



**REQUEST FOR PROPOSALS (RFP):
GENERAL CLEANING SERVICES
LABRADOR CITY, NL**

RFP#: 2603-002-COO-RFP

1. Invitation to Proponents

NunatuKavut Community Council (NCC) is inviting proposals from qualified and experienced contractors to provide **General Cleaning Services** for our office located at **610 Tamarack Drive, Labrador City, NL** under a weekly fixed-rate service arrangement, with additional callout services billed at an hourly rate.

The intent of this RFP is to secure a reliable cleaning provider to maintain a safe, sanitary, and professional environment within our operations in Labrador City, NL.

2. RFP Schedule

- **RFP Issue Date:** March 13, 2026
- **Questions Deadline:** March 20, 2026
- **Proposal Submission Deadline:** March 27, 2026
- **Anticipated Start Date:** March 30, 2026

NCC reserves the right to modify this schedule at any time.

3. Scope of Work

3.1 Entries & Lobbies (Three [3] Times Per Week)

- Sweep and mop porch and lobby floors
- Clean and wipe main entrance doors (glass and high-touch areas)
- Spot clean walls, baseboards, and doors

3.2 Washrooms (Five [5] Total – Three [3] Times Per Week)

- Restock toilet paper, paper towels, and supplies
- Empty waste containers and replace liners
- Vacuum and mop floors
- Clean and disinfect toilet bowls and urinals
- Clean and disinfect sinks
- Clean mirrors
- Polish chrome fixtures
- Spot clean walls, baseboards, and doors

3.3 Stairwells (Three [3] Times Per Week)

- Wipe and disinfect handrails
- Sweep or dust mop floors
- Mop floors
- Spot clean walls

3.4 Nunatukavut Office Room (Three [3] Times Per Week)

- Clean tables and chairs
- Empty waste containers and replace liners
- Spot clean walls and baseboards
- Vacuum and mop floors
- Clean interior windows

3.5 Indigenous Service Center

Three (3) Times Per Week:

- Clean tables and chairs
- Empty waste containers and replace liners
- Spot clean walls and baseboards
- Vacuum and mop floors

Once (1) Per Week:

- Clean interior windows
- Clean countertops
- Clean and disinfect kitchen sink
- Disinfect cabinet and appliance handles

3.6 Lobby and Hallways – 1st and 2nd Floors

Three (3) Times Per Week:

- Sweep and mop floors
- Spot clean walls
- Clean baseboards
- Clean and disinfect doors and door handles

Once (1) Per Week:

- Building perimeter spot check and cleaning

4. Service Structure

- The contract will be based on a fixed weekly rate covering routine cleaning services at our office location at 610 Tamarack Drive, outside of our regular office hours of 08:30-16:30, Monday to Friday.
- Other cleaning services that fall outside the regular scope of work may be required from time to time. Any such services will be charged at an hourly rate and must receive prior approval before work proceeds.
- All cleaning supplies to be supplied by NCC unless otherwise stated.

5. Contractor Responsibilities

The contractor shall:

- Ensure compliance with occupational health and safety standards
- Use appropriate and safe cleaning products
- Maintain confidentiality and security within our facilities
- Provide reliable staff and backup coverage where necessary
- Notify NCC of maintenance or safety concerns observed during service

6. Qualifications & Experience

Proponents should demonstrate:

- Experience in commercial or institutional cleaning services
- Trained and reliable personnel
- Ability to provide consistent service and callout coverage

7. Pricing Schedule

Proponents should demonstrate:

Proponents must complete and submit the following pricing table as part of their proposal:

RFP# 2603-002-COO-RFP PRICING SCHEDULE			
SCHEDULE OF WORK AND PRICES			
NO.	PROPOSAL ITEM DESCRIPTION	Rate	
A	Fixed Weekly Cleaning Rate as per Scope of Work		weekly
B	Hourly Callout – Additional Cleaning Services		hour
Notes: - The weekly rate must include all routine labour, supervision, equipment, and materials unless otherwise stated. Additional services must be pre-approved. - Applicable taxes shall be shown separately.			

8. Local Employment Measures (LEMs)

NCC is committed to supporting local employment and economic development.

Proponents are encouraged to demonstrate how they will incorporate **Local Employment Measures (LEMs)** into the delivery of this contract. This may include:

- Hiring local residents
- Utilizing local suppliers
- Providing training or employment opportunities within the community

LEMs will be considered as part of the overall evaluation.

9. Proposal Submission Requirements

Proposals should include:

1. Company overview and contact information,
2. Relevant experience and qualifications,
3. Completed **Pricing Schedule**,
4. Description of availability and response times,

10. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Cost and value for money

- Availability and reliability
- References and past performance

NCC is not obligated to accept the lowest-priced proposal.

11. Contract Term

The initial term of the contract will be **one (1) year**, with the option to renew upon mutual agreement, subject to satisfactory performance.

12. Submission Instructions

Proposals must be submitted:

- **By:** March 27, 2026
- **To:** coo@nunatukavut.ca
- **Subject Line (if email):** RFP – 2603-002-COO-RFP

Late submissions may not be considered.

13. Contact Information

All inquiries regarding this RFP must be directed to:

Name: Shawn Holwell

Title: Facilities Coordinator and Technical Advisor

Email: sholwell@nunatukavut.ca

Phone: (709) 938-7882