

## **REQUEST FOR TENDER (RFT)**

Municipality: Town of New Glasgow

Tender Title: Provision of Janitorial Services for New Glasgow Regional Police Facilities

RFT No.: 2025-001

### **1.**

#### **Project Overview**

The Town of New Glasgow is inviting sealed tenders from qualified contractors to provide professional janitorial, sanitation, and disinfecting services for the following municipal facilities:

- New Glasgow Regional Police Headquarters  
225 Park Street, New Glasgow, Nova Scotia
- Community Policing Office  
90 Provost Street, New Glasgow, Nova Scotia

The successful contractor will enter into a service contract for a period of one year with the possibility of renewal based on performance and municipal discretion.

### **2.**

#### **Scope of Work**

The contractor will be responsible for:

- General cleaning of offices, common areas, meeting rooms, washrooms, kitchens, locker rooms, holding cells, and public spaces.
- Regular sanitation and disinfection of high-touch surfaces and shared-use areas.

- Safe use of approved cleaning products, following health and safety standards.
- Waste and recycling collection and disposal.
- Special cleaning tasks as required by the facility manager or designated representative.
- Qualified bidders must have capacity and produce Safe Work Practice for effective cleaning and decontamination of areas contaminated with biological waste.
- See Appendix "A" for daily cleaning tasks

### **3.**

#### **Contractor Requirements**

All bidders must demonstrate:

- Bondable status: Confirmation that the contractor and employees can be bonded.
- Criminal record checks: All personnel assigned to this contract must pass a criminal record check prior to commencement of work.
- References: Minimum of three (3) references from clients for whom similar services have been provided within the past five years.

### **4.**

#### **Tender Submission Requirements**

Interested contractors must submit the following:

**(Contractor to use their own format)**

- Completed tender proposal.
- Company profile, including number of employees, years in business, and relevant experience.
- Detailed pricing proposal, broken down by location and service frequency.
- Proof of insurance and bonding capacity.
- Criminal record check process and timeline for assigned personnel.
- Three (3) client references.
- Submit with tender a copy of bidder's current and valid clearance letter issued by the Workers' Compensation Board of Nova Scotia.

**5.**

**Site Visits (Optional but Recommended)**

Prospective bidders may arrange site visits prior to submission by contacting:

Ron Walsh

New Glasgow Regional Police

Phone: 902-755-8330

Email: [ron.walsh@newglasgow.ca](mailto:ron.walsh@newglasgow.ca)

**6.**

**Tender Submission Deadline**

Sealed tenders must be clearly marked "RFT – Janitorial Services for New Glasgow Police Facilities" and delivered no later than:

Request for Tender: Provision of Janitorial Services – NGRP-2025-001

09 June 2025 at 4:00pm EST

To:

Town of New Glasgow

C/O Chief Ryan Leil

New Glasgow Regional Police

111 Provost Street

New Glasgow, Nova Scotia

B2H 5E1

Late submissions will not be accepted.

**7.**

### **Evaluation Criteria**

Tenders will be evaluated based on:

- Cost competitiveness
- Contractor qualifications and experience
- References and past performance
- Compliance with bonding and criminal record requirements
- Capacity to meet timelines and service standards

The lowest tender may not necessarily be accepted.

**8.**

**Additional Information**

For all inquiries, contact:

Ron Walsh

Phone: 902-755-8330

Email: [ron.walsh@newglasgow.ca](mailto:ron.walsh@newglasgow.ca)

The Town of New Glasgow reserves the right to reject any or all tenders, waive irregularities, and accept the tender deemed most favorable in the interest of the municipality.