

Local Services Board of Tilden Lake

46 Village Drive Tilden Lake Ontario, P0H 2K0

REQUEST FOR TENDER

“Caretaker”

Tilden Lake Community Centre, 46 Village Drive

The Local Services Board of Tilden Lake, is looking for someone to undertake the caretaker duties at the Community Centre.

Duties Include:

- Conduct General Oversight:
 - Ensure health & safety regulations are being adhered to.
 - Building walk-through, monthly in summer; every other day in winter.
 - Confirm temperatures within the building during the winter.
 - Ensure lower cupboard doors in the kitchen are kept open in the winter.
 - Ensure bathroom and utility room doors are kept closed in the winter.
 - Ensure heaters in each bathroom are set properly in the winter.
 - Ensure utility room is kept clear of any clutter.
 - When very cold, run all taps for a few minutes to prevent freeze up.
- Keep Exterior of building tidy:
 - In the spring, sweep away gravel from parking lot.
 - Sweep away spiders and bugs.
 - Knock down all wasp nests.
 - Clear snow from all doors.
 - Clear snow from generator, when required.
 - Clear snow from propane tank, when required.
 - Remove weeds from both sides of building and around the shed.
 - Scrub exterior of the shed yearly or as required.
- Keep interior of building tidy:
 - Sweep community centre floors, all doors and shake the mats outside.
 - Assist Board members as required to re-arrange tables.
 - Scrub toilet bowls, washroom and kitchen sinks.
 - Ensure paper supply in bathrooms.
 - Liaise with property manager for cleaning materials.
 - Wash windows and sills inside and out every three months.
- Power wash/scrub and polish floors:
 - Liaise with property manager to determine when floors need scrubbed and polished.
- Generator Maintenance: Perform annual oil and filter change; air filter change. Remove debris (leaves) from inside and around unit.
- Water Treatment Maintenance: Change AquaFlow filters and UV light annually.
- Monitor water filtration system and sign off monthly.

Local Services Board of Tilden Lake

46 Village Drive Tilden Lake Ontario, P0H 2K0

Bidder Requirements:

Applicants must have experience in building maintenance.

Preference will be given to those with experience in cleaning and maintaining similar buildings.

Applicants must be willing to get and return any rental equipment.

Bid Cost Quote:

Bidders must show hourly rate desired and an estimate of the overall annual labour costs.

Tilden Lake Service Board provides an equal opportunity to all submissions but considers quality, past experience and cost in its awarding of contracts. The lowest or any bid may not be accepted.

WORK MUST BE APPROVED PRIOR TO COMMENCEMENT AND NOT TO EXCEED \$2000.00 PER TERM.

If you have any questions regarding this tender, please contact Board Chair:

Fiona Venedam @ 647-868-1080

Please Submit sealed proposal to:

Local Services Board of Tilden Lake

46 Village Dr

Tilden Lake, ON P0H 2K0

OR

via email to: tildenlakelsb@gmail.com

Request for Proposal closes: Friday November 6,
2026 at 5:00 p.m.