



# Sunshine Coast Regional District

# Request for Proposal

**Number: 18 372**

**for**

**Janitorial Services Sechelt Aquatic Centre**

**Issue Date:**

January 30, 2019

**Closing Date of**

**February 25, 2019 at 3:00 PM local time**

**MANDATORY SITE MEETING:** A mandatory site meeting will be held on **Wednesday February 13, 2019 at 10:30 am** local time at the Sechelt Aquatic Centre 5500 Shorncliffe Ave, Sechelt, BC meet in the reception area.

**CONTACT:** Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing [purchasing@srcd.ca](mailto:purchasing@srcd.ca) and the Regional District will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

The cut-off for submitting any questions related to this Proposal should be received by 3:00 p.m. five (5) business days prior to the closing date. Questions received after this time may not be answered.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

**BC Bid Electronic Submission:** Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at [www.bcbid.ca](http://www.bcbid.ca)). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

**OR**

**Hard Copy Submission:** Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1**

Regardless of submission method, proposals must be received before Closing Time to be considered.

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

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**CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- The Proponent has carefully read and examined the entire Request for Proposals;
- The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROPONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 1. GENERAL TERMS & CONDITIONS

### 1.1 DEFINITIONS

Throughout this Request for Proposals, the following definitions apply:

**"Addenda"** means all additional information regarding this RFP, including amendments to the RFP;

**"BC Bid"** means the BC Bid website located at [www.bcbid.ca](http://www.bcbid.ca);

**"Closing Location"** includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

**"Closing Time"** means the closing time and date for this RFP as set out on the cover page of this RFP;

**"Contract"** means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

**"Contractor"** means the successful Proponent to the RFP who enters into a Contract with the Regional District;

**"Must"**, or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

**"Proponent"** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

**"Proposal"** means a written response to the RFP that is submitted by a Proponent;

**"Request for Proposals"** or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and **"Should"**, **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

**"SCRD or Regional District"** means Sunshine Coast Regional District.

### 1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

### 1.3 ORAL OR ELECTRONIC PROPOSAL

Oral, email or faxed Proposals will not be accepted. It is the Proponents sole responsibility to ensure that the Proposal and the number of copies are received on time, in the form requested and at the proper location. Proposals received after the closing time will be returned, unopened.

For electronic submissions (BC Bid), the following applies:

- (a) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including

all attachments, is received before Closing Time;

- (b) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

### 1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

### 1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V0N 3A1

[purchasing@scrd.ca](mailto:purchasing@scrd.ca)

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

### 1.6 WITHDRAWAL OR REVISIONS

Proposals may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by facsimile, electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

### 1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to [Purchasing@scrd.ca](mailto:Purchasing@scrd.ca). No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

## **1.8 CONFLICT OF INTEREST/NO LOBBYING**

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

## **1.9 SUSTAINABLE PROCUREMENT**

**The Regional District adheres to its sustainable policy and considers Proposals not only on the total cost of services, but Proposals that addresses the environment and social factors.**

## **1.10 ENVIRONMENTAL RESPONSIBILITY**

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.

## **1.11 INVOICING AND PAYMENT**

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the account payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

## **1.12 PRICING, CURRENCY AND TAXES**

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

## **1.13 IRREVOCABLE OFFER**

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

## **1.14 TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract.

## **1.15 ASSIGNMENT**

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

## **1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION**

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act. The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose aggregate pricing or any part of a Proposal to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract. For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

## **1.17 AWARD OF CONTRACT**

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract.

### **1.18 COST OF PROPOSAL**

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

### **1.19 PROPONENT'S RESPONSIBILITY**

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

### **1.20 EVALUATIONS**

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

### **1.21 ACCEPTANCE OF TERMS**

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

### **1.22 MANDATORY REQUIREMENTS**

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

### **1.23 INSURANCE & WCB**

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence

- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

### **1.24 COLLUSION**

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

### **1.25 CONFLICT OF INTEREST**

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

### **1.26 LIABILITY FOR ERRORS**

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

### **1.27 TRADE AGREEMENTS**

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

### **1.28 LAW**

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

### **1.29 FORCE MAJEURE (ACT OF GOD)**

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

### **1.30 CONFIDENTIALITY**

The Bidder agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Bidder by the Regional District or otherwise produced, developed or known by the Bidder in providing this service (collectively the "Confidential Information") will not publish or disclose to any third party not either during or after the Agreement except as otherwise authorised by the Regional District. This section shall survive the termination of this Agreement.

### **1.31 DISPUTE RESOLUTION**

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith

shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

### **1.32 DEBRIEFING**

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

### **1.33 SUBCONTRACTING**

Unless the RFP states otherwise, the Regional District will not accept proposals where more than one organization or vendor is proposed to deliver the services described in the RFP Contract.

### **1.34 PERMITS AND LICENSES**

The Contractor shall obtain all permits, licenses, approvals and certificate which, as of the tender closing date and time, are generally required for the performance of the Work (collectively the "contractor permits"). Contractor Permits shall include all municipal construction permits and approvals. The Contractor shall pay all Contractor permit fees.

## **2. INTRODUCTION**

### **2.1 Purpose**

The Sunshine Coast Regional District (Regional District) is seeking Proposals to provide janitorial services at the Sechelt Aquatic Centre.

## **3. SITUATION/OVERVIEW**

### **3.1 Background**

The Sechelt Aquatic Centre is operated by the SCRD and is located at 5500 Shorncliffe Ave, Sechelt, BC. Currently the contract for janitorial services at the centre is on a month to month basis until award of the resulting contract from this RFP.

### **3.2 Project Objectives**

To provide and maintain a continuous sanitary clean environment for the public attending the facility.

### **3.3 Scope**

The work will consist of the furnishing of all labour, approved products, chemicals and supplies required and listed for use in the day to day maintenance of the building. Typically the work will require 8 work hours per day 7 days a week. The term of this contract shall be for a three year period. By mutual agreement the parties may extend the contract for one additional two year period.

## **4. CONTRACT**

### **4.1 General Contract Terms and Conditions**

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. A sample contract can be found as attached Appendix C.

### **4.2 Service Requirements**

The Contractor's responsibilities will include the following:

- a) Strictly abide by the cleaning schedules and frequency of cleaning duties as per requirements.
- b) Provide in advance a written quarterly schedule for all cleaning activities to the Facilities Services Supervisor.

### **4.3 Related Documents**

The Scope of work documents include:

Appendix A - The SCRD floor cleaning standards.

Appendix B - Colour coded map of the areas within the facility to help identify the areas for cleaning referenced in the requirements.

Appendix C - Sample Contract

## **5. REQUIREMENTS**

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

### **5.1 Capabilities**

Capable of providing the services specified, keeping accurate schedules of cleaning activities and providing a very high level of cleaning standards.

#### **5.1.1 Relevant Experience**

The contractors will be required to demonstrate a minimum of **2 years’** experience servicing a similar size and type of facility.

#### **5.1.2 References**

Proponents must provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s and any subcontractor’s performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

#### **5.1.3 Environmental Requirements**

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.



## **5.2 Detailed Specifications of Scope of Work and Approach**

### **5.2.1 GENERAL DESCRIPTION OF WORK**

The Regional District is requesting pricing from qualified firms to provide janitorial services for the Sechelt Aquatic Centre. The work will consist of the furnishing of all labour, approved products, chemicals and supplies required and listed for use in the day to day maintenance of the building.

Work shall be done in accordance to the specifications, description of operation and quality standards listed in Appendix A and Appendix B Sechelt Aquatic Centre Site Map (color-coded), using the latest professional techniques of the trade in the frequencies given in the attached. Typically the work will require a minimum of 8 person hours per day 7 days a week.

### **5.2.2 CLEANING FREQUENCY & STANDARD**

The work must be done in accordance with the Appendix A Cleaning Standards and Appendix B Sechelt Aquatic Centre Site Map (color-coded). All work by the Contractor must adhere to the Regional District cleaning standards.

The Regional District reserves the right to change cancel or add requirements to meet operational requirements and or continuity of the services at the facility.

### **5.2.3 SUPPLIES**

The Regional District is responsible to supply refills for all dispenser type products i.e. paper towels, toilet paper, hand soap etc.

### **5.2.4 CHEMICALS & OTHER PRODUCTS**

The Contractor shall provide all materials and supplies necessary to carry out the work of the contract. Products and chemicals, in accordance with current W.H.M.I.S. legislation, shall be delivered to the work site in original containers bearing the supplier's current work place Hazardous Material Information System (W.H.M.I.S.) Labels. On site, the Contractors shall maintain current Safety Data Sheets (S.D.S.) for each product, contained in a binder specifically marked S.D.S. These binders shall be located in each area where these products are stored or dispensed. Dispensing chemical quantities into small or larger containers must be done in accordance with W.H.M.I.S. legislation and all containers clearly marked in compliance.

### **5.2.5 EQUIPMENT**

The Contractor shall provide all equipment necessary to carry out the required work of this contract.

### **5.2.6 BUILDING SECURITY**

During the contracted hours, the Contractor shall be responsible for the security of the premises, and for locking all exterior doors and windows and turning out lights as required at the completion of each day's duties and settling the building security alarms.

### **5.2.7 PROTECTION OF WORK & PROPERTY**

The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property cause by the Contractor, its Sub-Contractor, employees, or agents during the performance of the Contract.

### **5.2.8 ACCESS TO PREMISES**

Only the employees of the Contractor are permitted to enter the building being cleaned. The Contractor will provide a current list of names of all employees on the site.

### **5.2.9 PLUMBING& ELECTRICAL PROBLEMS**

The Contractor shall report any faulty plumbing and electrical problems promptly to the following designate: Sechelt Aquatic Centre: Allen van Velzen, Facilities Operation Coordinator at 604 741 1547.

### **5.2.10 SMOKING**

The Contractor shall adhere to the Regional District smoking policy of no smoking allowed on or near the premises.

### **5.2.11 COMMUNICATIONS**

In order to assure the safety of the Contractor, its employees and the users of the building, the Contractor must ensure that at least one supervisor or employee understands oral or written instructions given in the English language.

### **5.2.12 CLEANUP**

The Contractor will maintain the site in as clean a condition to the satisfaction of the Regional District during services provided, and will remove from the site and any surrounding properties all debris. Failure to do this will result in the cleaning and removal being instituted by the owner and the cost deducted from the amount owing the contractor. Debris awaiting pick up must not be piled against the building or adjacent buildings, and must not interfere with other work being carried out in the building by Regional District staff.

### **5.2.13 DAMAGE TO REGIONAL DISTRICT PROPERTY**

The Contractor shall be responsible for all loss or damage to the premises or any part therein or to any Regional District staff resulting from the performance of the contract.

### **5.2.14 TERM OF CONTRACT**

The term of this contract shall be for a three year period. By mutual agreement the parties may extend the contract for one additional two year period.

## **5.3 CLEANING FREQUENCY & DUTIES (Monday to Sunday)**

### **5.3.1 Open Areas (Area #1 Pink)**

Entrance includes the vestibule, lobby and hallway vending machine areas;

#### **Daily:**

- a) All floors will be dust mopped, damp mopped/washed and disinfected with germicidal cleaner.
- b) Waste receptacles emptied, cleaned with germicidal cleaner and new bags installed.
- c) Doors and window glass will be cleaned both sides including frames.
- d) Wipe down vending machines with a germicidal cleaner.
- e) Door mats vacuumed, lifted, cleaned and underneath wet mopped and dried.
- f) Finger prints and other marks will be removed from walls and doors with a disinfectant.

#### **Weekly:**

- a) All horizontal ledges to be dusted.

#### **Monthly:**

- a) All walls cleaned and washed with a germicidal cleaner.
- b) Tile floors grout lines will be scrubbed with a bristle brush and germicidal cleanser.

### **5.3.2 Office (Area #2 Green)**

Includes all offices and spaces with carpet in the facility;

#### **Daily:**

- a) Waste receptacles emptied, cleaned with germicidal cleaner and new bags installed.
- b) Telephone and keyboards will be cleaned and disinfected using germicidal cleaner.
- c) Carpets will be vacuumed.
- d) Windows cleaned/both sides.
- e) Wipe down desks and counters using germicidal cleaner.
- f) Wipe off partition door handles and frames with germicidal cleaner.
- g) Finger prints and other marks will be removed from walls and doors with a disinfectant.

#### **Weekly:**

- a) Computer monitors and towers wiped down and vacuumed.
- b) All horizontal ledges to be dusted.

### **5.3.3 Tiled Areas (Area #3 Yellow)**

Includes Control Room, Staff Room, ALL Change Rooms and ALL Bathrooms;

#### **Daily:**

- a) Tile floors will be soaked using germicidal cleaner, scrubbed with stiff bristle brush. Hose down with fresh water, squeegeed and residual hair or debris disposed of.
- b) Waste and Sanitary napkin receptacles will be emptied and cleaned with germicidal cleaner and new bags installed.
- c) Inside and outside of porcelain urinals cleaned and wiped down with germicidal cleaner.
- d) Inside and outside of toilet bowls cleaned and wiped down with germicidal cleaner.
- e) Paper towel, toilet paper and hand soap dispensers checked and filled as necessary.
- f) Counters, sinks, benches and change tables wiped and disinfected using germicidal cleaner.
- g) Graffiti removed / if NOT possible report immediately to Regional District contact.
- h) Mirrors cleaned.
- i) Window glass cleaned both sides including frames.
- j) Shower walls and floors to be cleaned and scrubbed using germicidal cleaner and stiff bristle brush. Hose down with fresh water to rinse, residual hair and debris to be disposed of.
- k) Finger prints and other marks will be removed from walls and doors with a disinfectant.
- l) Bottom of lockers wiped down.

#### **Weekly:**

- a) Inside lockers to be cleaned and wet wiped with disinfectant using germicidal cleaner.
- b) Wipe off lockers, partition walls, doors, railings and clean tops with germicidal cleaner.
- c) Use of de-greaser in addition to germicidal cleaner on shower walls & change room floors.

#### **5.3.4 Special Floors / Rooms (Area #4 Blue)**

Includes Wood Sprung Dance Floor, Rubber Gym Floor and Community Room;

##### **Daily:**

- a) All floors will be dust mopped, damp mopped/washed and disinfected with germicidal cleaner.
- b) Mirrors cleaned.
- c) Waste receptacles will be emptied and cleaned with germicidal cleaner and new bags installed.
- d) All fitness equipment including free weights will be wet wiped and cleaned with germicidal cleaner.
- e) All paper towel and soap dispensers checked and refilled.
- f) Tables will be wiped down using germicidal cleaner.
- g) Sinks and counters wiped off and cleaned with germicidal cleaner.
- h) Window and door glass will be cleaned on the interior side including frames.
- i) Finger prints and other marks will be removed from walls and doors with a disinfectant.

##### **Weekly:**

- a) Wipe off lockers, partition walls, doors, door handles and railings with germicidal cleaner...
- b) All horizontal ledges to be dusted.
- c) All fabric and plastic chairs wiped down including chairs stacked for storage.

##### **Quarterly:**

- a) In Fitness Room, each piece of equipment moved, floor underneath vacuumed and wet mopped.

#### **5.3.5 Walkways, Stairs & Wet Areas (Area #5 Red)**

All janitorial services under this area are done by Regional District staff.

### **5.4 PROVISIONAL CLEANING FREQUENCY & DUTIES**

#### **5.4.1 Open Areas (Area #1 Pink)**

Entrance includes the vestibule, lobby and hallway vending machine areas;

##### **Daily:**

- a) All fabric chairs vacuumed and plastic chairs wiped down.

#### **5.4.2 Office (Area #2 Green)**

Includes all offices and spaces with carpet in the facility;

##### **Daily:**

- a) Carpets will be spot cleaned, spills etc.

##### **Quarterly:**

- a) Carpet cleaning.

#### **5.4.3 Tiled Areas (Area #3 Yellow)**

Includes Control Room, Staff Room, ALL Change Rooms and ALL Bathrooms;

##### **Quarterly:**

- a) Tile floors grout lines will be scrubbed with a bristle brush and germicidal cleanser.

#### **5.4.4 Special Floors / Rooms (Area #4 Blue)**

##### **Monthly:**

- a) In Fitness Room, each piece of equipment moved, floor underneath vacuumed and wet mopped.

##### **Quarterly:**

- a) Community Room floor waxed and buffed.

- b) Window and door glass cleaned on exterior side including frames.

**Annually:**

- a) Community Room floor strip, seal and wax.
- b) Wellness Studio Storage Room floor strip, seal and wax

**Submission Requirements:**

Contractors must meet the Regional District insurance and WCB and criminal records check requirements.

## **5.5 Price**

Proponents need to submit a fee proposal that sets out an all-inclusive cost for all the requirements set out in the RFP; the fee should include all cost to provide the service including but not limited to time, travel, employee benefits material costs, insurance and supervision

Prices quoted will be deemed to be:

- in Canadian dollars ;
- exclusive of any applicable taxes.
- Pricing to be firm for the contract period as per Schedule A

## **6. PROPOSAL FORMAT**

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

## **7. EVALUATION**

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

### 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<b>Mandatory Criteria</b>
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP
The services must be provided by the Proponent. Subcontracting of any of the services will not be accepted by the Regional District.

### 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

<b>Weighted Criteria</b>	<b>Weight (%)</b>
Qualifications and Experience	30
Mythology and Objectives	35
Added value	5
Price	30
<b>TOTAL</b>	<b>100</b>

### 7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price

**8. SCHEDULES**  
**8.1 SCHEDULE A- FEE SCHEDULE**

Pricing submitted is to include all profit and all costs of supervision, labour, material, equipment, overhead, financing, and all other costs and expenses whatsoever incurred in performing the *Work* as specified in the RFP.

**Pricing for all services specified in the RFP.**

Year 1 Fee \_\_\_\_\_ GST \_\_\_\_\_ Total \_\_\_\_\_

Year 2 Fee \_\_\_\_\_ GST \_\_\_\_\_ Total \_\_\_\_\_

Year 3 Fee \_\_\_\_\_ GST \_\_\_\_\_ Total \_\_\_\_\_

**Hourly rate for services outside work specified** Rate per hour \_\_\_\_\_

**Additional Services**

The Regional District will have the option to award the additional work at its sole discretion.

Pricing for additional janitorial services for approximately 2 hours of cleaning per day in addition to the current duties specified in the RFP. The additional work would consist of a shift to start mid-afternoon from Monday to Saturday and early afternoon on Sundays. The nature of this work as an example but not limited to would include some basic cleaning, sweeping, mopping and hosing down of the change rooms. The nature of the work will be subject to review as directed by the Regional District in line with meeting operational requirements.

Year 1 Fee \_\_\_\_\_ GST \_\_\_\_\_ Total \_\_\_\_\_

Year 2 Fee \_\_\_\_\_ GST \_\_\_\_\_ Total \_\_\_\_\_

Year 3 Fee \_\_\_\_\_ GST \_\_\_\_\_ Total \_\_\_\_\_

**Provisional Pricing Sechelt Aquatic Centre will be for work as and when required over and above the current duties specified in the RFP as described in section 5.4.**

<b>Provisional Pricing Sechelt Aquatic Centre</b>		
<b>Area</b>	<b>Description</b>	<b>Cost per Application</b>
Area #1 Pink	All fabric chairs vacuumed and plastic chairs wiped down	
Area #2 Green	Carpets will be spot cleaned, spills etc.	
Area #2 Green	Carpet cleaning.	
Area #3 Yellow	Tile floors grout lines will be scrubbed with a bristle brush and germicidal cleanser.	
Area #4 Blue	In Fitness Room, each piece of equipment moved, floor underneath vacuumed and wet mopped.	
Area #4 Blue	Community Room floor waxed and buffed.	
Area #4 Blue	Window and door glass cleaned on exterior side including frames	
Area #4 Blue	Community Room floor strip, seal and wax.	
Area #4 Blue	Wellness Studio Storage Room floor strip, seal and wax	



## 8.2 SCHEDULE B- LIST OF CONTRACTS OF A SIMILAR NATURE

*(Please photocopy if you require additional space)*

*The Proponent shall fill in details below of the most recent contracts they have undertaken with work of a nature similar to this proposed contract. It is the intention of the Regional District to use the information given below to assess the experience of the Proponent in the appropriate fields of work. The Regional District may contact the reference given below before awarding the contract.*

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:  
CONTACT NAME:

YEAR:

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:  
CONTACT NAME:

YEAR:

---

---

LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:  
CONTACT NAME:

YEAR:

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LOCATION:  
CONTRACT NAME:  
CONTRACT VALUE:  
DESCRIPTION OF WORK:

CLIENT:  
TELEPHONE NUMBER:  
CONTACT NAME:

YEAR:

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### 8.3 SCHEDULE C - NON ACCEPTANCE OF TERMS & CONDITIONS

*(Please photocopy if you require additional space)*

PLEASE STATE:

CONDITION: \_\_\_\_\_

EXPLANATION OF NON-ACCEPTANCE:

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CONDITION: \_\_\_\_\_

EXPLANATION OF NON-ACCEPTANCE:

---

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CONDITION: \_\_\_\_\_

EXPLANATION OF NON-ACCEPTANCE:

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CONDITION: \_\_\_\_\_

EXPLANATION OF NON- ACCEPTANCE

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*Proponents are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your submission.*

### 9. ATTACHMENTS

9.1	APPENDIX A - SCRD janitorial and floor cleaning standards.	1 Page
9.2	APPENDIX B – Floor Plan- colour coded map of the areas within the facility	1 Page
9.3	APPENDIX C – Sample Contract	6 Pages