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## Request for Tender (RFT)

### Issued By:

Radius Credit Union Limited  
142 Main Street  
PO Box 331  
Earl Grey, SK S0G 1J0  
306.939.2100

**Date:** April 15, 2025

**Subject:** Tender for Contracted Custodian Services at Earl Grey Branch

### Overview:

Radius Credit Union is seeking bids from qualified contractors to provide comprehensive custodial services at our Earl Grey 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 the 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 May 16, 2025 for a contract start date of July 1, 2025.

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:

Lynnette Houston, Business Development Manager

Radius Credit Union Limited

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#### Ceylon

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#### Earl Grey

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#### Ogema

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#### Pangman

Box 158  
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#### Radville

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#### Torquay

Box 30  
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#### Tribune

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## **Earl Grey Custodian Duties**

### **DAILY DUTIES:**

- Empty garbage & remove normal office waste & recycling
- Wipe the staff room counter and table, wash dishes in sink
- Wipe the tops of desks & workstations, counters and desk phones
- Vacuum carpet in high traffic areas, including area rugs. And all floors twice a week.
- Mop all tiled and linoleum floors if soiled
- Scrub, wash and sanitize sinks, toilet seats, & toilet bowl.

### **WEEKLY DUTIES:**

- Dust windowsills, door frames and remove cobwebs
- Vacuum all carpet areas
- Wash all linoleum & tile areas
- Wash Tea Towels and Dish Rags
- Remove finger marks from office glass walls & glass entrance doors

### **MONTHLY DUTIES:**

- Wash inside & outside of glass doors.
- Polish all mirrors, metal dispensers, faucets and other exposed high finished metals
- Dust all vertical surfaces, chairs & wall hangings and baseboards
- Wash inside & outside of windows (or as required...minimum spring and fall)

### **ANNUAL DUTIES:**

- Wash or dust interior walls.

### **AS NEEDED:**

- Spot clean rug stains
- Remove snow from front step, Access Ramp & front sidewalk
- Keep exterior lot free from weeds and debris
- Sweep front step & sidewalk as needed
- Monitor replacement of furnace filters & supplies
- Clean exterior of building (Light covers, cobweb-webs, bird nests, etc.)
- Clean interior light fixtures & back door.
- Report any repairs or maintenance needed

Keep janitor's storage room clean and organized. Cleaning should be completed outside of regular office hours after 5:00pm or before 8:00am Monday through Friday.

All cleaning supplies are paid for by the Credit Union