



RM OF COALFIELDS No. 4

PO Box 190 | Bienfait SK | S0C 0M0
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www.rmofcoalfields.com

October 20, 2022

RM of Coalfields No. 4 Office – Office Janitor

The RM of Coalfields No.4 is looking to contract an individual or company to clean the RM of Coalfields No 4 Office.

Duties include:

- Vacuum all carpets and rugs and spot clean as needed
- Sweep and mop entrance floors
- Clean front door, glass, and threshold
- Empty and clean all waste containers
- Dust all office furniture, telephones, ledges, woodwork, and all other surfaces within reach
- Clean and disinfect all washroom floors and fixtures
- Inform when janitorial and bathroom supplies are needed – supplies will be provided
- Maintain janitorial room in a neat and orderly condition
- Clean interior office windows

The office requires approximately 2 hours per week of cleaning. All cleaning will be performed during office hours which are Monday to Friday 8:30-4:00 p.m.

If interested in the position please submit a bid including the following information:

- Hourly rate or rate per clean. (Inclusive of travel cost, if any)
- Liability insurance coverage (if applicable)
- WCB Clearance letter

Note: if you do not have insurance coverage or WCB, please state that in your bid.

Bids must be delivered to the RM of Coalfields No. 4 office in person, by mail, or via email (rm.04@myaccess.ca) by noon on October 31, 2022.

If you have any questions, please feel free to contact the undersigned.

Thank you,

Holley Odgers
Administrator