



INVITATION TO TENDER- JANITORIAL CARETAKER SERVICES

The Town of Langham is requesting bids for the provision of janitorial services for the Town Office and the Affinity Community Hall.

GENERAL:

All cleaning supplies and equipment will be supplied by the Town of Langham, it is the responsibility of the Contract Caretaker to inform the Facility Manager when it is necessary to replenish supplies.

RESPONSIBILITIES: Affinity Community Hall

The Contract Caretaker is responsible for the general cleanliness and light building maintenance that may be required at the Affinity Community Hall. Services are required before and after large functions (generally taking place on weekends) as well as cleaning services throughout the week for the regular user groups. Approximately 7 hours per week, quantity of hours vary depending on season. Duties include;

- General cleaning of floors, equipment, walls, bathrooms and windows
- Regular inventory of the kitchen
- Reporting on damages and cleanliness of facility after rentals
- Maintaining cleaning product and bathroom product inventory
- Recycling and garbage
- Annual deep cleaning tasks
- Additional tasks as required

RESPONSIBILITIES: Langham Town Office

The contract caretaker is responsible for the general cleanliness and light building maintenance required at the Town Office. Services are required weekly for approximately 2-4 hours per week, varying depending on need. Duties include;

- General cleaning and vacuuming of floors
- Cleaning washroom
- Maintaining the cleanliness of the Kitchenet
- Dusting
- Annual deep cleaning tasks
- Taking out all recycling and garbage
- Maintaining cleaning product inventory and reporting when orders need to be made
- Reporting all damages

- Additional tasks as required

QUALIFICATIONS:

- General computer skills
- Good communication skills
- Successful applicant must be bondable

For more information, please contact the Town Office at (306) 283-4842

Bids must include hourly quote and references and must be received by 5:00pm on May the 15th, 2018. A contract will be required to be signed upon acceptance of offer.

Attention: Jamie Paik

Town of Langham

Box 289, Langham, SK

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Fax: 306-283-4772

Email: admin@langham.ca