

Request for Proposals (RFP): Museum Cleaning Services

Issued: September 16, 2025

Submission Deadline: October 8, 2025

Service Start Date: November 1, 2025



1. Introduction

The Yellowknife Historical Society is seeking proposals from qualified individuals or companies to provide regular cleaning services for the Yellowknife Historical Museum, located at 510 Yellowknife Access Road, Yellowknife.

The successful applicant will demonstrate professionalism, attention to detail, reliability, and an understanding of working in public, retail, and heritage spaces.

2. Scope of Work

The contractor will be responsible for providing cleaning services to the following areas:

- **Gift Shop** – including floors, counters, shelves, display surfaces, and general tidying
- **Restaurant Space** – including floors, tables, chairs, counters, and garbage bins (note: kitchen cleaning is not included)
- **Back Hallway** – including sweeping, mopping, and surface dusting
- **Public Bathrooms** – including cleaning toilets, sinks, mirrors, and floors; emptying garbage bins; and replenishing supplies such as toilet paper, hand soap, and paper towels
- **Exhibit Space** – including:
 - Floor cleaning
 - Dusting of display surfaces and non-sensitive exhibit areas
 - Cleaning of glass on exhibit cases (interior glass only where accessible)
- **Main Entrance and Lobby Area** – including mats, doors, any seating areas, and garbage removal

Additionally, garbage bins throughout the facility should be emptied and liners replaced as needed during each cleaning visit.

The Yellowknife Historical Society would prefer if contractors were able to source their own cleaning consumables.

3. Cleaning Schedule

The Yellowknife Historical Society is seeking cleaning services twice per week, preferably:

- Before 10:00 a.m. on operating days, to ensure the space is clean before public opening

- On Mondays (the museum is closed), which is an ideal time for one of the cleaning sessions

Applicants may propose alternate days and times, but preference will be given to those who can accommodate early-morning or Monday cleaning.

4. Proposal Requirements

Applicants must submit a proposal that includes:

- Company or individual name and contact information
- Description of experience and qualifications
- Cleaning schedule and frequency proposed
- Monthly or per-visit cost
- Confirmation of liability insurance and Workers' Safety and Compensation Commission (WSSC) coverage (or intention to obtain before contract begins)
- At least one reference from a current or previous cleaning client

5. Contract Terms

- This will be a one-year contract with an option to renew based on performance and funding.
- Payment will be made on a monthly basis upon invoice.
- The Yellowknife Historical Society reserves the right to cancel the agreement with 30 days' notice for unsatisfactory service.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Cost
- References
- Proposed cleaning schedule
- Familiarity with cleaning public or heritage spaces

7. Submission Details

Please submit your proposal by October 8, 2025 to:

Dryden Choban
Museum Manager
Yellowknife Historical Society
Email: manager@yellowknifehistory.com
Subject: Cleaning Services RFP

Late submissions may not be considered.