



# Request for Proposal for CLEANING SERVICES

The Bragg Creek Community Association (BCCA) is soliciting proposals for a one (1) year contract for cleaning services for the Bragg Creek Community Centre. The duties are to be carried out 5-6 times per week. A mutually agreed upon schedule will be determined, however, the cleaning schedule will include weekend nights or early mornings as we have events on Saturday evenings with Church early Sunday morning. Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. The proposal must be submitted no later than **2:00PM on May 11, 2018**, directly to the BCCA at the following address:

**Email:** [outreach@braggcreekca.com](mailto:outreach@braggcreekca.com)

**Mail:** Bragg Creek Community Association  
Attn: Request for Proposal for Cleaning Services  
Box 39, Bragg Creek, AB TOL 0KO

## General Instructions for Proposal:

**Proposal Content** - A completed proposal must contain the following:

- *Proposal Form & Signature Page* – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- *References* – Proposals shall include a list of three (3) references including name, address, phone number and contact person. The Town reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.
- *Insurance* – A liability insurance policy of at least 2 million dollars must be current at all time. Proof of insurance shall accompany proposal form and be available upon request from the BCCA anytime thereafter.

**Proposal Period** – Proposal prices are to be firm for ninety (90) days.

**Proposal Award** - It is the intent of the BCCA to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service. Other factors which the BCCA may consider would be to support a local business. The BCCA reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be opened and approved publicly at the May 22, 2018 BCCA Board Meeting.

**Term and Renewal** – The term of the Contract shall be for one (1) year unless earlier terminated. The Contract may be terminated by either party with a sixty (60) day written notice. The Contract may be terminated by either party with or without cause in less than sixty (60) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract. The term of the Contract shall be automatically renewed as long as all parties mutually agree upon all terms.

**Basis of Payment** – Payment will be made to the contractor every month. Payment shall be automatically generated after approval by the BCCA Staff. If additional or special services are to be provided, those services shall be billed via a separate invoice and described by the service provided and the date it was provided. Any additional or special services shall be approved in advance before those duties are provided.

**Specifications** – The specifications outline the requirements for cleaning services for the Bragg Creek Community Association. The address and anticipated tasks & duties is outlined to assist you in your quote.

A walkthrough may be scheduled, by appointment only, to view the buildings beforehand, if so desired.

## Bragg Creek Community Center – 23 White Avenue, Bragg Creek, AB

The general duties for the custodian for the Community Center are as follows and includes other related duties:

### ***Commercial Kitchen***

Remove trash and recycling, sweep and mop floors. Wipe and disinfect counters, fridges (inside and out), Microwave (inside and outside), sinks, and dishwasher area. Wash walls, doors, and windows as needed.

***Washrooms:*** The building washrooms have a total of 2 showers, 12 sinks, 16 toilets, 5 urinals, and 2 Baby Change tables.

Remove trash and recycling, sweep and mop floors. Wipe and disinfect showers, sinks, toilets, urinals, counters, baby change tables, dispensers, and mirrors. Wash and disinfect walls, doors, and bathroom partitions as needed.

### ***Foyer/Lobby:***

Remove trash and recycling, Vacuum and mop floor. Dust and wipe down ledges, entrance doors, furniture, and tables. Wash windows as needed.

### ***Snack Bar/Concession Area:***

Remove trash, sweep and mop floors. Wipe & Disinfect sink and counters. Dust & wash walls, doors, and fridges (inside and out) as needed.

### ***Meeting Rooms (1 Large on main floor that divides into 3, 1 upstairs) & Hallway:***

Remove trash, vacuum, sweep, and mop floors. Dust & wash walls, doors, counters, sinks, cupboards, and windows as needed.

### ***Auditorium/Gym:***

Remove trash and recycling, sweep and Scrub floors with machine. Dust & wash walls, doors, ledges, and windows as needed. Also Sweep and hand mop floor of stage area.

### ***Offices:***

Remove trash and recycling. Vacuum carpet. Dust and wash office furniture, ledges doors and windows as needed.

## Equipment and Cleaning Chemicals

The Bragg Creek Community Association (BCCA) will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and cleaning chemicals will be coordinated with the BCCA Facility and Communications Manager

## Damage

The contractor shall report to the BCCA Facility and Communications Manager on a weekly basis any damaged facilities and/or broken items that need to be replaced so as not to be held accountable.

## Proposal Instructions Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications, please provide a copy of the proposal to the BCCA.
2. Completed Proposal Form and Signature Page
3. Completed Worker's Compensation Certificate
4. Completed Independent Contract or Statement
5. Completed Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: "Request for Proposal for Cleaning Services".

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."

Proposals should be mailed or delivered in person to:

**Email:** [outreach@braggcreekca.com](mailto:outreach@braggcreekca.com)

**Mail:** Bragg Creek Community Association  
Attn: Request for Proposal for Cleaning Services  
Box 39, Bragg Creek, AB TOL OKO

Proposals must be received no later than **2:00PM on May 11, 2018**

## Proposal Form Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the weekly cost of cleaning services for the Bragg Creek Community Centre:

Bragg Creek Community Centre/week: \$ \_\_\_\_\_

## Signature Section: Request for Proposal for Cleaning Services

By: Name and Title (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Contact (please print): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the BCCA and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation

## Liability Insurance

I hereby certify that effective the date of my Contract with the BCCA and at all times in the performance of such Contract that:

I have provided proof of a liability insurance policy of at least 2 million dollars with this proposal

I have and will maintain in full force and effect a liability insurance policy of at least 2 million dollars with this proposal

## Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the BCCA for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the BCCA, shall not be considered employees of the BCCA and any and all claims that may or might arise under the Alberta Workers' Compensation Act on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the BCCA; and the Contractor shall defend, indemnify and hold the BCCA, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the BCCA, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, and severance pay.

Company/Individual Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

Signature and Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Client References Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within Rocky View County or Calgary. The BCCA reserves the right to contact references other than, and/or in addition to, those being furnished below.

**Reference 1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Reference 2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Reference 3:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## PUBLIC NOTICE

The BCCA is seeking proposals from qualified individuals to secure a one-year contract for cleaning services for the Bragg Creek Community Centre. Copies of the Proposal Forms are available at the Bragg Creek Community Centre website: [www.braggcreekca.com](http://www.braggcreekca.com) or via e-mail at [outreach@braggcreekca.com](mailto:outreach@braggcreekca.com).

Proposals must be submitted to the Facility and Communications Manager at box 39, Bragg Creek AB, T0L 0K0 or [outreach@braggcreekca.com](mailto:outreach@braggcreekca.com), no later than **2:00PM on May 11, 2018**. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered. Proposals shall be opened and discussed at the regular BCCA Board meeting on **May 22, 2018**. Any action on the proposal will be conducted at this time.

The BCCA reserves the right to reject any and all proposals.



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