



April 15th, 2015

Request for Proposals - Contract Property Maintenance at Curve Lake Cottages.

The Curve Lake First Nation Economic Development Department is accepting proposals to provide property management services for the Curve Lake Cottages. This Request for Proposal represents the requirements for an open and competitive process.

The purpose of the contract will be to:

- To provide interior cleaning and interior/exterior maintenance to the Curve Lake First Nation Cottage Rental Units as well as grounds keeping services.
- To assess and recommend repairs to the Cottage Rental Units to the Economic Development Coordinator as well as perform minor repairs as required
- To act as the main contact person for rental clients during their stay and represent the First Nation in a professional manner.

Deliverables and responsibilities include:

- a. Provide cleaning and maintenance to the Cottage Rental Units including but not limited to, the care and cleaning of all surfaces and service facilities, waste collection and disposal, window washing, painting, roof inspections and minor repairs.
- b. Responsible for the opening and closing of the Cottage Rental Units in May and October, including liaising with appropriate contractors.
- c. Provide outside maintenance of grounds, gardens, parking areas, including but not limited to, grass cutting, raking, shoreline maintenance and hot tub maintenance.
- d. Monitor smoke detectors and fire extinguishers.
- e. To clean and prepare cottages prior to rental client arrival.
- f. Laundering bedding and linens.
- g. Orders and maintains inventory of supplies.

Curve Lake First Nation Economic Development will maintain responsibility for:

- a. Rental bookings and payments.
- b. Purchase of services supplies such as toilet tissue, paper towel, bath and hand soap, etc.
- c. Hiring and payment of contractors for major or emergency repairs and/or season opening/closing.

All proposals must contain:

- Anticipated resources you will assign to do the work (equipment, people, etc.)
- Estimated hours per week to be spent on the work
- Fixed price per week to carry out the work (CLFN payables are processed bi-weekly)
- Ability and commitment to “on call” availability
- Proponent contact information.

Proposals marked to the attention of “Economic Development” will be accepted until 4pm EST April 30, 2015 at the Curve Lake Government Services Building. Any proposals received after this date and time will be returned to the sender.

If you have any questions or need additional information please contact Shawn Williams, Economic Development Coordinator at (705) 657-8045 or email ShawnW@curvelake.ca