

CALL FOR PROPOSALS

Janitorial SUPPLIES FOR THE CITY OF BROOKS

"Alberta's Centennial City™"



November 5, 2021

201- 1st Ave West
Box 879
Brooks, Alberta
T1R 1B7

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THE CITY OF BROOKS

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GENERAL INFORMATION

The City of Brooks

CONFIDENTIALITY NOTICE

This Call for Proposal contains confidential information, which is proprietary to the City of Brooks. This information is provided for the sole purpose of permitting the Respondent to evaluate the City of Brooks requirements for the purpose of enabling the Respondent to prepare and submit a Proposal to provide Janitorial Cleaning Supplies for the City Buildings known as the Centennial Regional Arena, JBS Canada Centre and the Community Cultural Center. In consideration of the receipt of this document, the Respondent agrees to maintain the information contained in this Call for Proposal in confidence and not reproduce or otherwise disclose this information to any person outside the group directly responsible for the evaluation of its contents. The City reserves the right to have the Respondent return all copies of the Call for Proposal at the conclusion of the City of Brooks evaluation process and in any event, the Respondent shall immediately return all materials to the City of Brooks should the Respondent elect not to submit a Proposal.

DEFINITIONS

All references, throughout this document, to the following terms have the meanings set out below:

City	Means the City of Brooks, Alberta
Proposal	Refers to the written submission by an interested Respondent in response to this Call for Proposal
Respondent	Refers to any Party submitting a Proposal in response to this Request for Proposal

BACKGROUND

The City of Brooks is a thriving community located in the heart of the Brooks Region. The City has numerous facilities that need Janitorial Cleaning Supplies.

The City's Administration is located in the City office located at 201 First Avenue West, in the City of Brooks.

As part of its obligation to the public, the City will be accepting Proposals to provide Janitorial Cleaning Supplies. The purpose of this Proposal is to obtain the most suitable company to provide these supplies in the most cost-effective manner.

CALL FOR PROPOSAL

The City of Brooks

INTRODUCTION

You are invited to submit a Proposal to provide Janitorial Cleaning Supplies for the City of Brooks.

This Call for Proposal and supporting documents supplied with it define content required of your Proposal. You are urged to structure your response in accordance with the requirements contained in this document. It will be by these criteria that we will determine whether a response is complete, appropriate and competitive.

All information supplied in response to the Call for Proposal must contain sufficient details to support the services being proposed.

This document is not intended to limit submissions, but rather to provide a common framework for the City to assess each Proposal in a professional manner in a fair process. Respondents are encouraged to provide any unsolicited information or material not specifically covered in the sections of this Call for Proposals.

REQUIREMENTS FOR PROPOSALS

1. Length of Contract

The Janitorial Supplies Proposal will be for years 2022, 2023 and 2024. Needed, is the cost each year and how this will be determined for the following three (3) years. If mutually agreed between the parties, the term of the Contract may be extended for a period of time that is also mutually agreed to by the Parties provided that each individual extension shall not exceed three (3) years and that the initial term of the Contract and all extensions to the term of the Contract shall not cumulatively exceed six (6) years.

2. Cleaning Agents

Please provide a list of the cleaning agents that you might supply City facilities, and a brief explanation of where they are to be used and how effective the agent is. All cleaning agents that are being used in mop buckets and auto scrubbers must be used in conjunction with a metering device. Individuals using the agents should not be able to free pour the agents.

3. WHIMIS & SDS

Please provide all WHIMIS & SDS sheets that pertain to every cleaning agent being supplied. Please provide an updated SDS as it becomes available.

4. Cost & Delivery

- i) Please provide cost of product in total quantity, not by unit for ease of total calculations.
- ii) Please provide a delivery date and whether the cost of delivery is built into the cost of the Janitorial Cleaning Supplies or if it is a separate price.

5. Training

Please stipulate training that may be available to educate the individuals unfamiliar with your Janitorial Cleaning Supplies and if there is a cost associated with the training.

6. Other

The City reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. **The City reserves the right to remove from the Proposal, garbage bags and paper products should a more competitive price be found.** The City reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the Respondent waives any right to contest in any legal proceeding or action the right of the City to award the services to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the City deems appropriate. Without limiting the generality of the foregoing, the City may consider any other factor besides price and capability to perform the services that it deems in its sole discretion to be relevant to

its decision. In the event that none of the Proposals are satisfactory to the City, the City reserves the right to re-advertise. Should the City exercise its right to re-advertise; any Party submitting a Proposal may leave its Proposal as is or resubmit a new Proposal. The City also reserves the right to waive formality, informality or technicality in any Proposal.

SUBMISSION REQUIREMENTS

1. Submission of Proposals

SEALED PROPOSALS WILL BE RECEIVED UP TO **4 pm. on December 03, 2021** AT THE MAIN ENTRANCE OF THE CITY OF BROOKS OFFICE, 201 FIRST AVENUE WESTS, BROOKS, ALBERTA. Due to COVID protocols all Proposals will be allowed to be emailed to tsmith@brooks.ca no later than 4pm on December 03, 2021. ALL PROPOSALS SHALL BE ADDRESSED TO THE ATTENTION OF Todd Smith, SUPERVISOR, FACILITY SERVICES.

Late Proposals regrettably will not be accepted.

An officer of your firm must sign Proposals.

Please provide five (5) copies of your Proposal.

2. Key Dates Affecting Your Submission

No Proposal received after the Proposal submission date of **4 pm. on December 03, 2021** shall require any commitment by the City for any review, evaluation, selection, announcement or contract finalization.

PROPOSAL REGULATIONS

The City reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the Respondent waives any right to contest in any legal proceeding or action the right of the City to award the services to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the City deems appropriate. Without limiting the generality of the foregoing, the City may consider any other factor besides price and capability to perform the services that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Ability of the Respondent to meet the requirements outlined in Schedule "A" attached to and forming part of this document;
2. Reputation of service to existing customer;
3. Availability of supplies; and,
4. Cost.

All Proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.

Late Proposals will be rejected.

The Respondent must be prepared to include all oral or written representations that are made prior to the final agreement including the entire response to this Call for Proposal, or parts thereof.

No fees or other payments will be made to Respondents for any cost incurred in the preparation and submission of Proposals, or for participation in the Call for Proposals process.

The Call for Proposal and its support documents must be considered as proprietary and confidential.

Respondents not submitting Proposals to the City in response to this Call for Proposal are required to immediately return this Call for Proposal document to the City.

The City of Brooks may, at its discretion, select any one Proposal or reject all Proposals, and in so doing develop additional evaluation criteria. In selecting any Proposal, the City is not obligated to select the one with the lowest bid.

No adjustments to submitted Proposals will be allowed. Respondents may withdraw their Proposal prior to the closing date and time for the submission for Proposals. After the closing date and time, the Proposal is binding on the Respondent.

Incomplete Proposals will not be entertained.

QUESTIONS CONCERNING THE REQUIREMENTS

Questions regarding the Call for Proposal should be directed to:

Todd Smith,
tsmith@brooks.ca
Supervisor, Facilities Services

The City reserves the right to make any or all questions and answers available to all other Respondents at its discretion.

The City will respond to requests for clarification as soon, as is reasonably possible. The City will respond in writing or orally as deemed appropriate in the circumstances. Generally, only substantial questions and answers of a clarification nature will be distributed.

No oral response or clarification will be binding on the City.

EVALUATION PROCEDURE

All Proposals will be evaluated for completeness and suitability for the requirements. Respondents will be contacted, if necessary, to clarify any major items in question. Further discussions will be required during the Proposal evaluation stage. Based on the analysis of the Proposals, a ranking of Respondents will be established and a "preferred Respondent" will be selected and recommended to the Council of the City of Brooks.

ACCEPTANCE

Your response to the Call for Proposals will indicate your acceptance to the conditions outlined in this Call for Proposals.

NON – ACCEPTANCE

Respondents not submitting Proposals to the City in response to this Call for Proposals are required to immediately return this document to;

Todd Smith
Supervisor, Facilities Services
tsmith@brooks.ca
City of Brooks
Box 879
Brooks, Alberta
T1R 1B7

SCHEDULE "A"

2022 Cleaning Tender Supplies		
PRODUCT SPECIFICATIONS/ REQUIREMENTS	UNIT	QTY
<u>All cleaners are to be through a metered unit</u>		
ECOPRO Disinfectant	4 L Containers	8
Black Arena Wax Buffable, Water Based Wax for Resilient Flooring	20 L Pail	10
Citrus Power Degreaser Heavy Duty Citrus Cleaner/Degreaser	4 L Containers	6
Germicidal Cleaner Foaming Cleaner/ Disinfectant (for tables & exercise equipment and showers)	1 L Containers	12
Bowl & Urinal Cleaner Heavy Duty Disinfectant Bowl Cleaner	1 L Containers	12
Drain Opener Acid Based Drain Cleaner	1 L Containers	12
Drain Maintainer/ Deodorizer Enzyme Based (for floor drains)	20 L Pail	4
Citrus Burst Air Freshener/Glass Cleaner Aerosol	Cans	12
Foaming Hand Soap	800 ML Containers	96
ECOPRO Ice Melter 50lbs	50 lbs.	10
Graffiti Remover (for removal of graffiti on walls)	Cans	12
Scented Urinal Screens	12/ Case	72
Black Utility Garbage Bags 24" x 22"	Case of 500	8
Black Extra Strong Poly Garbage Bags 26" x 36"	Case of 125	20
Black Extra Strong Poly Garbage Bags 42" x 48"	Case of 100	25
Black Extra Strong Poly Garbage Bags 35"x50"	Case of 100	30
Bath Tissue - Individual Roll	Case of 48	1
Tork Bath Tissue or equivalent - Jumbo Roll 2 Ply White – 1000' x 3.55" Roll	Case of 12	40
Paper Roll Towels Torkmatic Brown Roll or Equivalent - 700'	Case of 6	50
Paper Towel Perforated 2 Ply. – 90 11" x 9.375" Sheets	Case of 30	1
Sanisac Liners, Wax Paper Liners 4" x 7" x 10"	Box of 500	2
Mop Handles		2
Mop Heads, Standard ones		6
Refresh Hand Sanitizer	Case of 6	72

Glass Cleaner	4 L containers	4
Scrub Pads - 3M or Equivalent Heavy Duty Commercial Scrubbing Pads	6" x 9" pads	4
Trigger Spray Bottles 24 oz.		24
Triggers for Spray Bottles		24
Latex Rubber Gloves Strong Large	100/box	20
Latex Rubber Gloves Strong X Large	100/box	60
Brooms		8
Standing Dust Pans		2

2023 Cleaning Tender Supplies		
PRODUCT SPECIFICATIONS/ REQUIREMENTS	UNIT	QTY
<u>All cleaners are to be through a metered unit</u>		
Peroxide Base Floor Cleaner (should be aggressive for tile floors)	4 L Containers	24
ECOPRO Disinfectant	4 L Containers	12
Black Arena Wax Buffable, Water Base for Resilient flooring	20 L Pail	10
Citrus Power Degreaser Heavy Duty Citrus cleaner/Degreaser	4 L Containers	8
Germicidal Cleaner Foaming Cleaner/ Disinfectant (for tables & exercise equipment and showers)	1 L Containers	36
Bowl & Urinal Cleaner Heavy Duty Disinfectant Bowl Cleaner	1 L Containers	24
Drain Opener Acid based Drain Opener	1 L Containers	18
Drain Maintainer/ Deodorizer Enzyme Based (for floor drains)	20 L Pail	8
Citrus Burst Air Freshener/Glass Cleaner Aerosol	Cans	24
Foaming Hand Soap	800 ML Containers	120
Laundry Detergent (for doing laundry)	20 L Containers	10
ECOPRO Ice Melter 50lbs	50lbs	10
Graffiti Remover (for removal of graffiti on walls)	Cans	12
Scented Urinal Screens	12/ Case	48
Black Utility Garbage Bags 24" x 22"	Case of 500	16
Black Extra Strong Poly Garbage Bags 26" x 36"	Case of 125	24
Black Extra Strong Poly Garbage Bags 42" x 48"	Case of 100	70
Black Extra Strong Poly Garbage Bags 35"x50"	Case of 100	70
Bath Tissue - Individual Roll	Case of 12	1
Tork Bath Tissue or equivalent - Jumbo Roll 2 Ply White – 1000' x 3.55" Roll	Case of 12	80
Paper Roll Towels Torkmatic Brown or Equivalent – 700'	Case of 6	80
Paper Towel Perforated 2 Ply. – 90 11" x 9.375" Sheets	Case of 30	1
Sanisac Liners, Wax Paper Liners 4" x 7" x 10"	Box of 500	
Mop Handles		4

Mop Heads, Standard Ones		12
Refresh Hand Sanitizer	Case of 6	72
Glass Cleaner	4L Container	8
Scrub Pads - 3M or Equivalent Heavy Duty Commercial Scrubbing Pads	6" x 9"	120
Trigger Spray Bottles 24 oz.		24
Triggers for Spray Bottles		24
Latex Rubber Gloves Strong Large	100/Box	30
Latex Rubber Gloves Strong X Large	100/Box	70
Meter Misters Spray Bottles / Citrus Smell	Case of 12	4
Meter Misters Dispensers		6
Brooms		4
Standing Dust Pans		4

2024 Cleaning Tender Supplies		
PRODUCT SPECIFICATIONS/ REQUIREMENTS	UNIT	QTY
<u>All cleaners are to be through a metered unit</u>		
Peroxide Base Floor Cleaner (should be aggressive for the floors)	4 L Containers	24
ECOPRO Disinfectant	4 L Containers	6
Black Arena Wax	20 L Pail	10
Buffable, Water Based Wax for Resilient Flooring		
Citrus Power Degreaser	4 L Containers	8
Heavy Duty Citrus Cleaner/ Degreaser		
Germicidal Cleaner Foaming Cleaner/ Disinfectant (for tables & exercise equipment and showers)	1 L Containers	36
Bowl & Urinal Cleaner	1 L Containers	24
Heavy Duty Disinfectant Bowl Cleaner		
Drain Opener	1 L Containers	18
Acid Based Drain Opener		
Drain Maintainer/ Deodorizer Enzyme Based (for floor drains)	20 L Pail	8
Citrus Burst Air Freshener/Glass Cleaner Aerosol	Cans	24
Foaming Hand Soap	800 ML Containers	120
Laundry Detergent (for doing laundry)	20 L Containers	10
ECOPRO Ice Melter 50lbs	50lbs	10
Graffiti Remover (for removal of graffiti on walls)	Cans	12
Scented Urinal Screens	12/ Case	48
Black Utility Garbage Bags 24" x 22"	Case of 500	16
Black Extra Strong Poly Garbage Bags 26" x 36"	Case of 125	24
Black Extra Strong Poly Garbage Bags 42" x 48"	Case of 100	70
Black Extra Strong Poly Garbage Bags 35" x 50"	Case of 100	70
Bath Tissue - Individual Roll	Case of 48	1
Tork Bath Tissue or Equivalent - Jumbo Roll 2 Ply White – 1000' x 3.55" Roll	Case of 12	80
Paper Roll Towels Torkmatic Brown Roll or Equivalent– 700'	Case of 6	80

Paper Towel Perforated 2 Ply. – 90 11" x 9.375" Sheets	Case of 30	1
Mop Handles		4
Sanisac Liners, Wax Paper Liners 4" x 7" x 10"	Box of 500	3
Mop Heads, Standard Ones		12
Refresh Hand Sanitizer	Case of 6	72
Glass Cleaner	4L Container	8
Scrub Pads - 3M or Equivalent Heavy Duty Commercial Scrubbing Pads	6" x 9"	120
Trigger Spray Bottles 24 oz.		24
Triggers for Spray Bottles		24
Latex Rubber Gloves Size L	100/Box	30
Latex Rubber Gloves Strong Size XL	100/Box	70
Meter Misters Spray Bottles / Citrus Smell	Case of 12	4
Meter Misters Dispensers		4
Brooms		8
Standing Dust Pans		4