



Re: Request for Proposal (RFP) - Janitorial Services Contract

West Moberly First Nations invites you to submit an RFP for up to a 6 Month Janitorial Services Contract.

Background:

West Moberly First Nations (WMFN) is a Treaty 8 Nation located 32 km northwest of Chetwynd, BC, at the serene west end of Moberly Lake. Surrounded by pristine lakes, flowing rivers, lush forests, and majestic mountains, our community embodies natural beauty and strong values. We are dedicated to upholding our mission of fostering respect, honesty, fairness, integrity, and self-motivation. By promoting open communication among Members, Council, and staff, we strive to enhance our cherished traditions and ethics.

Vision:

The successful proponent will provide consistent, high-quality janitorial services that contribute to safe, functional, and welcoming facilities. Services must be delivered in a professional and respectful manner, with attention to cleanliness, reliability, and compliance with health and safety requirements.

Scope:

Start date: May 14 2026 – November 14 2026

The Janitorial Services Contract includes routine and scheduled custodial cleaning for the following WMFN facilities:

- Administration Building
- Chief and Council Building
- Health Centre
- Dakii Daycare
- Cultural Cabin
- *New* Office Building on Misku Rd

Services are expected to meet the operational needs of each facility while minimizing disruption to staff, programs, and community members.

Responsibilities:

The successful contractor or service provider will be responsible for delivering consistent, professional janitorial services that maintain clean, safe, and respectful environments across all WMFN facilities included in the contract.

- General Cleaning and Sanitation
 - Perform routine and scheduled janitorial cleaning in all assigned facilities, including offices, meeting rooms, hallways, washrooms, kitchens, and common areas.
 - Ensure washrooms are thoroughly cleaned, disinfected, and restocked with necessary supplies to maintain hygiene and public health standards.
 - Remove garbage and recycling from all designated areas and dispose of waste in accordance with facility procedures.
- Floor and Surface Care
 - Clean, mop, vacuum, sweep, and polish floors appropriate to surface type, including carpets, tile, vinyl, and other hard surfaces.
 - Spot clean and maintain walls, doors, light switches, baseboards, and high touch surfaces to prevent buildup of dirt and germs.
 - Conduct periodic deep cleaning as required under the agreed cleaning schedule.
- Equipment and Supplies Management
 - Supply, use, and properly maintain all janitorial equipment and cleaning tools required to perform services.
 - Ensure cleaning products and materials are used safely and stored securely according to manufacturer directions and safety guidelines.
 - Take reasonable care to prevent damage to WMFN buildings, furnishings, and property during cleaning activities.
- Health, Safety, and Compliance
 - Comply with all WMFN health and safety requirements while performing contracted services.
 - Maintain valid liability insurance and Workers Compensation coverage for the full contract term.
 - Ensure all work is conducted in a manner that minimizes disruption to staff, programs, and community members.
 - Report any safety hazards, maintenance issues, or building concerns observed during cleaning to the appropriate WMFN contact.
- Professional Conduct and Respect for Community Spaces
 - Conduct all cleaning activities respectfully, recognizing that facilities support governance, health services, childcare, recreation, and community functions.
 - Maintain confidentiality regarding any information inadvertently observed while working in WMFN buildings.

- Work cooperatively with the Operations and Maintenance team and follow direction related to building access, scheduling, and security procedures.
- Scheduling and Reliability
 - Adhere to agreed cleaning schedules for each facility.
 - Ensure services are delivered consistently and reliably throughout the contract term.
 - Communicate promptly with WMFN regarding any scheduling issues, service interruptions, or necessary adjustments.
- Reporting and Communication
 - Respond professionally and in a timely manner to requests, concerns, or feedback related to janitorial services.
 - Participate in service reviews if requested by WMFN to support quality assurance and contract compliance.

Submission:

Interested parties are requested to submit their RFP to drobertson@westmo.org

You must include the following to be considered:

Contact Information	Company or individual name and contact information
Company/Consultant Profile	Brief statement of Company Profile or relevant experience providing janitorial services.
Insurance + Coverage	Proof of Liability Insurance + Workers Compensation Coverage
References	Available upon request.
Quote Price	Per Building/Per Month

Deadline:

This RFP will be open until **5:00 pm on May 7** Any response received after this date may not be considered.

Conflict of Interest:

Respondents are asked to disclose in their submission any actual or potential conflicts of interest and existing business relationships they may have with the Province, Treaty 8 First Nations, or neighbouring communities (Indigenous or non-Indigenous).