



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

RFP#: 2606-002-RFP-COO

1. Invitation to Proponents

The NunatuKavut Community Council (NCC) is inviting proposals from qualified and experienced individuals to provide **General Building Maintenance Services** under a monthly hourly retainer arrangement, with additional hours billed as required.

The intent of this RFP is to establish a reliable, on-call maintenance provider to support the ongoing upkeep, safety, and functionality of our two-story office building located at 610 Tamarack Drive in Labrador City, NL.

2. RFP Schedule

- **RFP Issue Date:** June 11, 2026
- **Questions Deadline:** June 18, 2026
- **Proposal Submission Deadline:** June 25, 2026
- **Anticipated Start Date:** June 29, 2026

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

3. Scope of Work

The successful proponent will provide general building maintenance services, including but not limited to:

- Minor carpentry and repairs;
- Door, window, and hardware repairs;
- Drywall patching and painting (minor);

- Flooring repairs (minor);
- Basic plumbing repairs (non-licensed work only);
- Basic electrical tasks (fixture replacement, bulbs, switches – non-licensed work only);
- Preventative maintenance and inspections;
- Seasonal tasks (e.g., ice control support, storm-related minor repairs, sweeping driveway, etc);
- Assemble and repair office furniture; and
- Emergency or urgent repairs as requested.

4. Retainer Structure

- The contract will be based on a **monthly retainer of 10 hours per month**.
- Retainer hours are intended for routine maintenance and inspections.
- **Unused retainer hours do not carry forward** unless otherwise agreed in writing.

5. Additional Hours

- Any work beyond the 10-hour monthly retainer will be billed at the contractor's **hourly rate**.
- Additional hours must be pre-approved by NCC, except in emergency situations.
- Contractors must provide clear time tracking and descriptions of work completed.

6. Contractor Responsibilities

The contractor shall:

- Supply all necessary labour, equipment and materials;
- Comply with all applicable occupational health and safety regulations;
- Maintain a clean and safe work environment;
- Coordinate work to minimize disruption to operations; and
- Notify NCC of any major deficiencies or safety concerns.

7. Qualifications & Experience

Proponents should demonstrate:

- Relevant experience in general building maintenance,
- Knowledge of safety standards and best practices; and
- Ability to respond in a timely manner, including urgent requests.

8. Pricing Schedule

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

RFP# 2606-002-COO-RFP PRICING SCHEDULE			
SCHEDULE OF WORK AND PRICES			
NO.	PROPOSAL ITEM DESCRIPTION	Rate	
A	Fixed Monthly Retainer (10 hours per month)		month
B	Hourly Rate for Additional Approved Hours		hour
<p>Notes: - The monthly retainer is a fixed price covering up to ten (10) hours of service per month. - Unused retainer hours do not carry forward unless approved in writing by the NCC. - Additional hours beyond the retainer will be billed at the hourly rate identified above and must be pre-approved except in urgent situations. - All rates must include labour, equipment, materials, overhead, and profit. Taxes shall be shown separately, if applicable to proponent.</p>			

9. Proposal Submission Requirements

Proposals should include:

1. Contact information;
2. Relevant experience and qualifications;
3. Completed **Pricing Schedule, above**;
4. Description of availability and response times; and
5. Two references.

NCC is not obliged to accept the lowest priced proposal.

10. Contract Term

The initial term of the contract will be **March 31, 2027**, with the option to renew upon mutual agreement, subject to satisfactory performance.

11. General Conditions

- NCC reserves the right to accept or reject any or all proposals,
- This RFP does not constitute a commitment to award a contract,
- All costs associated with proposal preparation are the responsibility of the proponent.

12. Submission Instructions

Proposals must be submitted:

- **By:** June 25, 2026
- **To:** coo@nunatukavut.ca
- **Subject Line (if email):** RFP – 2606-002-RFP-COO

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