



NORTHERN SHUSWAP TRIBAL COUNCIL

RFP: Janitorial Services

Issue Date: June 19, 2025

Responses must be submitted by: July 11, 2025 at 4:00 pm

Delivery Instructions:

By mail/hand/courier

Northern Shuswap Tribal Council

17 S. 1st Avenue

Williams Lake, BC V2G 1H4

Attention: Chief Administrative Officer

RE: RFP Janitorial Services

Responses received after the closing date and time **will not** be considered.

PROJECT SCOPE AND REQUIREMENTS

Overview of the Northern Shuswap Tribal Council

The Northern Shuswap Tribal Council (NSTC) is a non-profit organization providing governance support services for Tsq'escen' (Canim Lake Band), Xat'sull/Cm'etem (Soda Creek Band), and Stswecem'c/Xgat'tem (Canoe Creek Band) a two-level office building totaling 6448 square feet on 17 1st Avenue South, Williams Lake, BC.

Project Overview

1. The Northern Shuswap Tribal Council is seeking a janitorial service provider to provide janitorial services as an annual contract as per the following:
 - a. Weekly Cleaning Schedule – 5 days per week general cleaning.
 - b. Semi Annual/Annual Cleaning Schedules
 - c. Equipment – The contractor shall supply all necessary tools, equipment, brooms, mops, buckets, buffers and all other tools and supplies to provide satisfactory results.
 - d. Supplies - The contractor shall provide all supplies necessary for the proper cleaning, including all paper towels, toilet tissue, and hand soap to be used in washrooms and throughout the building.
 - e. Garbage Removal –the contractor shall provide plastic bags, and all waste will be deposited in waste containers at the back of the building and be picked up every Thursday.
 - f. Personnel – all contractor's personnel will be bondable and trained in WHIMS.
2. The contractor will be an independent Contractor and not the servant, employee or agent of NSTC.
3. The Contractor must perform the services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis equivalent to the work described.
4. The contractor will, at its own expense, have and maintain Liability Coverage and Workers Compensation Coverage and provide proof of compliance.

SUBMISSION PROCESS

1. Vendors may submit their submission via email or paper document before the closing date to the delivery address below.
2. Faxed Bid submissions **will not** be accepted.
3. Closing Date: Thursday, July 10, 2025 @ 4:00 pm
4. Delivery Address:

**Northern Shuswap Tribal Council
17 S. 1st Avenue
Williams Lake, BC V2G 1H4
Attn: Chief Administrative Officer
RE: Janitorial Services RFP**

5. Bid Opening – All submissions will be opened in private.
6. Bid Requirements – The Bid must address the following items:
 - a. Company overview – background, qualifications of staff, similar services provided for other clients, etc.
 - b. Experience working with First Nations organizations.
 - c. References – please include the names and contact information of at least two references for whom you have provided similar services.
 - d. The Bid must contain the signature of a duly authorized officer or agent of the company submitting the proposal.
7. Inquiries regarding the RFP are to be submitted in writing to:

**Chief Administrative Officer
Northern Shuswap Tribal Council
17 S. 1st Avenue
Williams Lake, BC V2G 1H4
Email: administration@nstq.org
Tel: 250-392-7361
Fax: 250-392-6158**

The Northern Shuswap Tribal Council will negotiate detailed contract terms upon selection. All contracts are subject to review by Northern Shuswap Tribal Council legal counsel and the contract will be awarded upon signing. The Northern Shuswap Tribal Council reserves the right to cancel this or repost the RFP at their discretion.