



REQUEST FOR QUOTATION (RFQ #PW2018-03)

(JANITORIAL OF MUNICIPAL BUILDINGS)

Responses are to be submitted no later than **2:00pm January 11, 2019** to the attention of:

Kevin Dicken
District of Hope
325 Wallace Street
PO Box 609
Hope, BC, V0X 1L0
kdicken@hope.ca

1. Submission Details

- a. Electronic copies of the Quotations are to be emailed to kdicken@hope.ca and include the Respondent's Name, Title and marked "RFQ #PW2018-03". **A delivery receipt request should accompany the email.**
- b. The District reserves the right to cancel this Request for Quotation for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c. The District reserves the right to reject any or all Quotations and to accept the Quotation deemed most favorable to the interests of the District.
- d. The District will not entertain any claims for costs related to the preparation and/or presentation of the Quotations.
- e. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFQ process.

*** QUOTATIONS WILL NOT BE OPENED IN PUBLIC ***

Queries should be submitted in writing to:
District of Hope
Attention: Kevin Dicken, Director of Operations
E-Mail: kdicken@hope.ca

2. Introduction

The District of Hope is requesting quotes from qualified firms for the provision of janitorial services. **By submitting a quote, the proponent and or representative are deemed to have examined the place of work. A site visit can be arranged by contacting the District Representative at the email address provided.**

3. Scope of Work

TOWN HALL

325 Wallace Street

Daily (Monday to Friday except Statutory Holidays)

Daily: spot wash doors and handles; garbage and recycling; vacuum all carpeted areas; sweep and/or mop floors; sweep and/or mop landing and stairs; spot clean entrance, lobby, offices, Council Chambers; Spot clean entrance, lobby and office windows; disinfect/clean bathrooms including sinks, counters, toilets and urinals; spot clean walls; dust any or all desks when clear or paperwork etc.; disinfect telephones; janitorial area clean at all times.

Twice Weekly: clean entire glass doors; all door kick plates and handles.

Weekly: mop rubber strip; dust notice boards, ledges, pipes, beams, office equipment, handrails/banisters, door frames and glass partition; in Council Chambers polish furniture, floors, cabinets; disinfect sinks and counters

Twice Monthly: dust, wipe and polish fire equipment, glass, radiators, door grills, pictures, murals, plaques; polish hardwood and laminate surfaces

Monthly: vacuum and clean ceiling vents, vent grills, louvers, wall mounted radiators, light fixtures, and cloth chairs; wipe vinyl furniture

Annually: shampoo carpets (once), polish floors (once), clean inside of windows (twice)

LIBRARY

1005 – 6th Avenue

Three (3) times weekly (Monday, Wednesday and Friday)

Daily(M/W/F): spot wash doors and handles; garbage and recycling; vacuum all carpeted areas; sweep and/or mop floors; spot clean walls and windows;

clean glass doors inside and outside; dust lowest shelf units if free of books etc.; clean and disinfect washroom including sinks, counters and toilets; spot clean walls; disinfect telephones; dust any or all desks when clear of paperwork etc.

Twice Weekly: clean all door kick plates and handles

Weekly: dust notice boards, ledges, pipes, beams, office equipment, handrails, banisters and door frames; dust plaques and pictures

Twice Monthly: dust, wipe and polish fire equipment, glass, radiators, door grills; polish any wood surfaces

Monthly: clean and vacuum ceiling vents, vent grills, louvers, wall mounted radiators, light fixtures, cloth chairs; wipe vinyl furniture

Annually: polish floors (once), shampoo carpets (once), clean inside of windows (twice)

PUBLIC WORKS TRAILER AND MAINTENANCE SHOP

1225 Nelson Avenue

Twice weekly (Tuesday, Thursday)

Daily (T/T): spot wash doors and handles; garbage and recycling; sweep and mop floors; spot clean all walls; disinfect and clean bathrooms including sinks, counters, toilets; spot clean walls; disinfect telephones; dust any or all desks when clear of paperwork etc.; dust shelving if necessary

Weekly: dust notice boards, ledges, pipes, beams, office equipment, handrails, banisters and door frames; wipe heading and ventilation pipes

Twice Monthly: dust, wipe and polish fire equipment, glass, radiators, door grills; polish any wood surfaces; dust plaques and pictures; wipe inside window frames

Monthly: clean and vacuum ceiling vents, vent grills, wall mounted radiators, light fixtures, cloth chairs; wipe vinyl furniture

Annually: polish floors (once)
 clean inside of windows (twice)

To be supplied by the Contractor:

furniture polish, enzyme cleaner, neutral clean floor soap, acid bowl cleaner, toilet bowl cleaner, window cleaner, 22" x 24" garbage bags, 26" x 36" garbage bags, 26" x 36" blue or frosted recycle bags, 43" x 48" blue or frosted recycle bags, mops, buckets, brooms, dust pans, vacuum cleaner, carpet cleaner, floor polisher.

The successful proponent shall provide any employees that may be required to properly provide this service and for coverage during illness, holidays or emergency absence. The successful proponent is required to provide a current criminal record check for all staff assigned to provide this service.

4. Quotation Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the email address, before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their Quotation. The Proponent is to cost these additional items separately.

The Quotation is to include a letter of introduction, including name and address of the Respondent and details of potential partnerships and business agreements contemplated for the provision of services.

5. Fees

A fee schedule for the work is to be submitted along with the work program. The District requests that the fees be itemized by month and totaled for the year. The District of Hope wishes to enter into a contract for an initial three (3) year period, with the option of renewal for an additional two (2) years. Any anticipated expenses are to be identified in the Quotation. The fee proposed will be considered the maximum upset fee by the District, and any expenditures beyond that amount will require approval by the District, and will only be considered for increases in the scope of work proposed by or agreed to in advance by the District.

6. Payment

The Contractor shall submit to the Municipality an invoice for payment monthly. The Municipality shall make payment within thirty (30) days following receipt of invoices and records.

7. Evaluation and Selection Criteria

The Request for Quotation is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Quotations shall be evaluated to determine the best value offered to the District using the following criteria:

- The Respondent must have or be able to have, prior to commencement of the work, a valid and current District of Hope Business License.
- The respondent must carry a minimum of \$5,000,000 liability insurance.
- The respondent must be in good standing with Worksafe BC and be able to provide a clearance letter.
- The Respondent's business and technical reputation and capabilities and the experience of its personnel.
- The Respondent's strategy to deliver the Project on or ahead of schedule, and experience and reputation in delivering similar projects on or ahead of schedule.
- The Respondent's ability and past experience meeting a tight time frame.
- Methodology and approach (understanding of service objectives and outcomes).
- Resources and pricing structure (staff, equipment).
- The Respondent's financial capability to undertake the work.
- Respondent's ability to demonstrate added value to the work
- Quotation is clear and logical and shows value for money to the District.

8. Clarification of this Request for Quotation

This is a request for Quotations only and will not give rise to a Contract "A" (bid contract). This request for Quotation process is NOT a tendering process. No legal relations are intended to arise from the RFQ process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFQ process.

If a Proponent has any questions about the contents of the RFQ, or about any matters relating to it the question must be directed in writing, and not orally, to the District's representative at the contact address set out below, before **January 4, 2019**. The District's representative will answer all questions in writing, and will post a copy of all questions and answers as addenda to the RFQ on the District of Hope website, www.hope.ca. The RFQ process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

10. District Representative

The District's representative on this project is Kevin Dicken, and all inquiries related to this 'Request for Quotation' are to be directed to:

Kevin Dicken, Director of Operations
District of Hope
325 Wallace Street
PO Box 609
Hope, BC, V0X 1L0
Email:kdicken@hope.ca

11. Notice to Proponents

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are saved harmless from any liability whatsoever arising out of proponent's performance or non-performance of the term of this Quotation.

b. Proponent Responsibilities in Submitting Quotations

Each Proponent is solely responsible for the risk and cost of preparing and submitting its Quotation in response to this RFQ and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its Quotation to the District, each Proponent represents and warrants to the District that the information in its Quotation is accurate and complete. This RFQ does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFQ or the process it creates. Unless the District is expressly permitted or required by this RFQ to "act reasonably", the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Quotations

All submissions provided to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFQ process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions in that right set out in the Act. The District will receive all Quotations submitted in response to this RFQ in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any Quotations will remain confidential if a request for access in respect of any Quotation is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their Quotations confidential and must not disclose their Quotations, or information contained in them, to anyone else without the prior written consent of the District.

d. Waiver and Allocations of Risk

The District accepts no responsibility or liability for the accuracy or completeness of this RFQ (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFQ or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFQ or any such information as is described in this paragraph. Each Proponent who submits a Quotation to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFQ or any such information as is described in this paragraph. Each Proponent who submits a Quotation is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFQ, and of the project, and to prepare and submit its Quotation.

e. Closing Date for Quotations

The closing date and time for Quotations is **2:00pm January 11, 2019**. All Quotations must be clearly marked with the name and address of the proponent and the 'Request for Quotation' title. Proponents are responsible for ensuring that digital (email) delivery occurs within the deadline. Late Quotations may not be accepted.