



# Request for Quote

## 2026-01

### Rural Municipality of Pipestone Facility Custodial Services

**Issued: January 8, 2026**

**Submission Deadline: Thursday, February 5, 2026 @ 4:00pm**

**Proposals shall be submitted to:**

**R.M. of Pipestone**

**Mail:** Re: RM of Pipestone – Facility Custodial Services

PO Box 99

Reston, MB R0M 1X0

**Email:** [tara@rmofpipestone.com](mailto:tara@rmofpipestone.com)

**Attention:** Tara Maxwell

Recreation and Facility Manager

The RM of Pipestone is requesting a quote for custodial services for the following facilities including all occupied offices:

- RES Centre, 143 Third Avenue Reston, MB
- RM of Pipestone Office, 401 Third Avenue Reston, MB
- Pipestone Albert Fire Hall, 428 Fourth Ave Reston, MB
- RM of Pipestone Public Works Shop, 345 Fifth Street Reston, MB

## **Scope of Work:**

### **Basic cleaning**

- Clean offices, Hallways and entrance ways, all bathrooms
- Clean gymnasium, Multi purpose room (RES Centre only)
- Vacuum all carpets
- Mop floor areas including entrance and exits
- Dust all furniture, fixtures windowsills and desks
- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures
- Clean all mirrors
- Replenish toilet tissue, hand towels and soap
- Empty all waste baskets and garbage cans place garbage in outside storage bin
- Empty Recycling into large bin where provided
- Clean entrance and exit including glass, doors and hardware
- Wash all finger marks from walls, doors, hardware and glass
- Clean kitchen sinks and counters
- Report damages and acts of vandalism
- Wash and buff floors with floor polisher (RES Centre only)
- Clean walls and toilet partitions

### **Snow Clearing**

- Snow removal from all emergency exits must be completed prior to opening when snowfall has occurred (RES Centre and RM Office only).

### **Main Activities:**

- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies
- Make note of the need for equipment repairs
- Perform other related duties as required

### **Frequency of cleaning:**

- Every other day - RES Centre
- Every day - RM of Pipestone Office
- Once per week - Pipestone Albert Fire Hall
- Every other day - RM of Pipestone Public Works Shop

- Inform Facility Manager of any maintenance beyond your capacity.

**Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public**

**All cleaning supplies and equipment will be provided.** The successful candidate must provide a satisfactory criminal record check.

To view these facilities please arrange an appointment with the Recreation and Facility manager 204-851-1280 or by email [tara@rmofpipestone.com](mailto:tara@rmofpipestone.com).

**Dollars per month:** (\$ \_\_\_\_\_)

**GST dollars** (\$ \_\_\_\_\_)

**PST dollars** (\$ \_\_\_\_\_)

**Total dollars** (\$ \_\_\_\_\_)

#### **WORK REFERENCES REQUIRED**

1) **Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

2) **Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

3) **Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

The Municipality of Pipestone shall have the right to reject the lowest and any or all quotes and accept any quote that they may consider in the best interest of the Municipality.