



REQUEST FOR QUOTATION  
Event Janitorial Services



RFQ: Red River Exhibition Summer Fair Janitorial Staff  
JANITORIAL CLEANING & GARBAGE PICK-UP

QUOTE SUBMISSION CLOSING DEADLINE:  
Friday, March 1st, 2024, 2:00 PM (Central Time)

ISSUED BY:  
Red River Exhibition Association - Operations Department  
3977 Portage Ave., Winnipeg, MB R3K 2E8

Delivering memorable experiences since 1952, the Red River Exhibition Association is a non-profit, self-sustaining, volunteer-driven organization with roots as an agricultural society. We manage Red River Exhibition Park, home to more than 200 event days a year, including the annual Red River Ex and Canad Inns Winter Wonderland.

You are invited to submit quotation for provision of janitorial services at the Red River Exhibition grounds as outlined in the attached document.



<b>SUBMISSION CLOSING DATE &amp; TIME</b>	Friday, March 1st, 2024, 2:00 PM (Central Time)
<b>SEND SUBMISSION TO</b>	Red River Exhibition Park, Operations Department Winnipeg, Manitoba R3K 2E8 Attention: Tyler Cook
<b>TERM OF AGREEMENT</b>	June 1st, 2024 – July 1st, 2024 (With an option to renew for future years.)
<b>PREMISES</b>	Exhibition Park grounds located at 3977 Portage Ave., Winnipeg, MB
<b>GENERAL DESCRIPTION OF SERVICES</b>	The successful bidder will be required to supply all personnel necessary to provide janitorial cleaning services in respect of the premises specified above. The services shall be performed on the days and during the times specified in "Description of Service Requirements, Section 2.5: Schedule".
<b>PROJECT MANAGER</b>	Tyler Cook, Director of Operations, Red River Exhibition Association



## DESCRIPTION OF SERVICE REQUIREMENTS

### 1.0 CLEANING AREAS/ STAFF REQUIRED

**1.1 Buildings/ Grounds** The areas of the buildings to be cleaned include all seasonal washrooms, all areas on the Exhibition Park grounds, and all buildings used by the public during the Red River Ex summer fair.

**1.2 Staff** Approximately 28 highly motivated individuals to cover each shift and complete the duties defined. Must have own means of transportation to and from site.

### 2.0 GENERAL CLEANING REQUIREMENTS

**2.1 Supplies** The Red River Exhibition Association will supply all required cleaning supplies such as toilet paper, refuse bags, sanitary supplies, hand towels, hand soap, urinal blocks, elastics, gloves, bags, rakes and garbage haulers.

**2.2 Refuse Containers** The contractor shall empty the refuse containers in designated areas within the buildings and grounds and place into the designated garbage pickup bins located throughout Exhibition Park.

**2.3 Garbage Pick-Up** The contractor shall use supplied rakes and pick-ups bags to thoroughly pick-up any loose garbage throughout the entire Park, and dispose properly in refuse barrels.

#### 2.4 Washrooms

(a) Wash and polish all mirrors, powder shelves, and bright work, such as exposed plumbing, soap dispensers and hand dryers, to produce a bright, streak-free appearance.

(b) Wash floors with disinfectant or germicidal detergent and restore to original, bright appearance.

(c) Wash and sanitize basins, toilet bowls and urinals, including the undersides of faucets, flushometers, toilet seats and bowls, hinges, dispensers, and all toilet and urinal metal partitions.

(d) Empty, wash and sanitize all sanitary and waste receptacles. Replace plastic liners as required.

(e) Restore tile walls and grout to maintain a bright, fresh, streak-free appearance.

(f) Completely refill hand towel, toilet tissue, and hand soap.



## 2.5 SCHEDULE

Event Dates	Event Hours	Washroom Cleaning	Grounds Cleaning	
			Staffing Needs During "Park OPEN" hours: 12 people per hour	Staffing Needs During "Park CLOSED" hours: 6 people per hour
1. Friday, June 14	5pm-12am	4pm-2am	5pm-12am	12am-4am
2. Saturday, June 15	12pm-12am	11am-2am	12pm-12am	12am-4am
3. Sunday, June 16	12pm-11pm	11am-1am	12pm-11pm	11pm-3am
4. Monday, June 17	3pm-11pm	2pm-1am	3pm-11pm	11pm-3am
5. Tuesday, June 18	3pm-11pm	2pm-1am	3pm-11pm	11pm-3am
6. Wednesday, June 19	3pm-11pm	2pm-1am	3pm-11pm	11pm-3am
7. Thursday, June 20	3pm-11pm	2pm-1am	3pm-11pm	11pm-3am
8. Friday, June 21	12pm-12am	11am-2am	12pm-12am	12am-4am
9. Saturday, June 22	12pm-12am	11am-2am	12pm-12am	12am-4am
10. Sunday, June 23	11am-10pm	10am-12am	11am-10pm	10pm-12am

**3.0 CUSTOMER COMPLAINTS** On-site Supervisor must be available for call-outs until 12:00 midnight on business days relating to any unsatisfactory work performance which shall be rectified prior to 11:00AM on the next business day.

**4.0 ENQUIRIES** All enquiries may be directed to Tyler Cook at: (Cell) 204-572-6206

## ADDITIONAL INFORMATION FOR BIDDERS

**PROOF OF ABILITY** If requested by the Red River Exhibition Association, bidders shall submit, in written form, a complete summary of the bidder's available facilities, personnel, qualifications, capacity, sufficient financial resources and references, in such detail as required to evidence its ability, experience and resources to comply with the requirements of this RFQ.

**INSURANCE** The successful bidder shall be required to take out and maintain appropriate insurance (general liability, vehicle, employee, etc.) before awarding the contract.

## PROPOSAL SUBMISSION

Please provide your quotation with all pricing details for the services above to Tyler Cook on or prior to March 1, 2024.

In Person: Red River Exhibition Association - Operations Department  
3977 Portage Ave., Winnipeg, MB

Via Email: tyler@redriverex.com

Proposals will be evaluated based on price, quality, and the company's ability to meet the needs of the Red River Exhibition Association.