



May 20, 2016

Dear Sir or Madam:

**Re: Custodial Request for Proposal 2016**

Please accept the enclosed "Request for Proposal" for the supply of custodial supplies, and services as your invitation to submit proposal. Kindly note this RFP will be posted on Alberta Purchasing Connection website ([www.purchasingconnection.ca](http://www.purchasingconnection.ca)) and the Northland School Division No. 61 website (<http://nsd61.ca/>). Please mail/courier the appropriate brochures and/or documents **by 2:00PM July8/16**.

Address is as follows: **Attn: Trudy Rasmuson, Secretary Treasurer  
Northland School Division No. 61  
P.O. Bag 1400  
9809-77 Avenue  
Peace River, Alberta T8S 1V2**

Please note: **Faxed and emailed RFP's will not be accepted.**

The lowest or any tender will not necessarily be accepted.

For more information regarding the attached specifications, please contact:

Facilities Manager: David Cox 780-624-2060

Sincerely,

Patty Johnson  
Purchasing/Accounting