



Request for Tenders

Parks Shop Janitorial Service

**City of Yorkton, Saskatchewan
Community Development, Parks & Recreation Department**

**Closing Date:
February 8, 2019 at 4:00 p.m.**

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INTRODUCTION

1. The City of Yorkton (the "**City**") is inviting tenders ("**Tenders**") from interested contractors for the supply of janitorial services, comprised of:
 - (a) City of Yorkton – Parks Shop Janitorial Services
(the "**Service**")
2. The purpose of this Request for Tender ("**RFT**") process is to select the vendor or vendors to enter into an agreement with the City to supply the Service. Further details about the Service and associated specifications requested by the City are set out in the RFT Documents (as defined below).

SUBMISSION OF QUOTATIONS

3. Proponents should submit one copy of their Tender to the following address by **4:00 p.m. (Saskatchewan Time) on February 8, 2019:**

By Mail:

Community Development
Parks & Recreation
City of Yorkton
Box 400, Yorkton, SK
S3N 2W3

In Person:

Community Development,
Parks & Recreation Office
Gallagher Centre
455 Broadway Street West, Yorkton

By Email:

cdpr@yorkton.ca

It is the responsibility of the proponent to confirm the email has been received.

Tenders should be submitted in a sealed envelope with the Proponent's name and the name of this RFT clearly indicated on the outside. Office hours for the Community Development, Parks & Recreation Department are from 8:00 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:00 p.m., Monday to Friday, excluding statutory holidays.

4. Proponents who require additional time to submit their Tender, should contact Matt Charney by e-mail at mcharney@yorkton.ca. The City may, in its sole discretion, allow additional time for Proponents to submit a Tender.
5. Tenders and accompanying documentation provided to the City in response to this RFT will not be returned.

RFT DOCUMENTS

6. The following documents are attached to and form part of this RFT:

Schedule A – Scope of Work

Schedule B – Supplies, Equipment & Tools

Schedule C – Tender Form

7. The RFT Documents are provided to Proponents for the sole purpose of obtaining Tenders to perform the work described in this RFT, and do not confer any license or grant permission for any other use.

INQUIRIES/ADDENDA

8. Any inquiries concerning this RFT should be submitted by email to cdpr@yorkton.ca.
9. All inquiries should be in writing and received by the City not less than five (5) days before the deadline set for submission of Tenders.

10. The City may circulate its response to any inquiries to all Proponents, along with the original inquiry. Alternatively, the City may choose not to reply to an inquiry.
11. Proponents should refrain from contacting other employees, agents or members of Council of the City in respect of this RFT process, including for the purposes of lobbying or attempting to influence the outcome of this RFT process. Any such contact may, in the City's sole discretion, result in disqualification.
12. The City may make changes to the RFT Documents prior to the RFT submission deadline.
13. Proponents are responsible for addressing all addenda in preparing their Tenders and should confirm, prior to submitting their Tender, that all issued addenda have been received.

CONTENT OF TENDERS

14. Tenders should be made on the form provided in Schedule C – Tender Form, and in accordance with any directions stated in Schedule C – Tender Form.
15. In addition, Tenders should be accompanied by such other information or submittals as are indicated in Schedule C – Tender Form.
16. Proponents must submit the following with their tender:
 - a) A copy of the Proponent's Letter of Good Standing from the Workman's Compensation Board.
 - b) A copy of the Proponent's \$2,000,000.00 liability insurance coverage certificate.
 - c) A copy of the Proponent's City of Yorkton Business license.
 - d) Three professional references related to janitorial service work.
17. The City expects that the pricing provided in each Proponent's Tender will remain available for a period of thirty (30) days following the Tender submission deadline in order to allow the City sufficient time to review and evaluate Tenders.

EVALUATION PROCESS

18. Tenders will be opened and evaluated privately.
19. In evaluating Tenders, the City will consider the following evaluation criteria:
 - a) Satisfaction of the City's stated technical specifications for the Service ;
 - b) The Proponent's price proposal;
 - c) The proponent's proposed Service completion schedule;
 - d) Applicable warranty terms for the Proponent's installed materials and supplies;
 - e) The City's past experience in dealing with a Proponent;
 - f) Related experience of the Service team;
 - g) Such other factors as the City considers relevant.
20. The City has not predetermined the relative importance of the above evaluation criteria. The City will select the proponent that provides the best overall value, as determined by the City having regard to the evaluation criteria referred to above.
21. The City may request clarification and/or additional information from a Proponent during the evaluation process.

22. In evaluating Tenders, the City may, in its sole discretion, waive any defects, irregularities, or non-conformances with the requirements of this RFT, and may consider each Tender on its merits regardless of any such defects, irregularities, or non-conformances.
23. The City will notify all unsuccessful Proponents after completing the evaluation and contract award process. Unsuccessful Proponents may request a debriefing interview to obtain feedback on their Tender after receiving this notification.

FORM OF CONTRACT

24. The successful Proponent will be expected to enter into a contract/purchase order with the City for Service, in a form presented by the City. The City intends that such contract/purchase order will include the following terms:
 - a) Payment: Extended to the contractor in monthly installments for the duration of the contract.
 - b) Delivery: Delivery of the Service shall be done at the Park Shop, which is located at 263 Myrtle Ave., in Yorkton, Saskatchewan.
 - c) Inspection: The Service is subject to inspection and acceptance by the City. If unsatisfied, the Service will be held for correction at the Proponent's risk and expense. The City reserves all right to request correction of unsatisfied Service. No payment of all or part of the purchase price shall constitute acceptance of Service by the City.

EFFECT OF RFT

25. This RFT is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as the City signs a definitive agreement with a Proponent, the City does not intend to create a contractual relationship or any other legal duties or obligations with any Proponent.
26. Proponents may withdraw or amend their Tenders at any time by written notice to the City, prior to the Proponent and the City entering into a formal contract.
27. Submission of a Tender does not obligate the City to accept any Tender or to proceed further with the entering into of an agreement with any Proponent. Consideration of any Tender shall be in the City's sole discretion.
28. The City may, in its sole discretion, at any time and for any reason:
 - a) Reject any and all Tenders (including, for greater certainty, the lowest cost Tender);
 - b) Modify or vary any aspect of this RFT at any time before or after the time for submission of Tenders, including extending the deadline for submission of Tenders;
 - c) Accept any non-compliant, conditional or irregular Tender or any alternate Tender, in whole or in part;
 - d) Discuss the terms of a Tender submitted by a Proponent with that Proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that Tender;
 - e) Allow any Proponent submitting a Tender to modify or vary any aspect of its Tender at any time by giving written notice to the City;
 - f) Negotiate any and all aspects of any Tender and the conditions of any contract with the City (including, without limitation, those provisions relating to pricing, goods, services, and/or the terms and conditions of supply) with any one or more Proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and/or

- g) Cancel this procurement at any time for any reason and thereafter proceed in any manner it sees fit.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

29. Proponents are expected to keep confidential all documents, data, information and other materials of the City which are provided to or obtained or accessed by a Proponent in relation to this RFT, other than documents which the City places in the public domain. Proponents are expected to refrain from making any public announcements or news releases regarding this RFT or the entering into of a contract pursuant to this RFT, without the prior written approval of the City.
30. Proponents are advised that the City is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a municipality. Proponents are advised that pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), the City may be required to disclose the RFT documents and/or parts of any tender in response to this RFT.

CONFLICT OF INTEREST

31. Proponents are asked to disclose to the City in writing whether they have any actual, potential or perceived conflicts of interest relating to their participation in this RFT or their provision of the requested services to the City, and if so, the nature of each conflict of interest. If the City receives disclosure of a conflict of interest from a Proponent, the City may in its sole discretion take one or more of the following steps:
 - (a) Require the Proponent to address the conflict of interest to the satisfaction of the City;
 - (b) Disqualify the Proponent from further participation in the RFT; or
 - (c) Such other steps as the City may deem appropriate.
32. Further, if the City learns that a Proponent has failed to identify a conflict of interest, the City may disqualify the Proponent from this RFT or take such other steps as the City may deem appropriate.
33. For the purposes of this RFT "conflict of interest" includes any situation or circumstance where, in relation to a City procurement competition, a Proponent has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:
 - (a) Any relationship between the Proponent (including its management) and the City, members of Council, its management, or other City personnel involved in this RFT, which may give rise to a conflict of interest;
 - (b) Having, or having access to, information in the preparation of its Tender that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with the City that is not related to the creation, implementation or evaluation of this or a related procurement;
 - (c) Communicating with any person with a view to influencing preferred treatment in the procurement competition (including but not limited to the lobbying of decision makers involved in the procurement competition); or
 - (d) Engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.

TRADE AGREEMENTS

34. Proponents are advised that procurements issued by the City which fall within the scope of New West Partnership Trade Agreement or the Agreement on Internal Trade are subject to the applicable provisions of those trade agreements.

COSTS/EXPENSES

35. All costs and expenses incurred by a Proponent in connection with this RFT are the responsibility of the Proponent. This includes all line locates for all utilities at the specified location. The City will not reimburse Proponents for any such costs or expenses.

Schedule A – Scope of Work

Spring/Summer Season – May 1 to August 31	
Entrance	
Twice a week Tuesdays and Fridays	Clean and streak free windows, handles, switches Sweep entrance area Wet mop concrete flooring
Monthly	Dust entrance heater Dust and spot clean walls
Reception Area and Offices	
Twice a week Tuesdays and Fridays	Empty garbages Vacuum carpeting Sweep / Dry mop tile flooring Wet mop tile flooring and chair mats Clean and disinfect reception countertop
Weekly	Clean and streak free windows / glass Dust reception area & office furniture including pamphlet holder
Monthly	Dust and spot clean walls, air vents
When Required	Spot/stain carpet cleaning
Staffroom	
Twice a week Tuesdays and Fridays	Empty garbage Vacuum carpeting Wipe down counter tops, sink area, fridge, microwaves & coffee area Sweep concrete floor Wet mop concrete floor
Monthly	Dust and spot clean walls (to top of cupboard height), office furniture, computers, work stations and shelving
Washrooms	
Twice a week Tuesdays and Fridays	Clean and disinfect fixtures, handles, knobs, switches Clean and disinfect toilets, toilet backs, sinks, faucets Clean and disinfect dispensers, fill when required Clean and disinfect mirrors, streak free Sweep, wet mop, clean and disinfect flooring and staircase Empty garages
Monthly	Dust and spot clean walls, air vents Dust upstairs office furniture & fixtures (Filing Cabinets & shelving) Clean and streak free windows / glass Sweep, wet mop, clean and disinfect tile flooring in upstairs office

Fall / Winter Season - September 1 to April 30	
Entrance	
Once a week Fridays	Clean and streak free windows, handles, switches Sweep entrance area Wet mop concrete flooring
Monthly	Dust entrance heater Dust and spot clean walls
Reception Area and Offices	
Once a week Fridays	Empty garbages Vacuum carpeting Sweep / Dry mop tile flooring Wet mop tile flooring and chair mats Clean and disinfect reception countertop Clean and streak free windows / glass Dust reception area & office furniture including pamphlet holder
Monthly	Dust and spot clean walls, air vents
When Required	Spot/stain carpet cleaning
Staffroom	
Once a week Fridays	Empty garbage Vacuum carpeting Wipe down counter tops, sink area, fridge, microwaves & coffee area Sweep concrete floor Wet mop concrete floor
Monthly	Dust and spot clean walls (to top of cupboard height), office furniture, computers, work stations and shelving
Washrooms	
Twice a week Tuesdays and Fridays	Clean and disinfect fixtures, handles, knobs, switches Clean and disinfect toilets, toilet backs, sinks, faucets Clean and disinfect dispensers, fill when required Clean and disinfect mirrors, streak free Sweep, wet mop, clean and disinfect flooring and staircase Empty garages
Monthly	Dust and spot clean walls, air vents Dust upstairs office furniture & fixtures (Filing Cabinets & shelving) Clean and streak free windows / glass Sweep, wet mop, clean and disinfect tile flooring in upstairs office

Other Annual Items	
Twice Yearly	Clean and streak free exterior ground level windows (completed in May and September)
Yearly	Clean and streak free interior and exterior higher level windows (completed in September) Clean and dust hanging fixtures, lights and fans (completed in September) Strip and wax (2 coat tile flooring in (main office & upstairs) (completed in May)

Schedule B - Supplies, Equipment & Tools

City Supplied Products and Equipment

The City of Yorkton will provide the following supplies and equipment to facilitate the required janitorial services at the Parks Shop Building:

- Wet mop, mop head(s) and pail
- Vacuum cleaner
- Broom and dust pan
- Cleaning cloths, rags, scrubbers, buckets, pails, etc.
- Garbage Bags (multiple sizes available)
- Toilet paper and paper towel
- Hand Soap
- Multi-purpose General Cleaner / Disinfectant
- Glass Cleaner
- Toilet Bowl Cleaner
- Drain cleaning enzyme
- Sweeping compound
- Other products and supplies approved by the City that may be required from time to time

It is intended that this list of products is available to the contractor and City staff operating out of this facility.

Contractor Supplies Products, Equipment, and Tools

The Contractor will be required to provide any other equipment and/or tools as may be required to facilitate the janitorial services at the Parks Shop.

Schedule C – Tender Form

Submit Tender:

By Mail:

Community Development
Parks & Recreation Office
City of Yorkton
Box 400, Yorkton, SK
S3N 2W3

In Person:

Community Development,
Parks & Recreation Office
Gallagher Centre
455 Broadway Street West, Yorkton

By Email:

cdpr@yorkton.ca
*It is the responsibility of the proponent
to confirm the email has been received.*

Proponent Information:

Proponent's Legal Name: _____

Address: Street/PO Box: _____

City: _____ Province: _____ Postal Code: _____

Contact Person: _____

Phone: _____ E-mail: _____

Having reviewed the tender package and the scope of work, do hereby offer to supply janitorial services at the City of Yorkton Parks Shop at the price listed below:

Annual Base Price: \$ _____

G.S.T. \$ _____

P.S.T. \$ _____

Annual Total Price: \$ _____

Additional Documents:

The following is to be attached to this tender form for submission:

- a) A copy of the Proponent's Letter of Good Standing from the Workman's Compensation Board.
- b) A copy of the Proponent's \$2,000,000.00 liability insurance coverage certificate.
- c) A copy of the Proponent's City of Yorkton Business license.
- d) Three professional references related to janitorial service work.

Signature:

The undersigned Proponent has signed this Tender Form on _____, 2019.

Name of Proponent: _____

Signature: _____