

TOWN OF INDIAN HEAD
Request for Proposals
Caretaking Services - Town Office, Library and Memorial Hall

The Town of Indian Head invites proposals for the contract position to provide caretaking services for the Town Office, Library and Memorial Hall. For detailed information please visit the Town's website or obtain a hard copy from the Town Office. Proposals **must include** relative experience, wage expectations, a police background check and any other information you feel will enhance your proposal.

Proposals will be accepted by the undersigned until 12:00 o'clock noon, Monday, October 30, 2017.

Unsealed or late proposals will not be accepted. Proposals must be clearly marked "*TOWN OFFICE, LIBRARY AND MEMORIAL HALL CARETAKING SERVICES*" on the outside of the envelope.

Lowest or any proposal not necessarily accepted.

Town of Indian Head
P.O. Box 460
Indian Head, SK S0G 2K0

ESTIMATED TOWN OFFICE, LIBRARY AND MEMORIAL HALL CARETAKING CONTRACT HOURS.

TOWN OFFICE/LIBRARY

Minimum of 10 hours a week.

MEMORIAL HALL

MONDAY - cleaning after week-end function, wedding, etc.
(4 hours)

TUESDAY - cleaning up after Air Cadets
set up for court
clean up after court
have clean for Beavers and Cubs
(2 hours)

WEDNESDAY - clean up after Beavers and Cubs
(1 hour)

THURSDAY - have hall ready for week-end function
(3 hours)

FRIDAY or - after function is set up, double check to ensure
SATURDAY front entrance is clean and all is well at hall
(1/2 hour)

Total estimated weekly hours for Memorial Hall = 10.5 hours

TOWN OFFICE, LIBRARY AND MEMORIAL HALL CARETAKING CONTRACT DUTIES.

DAILY

1. Pick up paper and debris from property adjacent to Town Office, Library and Memorial Hall.
2. Weed flower beds in front of Town Office and Memorial Hall.
3. Toilet partitions, toilet seats, bowls, urinals and wash basins to be cleaned and disinfected in Town Office and Memorial Hall.
4. Empty garbage cans.
5. Wash floors in Town Office, Library and Memorial Hall.
6. Vacuum floors/sweep in Town Office, Library and Memorial Hall and remove spots from carpeted areas.
7. Interior walls, door, partitions to be cleaned.
8. Counter tops to be dusted or damp wiped.
9. Furniture in office and library to be dusted using a dust control method.
10. Clean Council Chambers.
11. Dust or damp wipe phones, door handles, dispensers, receptacles, mirrors, shelves, moldings, ledges, baseboards, window sills and exposed piping.
12. Check toilets each day.
13. Clean front entrance windows and doors.
14. Check each facility for damage to facility or equipment and report any damage to the Administrator.

MONTHLY

1. Clean venetian blinds once a month.
2. Dust off top of shelves in library once a month.
3. Dust and clean computer desk areas in the office and library at least once a month.
4. Clean window ledges at least once a month.
5. Clean and dust P. A. System cupboards monthly.

OTHER DUTIES

1. Replace or clean furnace and air conditioning filters in March, June, September and December of each year, or more often if required.
2. Wash windows as required. (Spring & Fall)
3. Apply Gym-Seal to floor in Memorial Hall as required. 3 days' work, sand, wash and apply.
4. Shampoo rug in Library once each year.
5. Wax and buff floors in Town Office.
6. Keep furnace room in Memorial Hall and Town Office clean at all times.
7. Replace light bulbs when required.
8. Check tables and chairs after each function to make sure they are in good repair.
9. Wash tables after each use if necessary.
10. Clean stage and stairs after each function.
11. Check chairs after each use and clean if necessary.
12. Set up and take down tables and chairs for each function at Memorial Hall.
13. Light fixture covers to be removed twice a year, washed and replaced.
14. Painted concrete floor in the basement of the Memorial Hall to be swept and washed after each use.
15. Fill soap dispensers, toilet paper & paper towel before each function.
16. Remove radiator enclosures and remove the dust and debris from radiator fins in June of each year.
17. Take inventory of dishes, cutlery, tables and chairs in the Memorial Hall March, June, September and December of each year.
18. Any other duties assigned by the Administrator.