



Contact Information

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Request for Proposals: Janitorial Maintenance For the Medicine Hat & District Chamber of Commerce

Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

The Chamber of Commerce holds its professional image in high regard and works to uphold its image in all manners. For this reason the Medicine Hat & District Chamber of Commerce is seeking proposals for janitorial maintenance to improve and maintain the Chamber building.

The Medicine Hat & District Chamber of Commerce invites suppliers to submit proposals for weekly janitorial services for the Medicine Hat & District Chamber office.

It is the intention of the Chamber to award a contract to one bidder who is a member in good standing with the Medicine Hat & District Chamber of Commerce.

Property Specifications

Our office is a two level, 2,916 sq2 commercial building located on the corner property of 4th Street and 6th Avenue. The office has one reception area, seven small offices, one bathroom, and one small kitchenette/ meeting room on the main level. With one large office, one storage area, one board room, a kitchenette area and two bathrooms on the lower level.

Proposal Requirements

Please provide the monthly janitorial fee and description of service based on weekly clean up including:

- Cleaning and sanitizing of all office spaces, desks, chairs, equipment, counters
- Garbage waste removal and sanitization of waste bins
- Dusting of horizontal surfaces and ledges
- Cleaning of glass surfaces
- Spot cleaning of wall surfaces
- Cleaning of bathrooms including all surfaces, toilets, floors and waste bins
- Weekly cleaning of floor surfaces including dust mop, washing and sanitizing

We also request a minimum of three references.

Bid Acceptance, Rejection or Selection of Quotation

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.

3. Experience of the firm in janitorial services.
4. Costs quoted to perform the specified services.

Duration

The contract will be for a period of one (1) year effective September 1, 2020 to August 31, 2021 and prices bid must be held firm for the duration of the contract.

Incurred Proposal Costs

The Chamber is not liable for any cost incurred by the bidder prior to the issuance of an agreement or contract.

Unacceptable Work

If the contractor fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Janitorial Services" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to accounts@medicinehatchamber.com no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Proposal may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to:

Katherine Tingley, Administrative Coordinator, Medicine Hat & District Chamber of Commerce
accounts@medicinehatchamber.com.

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.