

The Town of Sedgewick is accepting bids for janitorial services for the Town administration office located at 4818 – 47th Street. The term of the contract will begin August 10th, 2018 or as soon as possible thereafter and will be for a period of one year with an option for annual renewal.

The Town office is approximately 2500 square feet and includes 5 offices/work stations, council chambers and a small kitchen. Viewing of the location is optional and can be done during the normal office hours of Monday to Friday between 8:30 am and 12 pm or 1 pm to 4:30 pm. The successful bidder will perform cleaning duties once a week outside of these hours. All necessary equipment and supplies will be supplied by the Town of Sedgewick.

Bidders are responsible for submitting a signed letter providing their own payment terms which may be an hourly or flat charge, summary of qualifications, and 3 references. The lowest bid may not necessarily be accepted and only the successful bidder may be contacted.

Bids will be accepted no later than August 6th at 4 pm and may be hand-delivered in a sealed envelope to the Town of Sedgewick office or mailed to:

Town of Sedgewick
Box 129
Sedgewick, AB
T0B 4C0

All questions shall be directed to Jim Fedyk, CAO at (780) 384-3504 or cao@sedgewick.ca For more information visit our website at sedgewick.ca and use the “I want to...” menu in the top right corner to select “Tenders” under the “Apply for” bullet.