



REQUEST FOR PROPOSALS
Janitorial Services – City of Rossland
2019-2021 term contract (with possible extension)

Introduction

The purpose of this Request for Proposal is to invite interested parties that currently perform and/or have experience in building maintenance services to submit application to the City of Rossland to provide general janitorial services for the Miners’ Hall and Youth Action Network (YAN) building on an as-needed basis from December 2019 to November 2021. Should the contractor’s performance meet the City’s expectations, consideration will be given for an additional 2-year extension (December 2021 – November 2023). Any interested proponent may request a brief site tour of the facility in order to gather additional information from what’s contained in the Request for Proposals document. Site tours must be pre-booked by contacting the City of Rossland at recreation.manager@rossland.ca.

Terms and Conditions

General Conditions:

1. The areas to be serviced by the Contractor shall comprise the entire interior of the Miners’ Hall as well as such exterior areas specified by the City as requested and the interior of the YAN building.
2. The contractor shall provide reasonable flexibility around performing contractual duties to accommodate users of the Miners Hall including, Gold Fever Follies, new upstairs attic area, and Rossland Council for Arts & Culture.
3. The Contractor shall observe, perform and comply with all applicable bylaws, policies and regulations of the City of Rossland.
4. The Contractor, its agents, servants, members and employees shall not be deemed to be agents, servants or employees of the City.
5. The Contractor shall not assign any right hereby granted without prior written consent of the City.
6. The Contract may be terminated by the City at any time, without prior notice to the Contractor, for non-performance or breach of any or all of its terms and conditions.
7. The Contractor will be required to be bonded.
8. The Contractor will be required to provide references.

Custodial Responsibilities: Miners Hall Rentals

The following duties shall be performed as rentals become know. A minimum notice of 24hrs will be given for last minute bookings:

1. Contractor will contact the Recreation Department weekly for updated Miners Hall Rental Schedule.
2. The Recreation Department will notify the contractor if there is a last minute booking (24hrs. notice) and the weekly schedule has already gone out.
3. The contractor will be responsible for finding a replacement and notifying the Recreation Department if not available to perform duties.
4. The contractor is to notify the Recreation Department when custodial duties have been completed for a private rental (all renter items removed and tables & chairs are put away properly).
5. The contractor will report any outstanding custodial/maintenance issues including reporting any damage by renters immediately.
6. Ensuring that the dishwasher is empty, taps are off (or on in the winter), clean kitchen ovens, fridge and dispose of any food items.
7. Clean all counters and return dishes from dishwasher and counters and kitchen utensils to designated area.
8. Dispose of, or reporting garbage/recycling to be picked up to public works.
9. Sweep and wash floors in front foyer, main hall, stairway to lower level, including bathrooms.
10. Vacuum main traffic and carpet areas,
11. Clean stage and collect items for lost and found.
12. Clean and sanitize washroom & fixtures, empty garbage and restock washrooms (toilet paper, paper towel, soap).
13. Sweep or rake leaves at front entrance to sidewalk and clear away garbage and cigarette butts.

Custodial Responsibilities: Weekly Miners Hall

The following duties shall be performed on a weekly basis (every Tuesday):

1. Vacuum, sweep and mop front foyer, main hall, stairway and lower level, including bathrooms.
2. Dispose of, or reporting garbage/recycling to be picked up to public works.
3. Clean and sanitize washroom & fixtures, empty garbage and restock washrooms (toilet paper, paper towel, soap).
4. Restock kitchen supplies, dishwasher trays put away, dish washer and fridge empty. Clean and sanitize kitchen counter
5. Laundering (using own equipment) dish towels and replacing used ones with clean ones.
6. Supplies that require immediate purchase, including dish towels, must be purchased by contractor or put on the City's accounts at Pro Hardware of Ferraro Foods. Supplies purchased by contractor will be reimbursed within 2 weeks of purchase.

7. Notify Public Works regarding re-ordering cleaning supplies, toiletries, etc. in a timely fashion (as not to run out).
8. Ensure all cleaning supplies and equipment are stored in “Renters Lock up closet” downstairs (old custodian closet).

Custodial Responsibilities: Weekly YAN

The following duties shall be performed on a weekly basis:

1. Vacuum, sweep and mop interior floors of entry, washroom, office area and north bay lounge.
2. Dispose of, or reporting garbage/recycling to be picked up to public works.
3. Clean and sanitize washroom & fixtures, empty garbage and restock washrooms (toilet paper, paper towel, soap).
4. Restock kitchen supplies, dishwasher trays put away, dish washer and fridge empty. Clean and sanitize kitchen counter
5. Laundering (using own equipment) dish towels and replacing used ones with clean ones.
6. Supplies that require immediate purchase, including dish towels, must be purchased by contractor or put on the City’s accounts at Pro Hardware of Ferraro Foods. Supplies purchased by contractor will be reimbursed within 2 weeks of purchase.
7. Notify Public Works regarding re-ordering cleaning supplies, toiletries, etc. in a timely fashion (as not to run out).

Custodial Responsibilities: Monthly / Annually Miners Hall

The following duties shall be performed as follows:

1. Monthly – Inventory on supplies.
2. Monthly – Dust window sills, moldings, baseboards, ledges and light fixtures.
3. Monthly – Wash fingerprints, stains, etc. from doors, casings and furnishings.
4. Seasonal or as needed – strip and wax floors in main hall, stairs and lower level.
5. Wash all windows inside.
6. Bi-annually – take all lost and found items to the thrift store.

Minimal Requirements

In order to be considered, the contractor must provide the following:

- A vehicle maintained in good working order and be of an acceptable appearance to the City. This includes the supply of gasoline, oil, servicing and insurance and a valid B.C. Class 5 Driver’s Licence,
- A current telephone answering service and email contact,
- Suitable liability insurance indemnifying the City / local government, and
- A valid and current Business Licence (or the ability to get one prior to contract commencement).

Requirements for Proposal Submission

All proposals must include:

- A complete description of the applicant's qualifications and experience;
- A list of services and equipment to be provided by the applicant;
- Completion of the attached Bid Sheet; and
- Minimum of 3 references.

Proponents interested in responding to this Request for Proposal are required to submit sealed bids containing the above-noted items and marked "**City of Rossland 2019-2021 Janitorial Contract Proposal**" on or before **2:00 p.m. (PST) on November 22, 2019** to:

City of Rossland

Attention: Kristi Calder, Manager of Recreation and Events

2196 LeRoi Avenue, PO Box #1179

Rossland, BC V0G 1Y0

recreation.manager@rossland.ca / (250) 362-7396

Proposals will be accepted by post or email and should be clearly marked as "**City of Rossland 2019-2021 Janitorial Contract Proposal**". Prices quoted should include all applicable taxes. Proposals must be firm for at least 60 days after the final closing date. Prices are required to be firm for the entire proposed contract period. Proposals received after the closing time will not be accepted.

The City cannot guarantee that its internet connection will be available at all times prior to the submission deadline. A Proponent submitting by email does so at their own risk. A Proponent must sign the documents or the proposal cannot be accepted. The legal name and address of the Proponent is to be used on the proposal documents. All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

Evaluation and Award Process

The City reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. The City reserves the right to waive minor informalities of each or any proposal submitted. The evaluation of proposals will be performed by City representatives and will take into account the best value for the City which includes, but is not limited to, service, quality, equipment, past performance, experience, availability, references, price, and general quality of the proposal.

The City is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. The City shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract is formed as a consequence of this invitation to submit proposals. The City is not responsible for any costs incurred by any party that responds to, or intended to respond to this Request for Proposal.

**THE CORPORATION OF THE CITY OF ROSSLAND
JANITORIAL SERVICES
BID SHEET**

Contractor Information:

NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____

EMAIL _____

I (we) have read and understand the terms and conditions of the City of Rossland Tender Call for Janitorial Services and offer to provide the services requested for the following considerations:

1. The Contractor will provide the services as outlined in the terms and conditions at an hourly rate of \$_____ for 2019-2021.

2. The Contractor will provide any additional janitorial services, as may be requested from time to time by the City, at an hourly rate of \$_____ for 2019-2021. *It is further understood that this rate will apply to statutory holidays and special events.*

3. If successful in extending this contract for an additional two years, the following pricing shall apply:
Hourly rate of \$_____ for 2019-2021 Contract Term
Hourly rate of \$_____ for 2021-2023 Contract Term

4. If successful in extending this contract for an additional two years, the following pricing shall apply to provide any additional janitorial services, as may be requested from time to time by the City:
Hourly rate of \$_____ for 2019-2021 Contract Term
Hourly rate of \$_____ for 2021-2023 Contract Term
It is further understood that these rates will apply to statutory holidays and special events.

Contractor Authorized Signature: _____