



## Resort Village of Candle Lake

Date: February 13, 2023

Tender #: 01-23

<b>Tender Title:</b>	Two-year Contract for Hall, Health Center and Fire Department Maintenance and Janitorial Services
<b>Contact Information:</b>	Andrea Crowdis, Manager of Recreation and Community Development 306-929-2236 <a href="mailto:parksrec@candlelake.ca">parksrec@candlelake.ca</a>

The Resort Village of Candle Lake will receive tenders for Two-year Contract for Recreation Hall, Health Center and Fire Department Maintenance and Janitorial Services ('the contract'). All interested bidders must submit a completed Bid Form to Andrea Crowdis, Manager of Recreation and Community Development, by email: [parksrec@candlelake.ca](mailto:parksrec@candlelake.ca)

### 1. SCOPE

Two-year contract position of Maintenance and Janitorial Worker to commence January 1<sup>st</sup>, 2023.

### 2. RVCL RESPONSIBILITY ITEMS

The Resort Village of Candle Lake shall provide for the Contractor's use:

- Cleaning supplies, soaps, waxes, paper products, etc.
- Cleaning tools, brushes, mops, buckets, shovels, etc.
- Maintenance tools of a cleaning nature such as polisher/washer
- Maintenance supplies such as light bulbs, garbage bags, rodent control  
(to be supplied upon request)

The Resort Village of Candle Lake reserves the right to terminate 'the contract' at their discretion.

### 3. VENDOR RESPONSIBILITY ITEMS

The vendor is required to meet with Andrea Crowdis, Manager of Recreation and Community Development on site to examine and understand the scope of work prior to submitting a bid. The vendor will be responsible for all items identified in Schedule -A-

### 4. TIMETABLE/SCHEDULE

Procurement Schedule	Date
Bid Submission deadline	16:00 CST March 1 <sup>st</sup> , 2023

### 5. EVALUATION CRITERIA

The evaluation of bids received will be on the basis of the following:

- Viewing of site/scope of work completed prior to bidding
- Proposal accepts criteria in Schedule -A-;
- Price;
- Warranty if applicable

- End of Tender Statement –

## Resort Village of Candle Lake

Tender #: 01-23

**Schedule -A-**

Tender # 01-23:

Two-year Contract for Hall, Health Center, and  
Fire Department Maintenance and Janitorial Services**Work Description****Hall – twice a week and as required for events****Kitchen**

- |   |                                     |
|---|-------------------------------------|
| 1 | Clean grill & oven                  |
| 2 | Run dishwasher at least once a week |
| 3 | Clean countertops                   |
| 4 | Clean cabinets                      |

**Restrooms**

- |   |                                     |
|---|-------------------------------------|
| 5 | Minor maintenance of toilets & taps |
| 6 | Clean bathroom stalls & countertops |

**General (all areas)**

- |    |   |
|----|---|
| 7  | Minor maintenance of chairs & tables                  |
| 8  | Put away tables & chairs after an event               |
| 9  | Replace light bulbs                                   |
| 10 | Remove garbage, replace bags                          |
| 11 | Refill drinking water jugs                            |
| 12 | Stock paper & cleaning products                       |
| 13 | Strip and wax floor once a year (or more as required) |
| 14 | Rodent control  |
| 15 | Clean floors (sweep, wash, vacuum, etc)               |
| 16 | Clear snow at entrances (under one foot in depth)     |
| 17 | Notify management of damages after an event           |
| 18 | Wash glass surfaces, including windows & doors        |
| 19 | Other general cleaning                                |

**Health Center – once a week**

- |    |   |
|----|---|
| 20 | Clean floors (sweep, wash, vacuum, etc) |
| 21 | Remove garbage, replace bags            |
| 22 | Clean restrooms                         |
| 23 | Stock paper & cleaning products         |
| 24 | Other general cleaning                  |

**Fire Hall – once a week**

- |    |   |
|----|---|
| 25 | Clean floors (sweep, wash, vacuum, etc) |
| 26 | Remove garbage, replace bags            |
| 27 | Clean restrooms                         |
| 28 | Stock paper & cleaning products         |
| 29 | Other general cleaning                  |

**Cleaning supply room**

- |    |                           |
|----|---------------------------|
| 30 | Maintain a tidy workspace |
|----|---------------------------|