



# Request for Quotation

## Memorial Hall Cleaning Services

Designated Contact Person:

Brian Doddridge, CAO

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**Submission Deadline: January 16, 2026 at 3:30 PM Local Time**

Submissions may be made:

by email at: [cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca)

By mail to:

C/O Brian Doddridge, Village of Clinton  
PO Box 309  
Clinton, BC  
V0K 1K0

Or in person at:

Village of Clinton Office  
1423 Cariboo Highway

This RFQ does not constitute an offer and does not give rise to any Contract A-based tendering law duties, and the Village of Clinton will not have any liability or obligation to anyone in connection with this RFQ unless an agreement is approved by the Village of Clinton and executed and delivered in writing.

## **Background**

The Village is seeking a reliable professional cleaning service to perform custodial services at the Village of Clinton's Memorial Hall. Eligible businesses or individuals are encouraged to submit quotes in accordance with the following terms.

## **Freedom of Information**

The Village of Clinton advises Bidders that submissions may be subject to the provisions of *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *Community Charter*. Bidders who wish to ensure particular parts of their submission are protected from disclosure under FOIPPA should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to FOIPPA and the Community Charter. The personal information will not be released except in accordance with the FOIPPA.

## **Term**

The contract is anticipated to commence February 1, 2026 and conclude Jan 31, 2029.

## **Scope**

Quotes must include the cost to perform the Duties outlined in Appendix A.

Quotes must present a flat rate to complete the activities to the satisfaction of the Village at the frequency listed, and an hourly rate for extraneous cleaning needed outside of the duties listed under activities.

Awarding of the contract does not grant exclusive rights to all Village of Clinton Cleaning at the Facilities.

## **Standards**

A Criminal Record Check must be completed and submitted as part of the Quote.

At least two professional references are required to be included in the quote submission.

General liability insurance (\$2,000,000) is required. Proof of insurance must be provided by the successful bidder following the conditional award of the contract.

WorkSafe BC Coverage is required. A letter indicating the applicant is in good standing with Worksafe BC may be required following the conditional award of the contract.

Upon execution of the contract, the bidder must adhere to all WorkSafe BC and safety requirements.

### **Multiple Contracts**

Applicants are encouraged to submit quotes for individual Contracts.

While three RFQs have been posted, the Village reserves the right to choose one contractor for all offerings, to award the contracts to different applicants, or to refrain from awarding one or more contracts.

### **Additional Information**

Site plans of the facilities are available upon request.

### **Assessment Criteria:**

Quotes will be assessed on the following criteria:

<b>Criteria</b>	<b>Points</b>	<b>Weight</b>
Pricing	/10	50%
Experience	/10	20%
References	/10	20%
Project Understanding	/10	10%

Applicants are invited to include any additional written submissions in their quotation to show how the applicant meets the above requirements.

Points will be assigned for each criterion based on the information provided in the RFQ. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

**0-3:** Incomplete response, doesn't meet expectations, missing/mismatched attributes, poor level of details in response, unsupported claim(s)

**4-7:** Mostly complete response, partially meets expectations, partially fits desired attributes, medium level of detail in response, partially supported claim(s)

**8-10:** Meets or exceeds expectations, strongly fits desired attributes, high level of detail in response, well-supported claim(s)

## Appendix A: Memorial Hall Cleaning Duties

Activity	Frequency
Clean and sanitize sinks, toilets, and urinals	Monthly
Clean and Polish mirrors	Monthly
Dust surfaces	Monthly
Sweep and wash all vinyl floors	Monthly
Vacuum all runners, floor vents, and mats	Monthly
Sweep and wash main floor and stage floor	Monthly
Clean Kitchen and Concession area	Monthly
Wash Partitions and walls in Washrooms	Monthly
Clean all tables and Chairs	Annually
Clean fluorescent light covers	Semi-Annually
Deep Clean	Quarterly

Contractors must also be available to clean 30 minutes after each event and provide an assessment of the condition of the Memorial Hall. The applicant must be able to perform this work at specific hours following an event (8:00 AM to 10:00 AM).

Applicants must have general availability to perform up to three hours of cleaning after each event if the user pays for cleaning. Applicants must include the hourly rate for this cleaning in the quote.