

STARLAND COUNTY
JANITORIAL SERVICES
TENDER SUBMISSION FORM

Work Description:

Cleaning of 17,608 sq. ft. of office space and 936 sq. ft. of Public Works space at the municipal office located at 217 Railway Avenue, Morrin, AB T0J 2B0.

Supplies and equipment will be provided by Starland County, but contractor will be responsible for maintaining proper inventory and requesting supplies as needed.

Contractor will be responsible for the security of facilities when attending the office, and must ensure doors are always closed and locked, and lights are turned off when leaving the building.

Services Shall be provided 3 times weekly:

- Twice weekly after 4:00 PM (must finish by 10:00 PM) during business days (Monday to Friday)
- Once weekly between the hours of 7:00 AM to 10:00 PM on weekends (Saturday to Sunday)

Required services include:

Per Cleaning Service:

- Sweeping and damp mopping all hard flooring
- Dumping garbage bins and replacing bags
- Sanitizing high-touch areas (Door handles, countertops, kitchen appliance handles, etc.,)
- Cleaning and replenishing toiletries in all washrooms

Weekly:

- Vacuuming all carpeted areas and spot shampoo areas when needed
- Wiping microwaves, coffee makers clean

Monthly:

- Cleaning all desks, counters, and window ledges

Twice a Year:

- Cleaning all office, board room, and lunch area chairs

As Needed:

- Spot washing walls
- Cleaning entry door windows and interior room windows
- Reporting any minor repairs needed on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, blinds, etc.

Contact Information:

Company Name (If Applicable)	
Contact Person (First and Last Name)	
Mailing Address	
Phone Number	
Email	

Monthly Payment: \$ _____ / per month.

Signature: _____

Name: _____
(Printed)

Date: _____

Please return this form in a sealed envelope clearly marked with: SEALED TENDER – JANITORIAL SERVICES, no later than 2:00 pm on June 12, 2026.

If submitting via mail, it must have a stamped date of June 12th.

In Person:

217 Railway Ave N
Morrin, Alberta
T0J 2B0

By Mail:

Starland County
Box 249
Morrin, Alberta
T0J 2B0