

Request for Bids – Caretaker Services - St. Jerome’s School – Vermilion, Alberta

The East Central Alberta Catholic Separate School Division

Request for Bids: Contract for Custodial Services
For: St. Jerome’s School
Address: 4820 – 46th Street, Vermilion, Alberta T9X 1G2
Deadline: April 16, 2026

Mandatory Site visit required by calling Ernie Decker at 780-581-3100 (by appointment only).

Gross area to be cleaned approximately 5,134 square meters (plus sidewalks as required).

Submission of Proposal and Bid for services:

Email Subject line: Confidential - St. Jerome’s School – Caretaking Services
Email Address: sheryl.neypes@ecacs16.ab.ca

Any questions can be sent to: maryann.thrienen@ecacs16.ab.ca

Important:

The East Central Alberta Catholic Separate School Division reserves the right to accept or reject any or all bids and the right to eliminate any term or condition that may be undesirable or unnecessary. No bid will be considered unless submitted in writing in accordance with the instructions, terms, conditions, and specifications governing this bid.

The lowest bid price will not necessarily be accepted.

The successful bidder will be required to supply the School Division with the following information prior to being offered a contract:

- i. List of the Caretaker Contractor employees who will work at St. Jerome’s school and their phone numbers.
- ii. Current criminal record check for everyone who will provide cleaning services at St. Jerome’s School, including all the contractor’s substitute and casual staff.
- iii. Everyone providing services at St. Jerome’s School under this contract shall sign the school division’s Confidentiality Agreement.
- iv. Certificate of Insurance.
- v. GST registration number.
- vi. WCB account number.

Performance Standard

1. The objective of this service is to provide clean facilities and a healthy environment for students, staff and visitors. The contractor shall ensure that the building presents an overall appearance of cleanliness. The facilities must be sanitized and kept free from dust.
2. The contractor will exercise a high level of care and attention for personal possessions of staff and students and for activities being carried out on the premises. The general impression the public has of a school is often based on its physical appearance; therefore, it is important that the highest standards of janitorial services be provided in all areas.
3. The contractor will provide cleaning services prior to and after school until daily duties are completed as defined. A class may be disrupted only by permission of the principal (or designate) or in an emergency. The contractor will schedule around school sponsored extra-curricular activities as arranged by the principal or designate.
4. The contractor must be fully trained in the provision of daily cleaning and sanitizing routines and procedures and must train their staff. Copies of the WHMIS certificates and MSDS sheets for cleaning products used shall be provided to the Division by the contractor.
5. The Caretaking Contractor agrees to ensure that insurance for this contract will be in force and will continue to be so during the term of this contract. The Caretaking Contractor will provide a copy of their insurance policy prior to the commencement of the term of this agreement and will provide, from time to time on the request from the Board or the Principal, a copy of the policy showing it to be in good standing. The policy shall carry not less than two million dollars in liability. The policy shall name the board as the primary beneficiary.

General Duties and Responsibilities

This section refers to those items of a janitorial, custodial or maintenance nature that apply to the entire facility and school grounds.

1. The contractor and their staff will watch for and report any problems with the facility (defective or broken equipment, leaking pipes or roof, cracked walls, broken glass/window, etc.) to the principal (or designate) immediately.
2. The contractor will regularly clean and disinfect all traps, toilets, sinks and urinal with proper chemicals. Any blockages shall be purged promptly.
3. The contractor is to ensure that school is operational one hour before the school day begins (7:15 AM) in terms of cleanliness, heat, and ventilation systems.
4. The contractor is to ensure that the Canadian and Alberta flags are raised while school is in session and removed during the summer break.
5. The contractor will normally use a disinfecting solution to wash any surface in the school. Stronger solutions will be used in areas conducive to the spread of germs or bacteria and subject to high student traffic (drinking fountains, frequent touch areas, bathrooms).

6. The contractor is responsible for ensuring that:
 - a. All external windows are locked in each room.
 - b. All external doors are locked as rooms are cleaned; once the contractor has locked the room after cleaning, they are no longer responsible for those doors.
 - c. Once the contractor has locked the entrances at 4:30 PM, they are no longer responsible for those doors.
 - d. If other school personnel or the public remain, then that person or group assumes the responsibility for security of the section being used.
7. The principal (or designate) may direct the contractor to open/close the facility for evening functions.
 - a. There will be a fee paid according to Division Procedure if the party using the facility is not part of the joint usage agreement and is required outside of the caretaker's regular workday.
 - b. The contractor shall report improper use of the school to the principal (or designate).
8. The contractor will ensure that they and their staff are appropriately dressed, neat and tidy, courteous, and cooperative. Every effort should be made to be tactful and self-controlled. If differences arise, the principal (or designate) is to be informed to address the situation. The contractor will not use or permit the use of intoxicants or illegal drugs by their staff while in the school.
9. The contractor and their staff will use the school resources efficiently including electricity, water, heat, cleaning and paper supplies or any other resource. The principal (or designate) will make the contractor aware of conservation practices in the school.

Specific Duties

1. Instructional Areas and Brighter Beginnings spaces
 - a. Daily
 - i. sweep/vacuum floors.
 - ii. empty garbage cans.
 - iii. wipe spills, remove gum, ink, etc.
 - iv. clean whiteboards & ledges.
 - v. wipe finger marks, smudges, graffiti from walls, glass, lockers, doors.
 - vi. the school staff member of each room is responsible in making sure that each student chair is placed on top of each student desk at the end of each school day.
 - vii. wipe and clean sinks and the sink areas.
 - a. As needed
 - i. dust ledges, shelves, file cabinets and other school furniture.
 - ii. wipe doorknob areas, door windows and clean smudges
 - iii. arrange desks, chairs, furniture as per teacher directions, primarily at the beginning of the year.

2. Washroom, showers, toilets

These areas require specific, regular attention to control spread of germs and odors, and enable students to practice positive washing/toileting habits. Washrooms should always appear clean and sanitary to the users.

a. Daily

- i. wash floors, sinks, countertops, urinals, partitions and regular doors with disinfectant solution.
- ii. scrub bowls and urinals inside and outside with proper chemicals.
- iii. fill soap, paper dispensers.
- iv. empty trash containers.
- v. clean and polish mirrors.

3. Auxiliary Areas

These areas assist the school to deliver its programs (gym, entrances, hallways, offices, library, staff work rooms, staff lounge, mezzanine, stairwells, Cordeau Center, etc.)

a. Daily:

- i. wash heavy traffic areas, hallways and entrances.
- ii. remove gum, tape, ink, and wipe spills.
- iii. clean and disinfect drinking fountains.

b. As needed:

- i. sweep, vacuum, wipe, mop, and polish.
- ii. dust all ledges, equipment.
- iii. wipe tables and countertops.
- iv. wipe doorknobs and door window areas.
- v. wipe finger marks, smudges, graffiti from walls, glass, lockers, doors.

4. The School Grounds

The grounds are important as play areas and for landscape effect.

The contractor is responsible for the following as required:

- i. To ensure the walkways are always safe. This caretaking contract will be responsible for sidewalks (except those colored yellow in the drawing provided).
- ii. To maintain the tidiness and cleanliness around the outside garbage containers. The custodial contractor shall ensure that the garbage container is emptied as needed or a minimum of once per week.

5. The school building – cleaning during the holidays.

a. During the summer holiday period, the following tasks must be completed:

- i. wash all desktops, seats and lockers.
- ii. wash all walls, partitions, shelves, and doors.
- iii. wash or dust ventilations ducts.
- iv. strip, wax and polish floors.
- v. shampoo all carpets.
- vi. Wash and condition all furniture.

- vii. clean windows inside and outside.
 - viii. dust all pictures, bulletin boards, light and electrical fixtures, shelves, door frames.
 - ix. dust Smart (digital) boards.
 - x. deep clean and restore (if necessary) all whiteboards & black boards but do not deep clean or restore Smart (digital) boards.
 - xi. vacuum all heat registers.
- b. All summer work is to be coordinated through the principal (or designate) to ensure that all workers, contractors, and school personnel are aware of what is going on over the summer months, when, who is doing what and where to enable completion of projects and necessary work.
- c. During the Christmas and Easter breaks, the contractor will ensure that all items in "5.a." are addressed as needed in discussion with the principal (or designate).

Selection and Evaluation Criteria

The submitted tenders will be selected and evaluated by a committee based on the following criteria:

- Price
- Warranties (availability of substitutes who can clean on short notice if regular staff cannot clean).
- Delivery of service (operator's experience, size of the operation, availability).
- Safety Programs (Working Alone, Alberta OHS, OHS safety manual, availability of MSDS sheets).
- Adherence to general terms and conditions of the Request for Bids – Custodial Services.
- Qualifications and experience of staff.
- Value added – unique attributes or actions that make the bidder a good fit.
- At least two references from clients, business, and community organizations.

The Division reserves the right to check any or all the references supplied by the respondent and the right to reject any proposal if any references are found to be unsatisfactory.

Bids shall remain open to acceptance and shall be irrevocable for a period of 30 days.

Successful bidder will be provided with a contract for signature.



St. Jerome's School 2025-2026 Calendar

■ Start/End
 ■ Organizational Days
 ■ Day-In-Lieu
 ■ Article 8.6.1 PD Day
■ Non-Instructional (PD) Day
 Teachers' Convention/ATA Day
 Holiday
 ☆ Mission & Ministry Day
 Diploma Exams
⬠ K-6 Report Cards go Home
▲ Cut off date for K-6 Report cards

August 2025						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
5	Teacher Day				0	Student Day

September 2025						
S	M	T	W	T	F	S
		1	2	3	4	5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
20	Teacher Day				20	Student Day

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
22	Teacher Day				22	Student Day

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
19	Teacher Day				15	Student Day

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
15	Teacher Day				15	Student Day

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
20	Teacher Day				19	Student Day

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
19	Teacher Day				17	Student Day

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
22	Teacher Day				21	Student Day

April 2026						
S	M	T	W	T	F	S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
16	Teacher Day				16	Student Day

May 2026						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
20	Teacher Day				18	Student Day

June 2026						
S	M	T	W	T	F	S
						1 2 3 4 5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
20	Teacher Day				19	Student Day

July 2026						
S	M	T	W	T	F	S
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	Teacher Day					Student Day

	Student Days	Teacher Days	Org/PD Days	Day In Lieu Of	ATA PD Day/ Convention
Semester 1	91	101	7	2	1
Semester 2	91	97	2	2	2
Totals	182	198	9	4	3

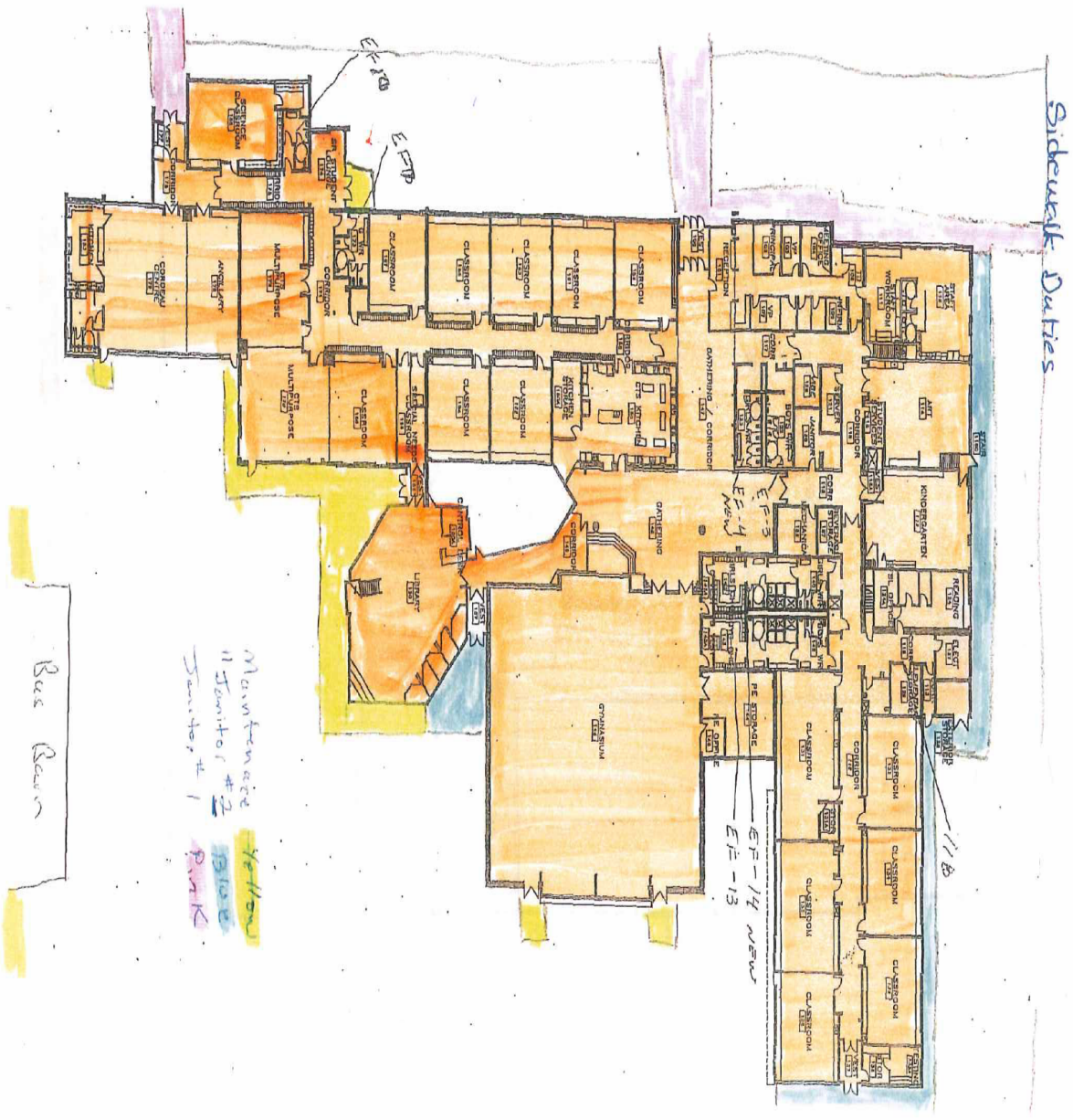
Approved March 27, 2025

November 25, 2025

Listing of non-instructional days:

Important Dates	
August 22	Administrator's Meeting
August 25	Organizational Day
August 26	Article 8.6.1 Day
August 27	Organizational Day
August 28	Division PD Day
August 29	Mission & Ministry Day
September 1	Labour Day - Schools Closed
September 2	First Day of School for Students
September 30	Truth & Reconciliation Day - No School
September 13	Thanksgiving Day - Schools Closed
November 10	Day in Lieu - Schools Closed
November 11	Remembrance Day - Schools Closed
November 12	Day in Lieu - Schools Closed
November 13	PD Day - No School for Students
November 14	ATA Day- No School for Students
Dec 22-Jan 2	Christmas Break
January 30	PD Day - No School for Students
February 2	First Day of Second Semester
Feb 12-13	Teachers' Convention - No School for Students
February 16	Family Day - Schools Closed
March 27	PD Day - No School for Students
April 3	Good Friday - Schools Closed
April 6	Easter Monday - Schools Closed
April 7-10	Easter Break - Schools Closed
May 14-15	Day in Lieu - Schools Closed
May 18	Victoria Day - Schools Closed
June 25	Last Day of School for Students
June 26	Organizational Day

Calendar Summary					
Student Days					
Student days refer to days where students attend and receive instruction					
Professional Days & Organizational Days					
Non-Instructional Days and Organizational Days provide opportunities for staff to meet and work together on topics such: school opening and closing, professional learning, sharing best practices, assessment and supports for students.					
Operational Days					
Operational Days refer to any day when schools are open and staff are required to be there.					
Student, Non-Instructional, Organizational & Operational Days					
	Student Days	Prof/Org Days	ATA Days	Days In Lieu	Oper. Days
August	0	5			5
September	20				20
October	22				22
November	15	1	1	2	19
December	15				15
January	19	1			20
February					
Semester 1 Subtotal	91	7	1	2	101
February	17		2		19
March	19	1			22
April	16				16
May	18			2	20
June	19	1			20
Semester 2 Subtotal	89	2	2	2	97
Totals	180	9	3	4	198



Custodial Services Bid and Contract Form

TO: The East Central Alberta Catholic Separate School Division
1018 - 1st Avenue
Wainwright, AB T9W 1G9

PROJECT NAME: Contracted Custodial Services at St. Jerome's School - Vermilion

We, the undersigned, hereby agree to complete the Work of the Agreement in accordance with Bid Documents for the ANNUAL stipulated price of:

Dollars (\$ _____) \$ _____ for 12 months
(in words) (in figures)

excluding GST. It is understood that the annual price quoted is divisible by twelve (12) and that amount will be paid monthly from May 1, 2026, to August 31, 2027 (sixteen month contract). The annual amount tendered is in consideration of a twelve (12) month contract, although the first term is for sixteen (16) months instead of a twelve (12) month period.

This bid is open to acceptance by the Division until 30 days after the bid closing time. This 'Custodial Services Bid and Contract Form' together with and subject to all the provisions of the bid documents shall, when accepted and signed by the Owner, constitute a binding agreement between the contractor and His Majesty the King in the right of Alberta, as represented by the Division.

Executed this _____ day of _____, 2026.

BIDDER:

Business or proprietor's name _____

Mailing address _____

Email Address _____

Phone Number _____

Signature of Bidder's authorized representative _____

Printed name of the person signing above _____

Position of person who signed form _____

Date of Signature _____

Witness's signature _____

References:

Bidder shall include a minimum of 2 Institutional (or Company) references with Name, Contact name, Telephone Number, Email Address and a Brief Description of Services Rendered.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By signing below, I hereby grant permission to East Central Alberta Catholic Separate School Division to check all references and to contact previous customers of the bidder.

Signature of Bidder

Date