



Smoky Lake Agricultural Society

FACILITY MANAGEMENT

REQUEST FOR PROPOSAL

Closing date and time:

Proposals should be received on or before **5:00 p.m. MDT on Friday, May 29th, 2015** to the Smoky Lake Agricultural Society email. The Society will commence evaluation of responses after that time and reserves the right at its sole discretion to accept or reject any responses received after that time.

Proposal Format

Please submit an electronic copy (PDF version) of your proposal via email with "Facility Management" indicated on the email subject line to <mailto:agsociety.smokylake@gmail.com>.

Date and location of Proponents' meeting:

At 7:00 p.m. on Thursday, May 21, 2015 a site tour will be available to Proponents. Meet at the Smoky Lake Complex, 4612 – 54 Avenue, Smoky Lake. Attendance at the Proponents' meeting is not mandatory but is recommended.

Addenda

It is the sole responsibility of the Proponent to ensure it has obtained, prior to the Proposal closing, any addenda issued by the Smoky Lake Agricultural Society. Addenda will be posted on Smoky Lake Agricultural Society website (<http://www.smokylakeagsociety.com>).

Submission of Questions

Any questions are to be submitted in writing via email, to the contact person below. Questions should be submitted by Friday, May 22nd, 2015. The Society will endeavour to respond to all questions received before this date. There may be insufficient time to respond to questions received later.

Contact Person:

Glenda Clarke
Agent for the Smoky Lake Agricultural Society
Email: agsociety.smokylake@gmail.com

Issue date:

Friday, May 8th, 2015

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1.0 REQUIREMENTS

1.1. INTRODUCTION

Smoky Lake Agricultural Society is one of approximately 300 Societies registered under the Agricultural Societies Act in the Province of Alberta. Through this Request for Proposal the Smoky Lake Agricultural Society wishes to identify a qualified proponent to provide Facility Management services at the following site:

Facility	Location
Smoky Lake Complex	4612 - 54 Avenue

The facility contains:

- an ice arena with six dressing rooms which hosts minor hockey, figure skating and free skating for the community;
- a hall with full caterer's kitchen has the capacity of 700 people;
- a meeting and events area with its own partial bar as well as a restroom and private access;
- a foyer where a Farmer's Market is held every Saturday. The area is large enough for medium size events with a center gazebo and plenty of seating space. It also includes a food service area.

1.2. CONTRACT SCOPE

Work involves provision of facility manager, custodian and ice arena caretaker services. Detailed requirements of the various positions are attached as Appendix A.

1.3. CONTRACT TERM

The contract will be for a one year period with the option to renew, at the Smoky Lake Agricultural Society's discretion, for two additional two year extension terms for a total contract period not exceeding five years.

2.0 REQUEST FOR PROPOSAL PROCESS

2.1. ENQUIRIES

All enquiries related to this Request for Proposal should be directed, in writing via email, to the contact person shown on the front page of this Request for Proposal. Information obtained from any other source is not official and should not be relied upon. The Smoky Lake Agricultural Society will attempt to provide a response to all questions received prior to the deadline for questions. Enquiries and responses will be recorded and may be distributed to all Proponents at the Smoky Lake Agricultural Society's option. Should a correction be necessary or should additional information become available during the Request for Proposal process, it will be distributed in the form of an addendum. Proponents are required to check the Society's website for any updated information and Addenda issued before the Closing Date at the following website address (www.smokylakeagsociety.com). The Smoky Lake Agricultural Society assumes no responsibility for notifying individual Proponents of the existence of addenda.

2.2. PROPONENTS' MEETING

A Proponents' meeting will be held at the time and in the location specified on the front page of this Request for Proposal. Attendance is optional. Oral questions will be allowed at the Proponents' meeting. However, questions of a complex nature, or questions where the Proponent requires anonymity, should be forwarded in writing, prior to the meeting, to the contact person designated above.

2.3. ESTIMATED TIME FRAMES

The following timetable outlines the anticipated schedule for the Request for Proposal and Contract process. The timing may vary and will ultimately be determined by Smoky Lake Agricultural Society. The Smoky Lake Agricultural Society will not be responsible for any costs incurred by the Contractor related to changes in the estimated time-frames.

Event	Anticipated Date
Contract Award	June 12 th , 2015
Start of service delivery	July 1 st , 2015

3.0 EVALUATION CRITERIA

3.1. GENERAL CRITERIA

The following are general requirements.

Criteria
3.1.1. The proposal should be received as a PDF copy via email by the specified closing date and time.
3.1.2. Appendix B Bid Form should be used for the proposal format.

3.2. DESIRABLE CRITERIA

Proposals meeting the general requirements will be further assessed against the following desirable criteria.

Criterion	Weight	Minimum score
1. Proponent Capability and Experience	40%	20/40
2. Provide Resume of Facility Manager	5%	N/A
3. Provide List of Three (3) References	15%	5/15
4. Price	40%	N/A

3.3. HOW TO RESPOND

Respond to this Request for Proposal by completing and submitting Appendix B.

4.0 TERMS AND CONDITIONS

The following terms and conditions will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of the terms that follow and any terms that are included in an addendum issued by Smoky Lake Agricultural Society. Provisions in proposals that contradict any of the terms of this Request for Proposal a full description of any deviations if they are unable to comply with any of these general conditions.

4.1. TERMINOLOGY

Throughout this Request for Proposal, terminology is used as follows:

- 4.1.1. “Contract” means the written agreement resulting from this Request for Proposal executed by Smoky Lake Agricultural Society and the Contractor;
- 4.1.2. “Contractor” means the successful Proponent to this Request for Proposal who enters into a written Contract with Smoky Lake Agricultural Society;
- 4.1.3. “Society” means Smoky Lake Agricultural Society, an agricultural society under the Agricultural Societies Act of the Province of Alberta; and
- 4.1.4. “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal.
- 4.1.5. “Facility” means the Smoky Lake Complex which consists of the hall (includes meeting and events area), foyer and ice arena.

4.2. LIABILITY FOR ERRORS

The Society and its employees and agents shall not be held liable or accountable for any error or omission in any part of this Request for Proposal or response to Proponent questions. While the Society and/or its employees and agents have made efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in or provided with the Request for Proposal, is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Society and/or its employees or agents, nor is it necessarily comprehensive or exhaustive. Proponents should not rely exclusively on any information provided in or with this Request for Proposal and should independently verify all such information. Nothing in this Request for Proposal is intended to relieve Proponents from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal. Proponents will be solely responsible to ensure their proposal meets all requirements of the Request for Proposal, to advise the Society immediately of any apparent discrepancies or errors in the Request for Proposal, and to request clarification if in doubt concerning the meaning or intent of anything in the Request for Proposal.

4.3. MODIFICATION OR CANCELLATION

The Smoky Lake Agricultural Society reserves the right to modify the terms of this Request for Proposal at any time in its sole discretion. This includes the right to cancel this Request for Proposal at any time prior to entering into a Contract with the successful Proponent.

4.4. **PROPONENT'S EXPENSES AND CLAIMS**

- 4.4.1. It is a fundamental condition of this Request for Proposal and the receipt and consideration of proposals by the Society that the Society, and its respective employees, consultants and agents, will not and shall not under any circumstances including without limitation whether pursuant to contract, tort, statutory duty, law, equity, any actual or implied duty of fairness, or otherwise, be responsible or liable for any costs, expenses, claims, losses, damages or liabilities (collectively and individually all of the foregoing referred to as "Claims") incurred or suffered by any Proponent as a result of or related to any one or more of: the Request for Proposal; the preparation, negotiation, acceptance or rejection of any conforming or non-conforming proposal; the rejection of any Proponent; or the cancellation, suspension or termination of the Request for Proposal process. By submitting a proposal each Proponent shall be conclusively deemed to waive and release the Society and its employees, contractors, consultant and agents, from and against any and all such Claims.
- 4.4.2. By submitting a proposal the Proponent agrees that it shall not claim damages for any matter arising out of this Request for Proposal process or in preparing and submitting a proposal. The Proponent further agrees to and hereby waives any claim for damages for loss of profit if the Proponent is not selected by the Society.
- 4.4.3. In consideration of the Society considering a Proponent's proposal, the Proponent waives any right it may have to question or challenge the evaluation of its proposal or any other proposal and releases the Society from any Claims arising from the evaluation process or the failure of the Society to select that Proponent's proposal.

4.5. **SOCIETY'S RESPONSIBILITIES**

- 4.5.1. The Society is responsible for the payment of all cleaning and food supplies required for the operations of the Facility.
- 4.5.2. The Society is responsible for reviewing and negotiating contracts with existing user groups.
- 4.5.3. The Society is responsible for confirming with use groups in advance that annual events will continue to be held on dates they have in previous years and notify the Facility Manager of any changes.
- 4.5.4. The Society is responsible collecting the bookings of all events held in the facility.

4.6. **INDEMNIFICATION**

Each Proponent shall indemnify and hold the Society and its employees, contractors, consultants and agents harmless from and against any and all Claims brought against any or all of them arising out of any act or omission of the Proponent or of any third parties arising out of or relating to the Proponent's receipt of this Request for Proposal, or the preparation, submission and negotiation of any proposal submitted by the Proponent, where such third parties were directly or indirectly engaged by or through the Proponent in connection with any of the foregoing or where personal injury, bodily damage or property damage is caused by the negligent acts or omissions of the Proponent. Such indemnification shall survive the execution of the Contract, the completion of the goods or services provided under the Contract and the termination of the Contract.

4.7. **CURRENCY AND TAXES**

Prices quoted are to be in Canadian dollars, exclusive of GST.

4.8. **PROPONENT'S AGREEMENT WITH CONTRACT TERMS**

By submission of a proposal, the Proponent agrees that should it be identified as the successful Proponent it is willing to enter discussions for a contract agreement with the Smoky Lake Agricultural Society.

4.9. **RENEWAL AND TERMINATION OF CONTRACT**

If the Society intends to renew the contract for an additional term, notice of intent shall be given to the Contractor 60 days prior to the Contract expiry. Either the Society or Contractor may, at any time, terminate this contract by providing 90 days written notice.

4.10. **USE OF SUB-CONTRACTOR**

Using a sub-contractor to fill any of the positions is acceptable. This does not include a joint submission by two or more Proponents having no formal corporate links.

4.11. **CONFLICT OF INTEREST**

The Smoky Lake Agricultural Society will not contract with any firm or individual whose current or past corporate or other interests may, in the Smoky Lake Agricultural Society's opinion, give rise to a conflict of interest in connection with the work described in this Request for Proposal. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal. If a Proponent is in doubt as to whether it may give rise to a conflict of interest, the Proponent should, prior to submitting a proposal, consult with the identified Smoky Lake Agricultural Society contact.

4.12. **PROPONENT ELIGIBILITY**

4.12.1. The Smoky Lake Agricultural Society may, in its sole discretion, reject any proposal where, during the bidding period, the responsible bidder or an affiliated company is under investigation or is the subject of a prosecution or analogous regulatory process by the Smoky Lake Agricultural Society or other regulatory or provincial body for failing to comply with the terms of any permit, bylaw, legislative enactment, regulatory instrument, or license relevant to work being undertaken by the Bidder in the Province of Alberta.

4.13. **CONTRACT APPROVAL AND RELEASE OF INFORMATION**

All proposals will be reviewed and evaluated based on the evaluation criteria (section 3) by the contact person named on the front page. The top three proposals will be presented and discussed at a meeting of the Smoky Lake Agricultural Society. The Society's Board of Directors will determine the successful proponent.

4.14. **NO LOBBYING**

Proponents should not attempt to communicate directly or indirectly with any employee, contractor or representative of the Smoky Lake Agricultural Society, including the evaluation committee and any elected officials, or with members of the public or the media, about the work described in this Request for Proposal or otherwise in respect of the Request for Proposal, other than as expressly directed or permitted by the Smoky Lake Agricultural Society.

4.15. **INFORMATION GAINED THROUGH REQUEST OF PROPOSAL PROCESS**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Information pertaining to the Smoky Lake Agricultural Society obtained by the Proponent as a result of participation in this RFP is confidential and may not be disclosed without written authorization from the Smoky Lake Agricultural Society.

4.16. HEALTH AND SAFETY REQUIREMENTS

The Contractor shall comply with the current Occupational Health and Safety Act and regulations. The Contractor shall comply with all laws, ordinances, rules, regulations, order, codes and other legally enforceable requirements applicable to the performance of this contract. Applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

4.17. INSURANCE REQUIREMENTS

The Contractor shall maintain during the term of the Contract the insurance described below.

- 1) The Contractor shall submit, upon award by the Society, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policy is in force and that:
 - a) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the Society and the Society's written approval of the cancellation, transfer, assignment or alteration.
 - b) The Contractor shall carry General Liability Insurance on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage in the amount of TWO MILLION DOLLARS (\$2,000,000).
- 2) The Contractor shall carry Workers' Compensation Insurance as required by applicable laws, including employer's liability insurance for all employees of Contractor.

4.18. PROPOSAL SUBMISSION

- 4.18.1. Proposals should be emailed and have the Request for Proposal title in the subject area with the PDF copy attached.
- 4.18.2. By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time.
- 4.18.3. Late proposals may be returned to the Proponent. In the event of a dispute, the Sent Date/Time on the email shall prevail whether accurate or not.

4.19. PROPOSAL EVALUATION

- 4.19.1. Evaluation of proposals will be performed by an agent on behalf of the Smoky Lake Agricultural Society. All personnel involved in the evaluation process will be bound by the same standards of confidentiality.
- 4.19.2. The evaluation process will consist of checking proposals against the general criteria. Proposals not meeting the general criteria may be rejected without further consideration. Proposals that do meet all the general criteria will then be assessed and scored against the desirable criteria. Where a desirable criterion has a minimum score, proposals not meeting the minimum score may be rejected without

further consideration. Subject to approval of Contract award by the Smoky Lake Agricultural Society's Board of Directors, the Smoky Lake Agricultural Society's intent is to decide the successful Proponent from the three highest overall ranking proposals.

4.20. PROPOSAL ACCEPTANCE

- 4.20.1. If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Smoky Lake Agricultural Society may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.
- 4.20.2. This Request for Proposal should not be construed as an agreement to purchase goods or services. The Smoky Lake Agricultural Society is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Smoky Lake Agricultural Society will be under no obligation to receive further information, whether written or oral, from any Proponent.
- 4.20.3. Proposals will be open for acceptance for at least 90 days after the closing date.
- 4.20.4. Notice in writing to a Proponent that it has been identified as a successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events. Further, the Smoky Lake Agricultural Society will not be obligated in any manner to any Proponent until a written agreement has been duly executed relating to an accepted proposal.
- 4.20.5. Notwithstanding the foregoing, if the Society in its sole discretion is not satisfied with any of the Proposals received, or if the Society determines that none of the Proposals are acceptable to the Society for whatever reasons the Society considers to be in its own best interests, then notwithstanding anything to the contrary in this Request for Proposal or any custom of the trade or duty of fairness to the contrary, the Society may terminate this Request for Proposal or negotiate with and award the Contract to any other firm or firms as may be acceptable to the Society, whether or not such firms were recipients of this Request for Proposal and whether or not such firms submitted a proposal.

4.21. LAWS, PERMITS, AND REGULATIONS

- 4.21.1. Bidders are to comply with applicable laws. This Request for Proposal will be governed exclusively by and construed and enforced in accordance with the laws of the Province of Alberta. The courts of the Province of Alberta will have exclusive jurisdiction in the event of any dispute concerning this Request for Proposal or any matters arising out of this Request for Proposal.
- 4.21.2. The successful bidder will be responsible for complying with all applicable laws, bylaws, and other statutory regulations and obtaining all necessary permits, licenses and approvals, in order to provide the Services.

Appendix A: Scope of Work

FACILITY MANAGER DUTIES

- 1) Contractor Employee's and Contractors
 - a) Supervise and manage their own personnel or subcontractors performing the work, including the hire and termination of staff, ensuring duties and obligations are met.
- 2) User Groups
 - a) Ensure contracts are in place prior to each event.
 - b) Ensure all necessary insurance and licenses are secured and posted by the user group.
 - c) Meet with potential user groups so they can see the Facility and the services it offers.
 - d) Be the liaison between the Society and user groups of the facility.
 - e) Be the main contact for user feedback and manage complaints.
 - f) Attend planning meetings of user groups to assist with their event, when and where necessary.
- 3) Facility
 - a) Be the on-call person should the facility alarm be activated.
 - b) Respond to maintenance needs, issues and abnormalities of the Facility.
 - c) Be present at Society meetings to give an activity report. Report to the Board of Directors to advise on the progress of work being performed and any issues encountered should be sent to the Society President at least 3 days prior to the scheduled meeting.
 - d) Determine and report short and long term repairs that are required by the facility.
 - e) Provide cost projections to the Society or Society's committee on any repairs or upgrades needed at the Facility.
 - f) Be responsible for organizing and overseeing all short and long term repairs to the facility and/or facility equipment.
 - g) Be available to assist with repairs and/or arrange for contractors to do the repairs.
 - h) Develop a good working knowledge of all aspects of the facility (hall, meeting space, concession, arena, ice and building maintenance).
 - i) Arrange and communicate with Arena users when the process of making ice will be complete.
 - j) Schedule the making of ice and ice painting after Pumpkin Fair (book in spring for the following fall).
 - k) Arrange and/or follow-up for the appropriate removal of ice.
 - l) Check on Facility and staff at least weekly to ensure everything is running smoothly.
 - m) Ensure Facility is checked daily during the months of October 1 to April 30. For other months, the Facility should be checked every second day.
 - n) Arrange for snow removal of the parking lot when necessary.
 - o) Ensure a preventative maintenance schedule is in place for all components, systems and equipment.
 - p) Ensure appropriate logs and records are kept at the Facility on all scheduled maintenance work.
- 4) Agricultural Society
 - a) Keep a record of duties and responsibilities performed on a monthly basis.
- 5) Certifications
 - a) Acquire the following certifications within a reasonable timeframe to perform the responsibilities of this contract. Certifications must be held by at least one person under this contract. Training can then be provided to other staff to ensure they understand their duties and responsibilities.
 - i) WHMIS
 - ii) First Aid
 - iii) Ice Making Certificate

ICE MAKING AND FACILITY MAINTENANCE DUTIES

Duties begin approximately in October and end in April. Anticipated hours of operation are:

- Monday to Friday from 3:00 pm to 10:30 pm
- Saturday and Sunday from 8:00 am to 10:30 pm (if tournaments are being held which is 5 to 7 times per year otherwise weekly ice schedule will dictate required hours of operation).
- Must arrive not earlier than one hour prior to and leave no later than one hour after a scheduled event. If required to work outside these rules, must provide clear reason on timesheet. Extra hours must be approved by Society before being accepted for payment.

1) Install Ice

- a) Prepare concrete surface so ice can be made as soon as the Pumpkin Festival is over.
- b) Make ice to ensure ice is prepared in time for scheduled ice schedule. Ice must be made within ten (10) days after the Pumpkin Festival. Start ice making process on the day after the Pumpkin Festival.

2) Zamboni Maintenance

- a) Check engine oil level.
- b) Before starting machine, air make up switch and Zamboni room exhaust has to be in the "on" position.
- c) Check gas gauge and do not operate when the level is less than ¼ full.
- d) When flooding ice, check sharpness of the cutting blade.
- e) After last ice flood of the day, grease the following:
 - i) 2 horizontal auger nipples – each one shot; and
 - ii) 2 vertical auger nipples – each one shot.

3) Arena Ice Maintenance

- a) Check thickness of ice according to provided chart, optimal is 1 ½ inches, minimum thickness is 1 inch. Any reading below 1 inch will result in ice bookings being delayed or cancelled if thickness can't be brought back to minimum requirements within a reasonable time frame.
- b) Dry scrape ice with Zamboni and edger to maintain the optimal 1 ½ inch ice thickness.
- c) Edger should be used once a day to reduce shaving time and frequency.
- d) Check ice for cracks (along boards and otherwise) and repair.

4) Ice Making Room Maintenance

- a) Fill in Maintenance Log including:
 - When chiller is operating:
 - (a) Operating hours
 - (b) Floor temperature
 - (c) In brine temperature
 - (d) Outside temperature
 - (e) Ammonia high/low pressure
 - (f) Ammonia site glass level
 - (g) Brine level
 - (h) Compressor oil pressure
 - (i) Chiller bottom oil catch basin, drain when necessary
 - When chiller is not operating:
 - (a) Check compressor oil level and add when necessary.

5) Gas Fired Boiler Room Maintenance

- a) Check glycol pressure, normal is 6 – 14 lbs.
- b) Check brown glycol holding tank, normal is ½ - ¾ full.
- c) Check glycol filter and change when necessary.

6) Outwide Coal Fired Boiler Room Maintenance

- a) Complete Maintenance Log
- b) Pull on chain 10 times once a day to clean heat flumes (must be pulled hard to clear)
- c) Check coal in hopper bin, if self-feeder not working then coal must be checked twice daily
- d) Once the coal self-feeder stops, coal has to be ordered and delivered within 5 days
- e) Remove ashes if not being removed by the ash auger. Shut the furnace switch and poke suspended ashes with rod to drop ashes onto the auger.

- f) When ash bin is $\frac{3}{4}$ full, phone Smoky Lake Waste to haul ashes out
 - g) Check inside glycol tank, add when level is 2 inches above flow level
 - h) Check glycol filter and change when necessary
- 7) Outside Hall Air Make Up Unit (every 3 months)
- a) Grease the 1 horizontal electric motor and 2 fans within the air makeup unit with 2 shots
 - b) Change filters when needed or minimum 1 per year as per filter light located on ICE control panel in the freezer room
 - c) Ensure belt is tight and pulleys are in good shape
- 8) Inside Air Make Up Unit Control Board
- a) Switches should be set as per attached Paragon Operating Sheet.
- 9) Arena Area
- a) After each user, keep dressing rooms clean and free of garbage, sweep floor and mop wet spots if necessary so next user has a clean room to come into.
 - b) Clean stands, player benches, time keeper box and area around the ice surface. Mop when dirty, empty garbage cans and recycle bins as necessary.
 - c) Vacuum and/or sweep entrance into Arena area on a regular basis to reduce tracking of dirt, rocks and debris into dressing rooms and hallway leading to the rooms.
- 10) Fire Safety Maintenance – Monthly
- a) Check fire extinguishers and exit lights. Sign off on fire extinguisher card if gauge is reading in the normal range. Record into log book the status of emergency safety lights, either working or not working. If extinguishers and emergency safety lights require maintenance immediately inform Facility Manager.
- 11) Additional Duties
- a) For all maintenance checks, rectify and contact Facility Manager for any issues or abnormalities.
 - b) Complete a timesheet indicating number of hours for each day of the month. Provide a signed copy of the monthly timesheet to the Facility Manager to be attached to the monthly invoice to the Society.
 - c) Additional tasks requested and approved by the Smoky Lake Agricultural Society's Board of Directors.
 - d) Track hours used by user groups and email to the Smoky Lake Agricultural Society so they can prepare billing.
 - e) Collect money from users for non-scheduled usage booked by the Smoky Lake Agricultural Society.

HALL AND FOYER MAINTENANCE DUTIES

Functions may or may not require the attendance of the Custodian for the entire duration of the function. Custodian attendance requirements will be determined by the Smoky Lake Agricultural Society. An event schedule will be provided to the Custodian each month and altered as events are booked through the Society.

- 1) Outside the Facility
- a) Lawn maintenance shall be performed when requested by the Smoky Lake Agricultural Society Board of Directors.
 - b) Ashtrays and smoking areas located at foyer entrances shall be cleaned and maintained regularly. Keep garbage cans, ashtrays and ground area clean.
 - c) Snow and ice to be removed from the entrances and pushed into the parking lot. If ice build-up occurs, sidewalk salt should be applied at a cost to the Society but applied by the Contractor.
 - d) Entire facility window cleaning in the spring and fall seasons. Entrance area doors and windows should be cleaned on a regular basis as part of regular foyer cleaning.
- 2) Facility Foyer
- a) Bathrooms shall be maintained during functions to ensure continuous cleanliness. As well, the bathrooms will receive a full clean after each function. Cleaning of the bathrooms shall consist of:
 - i) Washing floors
 - ii) Cleaning toilets
 - iii) Spot cleaning stall and bathroom walls

- iv) Cleaning and filling toilet roll dispensers
- v) Cleaning mirrors
- vi) Cleaning/polishing sinks and countertops
- vii) Replenishing air fresheners and hand soap dispensers
- b) Foyer shall be maintained during functions to ensure continuous cleanliness. After each function the Foyer shall receive a full clean of floors and furniture as well as garbage removal. Cleaning of the foyer shall consist of:
 - i) Spot cleaning walls
 - ii) Sweeping and washing floors
 - iii) Spot cleaning door windows, doors, windows and showcases
- c) Ensure the pop machine in the Foyer is filled prior to each event
- 3) Facility Hall (includes Meeting area)
 - a) Ensure the client has a valid Liquor License and PAL Insurance prior to dispensing any liquor in the Facility. A sign shall be posted on the bar door to that effect.
 - b) Ensure the audio and visual equipment is setup and the audio/visual room is unlocked for use by the client when requested.
 - c) Be onsite during all functions to ensure continuous cleanliness as well as to ensure the facility contents and property are safe and functioning properly.
 - d) Fully clean the hall after every function, cleaning of floors and furniture as well as garbage removal. Full clean consists of placing chairs on tables, sweeping and washing entire floor, spot cleaning walls and spot cleaning doors and windows.
 - e) Tables and chairs not put away by a user, must be done by the Custodian. The Custodian must then inform the Smoky Lake Agricultural Society who will bill the user for the extra work.
 - f) Wash dirty wine glasses or dish towels that may have been used after a caterer leaves a function.
 - g) Ensure table cloths are washed and stored.
 - h) Ensure kitchen is left clean by last user or caterer. Inform Smoky Lake Agricultural Society if kitchen cleaning checklist was not completed.
 - i) Clean hall fans when requested by the Smoky Lake Agricultural Society Board of Directors.
- 4) Facility Supplies
 - a) Order supplies for the hall and foyer. Ensure there is always an adequate supply of cleaning supplies, pop and ice supplies for the hall bar and pop machine in foyer.
- 5) Additional Duties
 - a) Ensure there are no violations of the Fire Safety Codes in the Facility.
 - b) Create a friendly customer service atmosphere by ensuring that all function participants in the facility are comfortable.
 - c) Ensure all storage areas are clean and organized.
 - d) Ensure all hall and foyer equipment are maintained and stored in a safe manner.
 - e) Ensure users use painter's tape for posters or decorations. Posters can be hung only with permission of Custodian.
 - f) Ensure the facility is open every Saturday by 8:15 AM when there is a scheduled Farmers Market.
 - g) Be familiar with the heating and cooling system controls. Ensure the temperature of the hall, foyer and meeting space is comfortable for users.
 - h) After functions, Custodian should do the following checks:
 - i) Ensure no candles are left burning
 - ii) Ensure temperature is set to a comfortable setting
 - iii) Ensure all water facets are turned off
 - iv) Resolve maintenance items that need to be attended to and inform Facility Manager of issues that require electrical, plumbing or other services.
 - i) Complete a timesheet indicating number of hours for each day of the month. Provide a signed copy of the monthly timesheet to the Facility Manager to be attached to the monthly invoice to the Society.
 - j) Additional tasks requested and approved by the Smoky Lake Agricultural Society's Board of Directors.

Appendix B: Bid Form

FACILITY MANAGEMENT BID FORM CLOSING AT 5 P.M. MDT ON FRIDAY, MAY 29TH, 2015

In order to receive full consideration during evaluation, proposals should address all of the following points. The use of this Bid Form is mandatory. The form is available in Word format for your convenience. The response boxes (unshaded) can be expanded to allow you to provide as much information as you wish.

Legal name of Business OR Proponent's Name: _____

Address: _____

City: _____ **Postal code:** _____

Telephone: _____

Email: _____

Contact name: _____

TO MEET GENERAL CRITERIA

- The proposal should be submitted via email to agsociety.smokylake@gmail.com by the specified closing date and time.
- Appendix B Bid Form should be used for the proposal format.

TO MEET DESIRABLE CRITERIA

Proponent Capability and Experience

a) Identify the person who will be assigned to the Facility Manager role. Describe that person's qualifications and experience as a manager.
b) Describe the Facility Manager qualifications and experience dealing directly with the public.
c) Describe how the other roles will be filled (e.g. Will Facility Manager perform one or more of the additional roles? Will the positions be filled with employees or sub-contractors of the Proponent?) How will Proponent ensure coverage is available?
d) Provide following information for three (3) references: <ul style="list-style-type: none">- first/last name,- phone number,

- address, and
- relationship.

Society reserves the right to contact any or all references provided.

Price

Proponent’s Rates for Roles Stated Below

Role		Billed Rate
Facility Manager		\$ (monthly fee)
Role	Estimated Average Hours/Month (For Information Purposes Only)	Billed Rate
Custodian	25 hours/month	\$ (hourly rate)
Ice Arena Caretaker	120 hours/month during months of October thru April	\$ (hourly rate)

Timesheets for roles billed at an hourly rate should indicate role performed. Timesheet is not required for the Facility Manager position since a flat monthly fee will be used regardless of hours consumed. A person may be able to fulfil more than one position based on the approach taken by the Proponent.

All rates are to be firm for the first year of the agreement. Thereafter, if the Smoky Lake Agricultural Society decides to renew the contract for an extension term, the Society will consider requests for minor price adjustments if supported by evidence of an increase in labour costs. GST is to be excluded from quoted rates.

Proponent’s Acceptance

This proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal the Proponent agrees to all of the terms and conditions of the Request for Proposal and agrees that any inconsistent provisions in their proposal will be as if it was not written and does not exist.

The Proponent by submitting a proposal agrees they have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. The Proponent agrees to be bound by statements and representations made in their proposal. Should they be identified as the successful Proponent they will be willing to enter discussions for a contract agreement with the Smoky Lake Agricultural Society.