



Basic Proposal for Tender

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The following are a number of areas you should be aware of when pursuing a contract for service. The appropriate professional services, such as legal counsel should also be sought out and utilized.

- 1. Site** - Where the work is to be done? What size of area? What type of work?
- 2. Contact** - Ensure you have a contact to clarify and discuss services with.
- 3. Qualifications** - What methods are used to determine your qualifications and/or your employees?
- 4. Examination of contract documents and site** - It is up to you to examine documents and visit the site.
- 5. Federal, provincial and municipal laws** - It is important that you understand and comply with them in the performance of the work.
- 6. Bond** - What size (\$) and type of bond is required?
- 7. Insurance** - General liability insurance coverage. Amount?
- 8. Contract time** - When do you start and when is the contract over?
- 9. Subcontractors** - Note: be sure you are aware of supplementary conditions or specifications relating to subcontractors.
- 10. Omissions** - If you think some terms or conditions are missing or there is a discrepancy, bring it to the attention of the owner.
- 11. Addenda** - Before submitting your tender prior to the closing, check to see if any changes have been made to the tender.

Example - Janitorial business

Seasons

Spring, summer, fall and winter can create conditions that may require more time or special duties: ice from sidewalks, mud from carpets and maintenance of shrubs.

Types of contracts

It may cost a lot more to clean a restaurant as opposed to the equivalent space in an office.

- Conditions of premises are important. A poorly maintained parking lot may track in mud and snow.
- You may have to spend extra hours to get premises in shape.
- More work may be required while renovations are being done.

Before signing a contract, have your lawyer review it and ensure you understand and can accept the obligations you will be responsible for.

Sample calculation sheet for a janitorial business

For client quote

Five days per week					
Customer requires	Estimate of time required		Daily weekly		Total time
Carpet vacuumed daily	30 min.	x	5	=	2 h 30 min.
Damp mop tile daily	15 min.	x	5	=	1 h 15 min.
Empty garbage daily	6 min.	x	5	=	30 min.
Wash windows weekly	30 min.	x	1	=	30 min.
Total Time Estimate					4 h 45 min.

Cost	4 h 45 min. at \$10/hour	= \$47.50
Benefits 12%		= \$ 5.70
Total Labour Costs		\$53.20

Janitorial Supplies	
Windex	\$1
Garbage Bags	\$1
Total Supplies	\$2

Equipment Costs	
Vacuum	\$700
Mop & pail	\$40
Ladder	\$50
Pail squeegee	\$20
Cost of equipment	\$810

Cost x 2%/month	= \$16.20 per month/4 weeks	= \$4.05 per week
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Total of estimate used as quote to client		\$43.79 per week
	HST	\$6.57
	Total	\$50.36 per week

This is an example of what needs to be highlighted when defining the time, supplies, and equipment needed to pursue a tender. This same model can be used for other business service tenders.

Prepared initially by the Government of Saskatchewan