

# Request for Proposal: Janitorial and Maintenance Service

The M.D. of Provost No. 52 is currently soliciting proposals for the provision of janitorial and maintenance services at the new Provost Medical Centre, starting on or around April 19<sup>th</sup>, 2021.

This is a contracted, non-employment fee for service position, and will encompass but not necessarily be limited to the following duties and obligations:

1. A thorough maintenance cleaning of the entirety of the Provost Medical Centre, including common areas and washrooms (daily) to tenant spaces (ranges from 2-5 times per week). This work will typically occur after the conclusion of regular business except in cases of emergency where additional work on an alternate, flexible schedule will be required.
2. Window cleaning, general maintenance and other incidental small repair work in common and tenant areas as may be defined by the landlord from time to time (i.e. light replacement, minor plumbing repair, etc.)
3. Oversight and supervision of the Provost Medical Centre HVAC system, consisting primarily of monitoring and recommendation of repair or adjustment service which will be provided by qualified HVAC technicians of the landlord's choosing when appropriate.
4. Additional cleaning and maintenance as may be required or requested by management from time to time.

Successful proponents shall submit in writing, no later than 12:00 noon, March 9, 2021 a proposal containing the following:

1. A detailed cost estimate for services as per the above criteria. Costing may be presented using an hourly or a flat rate; however hourly estimates shall be accompanied by a detailed estimation of required time.
2. A minimum of three (3) references indicating suitability to perform the work and related experience as may be considered relevant. References will be contacted.
3. A written acknowledgement that the proponent is expected to be available and capable of providing time commitments necessary to guarantee emergency response, or arrange for the approval of alternate provision.
4. A written acknowledgement that the proponent acknowledges and understand that the M.D. requires any contractor to carry and provide proof of liability insurance, in an amount to be determined by the M.D. at its sole discretion.
5. Any other information the proponent considers relevant or which will illustrate a general acceptability to complete the scope of work noted in a satisfactory fashion.

All proponents are required to attend a site meeting, to be held at Provost Medical Centre at 5016 – 46 Street, Provost, AB, and scheduled with a minimum of 3 business days' notice to the Landlord. Failure to schedule and execute a site meeting will result in disqualification from the bid process.

Inquiries are to be made **in writing** and are to be directed Tyler Lawrason, Administrator, at [tlawrason@mdprovost.ca](mailto:tlawrason@mdprovost.ca) or by fax at (780) 753-6432. The M.D. retains the right to respond or withhold response to any and all inquiries at its sole discretion.

Proposals shall be accepted until 12:00 NOON on March 9, 2021 and a decision will be made by Council on March 11, 2021 at its scheduled regular meeting. Proposals will be weighted in accordance with the following criteria:

Proposed Fee: 60%

Experience and References: 40%

Proponents shall note that Council reserves the right to accept or reject any and all bids at its sole discretion.

Tyler Lawrason

Administrator

Municipal District of Provost No. 52