



**P.O. Box 1120, Sundridge, ON P0A 1Z0  
28 Municipal Lane  
705-384-5819 Fax 705-384-5892  
www.strongtownship.com**

Township of Strong – Cleaning Position:

- Maximum of 6 hours per week – additional hours may be permitted for extra cleaning tasks over and above regular duties approved by Clerk or Designate
- Cleaning supplies and equipment will be provided by the Township of Strong
- Cleaning must be completed after hours, except times when meetings are being held
- Contractor to be provided with access codes/keys
- Contractor must be bonded through the Township Insurance Policy
- Police check will be required upon acceptance of the contract

Regular Weekly Duties Include:

**Administration Offices, Council Chambers, Joint Building Committee Offices, Joly Offices, Joly Council Chambers, Public Works Garage, plus common areas including bathrooms**

- Floors and stairs – sweep and /mop
- All bathrooms – clean toilets, sinks, counters and fill dispensers
- Walls/doors – wipe fingerprints and other soil/marks
- Carpets/rugs – vacuum and spot clean if required
- Furniture/counters/railings- dust and wipe clean
- Doors – remove finger prints/marks as required
- Light fixtures – clean/remove dust
- Windows/glass doors – clean fingerprints and marks
- Kitchen – wash countertops and appliances
- Offices/Council Chambers/Bathrooms – collect garbage and prepare for pick up

Extra Cleaning Tasks:

- Windows – deep clean both sides spring and fall
- Wax floors – wax floors in employee hall, bathrooms and basement floors annually
- Steam clean rugs – steam clean all rugs annually
- Other duties as requested

RFP must be received no later than 4:00 pm on Friday, October 22, 2021 in a sealed envelope clearly marked **“Office Cleaning Contract”**

**To:** Caitlin Haggart, Clerk Administrator  
Township of Strong  
PO Box 1120,  
28 Municipal Lane  
Sundridge, ON  
P0A 1Z0  
**Email:** clerk @strongtownsip.com

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Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Proposed Rate per Hour: \_\_\_\_\_ (HST applicable Y/N)

Successful applicant must be bondable through the Municipal Insurance Policy and provide a Police Background Check at your own expense.