



## Request for Proposal

The Town of Thorsby is seeking requests for proposal for Janitorial Services the Arctic Spa Recreation Complex, approximately 8 hrs/week

The Contractor shall provide professional, high quality janitorial services to maintain building in a neat, clean and orderly condition.

Full details of service requirements can be obtained from the Town Municipal Office at 4917 Hankin Street or on website [www.thorsby.ca](http://www.thorsby.ca)

PLEASE SUBMIT SEALED PROPOSALS  
MARKED CONFIDENTIAL TO THE  
ATTENTION OF: Wayne Maclean, Public Works Manager  
Email: [wmaclean@thorsby.ca](mailto:wmaclean@thorsby.ca)

TOWN OF THORSBY  
Box 297  
Thorsby, AB T0C 2P0  
Ph: (780) 789-3935 ext.#29  
Or drop off at the Municipal Office at 4917 Hankin Street  
Submission closing date: May 25 at 4:30 p.m.

Schedule of expected duties on following pages:-



**Town of Thorsby**  
**Janitorial Contract Requirements**  
**Arctic Spa Recreation Complex**  
**4901-48 Avenue**

1. Clean the Arctic Spa Complex as per agreed upon schedule, including , fieldhouse, weight room, dance studio, change rooms, hockey dressing rooms, lobby/common areas, washrooms, bowling area, racquetball court, craft room, and offices. A minimum of 8 hours of service per week.
  
2. Cleaning is to include the following:
  - ✓ Wash & vacuum floors
  - ✓ Vacuum rugs
  - ✓ Empty garbage/recycling containers
  - ✓ Wipe counters, furniture and all office equipment
  - ✓ Wash windows and walls as required
  - ✓ Clean bathrooms including toilets, sinks, counter, floors, etc.
  - ✓ Stock soap, paper supplies, etc.

All cleaning/paper supplies will be provided by the Town of Thorsby

**Town of Thorsby**  
**Arctic Spa Complex Janitorial Work**



**Description**

**FieldHouse**

- Dry mop floors
- Use floor machine with red pad to wash floors
- Wash the glass wall of the weight room
- Wipe down the seating area, shelves and water fountains

**Weight Room**

- Wipe down all exercise equipment
- Wash the inside of the glass wall and all mirrors
- Dry mop floors
- Use mop & bucket to wash floors
- Stock sanitary wipes

**Dance Studio**

- Dry mop floors
- Use mop & bucket to wash floors
- Wash mirrors

**Change Rooms**

- Wash mirrors, counters & bathroom fixtures
- Clean toilets
- Clean inside of showers, including walls & floors
- Dry mop floors
- Use mop & bucket to wash floors
- Stock all soap & paper supplies

**Hockey Dressing Rooms**

- Wash mirrors, counters & bathroom fixtures
- Clean toilets
- Clean inside of showers, including walls & floors
- Stock all soap & paper supplies

**Lobby & Common Areas**

- Wash all tables
- Wash all windows, door fixtures, vending machines, water fountain & counter tops
- Spot wash doors & walls as needed
- Dry mop all concrete floors
- Use floor machine to wash all floors
- Vacuum all rugs at entrances

### **Lobby Washrooms**

- Wash mirrors, counters & bathroom fixtures
- Clean toilets
- Dry mop floors
- Use mop & bucket to wash floors
- Stock all soap & paper supplies

### **Bowling Area**

- Vacuum carpet
- Dry mop lanes
- Condition lanes as needed
- Wipe bowling balls
- Wash tables

### **Racquetball Court**

- Dry mop floors
- Use mop & bucket to wash floor

### **Craft Room**

- Wash counter & sink areas
- Dry mop floor
- Use floor machine to wash floor
- Stock all soap & paper supplies

### **Offices**

- Sweep floors
- Use mop & bucket to wash floors
- Wipe down coffee station area

### **Garbages/Recycling**

- Empty all garbage containers in facility and place in blue bin in arena
- Empty all paper & beverage recycling containers and place under bleachers
- Ensure there are replacement bags in the bottoms of the containers

### **Concession** (only when not contracted)

- Wash counter surfaces and coffee machine
- Dry mop floor
- Wash floor

### **General**

- Clean floor machine after each use
- Wash all mop heads after each use
- Put all wash rags and towels into laundry