Overview

The City of Melville is seeking quotes on Janitorial Services and Grounds Maintenance for City Hall for a three year term commencing January 1, 2027 to December 31st, 2029. Note that the scope may change depending upon budget availability and availability of City staff.

Interested contractors must demonstrate their ability to achieve a high standard of quality in their services for contracts of this size and complexity. All quotes marked "City of Melville, Janitorial Services and Grounds Maintenance, Confidential – Do Not Open" will be received by 1:00PM December 4th, 2026.

City of Melville

420/430 Main Street, P.O. Box 1240

Melville SK,

S0A2P0

Attention: Soumojit Chakraborty, Director of Community Services

schakraborty@melville.ca

The City of Melville reserves the right to accept or reject any and all quotes and to waive irregularities and informalities at its discretion. The City reserves the right to accept a quote other than that with the highest evaluated score without stating reasons. By submitting a quote, the proponent waives any right to contest, in any proceedings or action, the right of the City to accept or reject any quote in its sole and unfettered discretion. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work, in its sole and unfettered discretion. This Request for Quotation does not commit the City to award a contract or pay any costs incurred in the preparation of a quote, or attendance at an interview meeting with City staff.

1.0 Request for Quotation:

1.1 Inquiries

All Inquiries related to this RFP are to be directed, via email, to schakraborty@melville.ca by 1:00PM, local time, December 4th, 2026. Questions received after submission deadline will not be answered.

1.2 Closing Date

Sealed submissions, clearly marked on the outside of the envelope with the words "City of Melville, Janitorial Services and Grounds Maintenance, Confidential – Do not open" Will be dropped off to the City Hall office located at 420/430 Main Street Melville. Submissions must be submitted by 1:00 PM December 4th, 2026. Submissions will not be opened publicly.

1.3 Evaluation and Selection

The City of Melville's evaluation team will check proposals against the mandatory criteria. Proposals that meet all the mandatory criteria will then be evaluated and scored against the desirable criteria. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding.

1.4 Workers' Compensation

The Contractor shall, at all times, in providing the services and otherwise performing its obligations under contract, comply with the Workers Compensation Act (Saskatchewan) and all regulations and orders. This will include Occupational Health and Safety Regulation, and, upon request from the City, provide evidence of any required registration under that Act and evidence of compliance with any requirement under that Act to make any payments or pay assessments. The proponent must provide a WCB number and clearance letter at time of contract signing.

1.5 Insurance Requirements

The Contractor shall obtain and maintain during the currency of the contract commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the services in an amount not less than $1,000,000.00 per occurrence and have the City listed as additional insured at time of contract signing.

1.6 Business License

The Contractor shall obtain and maintain during the currency of the contract a City of Melville Business License.

1.7 Proponent Meetings

Proponents meeting is scheduled for December 1st, 2026 at City Hall at 1 pm. This meeting will include a brief tour of our facility.

2.0 Services:

The successful proponent will provide the City with individual work programs and associated fees for the project comprising the work for the term of the project. (See attached costing sheet) The scope of the work is included below.

3.0 Proposed Schedule

Activity	Proposed Date
Issue RFP	November 17th, 2026
Site Meeting	December 1st, 2026 1 PM
Question Period Closing	December 2nd ,2026 1 PM
Close RFP	December 4th, 2026 1 PM
Select Preferred Proponent	December 17th, 2026
Contract in place with preferred proponent	December 28th, 2026
Contract to Start	January 1st, 2027

3.1 Mandatory Requirement

The following are mandatory criteria. Proposals not clearly demonstrating that they meet all the mandatory criteria will receive no further consideration during the evaluation process. The attached Mandatory Items Checklist outlines all that is required for a complete submission.

3.2 Proposal Format

- Two bound physical copies should be submitted
- Proposals shall have numbered pages

3.3 Sequence

- Cover Page
- Table of Contents
- Certification, Proposed Fees and Proponent Information documents: Signed by authorized company representative
- Main Body of Proposal
- Appendices

The main body of the proposal will supply the following information:

1) The contractor has a clear and coherent understanding of the City's requirements regarding Janitorial and Grounds Maintenance for City Hall.
2) The contractor will provide a general description of skills, knowledge, and experience to be able to meet the project requirements
3) Provide a description of the range of the products and services the contractor will provide.
4) Indicate local knowledge and provide the qualifications and experience of the personnel who will be assigned to provide the services for janitorial and Grounds maintenance.
5) Identify the number of years proponent has been in business

6) Provide list of proposed equipment.
7) Identify if sub-consultants will be used

The appendices will include:

1) Proof of Insurance for minimum $1,000,000.00 per occurrence and have the City listed as additional insured (if already obtained) or at time of contract signing

2) WCB Clearance letter (if already obtained) or at time of contract signing

3) City of Melville Business License (if already obtained) or at time of signing

3.4 Project Scope, Janitorial

The work comprises of the following:

Cleaning supplies to be supplied by the city.	Daily	Twice Weekly	Weekly	Twice Monthly	Monthly	Twice Yearly	Yearly
City Hall							
Sweep and Mop Main Level Floor	X						
Vacuum Carpeted Flooring		X					
Empty Waste Baskets		X					
Damp Wipe Waste Baskets				X			
Dust Furniture Main Floor				X			
Dust Furniture 2nd and 3rd Floor				X			
Dust Windowsills					X		
Clean Main Floor Washrooms	X						
Clean Mayor Washroom		X					
Clean Basement Washroom				X			
Restock all Paper Towel Dispensers	X						
Wash Basement Floors						X	
Spot Clean Walls and Doors				X			
Wash all Walls							X
Clean all Light Fixtures						X	
Clean phones and Disinfect				X			
Clean Windows-Inside only					X		
Clean Windows- Outside only						X	
Clean stairways	X						
Wipe Down Desks and Tables			X				
Shampoo Carpets and Fabric Chairs						X	
Strip Floors							X
Polish Floors							X

Maintain a Cleaning Record Log	X						
Replace smoke detector batteries							X

Contractor will maintain security of City Hall at all times.

Contractor from time to time may be required to unlock doors for after hour scheduled events.

Contractor will secure and lock all meeting rooms and exterior doors each evening after completion of all scheduled activities unless other arrangements have been made.

Contractor will ensure main office doors are locked at all times after regular business hours, and security alarm has been set and armed.

3.5 Project Scope, Grounds Maintenance

The successful bidder will be required to supply all ***labour, material and equipment*** to complete the work. Rates quoted by the respondent must be all-inclusive and must include all labour and equipment costs, including all fuel, travel and carriage costs, all insurance costs, and all other overhead, including fees or other charges by law.

3.6 Spring/Summer/Fall

Spring Clean Up

- The entire property will undergo a general clean up consisting of deep raking of leaves and dead grass, and collection of all leaves, branches, litter and other debris. All leaves, grass, debris, etc. will be bagged and placed behind City Hall in prescribed location. All entrances shall have the cement walkway cleared of debris. All lawn, walk and shrub bed areas are to be edged. All gravel from roadways will be raked from the lawn. This work shall be completed no later than April 16th each year weather permitting.

Lawn Maintenance

- The Proponent will mow all primary turf areas a minimum as often as necessary to maintain a neat and uniform appearance during the growing season.
- Initial cut will be not later than May with the final cut occurring in early November. Grass shall be kept between 2 ½ and 3 ".
- Mowing as required will include trimming along walls, flower beds, Garden beds, gravel edges, pavement, fence, curbs, lights and other objects.
- Mower blades are to be sharp to prevent torn grass tips that turn brown.
- Bags shall be emptied often to avoid clumping.
- Walkways, asphalt, concrete pads, and rear parking lot will shall be kept weed, grass and moss free. All hard surfaces shall be swept or blown clean of residual grass trimmings.
- Any visible debris ex/ litter, branches, etc. shall be collected and bagged with each mow.

- Weeds are to be removed from lawn via herbicide or manual measures. Rear parking lot to be sprayed as needed.

Fall Maintenance

- In autumn when leaves begin to fall, the cleanup and bagging of leaves shall occur once per week continuing through the month of November or until leaves cease to fall.
- All gardens and flower beds will have the summer growth removed in preparation for next season.

Gardening

- All garden areas shall be edged each year.
- Garden beds and containers shall be kept free of weeds and debris on a weekly basis throughout the season, this includes any hanging containers.
- Flowers (supplied by the city) and flower beds will be planted by the contractor by May 15th weather permitting.
- Gardens and flower beds are to be raked and maintained at least once a month to ensure a fresh appearance.

Watering and fertilizing

- The proponent is to regularly monitor lawn, garden and flower beds for watering, and water as necessary. As needed, remove dead, damaged and diseased portions of plants and flowers in garden and flower beds.
- Lawn, garden and flower beds shall be fertilized as per industry standards.

Pruning and Trimming

- Prune trees and shrubs to maintain a neat appearance and natural shape.
- Trim any straggler growth and shape without removing excessive growth.
- Trees and shrubs must be kept off signs, fences, walls, sitting areas, walkways, parking areas etc.

Equipment

- Proponent will supply a list of all equipment that will be used for grounds maintenance.

Hours of Service

- All work performed from April to November, Monday-Sunday between the hours of 7:00am to 7:00pm and in accordance with applicable local noise by-laws.
- Any work to be performed outside of the above time must have the approval of the City of Melville.

Spring/Summer/Fall Maintenance Area



Winter

Snow Removal

- This work will commence upon the first snow fall. Due to the nature of this work, the Purchaser makes no representations of the number of occurrences required during the season.
- The site must be monitored daily, and if necessary, cleared of snow and salted between the hours of 5:30 am and 7:30pm. The proponent is to ensure snow removal is completed by 7:30am during weekdays and throughout the day with continuous snow fall.
- Snow/Ice removal will be for all blue highlighted areas in the diagram below.
- The proponent accepts responsibility to make good/repair damages cause to curbing and/or other structures by snow removal equipment.
- At times during heavy snowfalls, the city, may request additional clearing of walkways, entranceways or adding additional salt to walkways as required. The proponent will return and/or must respond and be onsite within two (2) hours of the request of the City Manager or designate.

Hours of Service

- All work performed from December to March will be exempt from City Noise bylaw.
- Proponent will supply a list of equipment to be used for snow removal.

Snow and Ice Maintenance area (in blue)



All Janitorial and Grounds Maintenance persons at all times be courteous and presentable to the public and wear proper and safe attire and footwear for the work being done at the time.

Mandatory Items Checklist

Mandatary Items	Check-Off
Proposal Covering Body Requirements	
Mandatory Items Checklist	
Fee Schedule	
Proponent Information	
Certification Documents (If already obtained)	

_____ _____

Signature **Date**

Evaluation Criteria:

1. Understanding Our Objectives - How well has the proponent demonstrated that they understand our unique objectives?

1 Not Impressed	2	3	4	5 Moderately Impressed	6	7	8	9	10 Highly Impressed

2. Their Schedule-How well does the proponent's timeline address our objectives and circumstances?

1 Not Impressed	2	3	4	5 Moderately Impressed	6	7	8	9	10 Highly Impressed

3. Their Team – What resources is the proponent willing to commit to Melville and how well can the proponents team deliver the services requested to ensure successful projects?

1 Not Impressed	2	3	4	5 Moderately Impressed	6	7	8	9	10 Highly Impressed

4. Their Track Record - What is the proponent's track record regarding janitorial services?

1 Not Impressed				10 Moderately Impressed					20 Highly Impressed

5. Financial Cost Benefit to the City- How well does the financial cost relate to a valuable benefit for the City?

1 Not Impressed				15 Moderately Impressed					30 Highly Impressed

6. Overall Impression- What is the reviewers overall impression of the suitability of the proponent for this project?

1 Not Impressed	2	3	4	5 Moderately Impressed	6	7	8	9	10 Highly Impressed

Selection Process and Evaluation

The City will evaluate Quotes and will select the Quote that meets the best interests of the City. The City shall be the sole judge of its own best interests, the Quote, and the resulting Contract. The City's decision is final.

Quotes will be evaluated on the guidelines and factors shown above. All Responses will be evaluated based upon the Evaluation Criteria described herein.

Fee Schedule:

	Item	**Bid ($)**
1	City Hall Monthly 2027	
2	City Hall Annual 2027	
3	City Hall Monthly 2028	
4	City Hall Annual 2028	
5	City Hall Monthly 2029	
6	City Hall Annual 2029	
7	Total Bid for three year contract	

Proponent Information

1.1 Legal Name and Adress

1.2 Ownership Structure

1.3 References

Company	Contact Person	Telephone	Email

1.4 Proof of Commercial General Liability Insurance (Type of coverage, carrier, and amount)

Attached: YES_____ NO _____

1.4 WCB Insurance number and Clearance letter

_____

1.5 City of Melville Business Number

_____ **If Not, will purchase prior to signing contract**

Yes_____ No_____

Additional Terms & Conditions

1. RFP's must include all taxes, fees and any other charges associated with the service.

2. All personal tax's and employee tax's will be the responsibility of the contractor.

3. Quotes are irrevocable after the time of closing and shall be open for the acceptance for a period of Thirty (30) calendar days following the closing date.

4. a) The City reserves the right to reject any or all Quotes received. The lowest or any Quotes will not necessarily be accepted.

   b) The City reserves the right to accept the Quote deemed most favorable in the interest of the City.

   c) If only one quote is received the City reserves the right to:
      i) Accept or reject that bid
      ii) Negotiate acceptable terms and conditions with bidder.

5. The City **will not** accept any emailed or faxed Quotations.