



Request for Proposals *Maintenance Contractor*

About The Friendship Center

Our mission is to be a safe haven for victims of domestic violence, sexual assault, and stalking as we empower our community to flourish in relationships free from violence and intimidation. Every year, we serve more than 700 individuals of all genders and backgrounds through a variety of free and confidential services, including over 8,000 nights of safe shelter for more than 150 people. We operate a 13-room onsite shelter attached to our administrative offices and own a 2,400 square foot residential property across the street. Visit thefriendshipcenter.org to learn more.

Contracted Position Overview

This is a contracted 1099 position responsible for ensuring the maintenance, upkeep, and repair of our two properties. Most needs can be addressed during normal business hours. This position will also need to be available to be contacted for after-hours emergencies, which occur infrequently. This position must be a registered contractor, provide a certificate of insurance, and if applicable, certificate of workers' compensation insurance.

Scope of Work

Provide maintenance services to facilities at 1430 N Sanders Street and 1503 Gallatin Avenue as needed. Examples of types of maintenance activities include:

- Basic household maintenance and repairs, such as fixing clogged drains, cleaning gutters, replacing light bulbs, etc.
- Basic appliance upkeep and maintenance
- Routine maintenance and upkeep as outlined in the maintenance log (i.e., replacing batteries, filters, etc.)
- Ensuring compliance with required inspections and permits
- Small building repairs to facility as needed, including drywall and paint
- Coordinate with vendors as needed for maintenance and repairs

Submit a Proposal

Email proposals for this contracted position to Sarah Kamis at sarah.k@thefriendshipcenter.org.

Deadline for submission is February 25, 2025.

Questions about this position? Contact Sarah Kamis at 406.442.6800 or the email address above.