



# Request for Proposal (RFP) Cleaner / Janitor Sicamous Eagles Hockey Club

**Application Date: August 28th, 2020**

**Closing Date: September 24th, 2020 at 4:30pm**

**Attention: Sheila Devost, Board President**

**Email: [sheiladevost@yahoo.ca](mailto:sheiladevost@yahoo.ca)**

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## **OUR CLUB**

Sicamous BC is home to the Sicamous Eagles Junior B Hockey Club. The Sicamous Eagles will be housed in a Texas style facility that will be home to 20 players and 2 staff for the 2020/2021 KIJHL season.

## **OUR INTENT**

The Sicamous Eagles wish to contract a cleaner/janitor to clean the common area and bathrooms of a Texas style dormitory facility 2 to 3 times a week.

## **EXPECTATIONS**

- Applicants must provide their own cleaning materials and PPE
- Clean and maintain the facility to a standard in compliance with BC Health Regulations
- Potential candidates will need to pass a Criminal Record Check and a Vulnerable Sector Check
- Please be advised this is a contract position and all staff hired through the contractor must also pass a Criminal Record Check and a Vulnerable Sector Check

## **SUBMISSION OF PROPOSAL**

Please send your submission for proposal through email to [sheiladevost@yahoo.ca](mailto:sheiladevost@yahoo.ca)

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## **INCLUDE THE FOLLOWING IN YOUR PROPOSAL SUBMISSION**

- Name
- Address and Contact Information
- Proof of any certification relative to the industry
- Describe any experience you have in cleaning or janitorial services
- Prepare and provide an outline of tasks, anticipated hours required per week and the compensation expected
- Any other information that you deem pertinent to your proposal
- Three references

## **ACCEPTABILITY OF PROPOSAL**

Proposals that are unsigned, incomplete, conditional, obscure, or have reservations may be rejected.

## **QUALIFICATIONS, EXPERIENCE & COMPETENCY**

The proponent must outline and describe any experience in the cleaning/janitorial service industry. The Sicamous Eagles reserves the right to reject proposals from proponents who are incapable of providing the necessary labour, materials, equipment, and adequate financial arrangements to satisfy the contract as specified herein. Evidence of such competency must be provided by the proponent when requested to do so.

## **TERM OF CONTRACT**

The term of the Contract shall be for approximately 5 to 6 months starting in October 2020 and ending at the conclusion of the season in 2021.

## **SUBCONTRACTING OF WORK**

The Cleaner/Janitor may hire and pay their own staff. No subcontracting will be allowed.