



DISTRICT OF  
**100 Mile House**

**REQUEST FOR QUOTATION**  
RFQ Number 2024-07

The District of 100 Mile House is requesting quotations for:

**FACILITIES ATTENDANT (MEH & Community Hall)**

This is a Request for Quotation only. By requesting quotations, the District does not intend to enter into, and shall not be considered to have entered into, contractual relations upon the submission of a quotation by any person and no "Contract A" shall be formed between the District and any supplier upon the submission of a quotation. Without limiting the foregoing, the District shall not be obligated in any manner whatsoever to any supplier until a written agreement for the performance of the work herein contemplated has been duly executed.

Inquiries regarding this Request for Quotation may be directed to Todd Conway, Director of Community Services, phone 250-706-2217 or email [tconway@100milehouse.com](mailto:tconway@100milehouse.com). A facility tour will be held on April 12<sup>th</sup> at 10:00 AM, please contact the District office at 250-395-2434 to confirm attendance.

A quotation shall be prepared and submitted at the sole expense of the proponent and without cost to the District of 100 Mile House. All quotations received by the District of 100 Mile House become the property of the District of 100 Mile House and as such are subject to the Municipal Freedom of Information and Protection of Privacy Act.

Quotations sealed in an envelope, clearly marked with the supplier's name and the product and/or service name will be accepted up to 2:00 p.m. (local time), April 18<sup>th</sup>, 2024 and will be received by:

Sheena Elias  
Director of Finance  
District of 100 Mile House  
385 Birch Avenue, 100 Mile House  
[selias@100milehouse.com](mailto:selias@100milehouse.com)

**DISTRICT OF 100 MILE HOUSE  
TERMS AND CONDITIONS – QUOTATIONS**

**GENERAL**

1. **THE LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED.** The District of 100 Mile House may accept any quotation in whole or in part, unless otherwise stipulated.
2. Bidders will be advised of acceptance or rejection within a reasonable time following receipt of bid.
3. Quotations received after the specified closing time & date, will be rejected and returned.
4. The District shall not be obliged to purchase any goods or services from any bidder until a Purchase Order has been issued. Any discussions, inspections or meetings with District staff will not constitute an expressed approval to purchase.

**QUOTATION REQUIREMENTS**

1. **Acceptance:** Quotations must remain valid for thirty (30) days after the closing date.
2. **Errors:** Quotations as received shall be considered final and no quotation shall be altered, amended or withdrawn after the specified closing date.
3. **Form:** Quotations will not be accepted unless properly signed and submitted on this form.
4. **Taxes:** Quotations must show appropriate taxes as indicated on the form attached.
5. **Quotes for Services:** In the event this quotation is for contracted services, the successful bidder will be required to provide
  - A copy of your current WorkSafeBC Clearance Letter
  - A copy of your current District of 100 Mile House Business Licence
  - A copy of your insurance acceptable to the District of 100 Mile House

6. **Submissions of Bids:** The District shall not be bound and the Bidder agrees not to rely upon any written or verbal statements or representations of any other persons, whether employed by the District or not, in the preparation and submission of their bid.
7. **Quantities:** The District reserves the right to increase or decrease frequencies related herein to meet operational or budget requirements.

## CONDITIONS OF PURCHASE

1. **Acknowledgement/Acceptance:** The District intends to award a contract through the issuance of a letter of award to the selected bidder.
2. **FOB Point:** All goods shall be quoted F.O.B. at the District specified site or unless otherwise specified.
3. **Shipments:** The District reserves the right to cancel this order, if the contract delivery date shown herein, is not met. All materials must be transported based on the conditions herein.
4. **Indemnity:** Notwithstanding the providing of insurance coverage by the Bidder, the Bidder hereby agrees to indemnify and save harmless the District, its officers, agents, servants and employees and each of them from and against all claims, demands, losses, costs, damages, actions, suites or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the Bidders, its servants, agents, subcontractors and sub-subcontractors, in providing the services and performing the work of this Contract, excepting always liability arising solely out of the negligent act or omission of the District.

## **SPECIFICATIONS / DESCRIPTION OF WORK:**

The District of 100 Mile House is seeking quoted services for a Facilities Attendant for two municipal owned and operated buildings (Martin Exeter Hall & 100 Mile House Community Hall)

The quote shall be for the hourly rate for contracted services. The services are mostly janitorial in nature and the contractor must be flexible with availability as hours vary due to facility bookings.

Buildings are expected to be cleaned after each scheduled event and prepared for any upcoming events. These are public facilities and are held to a high standard. The contractor works closely with District staff and the public.

Services may include:

Cleaning floors, windows, washroom facilities, emptying waste receptacles, dusting, setting up and taking down tables and chairs, cleaning kitchen areas and any other cleaning duties that arise to maintain public facilities for enjoyment.

**\*A site visit opportunity will be provided to interested contractors on April 12<sup>th</sup> at 10:00 AM. Please contact the District office at 250-395-2434 to confirm your attendance.**

## QUOTATION SHEET

Quotation Bid Sheet – Bidders must complete the form below and return it to the Director of Finance Sheena Elias on or before the published closing date.

**Name of Firm Bidding:**

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

ITEM DESCRIPTION	PRICE
• Hourly Rate of services	
TAXES	
TOTAL QUOTED PRICE	