



February 15, 2024

Town of Hanna  
Request for Proposal  
**Community Centre Caretaker**  
**Closing Date: March 15, 2024**

The Town of Hanna is seeking proposals from individuals that are interested in providing building janitorial and caretaking services for the Town of Hanna Community Centre located at 503 – 5 Avenue West. The contract's start date will be coordinated with the Town of Hanna and the current contractor.

Proposal packages can be downloaded from [www.hanna.ca](http://www.hanna.ca).

Proposals are to be clearly marked, ***“Town of Hanna – Community Centre Caretaker”***, submitted and received at the Town of Hanna Administrative Office **no later than 4:00 pm on March 15, 2024** Proposals may be:

Delivered to: Hanna Town Office at 302 – 2 Avenue West, Hanna, AB

Mailed to: Town of Hanna, Box 430, Hanna, AB T0J 1P0

Emailed to: [rliddicoat@hanna.ca](mailto:rliddicoat@hanna.ca)

Faxed to: Attention - Raelene Liddicoat at (403)-854-2772

The Town of Hanna reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Town of Hanna reserves the right to accept a proposal other than the lowest proposal without stating reasons.

Further inquiries regarding the position can be directed to Kevin Olsen at 403-854-6420 or [kcolsen@hanna.ca](mailto:kcolsen@hanna.ca)





**Request for Proposals – Town of Hanna Community Centre**  
**Janitorial & Caretaking Services**

Contractor's Name: \_\_\_\_\_  
(Company or Individual)

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

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

Current Business License: \_\_\_\_\_ (Required if your tender is selected)

To supply janitorial and caretaking services for the Hanna Community Centre as described in the janitorial requirements document for the above-mentioned facility.

\$ \_\_\_\_\_ per month (including G.S.T.)

The contract will terminate \_\_\_\_\_ and will commence on the date agreed upon between the Town and the Contractor as the START date. The contract can be terminated without cause by either party upon 60 days' written notice; the lowest or any proposal will not necessarily be accepted. Contractors are expected to inspect the facility prior to submitting a tender to review the size and conditions of the facility.

\_\_\_\_\_  
(Contractor Signature & Printed Name ) (Date)

\_\_\_\_\_  
(Accepted on behalf of the Town) (Date)

Agreed START date: \_\_\_\_\_

**References**

NAME	PHONE #
_____	_____
_____	_____
_____	_____





## **HANNA & DISTRICT COMMUNITY CENTRE JANITORIAL & CARETAKING REQUIREMENTS**

Hanna Community Centre is a public use facility, which also serves as the Emergency Reception Centre in the event of a disaster. Therefore, this facility is to be maintained in a timely manner for use at all times.

### **ACCESS TO THE BUILDING**

- All keys entrusted to the contractor for the fulfillment of his contract will be fully protected at all times.

### **GENERAL**

- The hours during which this work is to be performed are to be coordinated with Community Services Facilities Manager.
- The items for cleaning and schedules listed below are listed as a general guideline. The contractor is expected to use a commonsense approach to the cleaning and make adjustments as required.
- Cleaning supplies are to be supplied by the Town of Hanna.
- Paper products and light bulbs will be supplied by the Town of Hanna.
- There is an extra cleanup fee that can be charged if renters do not clean up to the expected standards.

### **CLEANING FREQUENCY CODE**

- a) D----- Daily
- b) M----- Monthly
- c) E6M----- Every Sixth Month
- d) A----- Annually
- e) AR----- As Required
- f) BE/AE----- Before & After Event





## HANNA & DISTRICT COMMUNITY CENTRE JANITORIAL & CARETAKING DUTIES

### **Main Entry:**

BE/AE Clean all inside glass doors and inside windows (includes door frame and trim)

BE/AE Sweep and mop floors

BE/AE Empty ashtray containers

AR Spot wash walls

AR Wash outside doors and windows

E6M Wash walls/shelves and doors

A Strip and wax floors

### **Bathrooms:**

BE/AE Wash all sinks, countertops, and fixtures with disinfectant cleaner

BE/AE Thoroughly clean toilets and urinals with disinfectant cleaner, replace urinal cakes when necessary

BE/AE Empty all garbage

BE/AE Clean all glass

BE/AE Replenish all paper products and hand soap

BE/AE Sweep and mop floors

AR Repair toilets if necessary (if minor) or have it done, if major repairs are needed refer to Community Services Facilities Manager.

M Clean & disinfect all garbage cans inside and out

M Wash all bathroom partition walls and doors

E6M Wash all main walls and doors

E6M Wash light fixture covers

E6M Strip and wax floors





**Main Auditorium, Large Meeting Room and Stage:**

- BE/AE Sweep and mop floor
- BE/AE Empty all garbage
- BE/AE Sweep and mop dance floor
- BE/AE Sweep and mop stage area
- AR Dust pianos and display cases
- AR Dust and repair blinds
- E6M Clean all light fixture covers
- A Wash all walls (up to wood border) and doors
- A Strip and wax hallway floors
- A Wash all inside windows and blinds

**Bar and Cooler:**

- BE/AE Wash sinks and countertops with disinfectant cleaner
- BE/AE Remove garbage
- BE/AE Sweep and mop floors
- E6M Wash walls, shelves, and doors
- E6M Wash light fixture covers
- A Strip and wax floors

**Kitchen**

- BE/AE Thoroughly wash sinks, countertops, and backsplashes with disinfectant cleaner
- BE/AE Sweep and mop floors
- BE/AE Wash all used towels
- BE/AE Empty all garbage
- BE/AE Wipe down dishwasher
- AR Spot wash walls
- AR Clean/degrease ovens including screens (parties who leave large spills in oven should be reported to Town Office)





AR Check grill and clean if necessary and report to the Town Office

BE/AE Clean microwave ovens inside and out

M Clean and disinfect all garbage cans inside and out

M Wipe down fronts of cupboards

E6M Clean inside all cupboards and drawers

E6M Strip and wax floors

E6M Wash all walls and doors

E6M Wash all light fixture covers

**Janitorial Supply Room and Office:**

AR Sweep and mop floors

AR Keep shelves neat and stocked

AR Remove garbage

A Strip and wax floors

**Craft Room:**

BE/AE Clean countertops and sink with disinfectant cleaner

BE/AE Sweep and mop floors

BE/AE Empty garbage

AR Dust and repair blinds

A Strip and wax floors

A Wash all walls and doors

A Wash cupboards and shelves inside and out

A Wash inside windows and blinds

A Wash light fixture covers

E6M Strip and wax floor





### **ADDITIONAL DUTIES**

- Confirm bookings with the Town Office every Monday and Friday
- Notify the Town immediately of any damage or non-compliance of rules and regulations by renters
- Notify the Town of any repairs or maintenance required
- Order all paper products and chemical supplies
- Initial walk through the facility with renters prior to large bookings explaining such things as how to put the 15-foot screen down, heat/air conditioning operations, microphone types available and operation instructions
- Walk through the facility after large bookings and check that everything is in place such as the microphones, all equipment, kitchen items, etc.
- Laundry services—clean all tea towels and rags
- Remove all snow and debris from sidewalks and exits around the entire facility
- Change light bulbs when required. High areas will be replaced in conjunction with Town of Hanna's staff.
- Snow and ice removal from doors and sidewalks around the facility
- Minor facility, equipment and furnishing repairs on a daily or regular basis whenever required
- Major repairs that may be required are to be reported to Community Services Facilities Manager
- Need to be on call during any booked events.



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