

**TOWN OF INDIAN HEAD
Request for Proposals**

**Caretaking & Supervision Services in the A.J.M. Davies Arena Mezzanine, Dressing Room
and Lobby**

The Town of Indian Head invites proposals for the contract position to provide caretaking and security services for the lobby, dressing rooms and mezzanine of the A.J.M. Davies Arena for the 2018/2019 season. Monthly wage is negotiable and ranges from \$2,500.00 to \$3,500.00 depending on experience and credentials. Police background check required. For detailed information please visit the Town's website or by picking up a hard copy at the Town Office. Please contact the Community Development Office at 695-2742 if you have further questions. Sealed 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, August 27, 2018.

Lowest or any proposal not necessarily accepted.

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

CARETAKING & SUPERVISION DUTIES - A.J.M. DAVIES ARENA

1. The contractor's hours of work shall be defined by the arena schedule. The contractor will be responsible for opening the arena doors, assigning and opening the dressing rooms for the arena customers, normally this means being at the rink a minimum of 30 minutes prior to the first use.
2. Working closely with the arena ice maintenance staff, Public Works and the Community Development Officer the contractor shall insure a high level of customer service to the Public, arena cleanliness and arena security.
3. Enforce policies, rules and regulations set out by the Community Development Committee and / or Council.
4. Ensure doors are cleared of snow and accessible for use.
5. Make dressing room keys available to authorized users.
6. Ensure the arena is secure and lights are turned off at the end of the day.
7. Promote and enforce appropriate customer behavior in the arena, as set out by federal & provincial laws, the arena rules and policies.

9. Daily cleaning duties shall include:

- clean and disinfect showers and washrooms (sweep and wash floors, clean fixtures);
- check and fill paper receptacles minimum twice daily;
- sweep and damp mop floors in main waiting room;
- sweep floors in dressing rooms and balcony;
- sweep and damp mop floors in dressing room washrooms and showers;
- collect all garbage and sweepings, replace liners in garbage cans;
- remove snow in front of arena and fire exit doors;
- check and replace all burnt out light bulbs, including "Exit" signs
- clean and sweep all stairways;
- check and clean glass doors in front entrance and glass windows mezzanine area.

10. Weekly or specified cleaning duties:

- wash floor in waiting room on Monday, Wednesday and Friday;
- wash bleachers minimum once per week;
- wash dressing room floors a minimum of Monday, Wednesday and Friday;
- wash mezzanine floor area a minimum of Monday, Wednesday and Friday;
- check furnace filters, clean and/or replace once per week (Fridays);
- check and make minor repairs to arena facilities and report them to the Community Development Officer.

11. Other duties:

- During tournaments the contractor will insure garbage cans are emptied as required, spills are cleaned (within reason) and other general maintenance is completed to insure the arena areas are clean.
- Perform minor repairs as required, I.e. lock maintenance, minor door repair;
- Assist customers with access to storage areas;
- Provide access to sound equipment and trouble shoot as required;
- Set up and take down chairs, tables etc. during tournaments & special events;
- Wash walls and equipment as required;
- Keep records as requested by the Community Development Officer;
- Report damage and needed repairs to the Community Development Officer in a timely manner;
- Attend an orientation session and other meetings as required;
- Other related duties that may come up from time to time.