



Sundre Municipal Library

403-638-4000 prl.ab.ca/sundre

To Whom It May Concern

RE: Invitation to Quote – Janitorial Services

The Sundre Municipal Library is seeking janitorial services to support our operations and are requesting quotes from qualified contractors. Attached, you will find the information needed to understand the scope of work, including required cleaning tasks, expected work hours, materials and equipment responsibilities, and applicable health and safety requirements.

Quotes must be submitted no later than **5:00 p.m. on Friday, April 10, 2026**. Submissions received after this deadline will not be considered. All quotes will be reviewed, and the successful contractor will be selected before **April 15, 2026**. Services are expected to begin **April 20, 2026**.

Eligible quotes should include:

- Contractor's company name and full address
- Three written references for similar janitorial work previously completed
- A complete breakdown of all costs associated with the contract
- Any additional relevant information the contractor feels is appropriate

For further questions or clarification, please contact the Library Manager at **403-638-4000**, or by email at [**jwillihnganz@prl.ab.ca**](mailto:jwillihnganz@prl.ab.ca).

Sincerely,

Joy Willihnganz
Library Manager
Sundre Municipal Library

OPERATIONAL REQUIREMENTS

1. General Scope of Work

The contractor will provide ongoing janitorial and facility cleaning services to maintain a clean, safe, and welcoming environment in the library. Services must be performed to professional standards and in accordance with all applicable health, safety, and environmental regulations.

Core Cleaning Responsibilities

- Twice-weekly cleaning of floors, including sweeping, mopping, and vacuuming.
- Restroom servicing, including cleaning, sanitizing, restocking supplies, and waste removal.
- Garbage and recycling collection, removal, and proper disposal.
- Surface cleaning and sanitizing of high-touch areas such as door handles, counters, tables, and public-use equipment.
- Dusting of furniture, fixtures, ledges, vents, and accessible surfaces.
- Glass and window spot-cleaning on interior surfaces.
- Entrance and foyer upkeep, including mats, doors, and visible surfaces.
- Periodic deep cleaning, such as carpet extraction, floor polishing, and high-dusting, as scheduled or requested.

The comprehensive cleaning schedule included in Appendix A outlines all routine and periodic janitorial tasks required to maintain a clean, safe, and well-presented facility. It specifies each cleaning activity along with its assigned frequency—such as twice per week, weekly, monthly, and seasonal duties. These tasks cover all major areas of the building, including floors, restrooms, common spaces, staff areas, and high-touch surfaces.

Cleaning services will be reviewed on an ongoing basis and more formally every six months.

2. Work Hours and On-Site Requirements

All janitorial services must be completed outside of public operating hours to avoid disruption to staff and patrons. Because the facility hosts programs, events, and occasional after-hours activities, some flexibility in scheduling will be required. Any necessary adjustments to the regular cleaning schedule will be communicated in advance, allowing the contractor to plan staffing and workflow accordingly.

Statutory holidays and library closures may affect the regular cleaning schedule, and the contractor may be required to adjust their work accordingly. Any changes resulting from these closures will be communicated in advance, and the contractor is expected to accommodate these adjustments while ensuring all required tasks are completed.

The contractor is responsible for ensuring adequate staffing to complete all required tasks within the scheduled time.

3. Materials and Equipment

All cleaning materials, consumables, and equipment will be supplied by the employer. The contractor may request, order, and pick up required supplies as needed, provided all orders are pre-approved by the employer and purchased through a supplier that can invoice the library directly. If any equipment provided by the employer—such as vacuums, mops, or other cleaning tools—is damaged or not functioning properly, the contractor must notify the manager promptly so repairs or replacements can be arranged.

Any new or alternative products, equipment, or materials not previously used must receive approval from the manager before purchase or use. The contractor is responsible for ensuring that all supplied materials are used appropriately and that inventory needs are communicated in a timely manner.

4. Communication and Reporting

The contractor will maintain clear and consistent communication with the library manager, including keeping a log of completed tasks, supply usage, and any issues observed during cleaning. All maintenance concerns—such as damage, leaks, or safety hazards—must be reported promptly to ensure timely resolution. The contractor is also expected to participate in scheduled walkthroughs or performance reviews and to communicate any scheduling challenges or service adjustments as needed.

5. Security and Access Requirements

The contractor will be issued building access keys and a security passcode, which may only be used by approved employees of the contractor. The passcode must not be shared with unauthorized individuals, and keys must not be copied, loaned, or distributed without prior approval from the manager. Exterior doors must remain locked while cleaning is in progress, and the facility may not be used for any personal purposes at any time. Keys must be returned immediately upon expiration or termination of the agreement. The contractor must notify the manager immediately if a key or passcode is lost or stolen, and the contractor is responsible for any fees associated with replacing lost keys.

6. Health, Safety, and Confidentiality

The contractor is required to follow all applicable Occupational Health and Safety regulations and must have valid Workers' Compensation coverage for their employees or be eligible to be covered under the library's Workers' Compensation Board account. The contractor is responsible for maintaining a clean and hazard-free workspace, reporting any safety concerns immediately, and ensuring that all activities support the overall well-being of the facility.

7. Staffing and Conduct

The contractor is required to supply reliable, properly trained personnel who can meet all cleaning expectations and conduct themselves professionally while on site. Staff must follow all facility rules, maintain a respectful and appropriate presence, and take reasonable care to prevent damage to library property throughout the contract period. Consistent staffing is preferred to support familiarity with the building, and all communication with facility representatives should remain courteous and cooperative. The contractor and all employees must also uphold confidentiality and maintain professional conduct at all times.

APPENDIX A

Note: The task list may be amended from time to time to reflect changing operational requirements. Any updates will be communicated to the successful proponent and are considered part of the contracted scope.

Sundre Library Cleaning Tasks	1x 2x		Monthly	Quarterly	Yearly	As Needed	Details
	X	X					
Wiping Surfaces	X						Wipe with diluted cleaning product in spray bottle and cleaning rag
Dusting Shelves and display units	X						Swiffer duster for shelves; long rod duster for high places; retractable duster for vents or hard to reach
Sweeping (hard floors)	X						Push broom - vacuum after each use; wash quarterly
Vacuum carpets and area rugs	X						Check vacuum bag periodically and change out
Computers (public)	X						Tap out crumbs, wipe keys, mouse, screen buttons, base, table and hand sanitizer with spray bottle cleaner and rag. Wipe screen with glass cloth and a small amount of water ONLY.
Computers (staff)	X						Tap out crumbs, wipe keys, mouse, screen buttons, base, table and hand sanitizer with spray bottle cleaner and rag. Wipe screen with glass cloth and a small amount of water ONLY.
Tables and Chairs (living room, meeting space and kids room)	X						Tables - spray bottle and rag - let cleaner sit on tops for 1 minute before wiping; chairs (hard surface - seat and backs; chairs (fabric) - with dampened rag wipe seats and backs. Kid's chairs - wipe legs every time.
Bathroom surfaces (staff and public)	X						Mirrors - with glass cloth and water ONLY; counter tops, taps, bars, light switches, door handles, paper towel dispensers, soap dispensers with spray bottle and rag. Use paper towels and spray bottle- ALL surfaces (inside and outside the bowl, lid, seat, handle, base and joints (floor bolt and lid attachments)).
Bathroom toilets (staff and public)	X						Change plastic bag liner if the items inside are wet, smelly or leave any residue in the bag.
Front doors (glass)	X						Dispose into the recycling bin in the parking lot
Garbages (11 regular use)	X						These items get used for our craft centers. Staff will periodically take out the items they desire
Recycling bins (5 in office area)	X						Rolling mop bucket - rinse with water after each use; alternate the side of the bucket that the addition sits on. Spot mop available for small jobs or touch-ups.
Kitchen recycling bin					X		Use glass cleaner cloth and water ONLY
Mopping	X						Use glass cleaner cloth and water ONLY
Kids room glass wall	X						
Office glass wall			X				
Wipe outside of garbage and recycling bins					X		
Windows (south walls - Living room, manager office and kids room)					X		Screens washed yearly
Storage units (kid room 3); (foyer 2)					X		
Filing Cabinets (office 3)					X		
Upholstery (kitchen 1); (Living room chairs, meeting space chairs, computer chairs, kids room adult chairs)					X		Use a lint roller and/or vacuum
Kitchen (counters, fridge, microwave, table, chairs, sink)			X				Regular wiping/cleaning; Deeper clean of fridge - as needed/yearly
Baseboards					X		
Horizontal ledges (front desk trim, kid's room register, coat rack, Living room register ledge, cap on window blinds)					X		most can be dusted; kids room register should be wiped with cleaner
Coffee station and water cooler	X						

Baby change table, diaper pail	X				X				X	Check diaper pail every time (empty and wipe inside if no bag) - wipe outside of pail as needed; check change table cloth for stains; wipe all touchable surfaces that a baby can reach) including the strap)
Walls				X					X	Be aware of easily touched wall surfaces in your weekly cleaning. Full wall cleaning can be done quarterly in sections.
Clean under carpets								X		
Wash carpets								X		Rent a carpet cleaner
Book trolleys			X							
Hanging signs, ceiling fans and vents				X						
Picture frames			X							
Cupboards (staff area, kitchen)					X					
Floor seams								X		
Deep clean edges where the floor and shelving meet								X		
Photocopier	X									
Hand sanitizers			X							Fill containers, clean as needed.