



## **REQUEST FOR TENDER (RFT)**

### **Cleaning Services – Coronach 100th Anniversary Celebration**

**Service Dates: July 31 – August 3, 2026**

**Service Location: Coronach Sportsplex (curling rink, skating rink, and lobbies)**

**Expected attendance: 1500 people**

**Issued By: Coronach 100th Anniversary Committee**

The Coronach 100th Anniversary Committee is seeking qualified contractors or companies to provide cleaning services during the Coronach 100th Anniversary celebrations. Services will be required throughout each event day as well as nightly cleaning after cabaret events.

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#### **1. Event & Facility Details**

The event will take place in a 50,000 square foot facility, utilizing both the curling rink and skating rink, as well as lobbies, change rooms (used for bands and entertainers), and all bathrooms.

- Curling Rink: Will serve as a Kids Zone during the day and will be closed by 8:00 PM each day.
- Skating Rink: Will host main events and nightly cabarets.
- Porta Potties: 1–2 trailer units will require regular cleaning throughout the day.
- General Use: All areas will be in use during the day, requiring continuous monitoring and cleaning.
- No event setup and take-down is required.
- No kitchen cleaning required.

#### **2. Scope of Work**

##### **A. Daytime Cleaning (July 31 – August 2)**

Contractor will provide ongoing cleaning support throughout the day, including:

- Regular monitoring, cleaning, and restocking of bathrooms and porta potties.
- Emptying garbage and recycling bins as needed
- Wiping down tables and seating areas
- Picking up litter and addressing any spills or messes in public areas



- Ensuring event spaces remain clean, safe, and presentable for visitors

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## B. Cleaning During and After Cabarets

Cleaning during the cabarets will include all the same activities as during the day.

Nightly cleaning must begin immediately after each cabaret (Friday – midnight, Saturday 2:30 AM) and be completed in time for **pancake breakfasts at 7:00 AM** on Saturday and Sunday mornings.

Night cleaning includes:

- Clearing and wiping all tables
- Sweeping and mopping floors as required
- Cleaning and sanitizing bathrooms and porta-potties
- Removing garbage and recycling from all designated areas
- General tidying to reset the venue for morning activities

Cleaning is also expected after Sunday cabaret (closes at 2:30), but does not need to be completed until noon on Monday, August 3<sup>rd</sup>.

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## 3. Cleaning Products & Equipment

- Basic cleaning supplies and equipment will be provided by the Coronach Sportsplex/facility.
- Contractors may bring additional equipment or tools if desired.
- A walk-through of the facility can be arranged prior to submission so contractors can assess what additional equipment they may require.

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## 4. Contractor Requirements

- Proof of liability insurance
- Sufficient staff availability for daytime cleaning and overnight cleaning
- Experience with commercial or event cleaning is an asset
- Ability to work in a high-traffic, fast-paced event environment



- Will consider non-profits and charities looking to raise funds

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## 5. Submission Requirements & Selection Process

Interested contractors are asked to submit:

- Name and contact information
- Summary of relevant experience
- Proposed staffing plan for daytime and nighttime cleaning
- Any additional equipment the contractor will bring
- Pricing proposal (preferably a fixed cost)
- Proof of insurance (or willingness to obtain)
- Any other relevant details
- Walk through the facility before submitting a tender is highly recommended and can be arranged by contacting Kelsey Manske @ 306-291-7086.

**Submission Deadline: *February 28, 2026***

**Submit To: [coronach100@gmail.com](mailto:coronach100@gmail.com)**

The Coronach 100th Anniversary Committee reserves the right to accept or reject any or all submissions. Selection will be based on experience, capacity, cost, and ability to meet the event's cleaning requirements.

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## 6. Payment Terms and Conditions

For the successful applicant, an invoice must be provided to the Coronach 100<sup>th</sup> Anniversary by email to [coronach100@gmail.com](mailto:coronach100@gmail.com) immediately after the event. Payment will be issued in 30 days via cheque.

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## 7. Schedule

### Details

#### Bar hours:

Friday 5pm-12am

Saturday 2pm-2am

Sunday 2pm-2am



### Coronach 100<sup>th</sup> Anniversary DRAFT Schedule

*Subject to change*

***Please do not circulate. Intended only for the cleaning tender.***

#### Friday, July 31<sup>st</sup>

5pm-7pm – Registration / Welcome Table

7pm-12am – Band

#### Saturday August 1<sup>st</sup>

8am-10am – Pancake Breakfast

9:30am-10am – Opening Ceremony

10am-11am – Parade

11am-8 pm – Kids Korner (show at 1pm)

2pm-4pm – Fashion Show

4pm-6pm – Ethnic Dancers

8pm-10:30pm – Route 99 Band

11:00pm – 2:00 am – Rock Candy Band

#### Sunday August 2<sup>nd</sup>

8am-10am – Pancake Breakfast

10am-11am – Church Service

11am-8 pm – Kids Korner (show at 1pm)

1pm-3pm – TBD

8pm-9pm P49 Band

9:30pm-11:30pm Jessica Moskaluke Performance

12am-2am Tyler Lewis Performance