

## **Economic Development Alliance of Southeast Alberta**

### **Request for Tender – Commercial Cleaning Services**

To ensure that your company receives correspondence related to the request for tender (RFT), you are asked to return this sheet by mail, fax or email to Wendy Blackwell at the following address:

Economic Development Alliance of Southeast Alberta (EDA)  
#28 – 419 3<sup>rd</sup> Street S.E.  
Medicine Hat, AB  
T1A 0G9  
Fax: (403) 488-7017  
Email: [info@edalliance.ca](mailto:info@edalliance.ca)

**DEADLINE FOR SUBMISSION IS TUESDAY JANUARY 31, 2012 AT 5:00 PM**

**Form of Tender**

The following information is required (please print):

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Email: \_\_\_\_\_

Area Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Contract Terms**

12 months, to be reviewed at the end of the twelfth month.

\_\_\_\_\_  
Bidder's Initials

## **General Terms**

The General Contract Terms and Definitions appearing in this document shall be part of any contract awarded as a result of this request for tender.

### **Definitions**

In the contract, unless the context otherwise requires:

“EDA” will mean the Economic Development Alliance of Southeast Alberta

“Supplier” will mean the party awarded the contract by the EDA

### **Supplier Expense**

The supplier shall at his own expense unless it is expressly stipulated to the contrary, provide, supply, observe, perform and do everything which, in the opinion of the EDA may be required for setting out, the execution and completion of the work and the fulfilling of the contract.

### **Invoices and Payment**

The EDA will make payment for services only after the services have been received by the EDA.

The Supplier shall send all correspondence to:

Attention: Accounts Payable  
EDA  
#28 – 419 3<sup>rd</sup> Street S.E.  
Medicine Hat, AB  
T1A 0G9

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Bidder's Initials

Minimum Cleaning Services required (weekly basis):

Suite 28 (1155 sq ft):

- Cleaning glass front door
- Cleaning glass front window
- Vacuuming rug
- Removing trash
- Dusting
- Wiping light marks on walls
- Wiping chairs
- Wiping down coffee pots

Suite 24 (546 sq ft):

- Cleaning glass front door
- Cleaning glass front window
- Vacuuming rug
- Removing trash
- Dusting
- Wiping light marks on walls
- Wiping chairs
- Wiping down coffee pots
- Sanitizing and polishing Board Room table
- Cleaning microwave (inside/outside)

Your tended price will remain firm to this date: \_\_\_\_\_

Other applicable charges, if any (please specify):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Net Tender Price

(Do not include GST): \$ \_\_\_\_\_

\_\_\_\_\_  
Bidder's Initials

