



## Mayne Island Improvement District | Invitation To Tender Health Centre Cleaning Contract

**Closing Date:**  
February 14<sup>th</sup>, 2025 at  
12 pm.

Mayne Island Improvement District (the District) is inviting proposals from qualified contractors for the janitorial services at the Mayne Island Health Centre.

The work includes but is not limited to:

- Service, clean, and supply restrooms.
- Gather and empty trash and recycling.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of cleaners and equipment, to meet Island Health cleaning standards.
- Mix water and detergents or other cleaning products in containers to prepare cleaning solutions, according to specifications and to satisfy the requirements of Workplace Hazardous Materials.

- Notify the MIID CAO concerning the need for repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean windows, glass partitions, and mirrors, using appropriate materials and equipment.
- Clean and polish furniture and fixtures.
- Wipe down furniture, walls, machines, and equipment.
- Maintain building security by checking, closing and locking windows and doors on completion of tasks.

Please include expected compensation in your proposal. For reference, the 2025 expenditure budget is \$17,400. A detailed listing of the cleaning schedule and cleaning procedures is available online at [miidonline.com](http://miidonline.com).

Exclusive of this contract are further cleaning requirements from Island Health of up to 4 hours per week paid in addition to this contract.

The successful contractor will be required to coordinate and manage the work in a manner that minimizes the disruption to users of the facility. Cleaning services are completed only when the facility is closed to the public.

The successful contractor will be required to complete a Canadian criminal record check.

The Mayne Island Improvement District reserves the right to reject any or all proposals. Inquiries may be directed to the undersigned:

Katherine Somerville  
Corporate Administrative Officer  
250-539-5116  
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