

THESSALON MUNICIPAL OFFICE  
requires a  
**JANITOR**  
THREE (3) YEAR CONTRACT POSITION

Revised contract details can be obtained at the Municipal Office.

In accordance with our Accessibility Policy, applicants with disabilities will be accommodated. You are encouraged to make any requests known to Human Resources in advance.

A **Sealed Tender**, using the appropriate form obtained through the municipal office, must be submitted and be clearly marked "**Janitor**" and include the proposed contract amount. **Sealed Tenders**, which must be mailed or hand-delivered, will be received by the undersigned until **3:00 p.m. on June 13, 2018**.

Robert P. MacLean, Clerk-Treasurer  
Town of Thessalon  
187 Main Street, P.O. Box 220  
Thessalon, ON P0R 1L0  
Fax: (705) 842-2572

**REVISED**  
**Municipal Office Janitorial Contract Details**  
**Effective July 1, 2018 - May 31, 2021**

The successful candidate must work after office hours and/or on the weekends and must be flexible to work around scheduled evening meetings.

**DUTIES**

- Vacuum/clean floors as needed.
- Cleaning of bathroom fixtures.
- Restock washrooms.
- Wash and wax floors once per month.
- Strip and refinish floors once every twelve.
- Dusting of desks, file cabinets and window ledges.
- Collect garbage and place garbage in bin at the rear of building.
- Collect recyclables and place recyclables into recycling bin at rear of building.
- Clean windows outside and inside twice per year.
- Request cleaning supplies as needed.
- Other duties as assigned.

**OTHER**

- The Janitor will be required to provide proof of liability insurance or agrees that the Town will not be and is not liable in any way for liability compensation and agrees to waive any and all liability against the Town.
- The Janitor may be required to provide a W.S.I.B. Clearance Certificate.
- The Janitor agrees to supply a floor machine and solution for buffing.
- The Town agrees to supply all cleaning products, toilet paper, paper towel and hand soap.
- The Janitor shall be compensated in monthly installments.

Dated: May 15, 2018



TOWN OF THESSALON

TENDER SUBMISSION

**FOR JANITOR - THREE (3) YEAR CONTRACT POSITION**

Offer By:

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

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

Telephone: \_\_\_\_\_

I/We hereby submit the following Sealed Tender for: (Please attach additional information if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tender Price: \$ \_\_\_\_\_ PER MONTH

HST: \$ \_\_\_\_\_ (if applicable)

Total Tender Price: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

**Sealed Tenders**, clearly marked “**JANITOR**”, which must be mailed or hand-delivered, will be received at the address below until **3:00 p.m.** on **June 13, 2018** by the undersigned:

Corporation of the Town of Thessalon  
Robert P. MacLean, Clerk-Treasurer  
P.O. Box 220, 187 Main Street  
Thessalon, Ontario P0R 1L0

Lowest or any bid not necessarily accepted.