



REQUEST FOR PROPOSALS (RFP)

for

CLEANING SERVICES FOR NCC CARTWRIGHT OFFICE

June 5, 2023

REQUEST FOR PROPOSALS CARTWRIGHT OFFICE CLEANING SERVICES

TERMS OF REFERENCE

1.0 RFP Services

1.1 Background

The NunatuKavut Community Council (NCC) is a rights-based governing body for approximately 6,000 NunatuKavut Inuit who reside primarily in south and central Labrador. NunatuKavut means “Our Ancient Land” and refers to the traditional territory of the Inuit who belong to this land.

NCC requires cleaning services for our new Cartwright Office. All services are to be performed in our building located at 10 Point Road in Cartwright, NL.

1.2 Services Description

Cleaning services performed twice weekly, Wednesday & Friday:

- Cleaning will take place after regular office hours, 4:30 p.m.,
- Cartwright office dimensions, 12’ x 60’ with two offices, kitchen area, washroom, and cubicles,
- Services to include:
 - Sweeping, mopping, cleaning, dusting of washroom, common areas, and all offices (excluding desks and equipment)
 - Disposal of garbage.

1.3 Service Dates

RFP will close Friday June 9, 2023.

Services to begin Wednesday June 14, 2023

Service contract end March 31, 2024.

2.0 Reporting

The successful service provider will report directly to:

The NunatuKavut Community Council or its delegated person.

All enquiries regarding this RFP can be directed to Shawn Holwell by calling (709) 938-7882, or emailing

sholwell@nunatukavut.ca.

Price Proposal Form

Instructions: Please complete Price Proposal Form and submit by email or fax to:
Shawn Holwell
E: sholwell@nunatukavut.ca
F: (709) 938-7880

Price proposals are *not* to include applicable taxes.

RFP Title:

Cleaning Services Cartwright Office at 10 Point Road, Cartwright, NL

Name of proponent: _____.

SERVICES	FIXED FEE
Weekly cleaning as per RFP	\$
Total Fixed Fee	\$

Please include hourly rate to be used outside of regular weekly service contract: \$ _____