



Hli G̱ootherl Wilp-Adoḵshl Nisga'a

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Request for Proposals (RFP), Janitorial and Cleaning Services

Nisga'a Museum, Laxgalts'ap, British Columbia

Invitation to Submit Proposals

The Nisga'a Museum invites proposals from qualified local businesses, contractors, and individuals to provide janitorial and cleaning services for the Museum facility.

The Museum seeks a reliable service provider who can help maintain a clean, safe, and welcoming environment for visitors, staff, Elders, researchers, and community members. Preference may be given to local proponents with demonstrated capacity and experience.

Background

The Nisga'a Museum is a cultural institution dedicated to preserving, protecting, and sharing Nisga'a history, language, art, and cultural heritage. The Museum welcomes visitors throughout the year and requires ongoing custodial services to maintain a high standard of cleanliness and care for public and staff areas.

Scope of Services

The successful proponent will provide routine janitorial services, which may include:

Daily / Regular Cleaning

- Sweep, vacuum, and mop floors.
- Empty garbage and recycling receptacles.
- Clean and sanitize washrooms.
- Restock washroom supplies, including:
 - Toilet paper
 - Paper towels
 - Soap
- Clean staff kitchen and break areas.

- Dust furniture, displays, shelving, and windowsills.
- Spot clean doors, walls, and high-touch surfaces.

Public Areas

- Clean entranceways and lobby areas.
- Maintain cleanliness of visitor spaces.
- Remove fingerprints and marks from glass doors and interior windows.
- Ensure public areas remain presentable and welcoming.

Administrative Areas

- Clean offices, meeting rooms, and staff workspaces.
- Vacuum carpets and clean hard surface flooring.

Periodic Services

The Museum may request additional services periodically, including:

- Interior window cleaning.
- Floor stripping and waxing.
- Deep cleaning of washrooms.
- Carpet cleaning.
- Special event clean-up.
- Emergency cleaning services.

Service Schedule

Proponents should provide recommendations regarding service frequency. The Museum anticipates cleaning services may be required:

- One to Three times per week.
- During evenings or outside public operating hours.
- Additional visits as needed for special events or increased visitor traffic.

The final schedule will be negotiated with the successful proponent.

Contractor Responsibilities

The successful proponent shall:

- Supply trained personnel.
- Cleaning equipment and tools provided
- Ensure staff conduct themselves professionally in a public cultural facility.

- Follow Museum security and access procedures.
- Report maintenance issues or safety concerns observed while on site.

Proposal Requirements

Interested proponents should submit the following:

1. Company Information

- Business or individual name
- Contact person
- Telephone number
- Email address
- Mailing address

2. Qualifications and Experience

Describe:

- Relevant janitorial experience.
- Experience cleaning public facilities, offices, museums, schools, or government buildings.
- Number of personnel available to perform services.
- Any relevant certifications or training.

3. Pricing

Please provide pricing for: Hourly rate.

5. References

Provide at least two references from organizations for which similar services have been provided.

Insurance and Safety

The successful contractor may be required to provide:

- Proof of Commercial General Liability Insurance.
- WorkSafeBC coverage documentation (where applicable).
- Criminal Record Check for staff working within the facility.
- Compliance with all applicable workplace health and safety requirements.

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience.
- Service approach.
- Reliability and capacity.
- Quality assurance measures.
- References.
- Pricing and value for money.
- Local economic participation.

The Museum reserves the right to interview proponents prior to making a selection.

Contract Term

The anticipated contract term is:

One (1) year, with the option to renew upon mutual agreement and satisfactory performance.

The Museum reserves the right to terminate the agreement with appropriate notice as outlined in the final contract.

Submission Information

Proposals must be received no later than:

October 15 2026

Submissions may be delivered electronically or in person to:

Nisga'a Museum

Attn: Leon Boychuk-Hunter, Curator/Director
810 Highway Drive
Laxgalts'ap, BC

Email: leon.boychuk@nisgaanation.ca

Phone: 250-633-3050

Questions regarding this RFP may be directed to the contact listed above.

Reservation of Rights

The Nisga'a Museum is not obligated to accept the lowest-priced or any proposal received. The Museum reserves the right to negotiate terms, request additional information, or cancel and reissue this RFP at its sole discretion.

The Museum thanks all proponents for their interest and encourages local businesses and community members to submit proposals.