

Tender Invitation

The Town of Vermilion requires the services of a Janitor to maintain the Town Administration Building. Services are detailed in the custodial agreement accompanying this document.

The Town of Vermilion will be responsible, at its own expense, for all cleaning supplies, bulbs, toilet paper and tissue, waxes, soaps and supplies in order to maintain the building. However, the Janitor may be required to order some supplies.

The Janitor will be required to supply the equipment necessary to complete the Janitorial services.

Tenders must be received prior to October 5th, 2022 at noon

Instructions to Bidders
Tender for Custodial Services at the
Town Administrative Building

1. Summary

The intent of this tender is to solicit and receive formal offers to perform janitorial services to the Town Administrative Building in the Town of Vermilion. Services are required commencing on November 1st 2022.

2. Tender Submission

- a) Tenders will be received up to 12:01 pm local time on the 5th of October at:
Town of Vermilion
5021-49th Avenue
Vermilion, Alberta
T9X 1X1
Attention: Director of Corporate Services
Telephone: 780-581-2400
- b) Tenders should be in sealed envelopes clearly marked "Proposal for the Town of Vermilion, Administration Building Custodial Services"
- c) Bidder identification is not required on the envelope.
- d) Bids submitted on the attached Bid Submission form will be accepted, as well as any other submission that covers the necessary information required to make a selection

3. Tender Withdrawal and Acceptance

A tender may be withdrawn at any time prior to the time and date fixed for receiving tenders, but only by a request in writing signed by the bidder.

4. Irregularities

- a) The Town reserves the right to disregard all non-conforming, non-responsive and conditional tenders.
- b) The Town reserves the right to negotiate contract terms with the lowest acceptable bidder.
- c) The Town reserves the right to not necessarily award the tender to the lowest or any tender received.

Tender Form
Town Administration Building
Janitorial Contract

The Bidder's attention is directed to the "Instructions to Bidders" and the Janitor Contract for information regarding the completion of this form.

Name: _____

Address: _____

Telephone: _____

Work Experience – Dates & Employer (If Applicable):

1. _____

2. _____

3. _____

Monthly Contract Amount:

Town Administration Building \$_____/month

\$_____/hour for extraordinary work

Equipment Janitor will supply or have access to:

Date Available to Start: _____

I ACKNOWLEDGE AND UNDERSTAND THAT IF THE ABOVE STATED
CONTRACT IS AWARDED TO THE UNDERSIGNED, THE ENCLOSED
CONTRACT WILL HAVE TO BE ENTERED INTO WITH THE TOWN OF
VERMILION.

DATED _____ SIGNATURE _____