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Request for Tender (RFT)

Issued By:

Radius Credit Union
201 Main Street
PO Box 279
306.869.2215

Date:

June 20, 2024

Subject: Tender for Contracted Custodian Services at Radville Branch

Overview:

Radius Credit Union is seeking bids from qualified contractors to provide comprehensive custodial services at our Radville branch. The successful bidder will be responsible for daily, weekly, monthly, and as-needed cleaning and maintenance duties as outlined in the attached scope of work list. All cleaning supplies will be provided by Radius Credit Union.

Submission Details:

Interested contractors are invited to submit their bids by the submission deadline of **August 15, 2024** for a contract start date of October 1, 2024.

Submissions should include:

- Detailed pricing for the services outlined
- Proof of relevant experience and qualifications
- References from previous clients
- It is preferred that these are submitted in a sealed confidential envelope.

Contact Information:

For any questions or to submit your tender, please contact:

Charmaine Wudrick
Business Development Manager | Radius Credit Union Limited
Charmaine.wudrick@radiuscu.com
T: (306)869-2215 |

Avonlea	Ceylon	Earl Grey	Ogema	Pangman	Radville	Torquay	Tribune
Box 270 Avonlea, SK S0H 0C0	Box 99 Ceylon, SK S0C 0T0	Box 331 Earl Grey, SK S0G 1J0	Box 339 Ogema, SK S0C 1Y0	Box 158 Pangman, SK S0C 2C0	Box 279 Radville, SK S0C 2G0	Box 30 Torquay, SK S0C 2L0	Box 129 Tribune, SK S0C 2M0
306.868.4580	306.454.2441	306.939.2100	306.459.2266	306.442.2102	306.869.2215	306.923.2177	306.456.2215

www.radiuscu.com

Radville Custodian Duties

DAILY DUTIES:

- Empty garbage & remove normal office waste & recycling
- Wash dishes in boardroom sink or hall sink
- Wipe the tops of desks & work stations
- Vacuum carpet in high traffic areas.
- Wash bathroom floors
- Wash tile in member service area
- Refill tissue & soap in washrooms, as required
- Vacuum mats at door areas
- Scrub, wash and sanitize sinks, toilet seats, & toilet bowl.

WEEKLY DUTIES:

- Dust window sills, office furnishings, counter tops, filing cabinets, display racks, telephones and other equipment in normal reach
- Wipe boardroom table
- Vacuum all carpet areas
- Wash all linoleum & tile areas
- Damp wipe exposed surfaces & trim courier safe & other security equipment
- Wash Tea Towels and Dish Rags
- Remove gravel and debris from under rubber mats in entryway (ATM lobby)
- Remove finger marks from glass, walls & doors
- Remove ink marks from work stations

MONTHLY DUTIES:

- Wash inside & outside of windows & doors. (or as required)
- Polish all mirrors, metal dispensers, faucets and other exposed high finished metals
- Monitor water softener levels & supplies
- Dust all vertical surfaces, chairs & wall hangings and baseboards

AS NEEDED:

- Remove snow from front & back steps & ramps
- Remove snow from front sidewalk
- Keep exterior lot and gutters free from weeds and debris
- Sweep front step & sidewalk as needed
- Change interior & exterior lights
- Monitor replacement of furnace filters & supplies
- Clean exterior of building (Light covers, cobb-webbs, etc.)
- Clean interior light fixtures, doors & walls.
- Report any repairs or maintenance needed

All cleaning supplies are paid for by the Credit Union.