



TOWN OF PINCHER CREEK
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web page: www.pinchercreek.ca



REQUEST FOR PROPOSALS

Sealed proposals clearly marked on the envelope with **"2017/18 Cleaning Services for Town of Pincher Creek Shop and Multi-Purpose Facility"** will be received at the Town Office (962 St John Ave) up to 11:00am on Monday April 3, 2017 for the following opportunity:

Town of Pincher Creek

2017/18 Cleaning Services for Town of Pincher Creek Shop and Multi-Purpose Facility

The nature of this project shall be to engage in a two year commitment to;

- a) Provide cleaning services to the Town of Pincher Creek Operations Shop;
 - a. nightly Monday – Thursday and once between Friday – Sunday
 - b. sweep and mop floors in administration offices as well as washroom and lunch/coffee room
 - c. clean and disinfect washrooms
 - d. disinfect door handles
 - e. empty garbage bins
 - f. annual "deep cleaning" including resurfacing of office floors and disinfecting of office equipment, desktops, lunch room fridge, etc.
 - g. clean interior windows of offices, lunchroom and washroom, including office doors on a weekly basis.

- b) Provide cleaning services to the Town of Pincher Creek Multi-Purpose Facility;
 - a. once weekly to take place on Sunday or Monday night
 - b. vacuuming and surface cleaning of recreation administration office ie. countertops, table surface.
 - c. cleaning of two public washroom facilities
 - d. disinfect door handles
 - e. cleaning of recreation office windows that face the interior of facility (both sides) including office doors
 - f. annual deep clean, including cleaning of walls, rafters, vents etc.

- c) Common to both facilities;
 - a. Desk surfaces and office equipment will not be included in general cleaning.
 - b. Cleaning priority is cleanliness and disinfection of high use common areas.
 - c. Required cleaning equipment and supplies are to be provided by contractor (storage of required supplies is available at both locations)

Optional pre-bid meeting to talk place on Wednesday March 22 at 10am in the Town Council Chambers. This will be the ONLY opportunity for pre-bid site tours.

Cleaning services to commence April 17, 2017 and will remain in effect until March 31, 2019

The Town of Pincher Creek will require a Statutory Declaration confirming WCB Coverage and an Alberta Safety Certificate of Recognition (C.O.R.) or equivalent.

The Town of Pincher Creek reserves the right to accept or reject any or all proposals and to waive any irregularities and informalities at its discretion. The Town of Pincher Creek reserves the right to accept a tender/bid other than the lowest tender/bid without stating reasons. By the act of submitting a tender/bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Town of Pincher Creek to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Town of Pincher Creek deems appropriate. Without limiting the generality of the foregoing, the Town of Pincher Creek may consider any factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following:

- 1) any past experience with the Bidder, or lack thereof;
- 2) the results of any reference check done by the Town of Pincher Creek;
- 3) Information relating to the financial state of the Bidder, however obtained.

Proposals shall be RECEIVED in public at 11:00 am on Monday April 3rd, 2017 with the opening to take place privately at a later time; in the office of the Chief Administrative Officer at the Town of Pincher Creek. To obtain any further information, please contact;

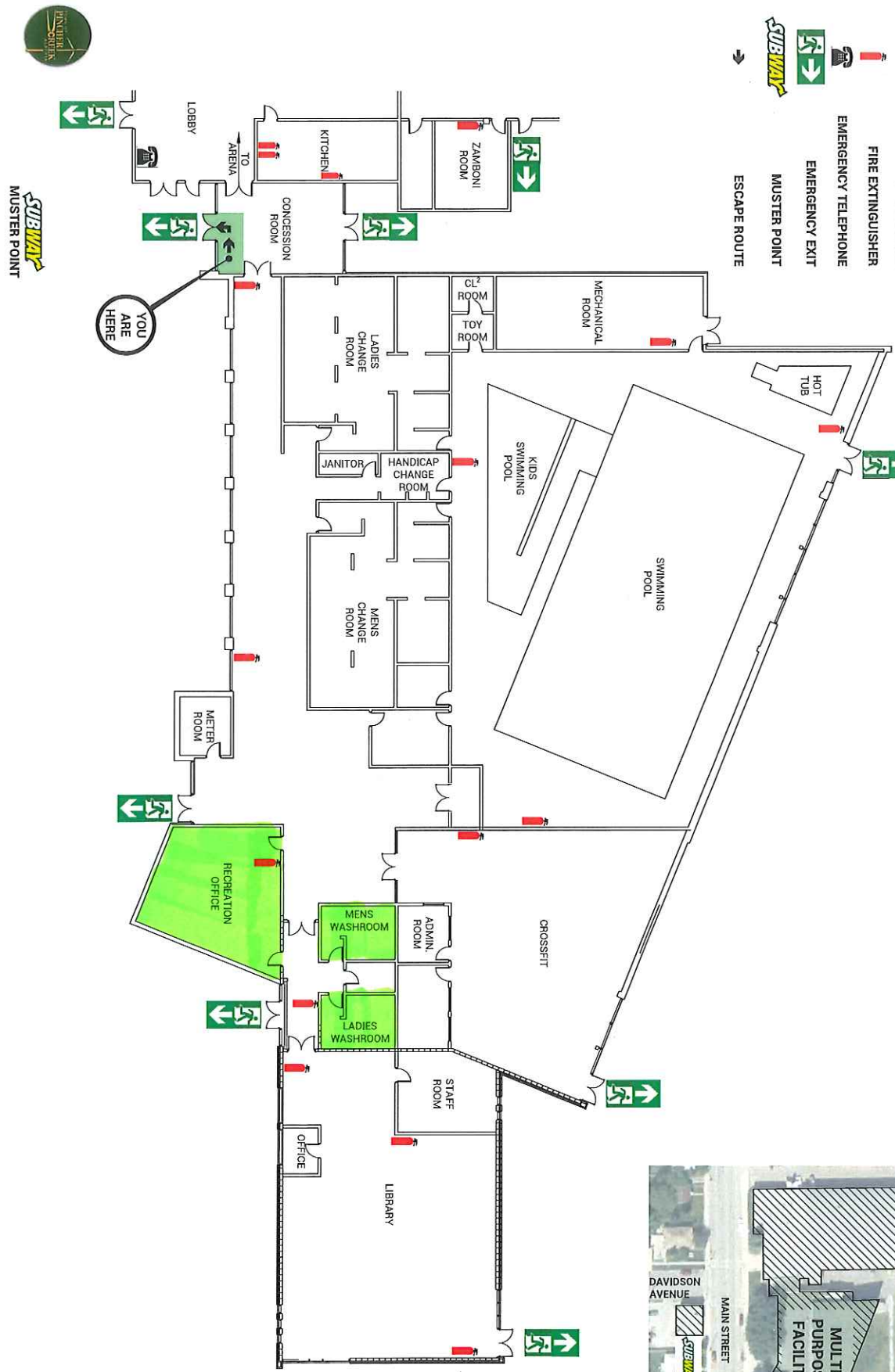
opsadmin@pinchercreek.ca - for shop inquiries

recmanager@pinchercreek.ca – for multipurpose facility inquiries

LEGEND

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- ☎️ EMERGENCY TELEPHONE
- 🚪 EMERGENCY EXIT
- 👤 MUSTER POINT
- ➡️ ESCAPE ROUTE

EMERGENCY INFORMATION AND EXITS



SUBWAY
MUSTER POINT





Town Shop Cleaning Plan