

NANTON



TOWN OF NANTON

Request for Proposals

TOWN OFFICE & COUNCIL MEETING ROOM CLEANING SERVICES

Request for Proposal No. ***2022-12-Janitorial Services***

Issue date: **May 11, 2022**

Closing location:
*Town of Nanton
Town Office
1907 - 21 Avenue (PO Box 609)
Nanton, AB T0L 1R0*

Attn: Clayton Gillespie, Manager of Corporate Services

Closing date and time:
May 26, 2022 – 4 pm

INTRODUCTION

1. The Town of Nanton (Town) is seeking interested and qualified individuals or businesses to provide janitorial services for the Town of Nanton administration office and the Town of Nanton Council meeting room on a weekly and bi-weekly basis. This RFP is designed for those interested in entering into an agreement to provide these services. The Town office is located at 1907 - 21st Avenue and the Town Council meeting room is located on the 2nd floor in the southwest portion of the Tom Hornecker Recreation at 2122 - 18 Street.

Request for Proposal: 2022-12-Janitorial Services

Description: Town Office and Town Council meeting room cleaning services

Closing Date: May 25, 2022 – 4:00 pm

2. Further details about the services required can be found in Schedule "A"– Information for Proponents.
3. **This RFP is not a tender and is not subject to the law of competitive bidding.**

RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
 - Schedule "A" – Information for proponents
 - Schedule "B" – Proposal Content Requirements

INQUIRIES

5. Any inquiries concerning this RFP should be directed in writing to the following:
 - Clayton Gillespie, Corporate Services Manager
 - Phone: 403-646-2029
 - E-mail: finance@nanton.ca

 - Town of Nanton
 - 1907-21 Avenue, PO Box 609
 - Nanton, AB
 - T0L 1R0
6. Proponents should refrain from contacting other employees, agents or members of Council of the Town in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the Town's sole discretion, result in disqualification.

SUBMISSION OF PROPOSALS

7. Proposals can be in either paper or electronic format. Proponents should submit their proposal indicating the RFP title to:
 - Town of Nanton
 - 1907-21 Avenue, PO Box 609
 - Nanton, AB

TOL 1R0

Attn: Clayton Gillespie, Manager of Corporate Services.

9. Extensions will not be granted.
10. Proposals and accompanying documentation provided to the Town in response to this RFP will not be returned.

CONTENT OF PROPOSALS

11. Proposals should address the requirements set out in Schedule "B" - Proposal Content Requirements.
12. Proponents may provide additional information beyond that requested in the RFP for the Town's consideration. Any such additional information may be considered by the Town in its sole discretion.
13. Proponents are asked to submit additional information pertaining to their past experience as detailed in Schedule "B", and such other information as the Town might reasonably require.

COST OF PROPOSALS

14. The Town is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the Town, making any presentations to the Town in connection with their proposals, or otherwise incurred in connection with this RFP process.
15. This RFP does not create any legal obligations between the Town and any proponent.

EVALUATION PROCESS

16. Proposals will be opened and evaluated privately.
17. In assessing proposals, the Town will take into consideration the following evaluation criteria:
 - a) qualifications and experience of the proponent.
 - b) the monthly cost of the service.
 - c) the proposed weekly schedule
 - d) any 'added value' possibilities that could maintain or improve the level of service.

The Town has not predetermined the relative importance of the above evaluation criteria.

18. The Town expects to select a proponent who provides the best combination of the preceding evaluation criteria to meet the anticipated service needs of the Town described in Schedule "A", as determined by the Town in its sole discretion.
19. Proponents are advised that the evaluation process is subjective in nature and the Town's

intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.

20. The Town may negotiate any and all aspects of a proposal, including but not limited to the fee proposal.
21. An invitation to negotiate does not obligate the Town to conclude a contract with that proponent.

ANTICIPATED SCHEDULE OF EVENTS

22. The town expects to begin negotiating a tentative agreement with a preferred proponent by June 15, 2022 with new services to begin July 1, 2022.

FORM OF AGREEMENT

23. The successful proponent will be expected to enter into a basic services agreement.

EFFECT OF RFP

24. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. The Town does not intend to create a contractual relationship (either expressed or implied) or create any other legal duties or obligations, whether in contract, tort or other legal theory, with any proponent submitting a proposal in response to this RFP.
25. The Town may negotiate any and all provisions of a proposal and the form of Purchase Order (including, without limitation, those provisions relating to fees and/or any scope of services) with any proponent in its sole discretion, whether before, during or after the selection and evaluation process.
26. Submission of a proposal does not obligate the Town to accept any proposal or to proceed further with any of the services. Consideration of any proposal shall be in the Town's sole discretion.
27. Proposals may be withdrawn or amended by proponents at any time by written notice to the Town prior to the Town and a proponent signing a formal contract.
28. For greater certainty, proponents are advised that the Town is intending to conduct a flexible process, not subject to the law of competitive bidding or other legal duties, and that the Town may, in its sole discretion, at any time and for any reason:
 - a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
 - b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
 - c) extend the deadline for submission of proposals at any time before or after the time

- for submission of proposals;
- d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
 - e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
 - f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
 - g) verify or seek clarification of any and all information provided pursuant to this RFP;
 - h) negotiate any aspect of any proposal (including the fee proposal, lead personnel and the form of contract) with any one or more proponents at any time;
 - i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i) issuing a new request for proposals or other procurement document based on the same or changed specifications or other requirements;
 - ii) entering into sole source negotiations with any one or more of the proponents or any other person; or
 - iii) cancelling the process in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

- 29. Proponents are expected to keep confidential all documents, data, information and other materials of the Town which are provided to or obtained or accessed by a proponent in relation to this RFP and not make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the Town.
- 30. Proponents should identify any information in their proposals which proponents consider to be confidential or proprietary.
- 31. The Town and all materials in its possession are subject to *Freedom of Information and Protection of Privacy Act* (Alberta).

Schedule “A” – Information for Proponents

Location: Town Office – 1907 – 21st Avenue Nanton, AB
Council Meeting room – 2122 – 18th Street Nanton, AB

The Town of Nanton administration office is a 2415 square foot space that includes 5 office's, two open area office's, a general reception area and small committee room along with a small kitchen/break room and two washrooms.

The Town of Nanton council meeting room is a 1274 square foot space with a small kitchen, two washrooms, large open meeting space and also includes a stairwell entrance.

The administration office is utilized by staff from 8 am to approximately 5pm Monday through Friday while the Town council meeting room is utilized the first and third Monday's of each month for council meetings from 6 pm to approximately 10 pm.

WEEKLY EXPECTATIONS-TOWN OFFICE

- Clean all floor and wall areas, as required.
- Check entry floor mid-week and clean as required
- Collect and dispose of all garbage twice per week.
- Dust and/or wipe away stains from all surfaces including computer monitors and other related equipment
- Spot treat and remove excess dirt or any noticeable stains from walls located in all offices, the main room, committee room, kitchen, hallway, and bathrooms.
- Wipe clean and disinfect desks, counters and phones
- Clean and disinfect bathrooms along with ensure supplies are in place twice per week:

BI-WEEKLY BASIS (PRIOR TO REGULAR COUNCIL MEETINGS) – TOWN COUNCIL MEETING ROOM

- Clean all floor and wall areas, as required.
- Clean and disinfect both bathrooms and ensure supplies are in place.
- Dust, disinfect, and/or wipe away

stains from all surfaces (including desks, tables, chairs, computer equipment)

- Garbage's emptied.
- Refill kitchen and bathroom products (soap, paper towels and toilet paper)
- Spot treat and remove excess dirt or any noticeable stains from walls located in the main room, kitchen, hall and bathrooms.
- Wipe & disinfect kitchen sink, counters, fridge, and microwave.

PERIODIC EXPECTATIONS AS REQUIRED

- Launder towels, wash dishes as applicable.
- Vacuum around edges of rooms and under desks - monthly
- Window cleaning – 2 x yearly (interior and exterior – Town office only for exterior)

The Town of Nanton will provide the appropriate toiletries and paper towel for the washrooms and kitchens along with garbage bags for both locations. The Town will also provide a vacuum, broom and pail as necessary at both locations.

The respondent is fully responsible for obtaining all information required for the preparation of a proposal. A site visit can be arranged with the Manager of Corporate Services upon request.

The successful proponent will be required to provide a criminal record check.

Workers' Compensation Insurance

In the event the Contractor has no employees requiring the Contractor to provide Workers' Compensation Insurance, the contractor shall so certify to Town in writing prior to work commencement. The Town and Town personnel shall not be responsible for any claims in law or equity occasioned by failure of the Contractor with this section or with the provisions of law relating to Workers' Compensation.

Duration of Agreement

A one-year trial agreement might typically be expected, but the Town will consider longer term commitments for more experienced proponents and/or proponents exhibiting added value elements to their proposals for the Town.

Schedule "B" - Proposal Content Requirements/ Certification

Proponent to complete the following table:

Minimum Requirements	Meets Specifications (Yes/No)	Details/Specifics (Include extra Worksheets or attachments as required)
Copy of proposal included		
Proposed weekly schedule		
Previous experience included		
Total monthly cost		

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.
 We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Town of Nanton. We agree to be bound by statements and representations made in this proposal.

Proponent Information (Please Print)

Company Name:	
Address:	Contact:
City	Phone:
Province:	Fax:
Postal Code:	Email:

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

 Signature of Authorized Company Official

 Date