Rural Municipality of Rockwood
Request for Proposal No. 2026 – 101
Custodial / Janitorial Services
Administration Building, 285 Main Street, Stonewall
Contract term: January 1, 2027 to December 31, 2028

Issue Date: October 26, 2026

Closing Date: November 20, 2026

Closing Time: 4:00 P.M. – Central Standard Time

Sealed Bid Packages to be Submitted To:

Attention: Ian Tesarski, CAO

Rural Municipality of Rockwood Box 902 285 Main Street

Stonewall Manitoba R0C 2Z0

1. Invitation and Submission Details

The Rural Municipality of Rockwood (Rockwood) invites proposals to provide custodial / janitorial services for all offices and common areas of its Administration Building at 285 Main Street, Stonewall.

Submit a proposal identified with the RFP number and proponent's name by the closing deadline using the mandatory bid form. Direct questions to the designated contact. Proposed submission rule: late proposals will not be evaluated.

2. Scope of Services

The contractor will provide all labour for cleaning five days per week, excluding holidays, and arrange a substitute custodian when unavailable. Rockwood will purchase all cleaning supplies; the contractor will advise what supplies are required and when replenishment is needed.

Equipment responsibilities: Equipment to perform daily tasks will be provided by Rockwood. Specialized equipment for additional services is to be included in the price for completing the task.

Daily tasks below apply on each scheduled service day.

Task	Frequency
Clean washrooms; remove garbage; vacuum offices and common areas; vacuum door mats; vacuum backstairs entrance and stairs; sweep foyer; wipe and dust all front counters.	Daily
Window cleaning; door cleaning; wall cleaning	As needed
Vacuum, dust and empty all garbage in Council Chambers.	Tuesdays and Thursdays
Clean glass — windows and foyer; clean front stairwell to basement at main door; dust all chairs, including bottoms.	Weekly
Complete two major cleanings, including all interior windows.	Once in spring and once in autumn; included in monthly fee

Additional services: Carpet cleaning and exterior window cleaning are outside the monthly fee. Quote these services separately. Costs must be agreed upon by both parties before any additional work begins.

3. Service Schedule and Contract Terms

The agreement identifies expected tasks, and proposal should reflect the amount of time required to perform each task. Tasks shall be completed either in the mornings prior to 8 a.m. or in the evenings after 5 p.m. Council meetings are held every second Wednesday and fourth Wednesday of each month with the potential to impede on regular cleaning hours. Any scheduled evening meetings will be communicated via a monthly calendar on the council chambers door. Proponents must describe how they will complete the full scope of the required tasks.

- The initial term is January 1, 2027, to December 31, 2028.
- Either party may terminate the agreement with at least 30 days' written notice.
- Extensions require mutual agreement. Written notice to exercise an extension must be given at least 60 days before December 31 of the applicable year.
- For extensions effective January 1, 2029, and subsequent applicable years, the agreement provides for an annual January 1 adjustment based on the yearly average consumer price index for Manitoba as of October of the previous year.
- The contractor will submit monthly invoices. Rockwood will pay the agreed monthly fee plus GST. Payment timing: with 30 days of receipt of invoice.
- The contractor must provide its own insurance and Workers Compensation coverage for all employees working under the contract and provide proof to Rockwood.
- The agreement requires the contractor to indemnify and save harmless Rockwood in connection with performance of the contractual duties, responsibilities and obligations. The agreement is binding on the parties and their respective heirs, administrators, successors and assigns.

4. Proposal Requirements and Pricing

Provide the following information in a concise proposal:

1. **Proponent information:** Legal business name, mailing address, contact person, telephone, email and authorized signature.
2. **Relevant business experience:** Describe comparable office or municipal-building cleaning contracts, including scope and duration. Provide two client references with contact information for confirmation of the stated contract experience and scope.
3. **Service approach:** Explain the daily and weekly cleaning plan, spring and autumn major cleanings, quality checks, deficiency correction and communication with Rockwood.
4. **Service continuity:** Describe the proposed schedule, substitute coverage and ability to begin January 1, 2027.
5. **Contract acceptance:** Confirm acceptance of the scope and agreement terms or clearly identify each proposed exception. Confirm ability to provide the required Workers Compensation coverage and proof before services begin.

6. **Price:** Complete the pricing schedule below and identify all assumptions or exclusions. Include all labour and the two annual major cleanings in the fixed monthly fee. Do not include supplies purchased by Rockwood.

Pricing item	Proponent's price
Fixed monthly fee for January 1, 2027 – December 31, 2028, excluding GST	$
Total initial-term base price: monthly fee × 24 months, excluding GST	$
Optional carpet cleaning — state price, unit and scope	$
Optional exterior window cleaning — state price, unit and scope	$

7. **Mandatory Bid Form:** Proponent to submit the bid on the mandatory bid form included with this package as Appendix A.

5. Evaluation and Award

Rockwood will first check that the proposal was received on time, contains an authorized signature and completed base pricing, acknowledges all addenda, confirms the full-service scope and start date, accepts the agreement without material exceptions, and commits to providing the required Workers Compensation coverage and proof before services begin. Proposals failing a mandatory requirement will not proceed to scoring.

Eligible proposals will be scored using Section 6, for a maximum of 100 points. Price will be evaluated using the 24-month base price excluding GST; optional carpet and exterior window cleaning prices will be considered with a lesser evaluation weight to the monthly base price. The highest total score will be recommended for award, subject to municipal approval and execution of a written agreement. Ties will be resolved by the higher service approach score, then the lower evaluated base price; any remaining tie will be resolved by a documented random draw. Rockwood may request clarification without permitting material changes to a proposal. Rockwood may cancel this RFP or reject all proposals. The lowest-priced proposal will not necessarily be selected.

6. Scoring Matrix — 100 Points

Proponent: _____ Evaluator: _____ Date: _____

Criterion	What to assess	Maximum	Score
Price	Evaluate price based on the entirety of the proposal. Any gaps to be noted.	30	
Service approach and quality control	Complete task coverage, practical cleaning plan, seasonal cleaning, quality checks, deficiency correction and communication.	30	
Comparable business experience	Relevance and scope of comparable contracts; client confirmation of the stated contract experience.	30	
Previous work experience with Rockwood	Relevant historical work with Rockwood.	10	
Total	Sum of all criterion scores.	**100**	**____ / 100**

Evaluator notes: _____

_____

_____

_____

_____

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Appendix A — Mandatory Bid Form

RFP No. 2026–101 — Custodial / Janitorial Services
Proponents must complete, sign and submit this form with their proposal. All fields marked "Required" must be completed. Prices must be stated in Canadian dollars and exclude GST unless otherwise indicated. If additional space is required, attach clearly labelled pages and reference the applicable section of this form.

A1. Proponent Information

Legal business name (Required)	
Operating name, if different	
Mailing address (Required)	
Contact person and title (Required)	
Telephone (Required)	
Email (Required)	

A2. Mandatory Compliance Confirmations

Requirement	Proponent confirmation
Proponent will provide the full scope of services described in Section 2, including two annual major cleanings in the monthly fee.	☐ Yes
Proponent can begin services on January 1, 2027.	☐ Yes
Proponent will perform services before 8:00 a.m. or after 5:00 p.m., while accommodating scheduled evening meetings.	☐ Yes
Proponent will arrange qualified substitute coverage when the regular custodian is unavailable.	☐ Yes
Proponent will provide its own insurance and Workers Compensation coverage for all employees working under the contract and provide proof to Rockwood before services begin.	☐ Yes
Proponent accepts the scope and agreement terms, except only as expressly identified in Section A5 below.	☐ Yes

A3. Pricing Schedule and Service Approach

Pricing item	Proponent's price
Fixed monthly fee for January 1, 2027–December 31, 2028, excluding GST (Required)	$_____ per month
Total initial-term base price: monthly fee × 24 months, excluding GST (Required)	$_____
Optional carpet cleaning — state price, excluding GST	$_____
Optional exterior window cleaning — state price, excluding GST	$_____

Detail of the service approach and how the price reflects this (provide separate page if required):

_____
_____
_____
_____
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_____

A4. Addenda Acknowledgement

List every addendum received. If none were issued, write "None."

Addendum No(s).: _____
Date(s) received: _____

A5. Exceptions to Scope or Agreement Terms

☐ No exceptions. The proponent accepts the scope and agreement terms as issued.
☐ Exceptions are listed below and/or on attached pages clearly labelled "Appendix A — Exceptions."

_____
_____
_____

A6. Client References

Reference 1	Reference 2
Client organization: _____	**Client organization:** _____
Contact name/title: _____	**Contact name/title:** _____
Telephone: _____	**Telephone:** _____
Email: _____	**Email:** _____
Contract scope and duration: _____ _____	**Contract scope and duration:** _____ _____

A7. Certification and Authorized Signature

By signing below, the proponent certifies that the information in its proposal and this Mandatory Bid Form is complete and accurate; that the signatory is authorized to bind the proponent; that the stated prices remain available for acceptance by Rockwood pending award and execution of a written agreement; and that the proponent acknowledges the requirements, addenda and exceptions identified above.

Authorized signature (Required): _____

Printed name (Required): _____

Title (Required): _____

Date (Required): _____