



**EXPRESSION OF INTEREST  
JANITORIAL SERVICES - POSTVILLE**

The Nunatsiavut Government is currently seeking janitorial services to be provided for three (3) hours a day from Monday-Friday for the Nunatsiavut Government properties in the Community of Postville (the "Janitorial Services"). The anticipated start date for these services are November 22, 2021 or a date mutually agreed upon. The Nunatsiavut Government is requesting expressions of interest from individuals or businesses interested in providing the following Janitorial Services:

**Janitorial Services**

**1. Two (2) Office Buildings**

**Daily Cleaning:**

- Collection of garbage from entire building (including individual offices), emptying and replacing trash bags
- Sweeping and mopping all areas of the building
- Clean and disinfect floors, tables, chairs, countertops, fixtures, sinks and all other hard surfaces
- Maintaining the janitorial supplies inventory list and request cleaning supplies as needed
- Maintain the cleanliness of the bathroom including cleaning all urinals, toilets, sink and mirrors
- Disinfection all high touch areas including but not limited to counter tops, light switches, door knobs and handles
- Cleaning of dirty dishes left in the kitchen sink
- Vacuuming floor mats

**Weekly Cleaning:**

- Clean inside windows and window ledges
- Disposing cigarette butts from cigarette can dispenser
- Ensure all shredded paper is removed from the paper shredder
- Vacuuming of any floor mats or any upholstered furniture
- Restocking of toiletries (toilet paper, paper towel and soap dispenser) whenever necessary

**Monthly Cleaning:**

- Dust Heaters & light fixtures
- Wipe down stove and clean inside of oven (if necessary)
- Wipe/disinfect outside and inside of microwave (if necessary)

**Yearly Cleaning:**

- Scrubbing of all interior walls

**Please note the following:**

- Building size- Approximately 3900 square feet per building
- One building includes office space and children's daycare. The second building includes office space and dental area. Janitorial Services are required for all areas.

## **2. Apartment- 3 bedrooms**

### **Will request the following cleaning after guest has departed:**

- Sweep & mop all areas (including rooms and bathroom)
- Wash bed lines and remake the beds
- Sanitize bathroom (bathtub/shower, sink and toilet), dust washer and dryer in bathroom
- Removal of garbage from all areas/clean cans when necessary
- Disinfect all doorknobs, light switches & other high touch areas
- There could be other requests while guest is occupying apartment

### **Monthly cleaning:**

- Cleaning of windows, heaters & dusting of light fixtures, ensure under/behind couches and under beds are kept dust free.

### **Yearly cleaning:**

- Yearly cleaning of walls & ceilings

### **Those who are interested should provide the Nunatsiavut Government the following information:**

1. The full name of the interested individual(s) or business;
2. Three (3) professional references;
3. The proposed hourly wage;
  - a. Please note that the Nunatsiavut Government provides the required cleaning supplies at its own expense;
4. The availability to perform the Janitorial Services;

### **Instructions for submitting Expressions of Interest**

Interested persons are to provide the above information via email or paper copy (fax copies will not be accepted) no later than 4:30 p.m. on November 15, 2021 to the Nunatsiavut Government offices in Happy Valley Goose Bay and addressed to:

Fay Llyall, Administrative Assistant  
Nunatsiavut Government  
Mail: P.O. Box 909, Happy Valley Goose Bay, NL, A0P 1E0  
Email: fay.lyall@nunatsiavut.com  
Telephone: (709) 896 8582  
Fax: (709) 896 2610

Those who submit a response to this call for Expression of Interest, if selected as the successful service provider, agree to supply the services listed at the prices listed in the submitted response and on the terms and conditions of a formal written contract that will be prepared between the parties. There will be no binding agreement between any person and the NG until a formal contract with negotiated terms has been signed by both parties.