

PUBLIC NOTICE
CITY OF LANDER
REQUEST FOR PROPOSALS
FACILITY MANAGER
FOR THE
LANDER COMMUNITY AND CONVENTION CENTER

The City of Lander is accepting proposals for Facility Manager for Lander Community and Convention Center 950 Buena Vista Drive, Lander, Wy 82520. Proposals should include a base amount per month which includes on-call services.

Specifications may be picked up at City Hall, 240 Lincoln, Lander, Wy 82520. Interested parties may inspect the buildings by contacting City Hall, 240 Lincoln Street, Lander, WY or calling 307-332-2870.

Proposals must be clearly marked "Facility Manager - LCCC". Send all proposals to City Clerk Tami Hitshe, 240 Lincoln Street, Lander, Wyoming 82520. All proposals must be received by 2:00 p.m. on Wednesday, October 27, 2021.

The City of Lander reserves the right to accept or reject any or all proposals and to accept the proposal which is deemed to be in the best interests of the City of Lander, all by State Statutes.

The City of Lander does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. The City of Lander does comply with the nondiscrimination requirements contained in Section 504 of the ADA regulations. The City of Lander is an Equal Opportunity Provider.

Tami Hitshe
City Clerk

Publish:
October 6. 13, 20, 2021

SPECIFICATIONS FOR FACILITY MANAGER
FOR THE
LANDER COMMUNITY & CONVENTION CENTER

The contractor will perform concierge service, general maintenance and janitorial services.

Lander Community & Convention Center – 950 Buena Vista Drive

These duties shall include but not be limited to the following:

- Snow removal from all surrounding sidewalk
- Grounds maintenance including all flower beds
- Windows and Glass on Doors – interior and exterior
- General cleaning of facility – includes removal of trash, cleaning of all floor surfaces, restroom cleaning and maintenance, kitchen floor, stoves and ovens
- Report any needed maintenance and minor repair of the facility to City Hall in a timely manner
- Quarterly Deep Cleaning of the facility – this includes all edges and corners and carpets
- Facility preparation and clean up for events– check all ovens, dishwasher etc. to make sure they are in working order before the event to ensure a successful event
- Provide a Post Event Inspection check list to City Hall, prior to release of security deposit including kitchen inventory
- Notification to City of Lander if additional trash pick-up is needed
- Any other duties necessary to keep the facility in a neat and orderly state.
- Concierge service to include: showing renter where to find extra paper towels, trash bags, toilet paper and etc., review facility showing renter how to use the light switches, sound system, kitchen facility, etc. and available during events as needed
- Keep toilet paper, trash bags, paper towels and mop available for each event;
- Deep cleaning includes: all windows, cleaning edges and corners, stripping, waxing and buffing of floors,,cleaning of the kitchen and stoves/ovens and carpet cleaning;
- It will be the contractor’s responsibility to review the facility with the renter prior to the event;
- It will be the contractor’s responsibility to be available at all hours of events for assistance; and
- It will be the contractor’s responsibility to conduct a post event inventory and review of the facility, reporting to City Hall if items are damaged or missing from the facility.

This is a facility totaling 19,278 square feet. The Lander Community Center was rented 111 days as of the end of September 2021. Many events encompass several days.

Cleaning shall be completed within a 24 hour period of end of the event held at the Community Center. Events with multiple days will require daily maintenance including restrooms cleaned and restocked. Post event inspection shall be completed the day following the event and City Hall shall be notified of any damage including any missing kitchen items or electronic supplies rented out during event by noon that day or by noon Monday if the event falls over the weekend.

The city shall furnish vacuum cleaner, rug shampooer, floor scrubber, toiletries, housekeeping supplies and building maintenance supplies.

It shall be the Contractor's sole discretion and at a cost solely to him/her to employ others to assist in performance of his duties. In such case hiring, supervision and payment shall be the sole responsibility of Contractor.

The Contractor will provide insurance in the amount of \$1 million per occurrence/\$2 million general aggregate for general liability. A background check will be performed when selected.