



Box 90, Coronach, SK S0H0Z0

Town Office Cleaning Tender

The Town of Coronach is tendering the cleaning of the Town Office once a month, the Friday or weekend before the second Tuesday of each month. The preferred cleaning is to occur just prior to the regular scheduled Council Meeting. The successful candidate will be provided a copy of the regular scheduled meetings.

Cleaning expectations include:

- Cleaning the board room table (Council Chambers), wiping chairs, and vacuuming the board room
- Washing counters and washing lobby and vestibule floors
- Washing bathroom floors, cleaning toilets and sinks
- Cleaning entry doors
- Emptying all garbage and recycling into residential exterior bins
- Cleaning windows inside and outside 2 x a year
- Dusting office areas as required

The successful candidate will be required to provide a current Criminal Record Check within the past six months and sign a confidentiality agreement.

A tender must be submitted in a sealed envelope marked "Town Office Cleaning Tender" and addressed to: Town of Coronach, Box 90, Coronach SK S0H 0Z0. Please state the tender as a monthly lump sum. Tenders must be postmarked or dropped off at the Town Office by 4:30 pm on October 21, 2026. Highest, or any tender, not necessarily accepted. Tenders will be opened at the November 10, 2026 Council Meeting.

Dated this 7th day of October, 2026

Renea Paridaen

Chief Administrative Officer

Town of Coronach