the condition and appearance of the Linden Community Centre.
- Contractor to verify with the Village Office that they have an accurate record of all bookings for the Community Centre.

The lowest Request for Proposal will not necessarily be the accepted proposal.

Applications are to be addressed to:

Village of Linden  
ATTENTION: Municipal Clerk  
Box 213  
109 Central Avenue E  
Linden, AB, T0M 1J0