



**REQUEST FOR PROPOSALS (RFP):
GENERAL CLEANING SERVICES
PORT HOPE SIMPSON, NL**

RFP#: 2603-003-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 **84-88 Pioneer Street, Port Hope Simpson, 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 Port Hope Simpson, 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

- Sweeping, mopping, and vacuuming floors

- Dusting and surface cleaning
- Cleaning and sanitizing washrooms (toilets, sinks, mirrors, fixtures)
- Emptying garbage and recycling receptacles
- Cleaning interior glass and entry areas
- Disinfecting high-touch surfaces
- Restocking washroom supplies (supplies provided by owner unless otherwise agreed)

Cleaning services are required two (2) times per week.

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.

4. Service Structure

- The contract shall be based on a fixed weekly rate covering routine cleaning services at our office located at 84–88 Pioneer Street. Cleaning services are to be performed twice weekly (Monday and Thursday) and must be completed outside of regular office hours (08:30–16:30).
- 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.

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# 2603-003-COO-RFP PRICING SCHEDULE			
SCHEDULE OF WORK AND PRICES			
NO.	PROPOSAL ITEM DESCRIPTION	Rate	
A	Fixed Weekly Cleaning Rate (2x per week office trailer)		weekly
B	Hourly Callout – Additional Approved 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 – 2603-003-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