



## VILLAGE OF LONGVIEW

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### REQUEST FOR PROPOSAL CLEANING SERVICES

The Village of Longview is looking for proposals for cleaning services of the Village office and entry as well as the Longview Community Hall. These services would be provided once a week, either late afternoon or evening or on the weekend. A Criminal Record check will be required. To view the building prior to submitting proposals contact the Village Office. (403) 558-3922. This service would start in the fall of 2018. Submit proposals in writing or email to [cao@village.longview.ab.ca](mailto:cao@village.longview.ab.ca) prior to 2:00 p.m. July 27, 2018.

#### **Administration Building**

Cleaning to include the following areas and tasks:

#### **Front & Back Entryway, Landings, Stairwells**

Sweep and wash tiled floors  
Dust and clean or polish flat surfaces  
Clean side glass and entry doors

#### **Administration Offices, Kitchen and Bathroom**

Vacuum carpeted areas  
Wash tiles and vinyl floors  
Dishes, countertops and coffee pot if needed  
Dust and clean or polish flat surfaces  
Clean side glass and entry doors  
Clean kitchen fixtures, microwave, and counter  
Clean bathroom fixtures and counter  
Empty trash

#### **Council Chambers**

Vacuum carpeted areas  
Dust and clean or polish flat surfaces

#### **Community Hall**

Sweep and wash all floors in up and down  
Dust and clean or polish flat surfaces  
Vacuum carpeted areas  
Dust and clean or polish flat surfaces  
Clean kitchen fixtures and counters  
Clean bathroom fixtures and counters – up and downstairs  
Empty trash