



QALIPU
DEVELOPMENT CORPORATION

Request for Proposals – Cleaning Services

Qalipu Development Corporation (QDC) has been created to oversee business operations of the Qalipu First Nation Band including the management of four commercial properties located in Corner Brook, Grand Falls and Stephenville.

QDC will require regular cleaning services and is soliciting proposals from qualified individuals or contractors to provide such services at:

- 1 Church Street, Corner Brook
- 3 Church Street, Corner Brook

Please provide QDC with a proposal outlining the company profile, resumes, services offered, relevant experience and references. All work must be completed after regular business hours and contractors must provide all cleaning supplies. Submissions must be received by Monday, December 12th at 4:00 pm Newfoundland Standard Time. Proposals must be mailed or emailed to:

ATTN: Mabel MacDonald
Qalipu Development Corporation
3 Church Street
Corner Brook, NL A2H 2Z4
Email: mmacdonald@qalipudevelopment.com

Members of Qalipu First Nation Band are encouraged to apply. For more information, please visit www.qalipu.ca

QFN Ground Floor and Level II– 1 Church Street

Twice weekly cleaning (Wednesday and week-end)

- Dust all surfaces (including uncluttered desks)
- Clean washrooms. Restock toiletries and soap as needed
- Empty garbage containers
- Sweep and mop all floors
- Clean boot trays
- Vacuum offices and spot check conference room
- Spot clean walls and doors as needed
- Spot check window glass and clean as needed
- Clean entrance doors
- Tend to light maintenance (ex: Light bulbs)
- Place garbage in bin at back of building

QFN – 3 Church Street

Twice weekly cleaning (Tuesday and week-end)

- Dust all surfaces (including uncluttered desks)
- Clean washrooms. Restock toiletries and soap as needed
- Empty garbage containers
- Sweep and mop all floors
- Vacuum offices and spot check conference room. Ensure one group of offices be vacuumed each visit
- Clean boot trays
- Spot clean walls and doors as needed
- Tend to light maintenance (ex: Light bulbs)
- Spot check window glass and clean as needed
- Clean entrance doors
- Place garbage in bin at back of building