

THE CORPORATION OF THE TOWN OF SMOOTH ROCK FALLS



SMOOTH
ROCK FALLS



*Near north, near perfect.
Presque nord, presque parfaite.*

**REQUEST FOR PROPOSAL
2023-03
Janitorial Services**

ISSUE DATE: August 30, 2023

CLOSING DATE: September 19, 2023 at 2:00 pm

GENERAL INFORMATION

1. Submissions for the Town of Smooth Rock Falls Janitorial Services will be received up to and including **Tuesday, September 19, 2023 2:00 p.m.** Submissions received after the deadline will not be considered.

Proposals will be received by Johanna Berube, Protective Services / Real Property Coordinator of the Corporation of the Town of Smooth Rock Falls, 142 First Avenue, P.O. Box 249, Smooth Rock Falls, Ontario, P0L 2B0.

Proposals will be accepted in 2 formats: electronic submission via email or hand delivered in a sealed envelope.

Email submissions shall be submitted to johanna.berube@townsrf.ca and have the subject line ***"Town of Smooth Rock Falls – Janitorial Proposal"***.

Hand delivered proposals shall be delivered to the Town Hall office located at 142 First Avenue, Smooth Rock Falls, Ontario, P0L 2B0. Interested parties are to deliver proposals in a sealed envelope, clearly mark with the title ***"Town of Smooth Rock Falls – Janitorial Proposal"***.

2. Request for Proposal opening will be done in public at 2:00 p.m., local time, September 19, 2023.
3. Questions pertaining to this request for proposal must be submitted to Johanna Berube, Protective Services / Real Property Coordinator via email at johanna.berube@townsrf.ca no later than forty-eight (48) hours or 2 business days prior to closing time and date. A written answer along with the question will be provided to all RFP bidders.
4. All proposal documents shall be fully filled out and signed by the appropriate responsible officer of the interested parties.
5. The Town of Smooth Rock Fall is not responsible for any expenses incurred by any of the interested parties in preparing and submitting a response to this RFP.
6. Following the opening, all proposals are irrevocable by any bidder and all documents submitted become the sole property of the Corporation of the Town of Smooth Rock Falls.
7. The Corporation reserves the right to require any interested party to provide additional follow-up information for the purposes of reviewing any proposal and to have any proposal reviewed by consultants or professionals for the purpose of advising the Corporation.
8. For the purposes of preparing your proposal the Municipality is requesting that you review the information below with a view to providing, in your proposal, a detailed statement as to sufficiency of coverage.

1. GENERAL

1.1. Invitation to Submit Proposal

The Corporation of the Town of Smooth Rock Falls (CTSRF) invites interested companies to provide proposals for the provision of Janitorial Services to the buildings listed below:

- Town Hall Administrative Office – 142 First Avenue
- Community Centre – 170 Gordon Avenue
- Curling Club – 195 Fifth Street
- Mattagami Centre – 105 Second Avenue

Details are described in Schedule 'A' Specifications and elsewhere in this RFP document.

RFP Title: Janitorial Services

RFP Inquiries: September 15, 2023, 2:00 PM Local Time

RFP Issued: August 30, 2023

RFP Closing Date and Time: September 19, 2023, 2:00 PM Local Time

This RFP will be conducted with the objective of maximizing benefits for the CTSRF while offering proponents a fair and equitable opportunity to participate.

Proponents are advised to pay careful attention to the specifications laid out in this RFP. Failure to satisfy any term or condition in this RFP may result in the proposal being deemed unacceptable.

The Town reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion.

The Town reserves the right to accept a proposal other than the lowest price proposal without stating reasons.

This RFP does not commit the Town to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at meetings with Town staff.

1.2. Inquiries, Errors or Omissions

Proponents submitting a proposal are encouraged to visit and examine the premises of all buildings and obtain a clear and comprehensive knowledge of the physical conditions and limitations thereof, insofar as they may affect this work.

All inquiries must be directed to the RFP contact in writing by September 15, 2023, by 2:00 pm. Inquiries and responses will be recorded and may, in the municipality's discretion, be distributed to all Proponents.

Proponents should notify the RFP contact in writing of any ambiguity, divergence, error, omission, oversight, or contradiction in this RFP.

Verbal responses to inquiries are not binding on any party.

1.3. RFP Amendments

The Town of Smooth Rock Falls reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP Closing Date and Time. Any changes to this document will be communicated to all involved proponents, in writing, as an addendum.

2. TERMS AND CONDITIONS

- 2.1.** The prices quoted shall be in Canadian dollars.
- 2.2.** All proponents are requested to list on a separate sheet any features that they are providing in addition to the basic specifications provided herein and submit this information with their bid.
- 2.3.** The Town further reserves the right to negotiate and to refine the requirements where it is in the Town's best interest to do so.
- 2.4.** The Town reserves the right to accept or reject any or all bids as it deems to be of their interest to do so.
- 2.5.** The awarded proponent will review, acknowledge and adhere to a confidentiality agreement that will encompass any facility in the contract.

3. SAFETY REQUIREMENTS

- 3.1.** The proponent acknowledges that it has read and understood the Occupational Health and Safety Act together with the Proponent's and the Town's Health and Safety Policies and Procedures.
- 3.2.** Safety Data Sheets (SDS) shall be used for any agent or product utilized and complied with. The use of personal protective equipment shall be adhered to when deemed necessary.
- 3.3.** Proof of insurance and WSIB Clearance Certificate must be provided to the municipality prior to commencement after award of contract.
- 3.4.** The Town reserves the right to cancel any contract for noncompliance with the terms set out herein, health and safety regulations, the Environmental Protection Act, associated regulations and other applicable legislation.

4. SUPERVISION AND EMPLOYEE CONDUCT

- 4.1.** Proponent must provide proper supervision of their employees as appropriate and will be held responsible for the conduct of their employees. The Town requires that all people employed by the proponent and subcontractor perform their tasks in a courteous and professional manner and are expected to be knowledgeable in all aspects of their duties and display good customer service skills. Misconduct will not be tolerated.

5. WORK SCHEDULE

- 5.1.** The proponent will begin the work once the contract has been awarded in accordance to 'Schedule A' or unless otherwise specified and mutually agreed upon.

6. PROTECTION OF PERSON AND PROPERTY

- 6.1.** The Proponent shall use due care so that no persons are injured, no property is damaged or lost, and no rights are infringed upon in the supply of the goods and/or services. The Proponent shall be solely responsible for all loss, damages, costs, and expenses in respect of any injury to persons, property, or infringement of the rights of others incurred in the performance of the goods or services or caused in any other manner whatsoever by the proponent, its employees, or agents.

7. LAW ABIDANCE

- 7.1.** The proponent shall abide by the provisions of all legislative enactments, statutes, bylaws, and regulations in regard to safety in the Province of Ontario.

8. PROOF OF ABILITY/PRIOR EXPERIENCE

- 8.1.** The proponent may be required to show, present evidence of experience, ability, capacity, and financial resources and reputation, as well as that of any proposed sub-contractors, to perform the work by the specified delivery date.
- 8.2** The Town shall be entitled to take into account as part of its evaluation of any proposal any past experience that the Town or any of its member municipalities or related or affiliated organizations have had with any proponent, whether favorable or unfavorable, and including specifically any contracts, contract disputes, litigation or other experience or dealings whatsoever or reputation that the Proponents may have, or any of them, with such entities.

9. ENVIRONMENTAL

- 9.1.** The proponent shall be responsible in respect of all environmental matters including compliance with any and all environmental laws, rules, regulations, statutes, and orders of any governmental or regulatory body.

SCHEDULE A

This agreement will be written for a one (1) year term, with the option to renew.

The proponent is required to provide all cleaning supplies and equipment, unless otherwise agreed.

Note: The Curling Club, Mattagami Centre and Community Centre is not guaranteed

EACH TOWN BUILDING LISTED BELOW:

TOWN HALL ADMINISTRATION BUILDING:

*Town Hall Administration Building:

- | | |
|-------------------------------------|--|
| Two (2) times per week | <ul style="list-style-type: none">▪ Building security – lock all doors, windows, switch off lights.▪ Empty all garbage and recycling containers.▪ Sweep and wash floors (when required), including stairwells and washrooms.▪ Dust and or wipe down high touch services/office/desks/computers.▪ Clean/disinfect washrooms (includes cleaning mirrors, sinks, countertops, urinals and toilets (all surfaces) and emptying waste receptacles.▪ Restock paper products in dispensers.▪ Vacuum all carpets and rugs.▪ Ensure Boardroom is kept clean and free of rubbish. |
| November 1 – April 31. (Additional) | <ul style="list-style-type: none">▪ Daily sweeping and washing floors. |
| One (1) time per week | <ul style="list-style-type: none">▪ Dust and or wipe down shelves/window ledges/walls.▪ Vacuum or spot clean upholstered furniture.▪ Empty recycling containers. |
| Twice (2) a year | <ul style="list-style-type: none">▪ Windows and window covering. |
| <u>** Council Chamber:</u> | <ul style="list-style-type: none">▪ Empty all garbage and recycling containers.▪ Sweep and mop floor (as required based on use).▪ Dust and or wipe down desks and tables and chairs.▪ Clean washroom and restock. |

***Cleaning of Town Hall to be completed before 8:30 am Monday to Friday; or after 4 pm**

****Council Chambers must be cleaned prior to a scheduled meeting before 6 pm.**

COMMUNITY CENTRE:

As required/requested

- Building security – lock all doors, windows, switch off lights.
- Empty all garbage and recycling containers – to be brought outside to bins.
- Sweep and mop all floors.
- Clean entrance of hall.
- Clean and disinfect washrooms.
- Clean Kitchen and bar area.
- Clean doors/handles and walls if required.

CURLING CLUB:

As required/requested

- Building security – lock all doors, windows, switch off lights.
- Empty all garbage and recycling containers – to be brought outside to bins.
- Sweep and mop all floors.
- Clean and disinfect washrooms.
- Clean Kitchen/Bar area.
- Clean doors/handles and walls if required.

MATTAGAMI CENTRE:

As required/requested

(May be specific to one area and not entire facility)

- Building security – lock all doors, windows, switch off lights.
- Empty all garbage and recycling containers – to be brought outside to bins.
- Sweep and mop all floors.
- Dust and vacuum as required.
- Clean entrances, stairways, hallway.
- Clean and disinfect washrooms.
- Clean doors/handles and walls if required.

JANITORIAL SERVICES – PROPOSAL FORM

Proposed by: Name: _____

 Address: _____

 Telephone No: _____

 Email: _____

 Date: _____

A. TOWN HALL; COMMUNITY CENTRE; CURLING CLUB HALL & MATTAGAMI CENTRE

- I/We agree to supply all necessary labor, materials, equipment and services for the execution and completion of the ***TOWN HALL, COMMUNITY CENTRE, CURLING CLUB AND MATTAGAMI CENTRE*** in strict accordance with the requirements of the proposal documents for a period of 12 months.
- I/We propose the following fee schedule for each separate facility attached at the end of the proposal for the areas indicated in Schedule “A” attached hereto.
- I/We understand that the price submitted in this Request for Proposal is based upon the acceptance of the proposal within sixty (60) days of the proposal closing date.
- I/We have carefully examined the proposal document, have visited the building therein and have a clear and comprehensive knowledge of the work required under this contract and all the working conditions.

- I/We are in a position to commence the work immediately upon receipt of the Town’s written direction and carry it through to a satisfactory conclusion.
- I/We understand that should a third-party contractor be required to replace or assist the contractor from time to time, the third-party contractor will be required to sign a confidentiality agreement with the municipality and shall be charged with the same responsibilities as the contractor.

Termination: Should this agreement be terminated by either party, thirty (30) days’ notice must be submitted in writing.

Renewal Options: Provided that this agreement is not previously cancelled or terminated by either party; and further provided that the proponent has faithfully complied with and performed all of the covenants and conditions in the agreement on its part to be performed during the term, and any extension of said term, the Municipality shall have the option to extend the term of this agreement commencing at the expiration of the term of this lease, upon the same terms, covenants and provisions herein set forth as mutually agreed between the contractor and the Municipality. The option for each of said Renewal Terms shall be exercised by the Municipality giving the proponent not less than sixty (60) days’ notice of intention to extend the term prior to the expiration of the term of the contract. A renewal must be in place no later than thirty (30) days prior to the expiration of the term of the agreement to provide the Town with ample time to repost a request for proposal should renewal not take place.

Town Security

Proof of insurance or a WSIB Clearance Certificate must be provided to the Municipality prior to the commencement of the terms of the agreement.

A criminal check for the contractor and any third-party contractor must be provided to the Municipality prior to the commencement of the terms of the agreement.

Name (*print*)

Signature

Date : _____, 20____

PROPOSED FEE SCHEDULE

TOWN HALL ADMINISTRATIVE BUILDING

Weekly Rate (2 times a week)	₤
Additional daily floor cleaning	₤
Council Chambers (when requested)	₤

COMMUNITY CENTRE

Community Hall including washrooms	₤
Bar	₤
Kitchen	₤

CURLING CLUB

Curling Club Lounge including washrooms	₤
Kitchen	₤

MATTAGAMI CENTRE

Facility (excluding detox centre)	₤
Per office (excluding detox centre)	₤