



**PROPOSAL REQUIREMENTS**

**for Janitorial Services  
for the main EID Office Building in Brooks**  
550 Industrial Road West  
Brooks, AB

- 1.0 This information is for the purpose of submitting a proposal to provide janitorial services for the Eastern Irrigation District (EID) for the main office building in Brooks:
- (a) Proposal Requirements,
  - (b) Sample Contract, including Cleaning Schedule and Floor Plan, EID's Contractor General Health and Safety Orientation Information, and
  - (c) Advertisement.
- 2.0 All information supplied in response to the Request for Proposal must contain sufficient details to support the services being proposed.
- 3.0 Requirements:
- (a) Schedule mandatory site visits by contacting Wendy Enns at 403-409-3754.
  - (b) Provide any certificates or related experience.
  - (c) WCB Clearance Letter confirming account in good standing.
  - (d) Provide 3 references.
  - (e) Provide expectations of staffing levels and the number of hours per day expected to satisfactorily meet the Cleaning Schedule requirements.
  - (f) Provide a monthly cost of service as well as supplies that will be needed to complete the cleaning requirements.
  - (g) Provide an hourly cost, considering supplies and labour, for any service that may be requested over and above what is outlined in the Contract and Cleaning Schedule.
  - (h) List the cleaning products that would be used and provided by the Contractor.
  - (i) Provide all WHIMIS & SDS sheets that pertain to the cleaning products.
  - (j) List the equipment that would be used and provided by the Contractor.
- 4.0 Sealed Proposals will be accepted up to **5:00 p.m. Friday, May 2, 2025:**
- (a) Please submit directly at the office or by confidential email to **eid@eid.ca**
- 5.0 The EID reserves the right to accept or reject any or all Proposals.
- 6.0 Questions concerning the requirements of this Proposal should be directed to:

Wendy Enns  
Executive Assistant  
[wendy.enns@eid.ca](mailto:wendy.enns@eid.ca) or 403-409-3754