



DRAYTON VALLEY

**REQUEST FOR PROPOSAL (RFP)**

RFP NUMBER: 13-2021-01-P

TOWN OF DRAYTON VALLEY FACILITIES JANITORIAL SERVICES  
AGREEMENT

TERMS OF REFERENCE

September 15, 2021

---



## Section 1.0 - REQUEST

- 1.1 The Town of Drayton Valley (as may be referred to hereinafter as the "Town") is requesting a detailed and comprehensive proposal from qualified individuals, and/or businesses for the Town of Drayton Valley facilities janitorial services agreement.
- 1.2 The Town is seeking proposals to meet the minimum requirements for service delivery as outlined in this Request for Proposals. **Proponents are invited to provide alternative options or solutions to address the service need.**
- 1.3 General information is available from the Barry Yakimchuk, Facilities Manager, Town of Drayton Valley, 5102-52<sup>nd</sup> Street, Drayton Valley, AB. Phone (780)621-8223.
- 1.4 **Submissions will be accepted at the Town until two o'clock (2:00) p.m. local time, Friday, November 12, 2021.**
- 1.5 Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5120-52<sup>nd</sup> Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

**Request for Proposal  
Town of Drayton Valley Facilities Janitorial Services Agreement**

- 1.6 Submission inquiries are to be directed to:  
  
Barry Yakimchuk  
Facilities Manager  
Town of Drayton Valley  
Phone: (780)621-8223  
Email Address: [facilities@draytonvalley.ca](mailto:facilities@draytonvalley.ca)
- 1.7 Proponents are solely responsible for their own expenses in preparing and submitting a Response, and for any meetings, negotiations or discussions with the Town or its representatives and consultants, relating to or arising from this Request for Proposals. The Town will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Proponent in preparing and submitting a Response, or participating in negotiations, or other activities relating to or arising out of this Request for Proposals.
- 1.8 Proponents and their agents will not contact any member of the Town Council or Town staff with respect to this Request for Proposals, other than the contact person(s) named in section 1.3 and 1.6, at any time prior to the award of a Services Agreement or the cancellation of this Request for Proposals.
- 1.7 All Responses become the property of the Town and will not be returned to the Proponent. All Responses will be held in confidence by the Town unless otherwise required by law. Proponents should be aware the Town is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of Alberta.



## Section 2.0 - REQUIREMENTS

### 2.1 PURPOSE

The purpose of the RFP is to obtain a janitorial services agreement for multiple facilities owned by the Town of Drayton Valley. The successful Proponent will need to enter into an agreement with the Town of Drayton Valley where all terms and conditions of the work will be outlined.

### 2.2 LOCATION

Civic Centre, Library and Fire Hall, 5120-52 Street, Drayton Valley, Alberta.  
Clean Energy Technology Centre, 5400-22 Avenue, Drayton Valley, Alberta  
Public Works Shop, 5905-58ave Street, Drayton Valley, Alberta  
Early Childhood Development Centre, 5024-48 Street, Drayton Valley, Alberta  
Water Treatment Plant, 5551-34 Street, Drayton Valley, Alberta  
Public Works West Yard 5503 – 53 ave Drayton Valley Alberta

### 2.3 AVAILABLE INFORMATION:

The Town can supply the following information and materials:

- a. The town will provide floor plans and facility tours for each location. A detailed description of expectations and numbers of days required at each location will be outlined. The successful contractor will be given access to all locations for after-hours cleaning. An hourly rate must be submitted for any work completed beyond the contractual agreement...Cleaning instructions will be broken down into nightly, weekly monthly or otherwise for each location. The contractor shall supply all cleaning equipment and machinery required to carry out the functions specified. The town will supply paper products, hand soap, and garbage bags.

## Section 3.0 - DELIVERABLES

- 3.1 The Town of Drayton Valley requires all interested Contractors to prepare their estimate for each location separately.

The Cost Proposal must include:

- A breakdown of cost per location;
- An hourly rate for any additional cleaning outside of the contract;
- Proof of WCB coverage and \$2000000.00Insurance; and
- Year one and year two prices.



## Section 4.0 - GENERAL INFORMATION

### 4.1 AGREEMENT REQUIREMENTS

- a. The Agreement will include, but may not be limited to, the following:
  - i. Start-up Date: January 1, 2021 Completion date: December 31, 2024
- b. The successful Proponent must provide the Town with a certificate from Workers Compensation acknowledging Workers Compensation coverage for himself/herself and his/her employees and a copy of his/her liability insurance with respect to his/her vehicle(s).
- c. The Proponent confirms that it will comply with all government occupational health and safety requirements, policies, and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the *Worker's Compensation Act*.
- d. The successful Proponent is required to have a valid Town of Drayton Valley Business License, as well as any necessary Development and/or Building Permits, prior to execution of the work.

### 4.2 ACCEPTANCE AND REJECTION OF PROPOSALS

- a. Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:
  - i. Accept any Proposals;
  - ii. Reject any Proposal;
  - iii. Reject all Proposals;
  - iv. Accept a Proposal which is not the lowest priced Proposal;
  - v. Accept a Proposal that deviated from the Requirements, Specifications or the Conditions specified in this RFP;
  - vi. Reject a Proposal even if it is the only Proposal received by the Town;
  - vii. Accept all or any part of a Proposal; and
  - viii. Split the Services between one or more Proponents.
- b. All Proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the Closing Time, whether or not another Proposal has been accepted.
- c. The Town is not under any obligation to award a Contract and may elect to terminate this RFP and any time.

### 4.4 CONFLICT OF INTEREST





By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the municipalities to create a conflict.

#### 4.5 EVALUATION OF PROPOSALS

- a. Proposals will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein including, but not limited to:
  - i. the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;
  - ii. the Proponent's ability to deliver the services when and where required;
  - iii. financial offer;
  - iv. the Proponent's business and technical reputation and capabilities, experience and where applicable, the experience of its personnel, financial stability, track record, and references of current and former customers;
  - v. quality of Proposal; and
  - vi. any other criteria set out in the RFP or otherwise reasonably considered relevant.
- b. The Town may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.
- c. The Town may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town will not be liable to any Proponent as a result of such negotiations.
- d. All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.



#### 4.7 ACCEPTANCE AND REJECTION OF PROPOSALS

- a. Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:
  - i. accept any Proposal;
  - ii. reject any Proposal;
  - iii. reject all Proposals;
  - iv. accept a Proposal which is not the lowest priced Proposal;
  - v. accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this RFP;
  - vi. reject a Proposal even if it is the only Proposal received by the Town;
  - vii. accept all or any part of a Proposal; and
  - viii. split the Services between one or more Proponents.
- b. All Proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the Closing Time, whether or not another Proposal has been accepted.
- c. The Town is not under any obligation to award a Contract and may elect to terminate this RFP at any time.

#### 4.8 PROPOSAL TIMELINE

The Timeline for the RFP process is as follows:

- a. RFP issued to vendors – September 27, 2021
- b. RFP closes – November 30, 2021
- c. Presentations (if applicable) – facilities tour with bidders on October 18, 2021
- d. Completion of evaluation process and award –December 10, 2021; and
- e. Signing of Services Agreement– January, 2, 2022

**Section 5.0 - PROPOSAL FORM**



**REQUEST FOR PROPOSAL SUBMISSION**  
**<PROPOSAL SUBJECT>**  
**PAGE 1 OF 2**

Proponent's Name: \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

Telephone (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

Signature of Authorized Signatory \_\_\_\_\_  
Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

**REQUEST FOR PROPOSAL SUBMISSION  
TOWN OF DRAYTON VALLEY FACILITIES JANITORIAL  
SERVICES AGREEMENT**

PAGE 2 OF 2

**REQUIRED PROPOSAL DOCUMENTS**

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Proposal, and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

- \_\_\_\_\_ 1. The Proponent's Alberta WCB registration number is \_\_\_\_\_. The Proponent warrants that it is in good standing as to all WCB assessments and requirements.
- \_\_\_\_\_ 2. The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the *Worker's Compensation Act*.
- \_\_\_\_\_ 3. Brief description of Proponent's company, purpose, and history of successes.
- \_\_\_\_\_ 4. Information on size of organization, number of service providers, and staff employed.
- \_\_\_\_\_ 5. Information on relevant experience performed during the last five (5) years.
- \_\_\_\_\_ 6. Indication of the number and size of other municipalities where like services have or are currently being provided.
- \_\_\_\_\_ 7. Identification of key personnel to be assigned to this Agreement, setting out their names, responsibilities, qualifications, and relevant experience.
- \_\_\_\_\_ 8. Submission of a detailed budget breaking down the fees for all the services, identifying the total all-inclusive fee which shall include any out of the pocket expenses for the provision of services for the agreement/contract period.
- \_\_\_\_\_ 9. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detail proposed amendments.



## SCHEDULE "A"

### JANITORIAL DUTIES

#### SECTION I

A. The following duties are to be carried out daily.

1. All carpeted areas (offices, conference rooms, council chambers etc.) and entranceway mats are to be vacuumed daily. Offices within the Early Childhood Development Centre, Water Plant and Clean Energy Technology Centre are to be vacuumed once a week. Spills are to be cleaned with spot cleaner.
2. All tiled or linoleum floors, stairways, and elevators are to be swept and mopped with a suitable cleaning agent daily and buffed once each month. Any mud, spills or other foreign matter are to be wiped clean. Spray buff linoleum floors as often as necessary to maintain a scuff free surface with the exception of the Public Works building being buffed and polished twice per year. **The Early Childhood Development Centre tiled surfaces are to be scrubbed every second day.**
3. Early Childhood Development Centre -Entranceway is to be swept daily of debris.
4. All walls, tiles, countertops, partitions and doors wiped down, washroom floors, dispensers wiped down and filled if needed and fixtures (toilets, sinks, and urinals) are to be scrubbed and cleaned daily . All chrome taps, spouts and handles are to be cleaned and polished. Non-abrasive disinfectant cleaners are to be used for cleaning and polishing. All washroom mirrors are to be wiped clean with window cleaner. All washroom garbage cans and sanitary napkin disposals emptied and liners changed. (Ensure a sufficient daily supply of paper towels, toilet tissue, soap, deodorizers and sanitary napkins are available in the washrooms. These items will be supplied by the Town.)
5. Early Childhood Development Centre - All counter tops, including the staffroom, boot room, will be wiped clean, including any spills. All cabinet doors wiped down once per week, children's lockers wiped clean once per week ( Friday)
6. Clean and disinfect all water coolers and coffee stations, including the kitchen station. These will be wiped clean, including any spills. Coffee machines and pots are to be cleaned. All utensils and coffee making supplies are to be arranged in an orderly fashion. Cleaning and disinfection of the Early Childhood Development Centre's kitchen is not required.
7. The Clean Energy Technology Centre commercial kitchen requires wipe down of counters, tables, sinks, appliances once per month. The tile floor requires scrubbing and mopping once per month.





8. The Clean Energy Technology Centre lunchroom 117 is to be wiped clean, including any spills. Coffee pots, coffee machine, water cooler and microwave are to be cleaned. All utensils and coffee making supplies arranged in an orderly fashion.
9. The Clean Energy Technology Centre meeting rooms, classrooms and corridor tables are to be wiped down every cleaning day.
10. In all facilities, remove finger marks, dust, or any other foreign substances from all walls, doors, trim, baseboards, door hardware, glass or arborite tops, table and desk tops, chairs, glass doors, chrome or metallic trim surfaces, panels, partitions, counter tops, fixtures, furniture, window ledges, staircase, railings, lockers, windows, benches, etc. This is to include the inside/outside surface of all entranceway doors. All fabric chairs must be vacuumed.
11. All wastepaper receptacles are to be emptied and waste deposited in disposal bins located on the premises. Further removal from there will be at the Town's expense.
  - **Waste receptacles, including lids, are to be washed and disinfected at least once a week, garbage bags are to be inserted in all containers, with the exception of the Early Childhood Development Centre which will require daily cleaning and sanitization.**
12. All Conference Rooms are to be reset in an orderly fashion. Extra chairs or tables are to be placed in an orderly fashion in the room. All miscellaneous equipment is to be placed in storage room or returned to normal location within Conference Room. Tables and countertops are to be wiped clean and all waste removed.
13. All dishes, cups, glasses, pitchers, mugs, and other office crockery are to be collected and placed in the dishwasher for washing.
14. Once washing is completed, contents of the dishwasher are to be stowed, neatly, in their proper places in the cupboards and/or meeting rooms.
15. Cutlery is to be packed neatly in the appropriate drawers.
16. Cups and glasses that belong to a specific area of the Administrative Building are to be returned to that area after cleaning.
17. All coffee machines and warmers must be turned off. All coffee jugs must be washed and placed in the drawer under the coffee machine in the Bistro.
18. Clean and disinfect the exterior and interior of the Microwave.



## SECTION II

A. The following duties are to be carried out once per month or as required.

1. Hand dust with treated cloths and wipe clean all ledges, desks, tables, door sills, window sills, filing cabinets, bookcases, computer terminals, computer tables, printers, typewriters and adding machines must be moved for cleaning by the Contractor. The top of bookcases, filing cabinets and lockers are also to be dusted regularly. Chairs are to be vacuumed regularly.

Computer terminals, computer equipment, printers, typewriters and adding machines must only be moved for cleaning by the Contractor when directed by the Town.

2. Dust all wall fixtures and wall hangings.
3. Dust all plants, artificial and live, with a clean dry cloth.
4. Administration Office, Clean out the fridge in the Bistro; washing the interior and drawers and disposing of any outdated food, with the exception of the containers. All empty containers are to be washed and put away in the cupboards.
5. At the Water Plant facility the following monthly duties are required:
  - All heating vents wiped down and dust removed;
  - Rubber edging around floor bases and stairs scrubbed, and wiped off;
  - Grout scrubbed and deep cleaned in all files;
  - Wash all fixtures, pictures, banners, plaques and displays;
  - Clean metal trim and kick plates on doors;
  - Deep clean hallways, elevator lobbies and common areas;
  - Clean light fixtures;
  - Deep clean lab area and workshop. Scrub around and behind appliances and equipment; and
  - Clean carpet and remove any stains.

B. The following services are to be carried out as required.

1. Janitor Storage Rooms and all other areas provided for the use of the Contractor's personnel are to be maintained in a clean and orderly condition at all times. All cleaning chemicals must be clearly labeled with an MSD sheet post the Janitorial room.

## SECTION III



- A. The following services are to be carried out as indicated.
1. Light fixtures and ventilation louvers are to be washed as required, but not less than twice a year.
  2. All walls are to be washed or appropriately cleaned as required, at least once a year.
  3. Window blinds and drapes are to be vacuumed as required, or by another cleaning method acceptable to the Town. This must be performed at least twice per year.
  4. The Public Works Shop, due to excessive dust, blinds and windows must be done once per week (Area D).
  5. All interior office windows are to be wiped clean with window cleaner as required, but no less than twice per month, except for the Early Childhood Development Centre which will be every four (4) months. (This does not include atrium skylight windows)
  6. All exterior windows are to be wiped clean with window cleaner as required, but no less than twice a year (Spring/Fall) or as needed. (This does not include atrium skylight windows)
  7. Flooring Tile Cleaning
    - Tile areas in office are to be re-waxed as necessary to keep shine to floor at all times. (Do not wax Clean Energy Technology Centre flooring).
    - Tile in shop must be re-waxed a minimum of twice per year. (Area D).
  8. All artificial plants are to be removed and washed in a suitable manner at a minimum of twice per year.
  9. All carpeted areas must be steam cleaned two (2) times a year; once in May and again in September, except for the Early Childhood Development Centre which requires steam cleaning every four (4) months
  10. Early Childhood Development Centre - Vent covers in bathrooms and kitchen intake to be wiped down every three months,
  11. Mops and rags used for cleaning are to be washed and disinfected regularly to reduce spread of infectious disease within our susceptible population.
  12. Early Childhood Development Centre - Overhead water pipes to be done once per year.
  13. At the Water Plant facility the following duties are to be completed as required:



- Clean wipe down sinks, back splash, coffee maker, countertops and fridge in kitchen;
- Deep clean laboratory and workshop, every three (3) months; and
- Steam clean chairs, upon request.

- 14.** Other special request tasks will be performed at the same rate, and any specialized equipment (eg. steam cleaner), needed for such tasks will be paid for separately by the individual facility.

#### **SECTION IV**

The Town of Drayton Valley will provide all washroom supplies such as hand soap, toilet paper, hand towels and feminine napkins. Other cleaning supplies such as dish soap, tissues, garbage and recycling bags will also be supplied by the Town.

#### **GENERAL TERMS AND CONDITIONS**

- 1.** The Contractor will be responsible to coordinate his hours in order to adequately address the major responsibilities of the contract.
- 2.** The Contractor is accountable for actions taken on behalf of the Town and recognizes that implications may result from actions taken.
- 3.** The Contractor shall maintain a record of all hours worked and tasks accomplished as required by the Facility Manager.
- 4.** The Contractor shall supply all cleaning equipment and machinery required to carry out the functions as specified.
- 5.** The Contractor will provide the Town with the required supply list, whereupon the Town will purchase the supplies.
- 6.** Early Childhood Development Centre - The Contractor will fill out the attached calendar showing when the listed items have been done.





2019

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Steam Cleaned Carpets												
Washed outside windows												
Washed large windows between rooms												
Cleaned overhead pipes in rooms												
Washed out boot shelves												
Scrubbed all tiled area												

