



Rural Housekeeping Services Expression of Interest

Issue Date: *October 28th, 2020*

Closing Location:

Mail/Email/By Hand
Dawson Creek Society for Community Living 1334 102 nd , Avenue Dawson Creek, BC V1G 2C6 Attention: Marla Reed

Closing Date and Time:

4:00 pm on December 3, 2020

Contact Person:

Marla Reed, Executive Director

Email: mreed@dcsl.org

***Dawson Creek Society for Community Living (DCSCL) is currently seeking
“Expressions of Interest” in the delivery of
“Rural Housekeeping Services”
For our Rural Seniors Initiative***

The purpose of this project is to support seniors to stay in their own homes longer in Peace River Regional District Area D and E for a 12 week period starting January 4, 2021 and ending April 2, 2021 in the following service areas: Rolla, Doe River, Farmington, Tate Creek, Upper Cut Bank and McLeod. The intention is to provide services to 10 homes in each area to a total of 50 homes which could impact up to 100 seniors directly.

This program is intended to provide rural seniors with bi weekly housekeeping services to each participant.

Expressions of Interest

DCSCL is seeking submissions indicating an Expression of Interest from rural businesses/companies to provide housekeeping services to 10 homes in each area. Depending on the interest received, a short list may be developed, with Interviews only being conducted with short listed candidates. The selection of the successful applications will be determined by The Board Chair, Executive Director and Director of Senior Services and confirmed by the end of December 2020.

We are interested in securing the services of a housekeeping service who is a professional and has the capacity to deliver this service, while building and maintaining a great relationship with rural seniors and DCSCL.

The Services required by DCSCL would include:

- To provide biweekly house cleaning services for two (2) hours for two people during the trial period from January 4, 2021 to April 4, 2021 for a total visit cost of \$180 per home.
- To supply all the cleaning products, tools and equipment necessary to complete house cleaning tasks.
- To supply the house keeping service outlined below. These services are limited and will be supplied by a team of two (2) people.
 - All Areas
 - Windowsills and window tracks cleaned
 - Baseboards dusted and/or wiped
 - Doorknobs, doorframes wiped
 - Light switches wiped
 - All surfaces dusted
 - Floor vacuumed and/or washed
 - Kitchen
 - Cabinets fronts cleaned
 - Countertops and shelves dusted/wiped
 - Sinks and backsplash washed

- Appliance exteriors cleaned
- Small appliances wiped
- Tables and chairs dusted/wiped down

Bathrooms

- Sink, Tub cleaned/sanitized
- Toilet cleaned/sanitized inside and out
- Mirrors cleaned
- Cabinet fronts cleaned
- Countertops/shelves dusted/wiped

Bedrooms

- Mirrors cleaned
- Upholstered furniture vacuumed

Other Living Areas

- Upholstered furniture vacuumed
- Cushions fluffed/straightened
- Glass tables cleaned
- Mirrors cleaned

The Selection Criteria that will be considered are as follows:

- The experience and current capabilities of the company, which will be involved in carrying out the requested services for DCSCCL;
- The company's experience and proven capacity in providing the requested services on a scale similar to that being required by DCSCCL;
- Two (2) References of current clients.

Details that must be included in the Expression of Interest submission

- Years in business;
- Provide a brief background of your company – include education, qualifications, professional background (relevant to Housekeeping Services);
- A copy of your company's business license; if applicable;
- Any detail(s) that you believe differentiates your Company from your Competition, and how substantial this difference is.

Risk Management

- Due to COVID 19 what additional safeguards if any has your company implemented?
- Is your company covered by business liability insurance? If so, what is the coverage for this?

If you require additional details of specific nature please contact Marla Reed, Executive Director at (250) 782-2611, ext. 222 and she will put you in touch with someone who will respond to any questions you may have.

Please forward any submission on our "Rural Housekeeping Services" Expression of Interest, in writing, on or before December 3, 2020 to be considered. Please include any information on the points listed above, to the following:

DCSCL
1334 102nd Ave
Dawson Creek, BC
V1G 2C6
Attention: Marla Reed – Executive Director

Electronic Submissions will also be accepted: mreed@dcscl.org

Shortlisted candidates will be contacted immediately following December 3, 2020 and interviews conducted shortly thereafter. A decision on the successful company will be made shortly after the Interviews have been completed. A response will be provided to all companies which submit an Expression of Interest to DCSCL. Thank you.