



REQUEST FOR TENDERS

Janitorial, Maintenance and Grounds Services

Location: Hardisty Community School, 4840 50 Street, Hardisty, Alberta

Service term: August 15, 2026 to August 1, 2027

Submission deadline: August 12, 2026; NOON

1.0 Invitation

The Hardisty Community Charter School Association is accepting tenders for janitorial, minor maintenance, snow removal, ice control, grass mowing, and groundskeeping services.

Tenderers must provide:

- One fixed monthly rate for all regular services
- A separate price for each of two annual deep cleans
- A separate price for summer floor stripping and waxing

The lowest-priced tender will not necessarily be selected.

2.0 Regular Janitorial Services

The contractor will be responsible for keeping the school clean, safe, and ready for use each school day.

Regular duties include:

- Cleaning classrooms, offices, staff areas, library, hallways, entrances, washrooms, and gymnasium
- Emptying garbage and recycling
- Vacuuming carpets and mats
- Sweeping and mopping floors
- Cleaning and disinfecting washrooms
- Refilling soap, toilet paper, and paper towel dispensers
- Cleaning desks, tables, counters, drinking fountains, and high-touch surfaces
- Cleaning classroom whiteboards with appropriate products
- Spot-cleaning walls, doors, partitions, baseboards, and interior glass
- Removing mud, sand, salt, spills, marks, and debris
- Cleaning the gymnasium floor and surrounding areas
- Keeping janitorial and storage areas clean and secure
- Reporting leaks, damage, safety concerns, pests, or other building issues

Cleaning will generally be completed after students and staff have left the building.

3.0 Minor Maintenance

The monthly rate must include routine minor repairs and maintenance, such as:

- Tightening or repairing desk, chair, and table legs
- Adjusting doors, hinges, handles, latches, and cabinet hardware
- Minor furniture assembly and repair
- Reattaching shelving, hooks, brackets, and similar items
- Replacing accessible light bulbs
- Minor wall patching and touch-up work
- Moving furniture or equipment
- Reporting larger maintenance concerns

Electrical, plumbing, heating, structural, fire-protection, and other regulated work must be completed by qualified tradespeople and is not included unless separately authorized.

Approved repair materials may be invoiced separately. Any proposed markup must be disclosed.

4.0 Snow and Ice Management

The monthly rate must include:

- Clearing snow from parking areas, roadways, walks, steps, fire escapes, and municipal sidewalks on or adjacent to the property
- Salting, sanding, or applying approved ice-control products
- Responding to drifting snow, freezing rain, and thaw-and-freeze conditions
- Keeping emergency exits and fire access areas clear
- Returning during the day when changing conditions create a hazard

On school days, entrances and designated walking routes must be cleared before staff and students arrive.

Routine salt, sand, and ice-control materials must be included in the monthly rate.

Snow hauling is not included unless requested. Tenderers should provide an hourly rate for snow hauling.

5.0 Grass and Grounds Maintenance

The monthly rate must include:

- Regular grass mowing
- Trimming around buildings, fences, signs, sidewalks, trees, and other obstacles
- Removing grass clippings from sidewalks and entrances
- Litter and debris removal
- Basic weed control
- Reporting damaged trees, drainage problems, or exterior hazards

Lawn equipment, fuel, and routine operating costs must be included.

6.0 Deep Cleaning

The contractor will complete two comprehensive deep cleans during the service term.

Anticipated timing:

- One during the winter or spring break
- One during the summer before the next school year

Deep cleaning may include:

- Cleaning under and behind furniture
- Washing walls, doors, baseboards, ledges, and partitions
- Cleaning cupboards, shelving, windows, and blinds
- Carpet extraction
- Detailed washroom and gymnasium cleaning
- Removal of accumulated dust, cobwebs, and debris

Tenderers must provide a separate price for each deep clean.

7.0 Summer Floor Stripping and Waxing

Applicable hard-surface floors will be stripped and waxed once during the summer.

The price must include:

- Removal of existing finish
- Cleaning and preparation of the flooring
- Application of sealer and floor finish
- Moving and replacing necessary furniture
- Leaving the floors ready for school use

8.0 Supplies and Equipment

The monthly rate must include:

- Cleaning chemicals
- Cleaning tools and equipment
- Vacuums and routine floor-care equipment
- Salt, sand, and ice-control materials
- Lawn-care equipment and fuel
- Personal protective equipment

Toilet paper, paper towels, hand soap, and garbage bags will be supplied by the school.

All products must be suitable for use in a school and stored securely.

9.0 Contractor Requirements

The successful contractor must:

- Maintain at least \$5 million in commercial general liability insurance and \$2 million automobile liability for vehicles used for snow removal, mowing, or other work.
- Maintain WCB coverage or provide evidence of exemption
- Follow occupational health and safety requirements
- Provide trained and reliable workers
- Follow school security, alarm, access, and confidentiality procedures
- Secure the building when leaving
- Report damage, hazards, lost keys, or security concerns immediately
- Provide criminal record and vulnerable sector checks when requested
- Obtain approval before using subcontractors

The contractor must ensure service continues during illness, vacation, or employee absences.

10.0 Pricing

All prices must be provided before GST.

Service	Price
Fixed monthly rate for all regular services	\$
Total monthly payments for the service term	\$
First deep clean	\$
Second deep clean	\$
Summer floor stripping and waxing	\$
Snow hauling hourly rate	\$
Approved repair-material markup, if applicable	%

The fixed monthly rate must include regular janitorial work, minor maintenance, snow and ice management, grass mowing, groundskeeping, labour, equipment, travel, and routine operating expenses.

All exclusions or possible additional charges must be clearly disclosed.

11.0 Submission Requirements

Submissions should include:

- Contractor or business name and contact information
- Relevant experience
- Proposed staffing and work schedule
- Completed pricing table
- Confirmation of insurance and WCB status
- Identification of any subcontractors
- Any assumptions, exclusions, or limitations

Tenderers are encouraged to inspect the building before submitting a price.

12.0 Evaluation and Award

Tenders will be evaluated based on:

- Overall cost and value
- Relevant experience
- Reliability and staffing
- Understanding of the required work
- Ability to provide year-round service
- Completeness of the submission

The Association may accept or reject any tender, request clarification, negotiate with a tenderer, or cancel the tender process.

A contract will only exist once a written agreement has been signed.

13.0 Submission

Tenders must be received by:

NOON on August 12, 2026

Submit by email to:

board.chair@hardistyschool.ca

Email subject:

Tender – Janitorial, Maintenance and Grounds Services

Questions may be directed to:

Blake Moser, Board Chair

Hardisty Community Charter School Association

board.chair@hardistyschool.ca

780-888-7266