



REQUEST FOR BID

1. Summary and Background

The Langdon Community Association (LCA) is currently requesting bids to hire a cleaning company to service the Langdon Fieldhouse. The purpose of this Request for Bid is to solicit quotes from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the vendor who best complies with the requirements of this bid document and has acceptable terms and pricing.

2. Bid Guidelines

This Request for Bid lists the requirements for an open and competitive process. Bids will be accepted until 5pm MST, September 8, 2019. Any bids received after this time will not be considered. All bids must be signed by an official agent or representative of the company submitting the bid.

Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions will be subject to review by LCA and will include scope, budget, schedule, and other necessary items pertaining to the agreement.

3. Project Scope

Midweek Clean

<u>Washrooms</u> Toilets and urinal Sinks, mirrors and counters Sweep and wash floor Empty any garbage	<u>Entry Way & Hall</u> Vacuum carpet / rug Sweep and wash floor Empty any garbage
<u>Kitchen</u> Wipe Counters Sweep and wash floor Empty any garbage	Empty exterior garbage bin at entrance

End of week Clean

All items from mid-week clean	<u>All Areas</u> Dust / wipe window sills and edging Wipe all light plates and door handles Wipe down picnic tables in the garage Remove any garbage from garage
<u>Kitchen</u> Clean stove top & Microwave Fridge – wipe exterior	

To be done once per month

Wash interior of windows
 Clean inside of oven
 Clean inside of fridge
 Clean and wipe baseboards
 Clean bathroom light fixtures

In the summer include outdoor washroom to cleaning schedule

4. Request for Bid and Project Timeline

All bids in response to this request are due no later than 5pm MST, September 8, 2019

Evaluation of bids will be conducted from September 8 - 15, 2019. If additional information or clarifications are needed with any bidders during this evaluation window, the bidder(s) will be notified.

The selection of the winning bidder will be made by the LCA no later than September 22, 2019.

Upon notification, the contract negotiation with the winning bidder will begin October 1, 2019.

Notifications to bidders who were not selected will be completed by September 25, 2019.

5. Budget

We currently allow for 2 hours twice a week for cleaning (4 hours total per week). Pricing must be a rate per hour to complete the scope. Please include a rate per hour should we require additional cleaning over and above the scope.

6. Bidder Qualifications

- All bidders are to have their own insurance to cover any loss or liability.

7. Bid Evaluation Criteria

Each bidder must submit a copy of their bid to the email address below by no later than 5pm on September 8, 2019:

lca.fieldhouse@goodlucktown.ca

Attention : Nicki Black