



March 23, 2026

Town of Hanna
Request for Proposal
Community Centre Caretaker
Closing Date: April 6, 2026

The Town of Hanna is inviting proposals for janitorial and caretaking services at the Hanna & District Community Centre, aiming for a long-term contract of up to five years. The facility serves multiple public uses including as an Emergency Reception Centre and requires consistent maintenance to ensure cleanliness and safety.

Below are the details for this request for proposal, as well as an outline of duties involved.

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 April 6, 2026.** 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: admin@hanna.ca

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 Matthew Norburn, Chief Administrative Officer (403) 854-4433.



1. Introduction

The Town of Hanna is seeking proposals from qualified individuals or companies to provide janitorial and caretaking services for the Hanna & District Community Centre, located at 503 – 5 Avenue West, Hanna, Alberta.

The Town’s preference is to enter into a long-term agreement of up to five (5) years, subject to satisfactory performance and annual budget approval. Proponents may also propose alternative term lengths for consideration.

The contract start date will be coordinated between the Town and the successful proponent.

2. Proposal Submission

Proposal packages are available at: www.hanna.ca

Proposals must be clearly marked:

“Town of Hanna – Community Centre Caretaking Services RFP”

Submissions must be received no later than:

April 06, 2026, at 4:00 p.m.

Submission Methods:

- **Delivered to:**
Town of Hanna Office
302 – 2 Avenue West, Hanna, AB

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

- **Email:**
mnorburn@hanna.ca

3. Inquiries

All inquiries regarding this RFP should be directed to:

Chief Administrative Officer

Town of Hanna
403-854-6420



4. Proposal Requirements

Proposals should include:

- Contractor name (individual or company)
- Mailing address and contact information
- Proof of valid business license (required before award)
- Relevant experience and qualifications
- Minimum of three (3) references
- Proposed monthly fee (including GST)
- Proposed contract term (preferred up to 5 years)
- Confirmation of ability to meet the scope of work

5. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- References
- Proposed pricing
- Understanding of scope and service delivery
- Ability to meet operational needs of the facility

The Town of Hanna reserves the right to:

- Accept or reject any or all proposals
- Waive irregularities or informalities
- Accept a proposal other than the lowest price
- Negotiate terms with the preferred proponent

6. Contract Terms

- Preferred term: Up to five (5) years, with potential renewal options
- Contract may be terminated by either party with 60 days' written notice
- Performance reviews may be conducted annually
- Contractor must inspect the facility before submission



7. Pricing Form

Contractor Name: _____

Mailing Address: _____

Phone Number: _____

Business License (if awarded): _____

Monthly Fee (including GST): \$ _____

Proposed Contract Term: _____

Signature: _____ Date: _____

8. Facility Overview & Expectations

The Hanna & District Community Centre is a multi-use public facility and serves as an Emergency Reception Centre. The building must be maintained in a clean, safe, and ready-to-use condition at all times.

9. General Requirements

- Work hours to be coordinated with the Community Services Facilities Manager
- Cleaning schedules are guidelines; contractor expected to use judgment
- Cleaning supplies and paper products supplied by the Town
- Contractor responsible for reporting damages, issues, and maintenance needs
- Contractor must be available for event-based service (before/after events)
- Additional cleaning fees may be charged to renters when applicable

Scope of Work

10. Cleaning Frequency Codes

- D – Daily
- M – Monthly
- E6M – Every 6 Months
- A – Annually
- AR – As Required
- BE/AE – Before & After Events



11. Main Entry

- BE/AE – Clean all inside glass doors and windows (including frames 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

12. Bathrooms

- BE/AE – Clean sinks, countertops, and fixtures with disinfectant
- BE/AE – Clean toilets and urinals; replace urinal cakes as needed
- BE/AE – Empty garbage
- BE/AE – Clean all glass
- BE/AE – Replenish paper products and soap
- BE/AE – Sweep and mop floors
- AR – Minor toilet repairs or report major issues
- M – Clean and disinfect garbage cans (inside and out)
- M – Wash partition walls and doors
- E6M – Wash walls and doors
- E6M – Wash light fixture covers
- E6M – Strip and wax floors

13. Main Auditorium, Large Meeting Room & Stage

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



14. Bar and Cooler

- BE/AE – Clean sinks and countertops with disinfectant
- 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

15. Kitchen

- BE/AE – Clean sinks, countertops, and backsplashes
- BE/AE – Sweep and mop floors
- BE/AE – Wash used towels
- BE/AE – Empty garbage
- BE/AE – Wipe down dishwasher
- BE/AE – Clean microwave (inside and out)
- AR – Spot wash walls
- AR – Clean/degrease ovens (report major spills)
- AR – Check and clean grill; report issues
- M – Clean and disinfect garbage cans
- M – Wipe cupboard fronts
- E6M – Clean inside cupboards and drawers
- E6M – Strip and wax floors
- E6M – Wash walls and doors
- E6M – Wash light fixture covers

16. Janitorial Supply Room & Office

- AR – Sweep and mop floors
- AR – Keep shelves organized and stocked
- AR – Remove garbage
- A – Strip and wax floors



17. Craft Room

- BE/AE – Clean countertops and sink
- BE/AE – Sweep and mop floors
- BE/AE – Empty garbage
- AR – Dust and repair blinds
- A – Strip and wax floors
- A – Wash walls and doors
- A – Clean cupboards and shelves (inside and out)
- A – Wash inside windows and blinds
- A – Wash light fixture covers
- E6M – Strip and wax floors

18. Additional Duties (Operational Responsibilities)

- Confirm bookings with the Town Office (twice weekly)
- Report damages, issues, and rule violations
- Report maintenance and repair needs
- Order paper products and cleaning supplies
- Conduct pre-event walkthroughs with renters
- Conduct post-event inspections
- Laundry (tea towels and rags)
- Snow and debris removal around entrances and exits
- Ice removal from sidewalks and doorways
- Replace light bulbs (non-high-access areas)
- Perform minor repairs to the facility and equipment
- Report major repairs to the Facilities Manager
- Be on-call during booked events

19. Site Inspection

Proponents are strongly encouraged to inspect the facility before submitting a proposal to understand the scope of work fully.

20. Final Agreement

The successful proponent will be required to enter into a formal agreement with the Town of Hanna.