



REQUEST FOR PROPOSAL

Town of Edson Facilities Cleaning Contract

RFP CS 24 001

Corporate Services

RFP ISSUE DATE:	March 8, 2024
RFP CLOSING DATE:	March 28, 2024
RFP CLOSING TIME:	15:00:00 MST



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SECTION 1: INTRODUCTION

1. The Town of Edson (The Town) invites Proposals for building cleaning services. The contract will be limited to the actual services performed by the successful bidder.

The successful bidder of this proposal will be the primary supplier of the service being proposed for the period May 1st, 2024 to April 30th, 2027, and will enter into a contract with the Town of Edson. Successful contractor award being effective May 1st, 2024. Any increases, or decreases, to the prices detailed herein resulting from fluctuations in prices shall only be authorized by a formal amendment to the "Contract", upon satisfactory proof, in writing, showing that proposed changes are consistent with marketplace changes and deemed acceptable in writing by the Town of Edson contact, or contractor, prior to pricing being changed.

The Town of Edson reserves the right to accept or reject any or all proposals received and to accept the proposal deemed most favorable in the interest of the Town.

Contact Information:

Paul Hanlan – GM, Corporate Services
Ph: (780) 712-0492
E-mail: paulh@edson.ca

2. Submissions

Submission packages must be completed in their entirety and marked of content. Packages must be returned to RFP Contact by **16:00:00 (MST) on March 28, 2024**. Submissions may be made by email or by mail, (or otherwise delivered) at the following addresses:

Town of Edson
Attention: Paul Hanlan – GM, Corporate Services
paulh@edson.ca

Town of Edson
Attention: Paul Hanlan – GM, Corporate Services
605 50th Street;
PO Box 6300
Edson, AB T7E 1T7

Schedule of Key Dates

RFP posted on APC (Alberta Purchasing Connection)	N/A (Invitational Tender)
Invitational RFP Documents forwarded to potential respondents	March 8, 2024, at 16:00:00 (MST)
OPTIONAL Tours of Town Facilities Start at Civic Centre – 605 50th Street	March 18, 2024, at 17:00:00 (MST)
Deadline for Proponent’s questions	March 20, 2024, at 16:00:00 (MST)
Final Addendum(s) posting	March 22, 2024, at 16:00:00 (MST)
Submission Closing Date & Time	March 28, 2024, 16:00:00 (MST)
Successful Proponent notification	April 12, 2024, 16:00:00 (MST)
Initial 3 Year Term	May 1, 2024 – April 30, 2027
Opportunity - Mutual Extension (1 year)	May 1, 2027 – April 30, 2028



SECTION 2: DEFINITIONS

1. "The Town of Edson" and "The Town" are synonymous for the purposes of this RFP. They mean duly authorized representative on behalf of the Town of Edson.
2. "Contractor" means the person or firm responding to this RFP.
3. "Contract" means the submission received from a Contractor in response to this RFP.
4. "Request for Proposal" or "RFP" means this entire document, and any addenda thereto issued before the RFP closing time.
5. "Mandatory" means an essential requirement.
6. "Evaluation Team" means a team comprised of representatives of the Town of Edson.

SECTION 3: RFP SUBMISSION REQUIREMENTS

1. Site Tours - Optional site tours will be on Monday March 18th at 17:00:00. They will begin at the Town of Edson Civic Centre 605 50th Street. **Participation in site tours is not a requirement.**
2. The contract shall be a three (3) year term from May 1st, 2024 until April 30th, 2027. The Town reserves the right to extend the "Term" for an additional One (1) year period on the same terms and conditions, if mutually acceptable to both parties.
3. The Contractor must supply a company profile detailing:
 - a. History.
 - b. Number of employees.
 - c. Description of services provided.
 - d. Management Team/Human Resources (If Applicable).
4. The Contractor must in their submission provide a detailed "Work Schedule" regarding how they would provide the services outlined in Section 5: "Required Contractor Services" for the locations identified in Section 4: "Location, Duties and Worker Hours". Including the confirmation of adequate staff to complete the contracted tasks satisfactorily and consistently.
5. The Contractor shall in their submission provide a detailed proposal for services provided as per Section 7: "Pricing". All prices indicated within this proposal shall not include the Goods and Services Tax (G.S.T.). The G.S.T. will be added at the time of invoicing.
6. The Contractor agrees that to indemnify the Town from any loss, the Contractor shall, at their expense, bond all personnel in the amount of Ten Thousand Dollars (\$10,000).

7. General Liability Insurance with a policy limit of \$5,000,000 per occurrence. This policy must:
 - a. List the Town as an additional insured.
 - b. Contain a cross liability clause.
 - c. Contain a contractual liability clause.
 - d. Contain a non-owned automobile clause.
 - e. Include a waiver of subrogation in favor of the Town.
 - f. Be endorsed to provide the Town of Edson with 30 days' written notice of cancellation.
 - g. Have a deductible not exceeding \$5,000, with the Contractor to be responsible for payment of all deductibles.

All Risk Equipment Insurance for the Contractor's Equipment, with a deductible not exceeding \$5,000, and the Contractor to be responsible for payment of all deductibles. Automobile Liability Insurance on all vehicles owned, operated, or licensed in the Contractor's name, with limits of not less than \$2,000,000 per occurrence.

8. The Contractor agrees at their expense to have all their personnel covered under the provisions of the Worker's Compensation Act for the Province of Alberta and to make all such necessary payments and deductions as may be required to be made or paid by any government agencies, departments, or services as are required or authorized to be made by an employer and provide a WCB clearance letter addressed to the Town. The Contractor shall provide a copy of their Health and Safety program, all worker training certificates/competency, completed copy of the Town of Edson Contractor Orientation and demonstrate that they are capable of meeting legislated Health and Safety requirements.
9. The Contractor must supply a copy of their Safety Management Program and must have reviewed the Town of Edson Contractor Safety Manual and orientation prior to start of contract.
10. The Contractor shall submit evidence of prior relevant experience and associated references (no less than two references must be provided in the RFP response).
11. The Contract shall be limited to actual supplies ordered, delivered and services performed. Garbage bags, toilet paper, urinal pucks and paper towels will be supplied by the Town.
12. The Town of Edson reserves the right, providing due notice (15 days), to terminate the Contract for unsatisfactory performance at the reasonable discretion of the Town any services/supplies, related reasons, or default under any condition in the Contract.
13. Each RFP Submission will be deemed adequately complete – or incomplete – by the Town of Edson Evaluation Team (Section 8).
14. A complete RFP Submission must include a completed "Bid Form" (Appendix "A") signed by a duly authorized representative able to bind the Contractor to the potential contract for services.

SECTION 4: LOCATIONS, DUTIES AND WORKER HOURS

The Contractor shall undertake to perform janitorial duties after normal business hours and unless otherwise specified, at the following locations on the dates specified (NOTE: Duties listed as “Daily” are to be performed during each visitation at ALL locations). Further to ensure quality workmanship, the Town will specify the minimum number of man hours which must be spent at each location per visit. Unless otherwise noted a minimum of one (1) worker hour per visitation is required per site.

1. **Civic Building** – Five (5) days a week, on Monday, Tuesday, Wednesday, Thursday, Friday in the office areas. Duties specified in Section C shall be performed during each visitation. A minimum of three (3) man hours per visitation are required.
2. **Griffiths Park Building** – Two (2) times per week, on Tuesday and Thursday in the areas accessible to the public, and One (1) time per week, on Sunday, all areas including those accessible to the public and staff areas. Duties specified in Section C shall be performed during each visitation.
3. **Public Works Shop** – Two (2) times per week, on Wednesday & Sunday. Duties specified in Section C shall be performed during each visitation. A minimum of two (3) worker hours per visitation are required. This will include other areas that may be required:
 - All offices and hallways in main lobby area
 - Fleet/Utilities Managers office
 - Hallways and stairs on second floor
 - Coffee room Main floor
 - Coffee room second floor (Fleet)
 - Conference room second floor
 - Lab area
 - Additional coffee area second floor
 - All associated washrooms and Change rooms (first and second floor).
4. **Fire Hall** – Two (2) times per week at the discretion of the Contractor and as approved by the Fire Chief. Duties specified in Section C shall be performed during each visitation. A minimum of two (2) man hours per visitation are required.
5. **Airport (2 Buildings – Airport Terminal and Hanger)** – Two (2) times per week. Duties specified in Section C shall be performed during each visitation. A minimum of one (1) worker hour per visitation – per building – is required.

SECTION 5: REQUIRED CONTRACTOR SERVICES

1. Daily/Per Visit Duties:

- a. All floors to be swept and damp mopped.
- b. Rubber mats and plastic runners to be washed.
- c. All carpeted floors to be vacuumed.
- d. Toilet bowls and seats to be washed.
- e. Basins washed and cleaned.
- f. Mirrors to be cleaned and polished.
- g. Toilet paper dispensers and such fixtures that are contained within a washroom to be cleaned and polished. Dispensers to be checked each visit and filled as required.
- h. All dusting of fixtures, furniture, desks, counters, etc. with treated dust clothes shall be done.
- i. Steps, landings, entrances, and mats cleaned each visit.
- j. Visible scuff marks, stains, and smudges are to be removed as required.
- k. All waste receptacles are to be emptied into plastic disposable bags and stored in a suitable location readily accessible to the waste collection contractor.

2. Weekly Duties:

- a. Windows sills, ledges, headers, etc. to be cleaned and dusted as frequently as required and at least once per week.

3. Bi-Weekly Duties:

- a. Venetian blinds, curtains, etc., to be dusted and/or cleaned at least twice per month.
- b. For the Public Works shop only; wipe down counters, tables, and cupboards.

4. Bi-Annual Duties:

- a. Floor stripping, polishing and Wax to be completed at least twice per calendar year.

5. Annual Duty:

- b. Steam cleaning of all carpeted areas in the Civic Centre and Public Works building.

6. Other:

- a. Equipment and cleaning supplies to be supplied by the Contractor. A secure storage room for this equipment will be provided by the Town at each location.
- b. The Town is responsible for sidewalk cleaning and lawn maintenance.
- c. The Contractor will report to the proper agents of the Town, any circumstances not in keeping with good security, e.g., doors and windows left open or unlocked, equipment left on/ or running, or any articles of value found.
- d. The Contractor shall submit the list of names of the personnel who will be performing the services to this Contract. The Contractor shall provide the Town of Edson a written notice when there is a change in personnel.
- e. Throughout the term of this Contract the Contractor must be in possession of a current Town of Edson business license.

SECTION 6: LEGAL TERMS AND CONDITIONS

1. This procurement is made in accordance with the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA).
2. This procurement is subject to all applicable legislation (provincial and federal), regulations, intergovernmental agreements, common law principles, and any other legal requirements affecting municipal procurement generally or the project specifically (the “legal framework”).
3. The law to be applied in respect of this RFP shall be the law of the Province of Alberta, and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a proposal, the Proponent is taken to have agreed to submit to the jurisdiction of the Courts of said Province.
4. The Contractor agrees to indemnify and save harmless the Town from all actions, suits, claims and demands, costs and damages arising by reason of injury or death to any person, or damage to any property, resulting from the services performed in accordance with the Contract.
5. The Town of Edson reserves the right to accept or reject any or all proposals received and to accept the proposal deemed most favorable in the interest of the Town.
6. The Contractor is responsible for all costs of preparing and presenting the Proposal and of any subsequent interviews and negotiations with the Town of Edson and its representatives prior to the signing of a formal contract.
7. Should any building listed in this RFP (Section 4) cease to be owned and/or operated by the Town of Edson, the monthly charge for said building will be terminated.
8. The Contractor must fully disclose in writing to the RFP contact on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Vendor were to become a contracting party pursuant to this RFP. The Evaluation Team shall review any submissions by Contractors under this provision and may reject any Proposals where, in the opinion of the Evaluation Team, the Contractor could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Contractor were to become a contracting party pursuant to this RFP.
9. The Contractor, the Contractor’s employees and agents shall:
 - a. Keep strictly confidential all information concerning or related to the municipalities and/or third parties, including any of their business or other activities, acquired because of participation in this RFP or the Project itself.
 - b. Adhere to the highest industry standards for the protection of information, including limiting and regulating access.



10. The Contractor and its employees must pass a Mandatory Criminal Records Check to be considered for the Contract.
 11. The Contract shall be limited to actual supplies ordered, delivered and services performed.
 12. No order for supplies and services will be processed without an authorized purchase order number. A copy of these authorizing purchase order numbers will be provided to the Contractor by the Town for each order placed. Deliveries will not be made without quoting an authorizing purchase order number.
 13. No changes in pricing for services noted in the Contract may be made during the term of the Contract. Increases or decreases to specific prices detailed herein, resulting from fluctuations in prices/charges and/or freight rates shall only be authorized by formal amendment to the Contract upon satisfactory proof in writing to the Town Contact that such fluctuations have resulted in increased or decreased cost of the supplies to the Contractor.
 14. The Town of Edson reserves the right, providing due notice of thirty (30) days, to terminate the Contract for unsatisfactory performance at the reasonable discretion of the town any services/supplies, related reasons, or default under any condition in the Contract.
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SECTION 7: PRICING

Proposed Monthly charges for the following services under this contract would be:

\$ _____ /month Civic Building

\$ _____ /month Griffiths Park Building

\$ _____ /month Public Works Building

\$ _____ /month Fire Hall

\$ _____ /month Airport Buildings (2)

\$ _____ **TOTAL/MONTH* (excluding GST)**

At the discretion of the Town charges for the following services on an “as needed” basis is:

\$ _____ /Steam clean of any other carpeted areas (other than the Civic Centre or Public Works area which are required annually. Please specify by specific location and proposed costing)

\$ _____ /Clean all interior and exterior windows (all locations)

* The award of this contract will not be based solely on TOTAL/MONTH charge only. This breakdown is for accounting purposes only.



SECTION 8: EVALUATION CRITERIA

In consideration of each submitted “Proposal” the Town’s Evaluation Team shall review against the following “Mandatory Requirements” and award as per the following Evaluation Criteria.

Mandatory Requirements	
	Work Schedule as required in Section 3(4)
	Proof of insurance availability as stated in Section 3(7) – required prior to contract award
	Town of Edson Business License as per Section 5(5.e) – required prior to contract award
	Proof of Alberta WCB coverage as required in Section 3(8)
	Copy of the Contractors safety management system as required in Section 3(9) or acceptable adherence to The Town of Edson safety management system – required prior to contract award

Evaluation Criteria	Percentage of the total
Previous relevant experience, proponents should provide past project descriptions, summaries, and references.	20%
Demonstrated ability to provide consistent, reliable, high level of cleaning	20%
Company profile	10%
Cost (Section 7)	50%



APPENDIX "A" – BID FORM

SUBMIT VIA EMAIL TO: Attention: Paul Hanlan – GM, Corporate Services
Town of Edson
paulh@edson.ca

SUBMIT VIA MAIL TO: Town of Edson
Attention: Paul Hanlan – GM, Corporate Services
605 50th Street,
PO Box 6300
Edson, AB T7E 1T7

PROJECT: RFP CS 24 001 - Town of Edson Facilities Cleaning Contract

Bidder (legal name)

(Street Address)

(City, Province, Postal Code)

(Contact Name)

(Title)

(Phone Number)

(Email Address)



PART 1 Bid Price

- 1.1 Having examined the site, the RFP, and addenda numbered _____ to _____ issued by the Town of Edson (Bidder to fill in blanks for addenda issued).
- 1.2 Confirming that our Bid Price excludes Goods and Services Tax.
- 1.3 I/We hereby offer to enter a Contract to perform the Work required by the RFP documents, and to furnish all materials and labour necessary for the proper completion of the services for the Bid Price indicated below in lawful money of Canada.
- 1.4 Lump Sum Bid Price, subject to the “Pricing” required in the RFP (Section 7).

_____ Dollars
BID PRICE (Bid Price in Words, excluding GST)

\$ _____
BID PRICE (Bid Price in Figures, excluding GST)

- 1.5 Lump Sum Bid Price Option #1 (Section 7 – “Additional”) for steam cleaning and/or window washing included in the RFP.

_____ Dollars
BID PRICE (Bid Price in Words, excluding GST)

\$ _____ BID
PRICE (Bid Price in Figures, excluding GST)

- 1.6 Submitted the _____ day of _____ 20_____.



PART 2 Declarations

- 2.1 I/We agree to fulfill the term and conditions of the proposal as directed by the Town in the RFP CS 24 001

- 2.2 I/We hold that this bid shall be held irrevocable and is open to acceptance by the Town until thirty (30) days after the bid closing date.

- 2.3 I/We agree that all bid form supplements called for by the Bid Documents form an integral part of this Bid.

PART 3 Signatures

SIGNED AND SUBMITTED for and on the behalf of:

Name of Submitting Company or Firm

Signature of Bidder's Authorized Representative

Name of Bidder's Authorized Representative

Witness' Signature

Title or Status of Person signing above

Name and Title of Witness