



**North
Battleford**

Treaty Six Territory | Heartland of the Métis | Saskatchewan | Canada

2025

Janitorial Services North - Battleford RCMP Detachment

RFP#: CNB-EPAI-2025-05-6

**Issue Date:
Tuesday May 14, 2025**

**Closing Time:
2:00 PM Tuesday, June 3, 2025**

**Times listed are to be considered CST
(Saskatchewan time)**

City of North Battleford

1291- 101st Street

PO Box 460

North Battleford, SK

S9A 2Y6

SUMMARY OF KEY INFORMATION

| | |
|----------------------------|---|
| RFP TITLE | Janitorial Services North - Battleford RCMP Detachment RFP#: CNB-EPAI-2025-05-6 Proponent must use this title on all correspondence. |
| CONTACT PERSON | The point of contact for this RFP is: City Clerk's Department City of North Battleford, SK, Canada E-mail: tenders@cityofnb.ca Phone: 306-445-1700 |
| INQUIRIES | Please direct all inquiries by email to the contact person. Inquiries received by any other means may not be answered. |
| SUBMISSION DEADLINE | Saskatchewan time 2:00 PM Tuesday, June 3, 2025 , or as amended by addendum. |
| SUBMISSION LOCATION | Proposals are to be submitted to: Janitorial Services North - Battleford RCMP Detachment RFP#: CNB-EPAI-2025-05-6 City Clerk's Department City of North Battleford 1291- 101 st Street PO Box 460 North Battleford, SK S9A 2Y6 via email to: tenders@cityofnb.ca |

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SECTION 1 SUMMARY OF THE OPPORTUNITY

1.1 Project Description

The purpose of this Request for Proposals is to solicit proposals with pricing to award a multiple year contract for janitorial services at the North Battleford RCMP Detachment located at 1052 101st Street North Battleford.

1.2 Invitation

The City, invites any company (or teams of companies) that is interested in providing service to the City for cleaning the North Battleford RCMP Detachment laid out in the specifications section of the RFP to submit a proposal.

SECTION 2 INSTRUCTIONS TO PROPONENTS

2.1 Timetable

The table below outlines the City's proposed timetable for the RFP.

| Task | Date |
|----------------------|-------------------------------|
| Release Date for RFP | May 14, 2025 |
| Site Visit | Thursday, May 22, 2025 |
| RFP Close Date | 2:00 PM Tuesday, June 3, 2025 |
| RFP Award Date | June 23, 2025 |

The City reserves the right to modify the above schedule. All changes will be made by addendum.

2.2 Registration

Interested Proponents will receive addendums (if issued) from SaskTenders if registered at SaskTenders.ca. Proponents may be forwarded addendums from the City Clerk's Department if time permits. It will be the sole responsibility of the Proponent to monitor SaskTenders.ca and the City of North Battleford website (<https://www.cityofnb.ca/our-city-government/tenders-and-bids/>) to ensure no addendums have been uploaded for inclusion in their Proposal.

Contact the City Clerk's Department to be placed on the bidders list.

City Clerk's Department
1291 – 101 Street
North Battleford, SK
Email: tenders@cityofnb.ca.

2.3 Inquiries

All inquiries are to be directed to:

City Clerk's Department
1291 – 101 Street
North Battleford, SK

Email: tenders@cityofnb.ca.

The City Clerk's Department will record all inquiries and forward inquiries to the appropriate people to provide answers. Answers to inquiries will be provided through the City Clerk's Department. All inquiries and responses may be distributed to all Proponents who acknowledge interest in responding.

Any discrepancies or omissions in the RFP, or questions about the meaning or intent of sections within the RFP, should be brought to the immediate attention of the City Clerk's Department. If an amendment is deemed necessary by the City, an amendment will be issued accordingly.

Any communication not directed through the City Clerk's Department will not be part of the RFP documents and cannot be relied upon by a Proponent when submitting a bid.

If the City Clerk's Department must be contacted by phone, please call City Hall at 306-445-1700 and ask to speak to a person in the City Clerk's Department.

2.4 Site Visit

1. The City will host a Site Visit Thursday, May 22, 2025, time to be determined and will be sent to proponents registered to attend the site visit.
2. Proponents must register with the Contact for the Site Visit, to attend the site visit. Proponents must provide the names of all persons that will be participating in the site visit as the names must be cleared by the RCMP before the Site Visit.
3. Contact for the Site Visit is:
Mike Lepp, Building Manager
Phone: 306-445-1753
Email: mlepp@cityofnb.ca
4. Meeting place is at the front door of the North Battleford RCMP Detachment located at 1052 101st Street North Battleford.
5. The Site Visit is not mandatory but highly recommended as drawings of the facility can not be shared. The site visit will provide the proponent an understanding of the facility layout and a better understanding of the scope of work involved. The City will assume that any proponent submitting a Proposal will be familiar with the condition and layout of the facility, equivalent to if they have or have not participated in the Site Visit.

2.5 Opening of Proposals

The City will open Proposals in private.

2.6 Number of Proposals

Proponents may submit multiple Proposals. Each Proposal should be mutually exclusive and submitted separately.

26.1. Bonding

1. Bid Bond

Proposals shall be accompanied by a bid bond in the amount of 10% of the first full year of the contract proposed. This bid bond shall be given as a guarantee that the contractor will

not withdraw from the competition after the opening of the proposals. The successful contractor's bond will be retained until a contract is signed and the required performance bond (5.1.4) is in place.

SECTION 3 RESPONSES TO THE RFP

3.1 Proposal Submissions

Submissions are to be made on or before 2:00 PM Tuesday, June 3, 2025, Saskatchewan time.

Any submissions received after the stated Closing Time will not be accepted.

Proponents may submit a Proposal either by email or in a hard copy, as follows:

3.1.1. Emailed to tenders@cityofnb.ca

Emailed submissions must include:

- the RFP title in the email Subject Line,
- PDF, Microsoft Word, or Microsoft Excel document(s) containing the Proponent's Proposal.

Proponents are encouraged to contact the City Clerk's Department through City Hall at 306-445-1700 to confirm the email has been received prior to the Closing Date and Time.

3.1.2. Delivered to:

Attention: City Clerk's Department
City Hall
1291 – 101 Street
North Battleford, SK
S9A 2Y6

If the Proponent chooses to submit hard copy, the submission must:

be in a sealed opaque envelope labelled with the Proponent's name and RFP title; and

include three official paper copies of the Proponent's Proposal, or one official paper copy and a USB memory stick including all the PDF, Word, or Excel document(s) containing the Proponent's Proposal. Proponents are responsible to ensure submissions are received prior to the Closing Date and Time.

3.2 Proposal Checklist

Proposals should contain the following information:

1. An introduction to the team including:
 - a) Proposed Manager
 - b) Proposed Supervisor
 - c) Supporting staff
2. Plan of Work including:
 - a) Methodology

- b) Number of staff required
- c) Detailed schedule including staff count to achieve cleaning requirements
- d) Plan to ensure staff coverage during staff sickness or vacation
- 3. Examples of Past Projects
- 4. CVs/Resumés of Team Members
- 5. References
- 6. Bid Bond, Consent to provide performance Bond, Copies of Insurance.

3.3 Project Specific Scope of Work & Deliverables

Refer to Appendix A -.

3.4 Health & Safety, WCB

The successful Proponent is required to conform with the Occupational Health and Safety Act related to the performance of the Contract. In addition, the successful Proponent will be required to supply to the City of North Battleford a valid Clearance Certificate issued by WCB, or if applicable, a letter from WCB verifying Independent Operator's Status.

3.5 Terms of Payment

The successful Proponent shall be reimbursed per their proposal. Requirements for invoices are:

- successful Proponent's invoice number;
- City's Purchase Order (PO) number;
- Project Title; and
- a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date, and a total of these amounts for each task.

Invoices for this project may be progressed monthly. At the end of each phase, an invoice is to be issued that states, this is the final invoice for Phase "X".

SECTION 4 EVALUATION OF QUOTES

4.1 Evaluation Committee

The evaluation of Proposals will be undertaken by an Evaluation Committee.

The evaluation is confidential and will not be published or shared with other Proponents or the public.

4.2 Evaluation Criteria

The Evaluation Committee will compare and evaluate all Proposals to determine which Proposal is the most advantageous for the City. Proposals will be evaluated on the following criteria:

| Description | Score (Max Points) | Weight (%) |
|-----------------------------|-----------------------|------------|
| Experience | 5 | 20 |
| Proposal Detail | 5 | 20 |
| Past Performance/References | 5 | 20 |
| Financial Considerations | 5 | 40 |
| Total | | 100% |

Any score with 1 point or less is an automatic disqualification, regardless of the total score.

The Evaluation Committee will not be limited to the criteria above, and may consider other criteria that is deemed relevant during the evaluation process.

4.3 Experience

Proposal should demonstrate experience with professional cleaning contracts. Experience with cleaning secure locations or for the RCMP will be awarded higher points.

4.4 Proposal Detail

Proposal Detail must be sufficient for the Selection Committee to determine if the Proposal meets the minimum requirements of the goods and services to be procured under this RFP.

4.5 Methodology

The method the Proponent proposes to undertake the work will be evaluated to determine if the Proponent has in place processes, procedures, and approvals necessary to undertake the work and outline how much work the City is expected to do.

4.6 Timelines / Schedule

Key points to highlight would include indicating if the Proposal meets the desired/required timelines, if the proposed schedule is realistic. The Evaluation Committee will also determine which of the Proponents' proposed timelines/schedules best meets the City's needs.

4.7 Past Performance

Evaluation of any Proponent will consider previous business relations with the City of North Battleford.

4.8 References

The City has the right to contact references provided by a Proponent at any time during the evaluation process. References may be contacted by phone and/or in writing, and any information received will be used to assist the Evaluation Committee in assessing a Proponent's capacity and capability to provide the Services outlined in this RFP.

4.9 Interview

Proponents may be interviewed prior to the final awarding of the Contract.

4.10 Demonstration

The Demonstration of the Proponent to use equipment (software) will be considered by the Evaluation Committee.

4.11 Points for Costs

Points will be awarded for costs as follows:

$$Points = 5 * \frac{Lowest\ Proposal\ Cost}{Proposal\ Cost - Lowest\ Proposal\ Cost}$$

4.12 Additional Information

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal. The Evaluation Committee may make requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in its evaluation of a Proposal.

SECTION 5 CONTRACT

5.1 Contract

By submitting a proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the City for the work substantially the same set out in Appendix A -, which forms part of this RFP, and such other terms and conditions to be finalized to the satisfaction of the City, if applicable.

Written notice to a Proponent that it has been identified as the successful Proponent, and the subsequent full execution of a written Contract, will constitute a Contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

5.1.1 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the City within thirty (30) days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent, or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

5.1.2 Business License

To perform work in the City, a Proponent must have a current business license from the City of North Battleford. If the Proponent does not currently have a current business licence from the City of North Battleford, they must indicate in the Proposal that they will acquire one prior to the City paying any invoice issued by the Proponent.

5.1.3. Service Provider Agreement

Upon entering into a Contract to provide goods and or services to the City, including construction, every contractor, contractor's sub-contractor, and supplier will sign and submit a Service Provider Agreement as attached to this RFP.

It is the responsibility of the contractor or supplier to have their sub-contractors and/or suppliers sign the agreement and provide it to the City.

5.1.4. Performance Bond

The contractor shall provide a performance bond in the amount of \$100,000 to guarantee the faithful performance of all obligations under this contract, including but not limited to, the timely completion of required security clearances, adherence to the quality standards specified in this contract, and compliance with all terms and conditions outlined herein.

In the event of the contractor's failure to perform or breach of any material term of this contract, the City shall have the right to draw upon the performance bond to cover any losses or damages incurred as a result of such failure or breach.

Any funds drawn from the performance bond shall be used to cover costs of completing the services, rectifying any defects, or compensating for any other damages resulting from the contractor's default.

The performance bond shall be returned to the contractor upon satisfactory completion of all obligations under this contract and a final acceptance by the City.

5.1.5. Insurance

Without restricting the generality of indemnification, the successful Proponent is required to maintain the following insurance coverage for the entire term of the Contract, and through any subsequent maintenance period. The Proponent shall provide the City of North Battleford with proof of insurance in the form of a certificate of insurance or, if required by the City, a copy of the policy. Proof of the insurance coverage shall be in a form satisfactory to the City prior to commencement of any work being performed.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way, nor cancelled by the Proponent, until 90 days after written notice by registered mail of such change, or if cancellations have been delivered to the City of North Battleford. Contractors shall provide the City evidence that all sub-contractors performing work on the Project have the same types and amounts of coverages as required herein, or that the sub-contractors are included under the bidder's policy.

There are to be no lapses in insurance at any time during the Contract. Failure for the Proponent to keep or maintain its certificate of insurance current will result in the Contract being terminated.

The Proponent must, without limiting the Proponent's obligations or liabilities, and at the Proponent's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Saskatchewan in forms and amounts acceptable to the City.

The following are the minimum insurance requirements of the City of North Battleford, in Canadian dollars:

1. Commercial General Liability

The policy shall provide coverage for Bodily Injury, Property Damage, and Personal Injury and shall include, but not be limited, to:

- a) a limit of liability of not less than \$2,000,000 per occurrence with an aggregate of not less than \$5,000,000;
- b) the addition of the Corporation of the City of North Battleford as an additional insured with respect to the operations of the Named Insured;
- c) a provision for cross liability and severability of interest in respect of the Named Insured;
- d) non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- e) products and completed operations coverage;
- f) broad Form Property Damage;
- g) Contractual Liability;
- h) Owners and Contractors Protective;
- i) provide 30 days' prior notice of cancellation; and
- j) Professional Liability Insurance.

The proponent shall take out and keep in force Professional Liability insurance of \$5,000,000 providing coverage for acts, errors, and omissions arising from their professional services performed under this Agreement. The policy deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Saskatchewan and acceptable to the City of North Battleford.

2. *Automobile Liability Insurance (only applicable if an on-site visit is planned)*

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Saskatchewan, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect to the use or operation of vehicles owned, operated, hired, or leased by the contractor.

3. **Primary Coverage**

The Proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the City.

4. **Certificate of Insurance**

The Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days (about one and a half weeks) prior to contract commencement.

SECTION 6 STANDARD TERMS AND CONDITIONS

6.1 Definitions

Throughout this Request for Information, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP.

“Submission Location” includes the location or email address for submissions.

“Submission Time” means the closing time and date for this RFP.

“Contract” means the written agreement resulting from the RFP executed by the City and the successful Proponent.

“Contractor” means the successful Proponent of the RFP who enters into a Contract with the City.

“City” means the City of North Battleford.

“Evaluation Committee” means the representatives of the City of North Battleford tasked with reviewing responses;

“Must” or “Mandatory” means a requirement that must be met in order for a proposal to receive consideration.

“Proponent” means a person or entity (excluding its parent, subsidiaries, or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP.

“Proposal” means a written response to the RFP that is submitted by a Proponent.

“Request for Proposal” or “RFP” means the solicitation described in this document, including any attached or referenced appendices, schedules, or exhibits and as may be modified in writing from time to time by the City by Addenda.

6.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in this RFP, including those that follow, and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and the statements and representations in the Proponent's proposal. If electronic submissions are to be accepted, then a scanned copy of the Proposal Submission Form included in this RFP, including a signature of an authorized representative of the Proponent which confirms the Proponent's intent to be bound, is acceptable.

6.3 Proposals

6.3.1 Submission Proposal and Deadline

1. Proposals must be submitted before Closing Time to the City as outlined in the Instructions to Bidders section of this RFP using one of the submission methods set out. The Proponent is solely responsible for ensuring that the City receives a complete proposal, including all attachments or enclosures, before the Closing Time. Please notify the specified contact if alternative methods of delivery for proposal documents are required.
2. For electronic submissions:
 - a) The Proponent is solely responsible for ensuring that the complete electronic proposal, including all attachments, is received before Closing Time.

- b) The City's email system accepts email attachments up to a maximum size of 15MB total. Emails with attachments larger than this will be undelivered. Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the City's internet service provider.
- c) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same proposal. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may send multiple emails to reduce attachment file size to be within the maximum applicable size. Proponents should identify the order and number of emails which comprise the email proposal submission (e.g., "email 1 of 3, email 2 of 3...").
- d) For email proposal submissions sent through multiple emails, the City reserves the right to seek clarification or reject the proposal if the City is unable to determine which documents constitute the complete proposal.
- e) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted, and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The City may reject proposals that are compressed, cannot be opened, or that contain viruses, malware, or corrupted attachments.
- f) For email proposal submissions, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number, and the project or program title.
- g) The City strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal, including any attachments, before Closing Time.
- h) The Proponent bears all risk associated with delivering its proposal by electronic submission including, but not limited to, delays in transmission between the Proponent's computer and the City's email system.
- i) While the City may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the City's electronic mail system rejects an email proposal submission for any reason and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the City's Contact listed in the Instructions to Bidders section of this RFP to confirm receipt of the email if:
 - i) the Proponent's email proposal submission is rejected by the City's electronic mail system; or
 - ii) the Proponent does not receive a response email from the City confirming receipt of the email and all attachments one hour prior to the closing time of the RFP.
- j) An alternate submission method may be made available, at the City's discretion, commencing one half hour before the Closing Time. It is the Proponent's sole

responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the City before the Closing Time. The City makes no guarantee that an alternative submission method will be available, or that the alternative submission method will ensure that a Proponent's proposal is received before Closing Time.

6.3.2. Completeness of Proposal

By submitting a proposal, the Proponent understands that, if the RFP is to design, create, or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal, or will be provided by the Contractor at no additional charge.

6.3.3. Proposal Amendment or Withdrawal

Proposals may be changed by written amendment if received before the Closing Time, but not after. The amendment must include:

- a cover letter explaining what is to be changed, duly signed by the authorized signatory of the Proponent;
- any documents to be substituted, clearly marked with a date and initialed; and
- any additional documents.

Proposals may be withdrawn in writing if received before the Closing Time, but not after. In the case of physically delivered Proposals, if the Proponent does not pick the submitted proposal package when delivering the letter of withdrawal, the City will not open the proposal package and will keep it for 5 business days for the Proponent to pick up. If the proposal package is not picked up after 5 business days, the unopened proposal package will be destroyed. In the case of emailed submissions, the City Clerk's Department will delete the submission without printing or circulation.

6.3.4. Proposal Documents and Site Examination

Proponents, by submitting a response to the RFP, are deemed to have carefully examined the RFP, including all attached Schedules and other attached documents, prior to preparing and submitting a Proposal, with respect to any and all facts.

All Proponents, before submission of their proposal, will have thoroughly examined all Proposal Documents, as well as the site(s) of the proposed Work (if applicable), in order to inform themselves of the conditions attending to the execution of the Work.

Where applicable, the site information will be made available to all Proponents during the bidding period for review. If a Proponent finds discrepancies in, or omissions from, the Proposal Documents, or if in doubt as to the meaning, the Proponent shall notify the City. If required, an addendum will be issued for clarification.

6.3.5. Compensation

All prices, fees, shall quoted in the proposal shall:

- include all applicable taxes, duties, costs of packing, transportation and other charges, unless otherwise expressly stipulated in the proposal;

- be in Canadian (CAD) funds;
- remain firm and irrevocable and open for acceptance by the City for a period of 120 calendar days after the Official Closing Time indicated in this RFP; and
- be firm, if awarded, for the duration of the contract.

6.3.6. Addendum

If the City determines that an amendment is required to the RFP, the City will issue a written addendum, which will be posted electronically through:

- SaskTenders, and/or
- the City website.

It is the responsibility of the Proponent to verify if any addendums have been posted.

The City reserves the right to revise this RFP up to the Proposal Submission Date. When the City issues an addendum two business days or less prior to the Proposal Submission Date, the City will extend the closing date to allow Proponents a minimum of three business days to revise and submit their proposals.

All terms and conditions which are not modified by addendum shall remain unchanged.

By submission of a Proposal to the City, the Proponent is deemed to have received, accepted, and understood the entire RFP, including any and all addendums. Proponents will need to acknowledge that they have addressed all addendums issued in their proposal.

6.3.7. Submissions are Owned by the City

All submissions become the property of the City at Closing Time and will not be returned to the Proponent unless withdrawn by the Proponent prior to the Closing Time. All submissions are considered to contain confidential business information of the Proponent and will be held in confidence by the City unless otherwise required by the laws applicable to the Province of Saskatchewan. Proponents should be aware the City is subject to Municipal Freedom of Information and Protection of Privacy Act.

6.4 Proponents' Proposal Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs of preparing a proposal and for subsequent finalizations with the City, if any. The City will not be liable to any Proponent for any claims, whether for costs, expenses, damages, or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

6.4.1. Proposal Evaluation Criteria

Proposals will be assessed in accordance with the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent. The City is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.

Proposals will be evaluated by an Evaluation Team comprised of appropriate staff members of the City and others, when applicable. The Evaluation Team will contact Proponents for interviews if they deem necessary.

The City reserves the right to shortlist Proponents to a number of the top scoring Proponents. These short-listed Proponents must be prepared to:

- answer questions on their proposal submission;
- clarify their proposal, including a written response to a request for clarification, which shall then form part of the Proponent's proposal;
- cooperate with the City with respect to interview scheduling, if required; and any other requirements as requested by the City.

The lowest cost or highest scoring proposal will not necessarily be accepted.

6.4.2 Resource Commitments

The successful Proponent must make available the appropriately skilled workers, consultants, or subcontractors, as appropriate, to carry out the Contract. These resources must be available on a dedicated basis, as required, to carry out the Contract with due care, skill, and efficiency to meet the City's project deadlines. The selected Proponent will ensure that staff assigned to work on this Project have the necessary education, licenses, and certifications where necessary.

6.4.3 Subcontractors

Unless the RFP states otherwise, the City will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity which will be the Proponent, being the company or individual with the sole responsibility to deliver the services under the Contract. The City will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed subcontractors, if applicable.

All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP, or a relationship with any employee, contractor, or representative of the City involved in preparation of the RFP, participating on the evaluation committee, or through the administration of the Contract.

If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the City's Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest, either actual or potential, with respect to the RFP.

6.5 City's Rights

6.5.1. Submission of a Response Does not Create Contract A

This RFP process is not intended to create a formally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising from this process.

No legal obligation regarding the procurement of any good or service shall be created between the Proponent and the City.

6.5.2. Cancellation of RFP

The City reserves the right to cancel the procurement of goods and service outlined in this RFP at any time, including rejecting of all Proposals, up to the execution of a contract with a proponent.

6.5.3. Disqualification of Proposals

Proposals which are incomplete or do not meet any of the requirements specified, or are received after the Proposal Submission deadline, as received by the City on the date, time, and place as outlined in this document, will not be considered. Proponents are solely responsible for ensuring that proposals are delivered as required.

6.5.4. Legal Entities

The City reserves the right in its sole discretion to:

disqualify a proposal if the City is not satisfied that the Proponent is clearly identified;

request, prior to entering into a Contract with a Proponent, that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the City that the Proponent has the power and capacity to enter into the Contract; and

not enter into a Contract with a Proponent if the Proponent cannot satisfy the City that it is the same legal entity that submitted the Proponent's proposal.

6.5.5. Past Legal Action (Litigation)

In addition to any other provision of this RFP, the City may, at its absolute discretion, reject the Proposal of a Proponent (or any office or director of the Proponent submitting the Proposal) if it is, or has been, engaged directly, or indirectly, in legal action against the City, its elected or appointed officers, representatives, or employees in relation to any matter, or, if the City has initiated legal action against any officers or directors of the Proponent.

6.5.6. The City's Right to Accept or Reject

The City of North Battleford reserves the right to reject any or all Proposals, including, without limitation, the lowest RFP, and to award the Contract to whomever the City of North Battleford in its sole and absolute discretion deems appropriate, notwithstanding any custom of the trade to the contrary, nor anything contained in the Contract documents or herein.

The City of North Battleford shall not, under any circumstance, be responsible for any costs incurred by the Proponent in the preparing of its Proposal.

Without limiting the generality of the foregoing, the City of North Battleford reserves the right, in its sole and absolute discretion, to accept or reject any proposal which, in the view of the City of North Battleford is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the City of North Battleford considers unbalanced, or which is unaccompanied by a Bid Bond or Consent of Surety issued by a surety not acceptable to the City of North Battleford.

Criteria which may be used by the City of North Battleford in evaluating proposals and awarding the Contract are in the City of North Battleford's sole and absolute discretion, and, without limiting the generality of the foregoing, may include one or more of: price, total cost to the City of North Battleford, reputation, claims history of the Proponent, qualifications and experience of the Proponent and its personnel, quality of services and personnel proposed by the Proponent, ability of the Proponent to ensure continuous availability of qualified and experienced personnel, the Project Schedule and Plan, the proposed Labour and Equipment, and the proposed Supervisory Staff.

Should the City of North Battleford not receive any proposal satisfactory to the City of North Battleford in its sole and absolute discretion, the City of North Battleford reserves the right to re-advertise the Request for Proposal or negotiate a contract for the whole or any part of the Project with any one or more persons whatsoever, including one or more of the Proponents.

6.5.7. Discrepancies in Proponent's Financial Proposal

If any discrepancies, errors, or omissions in pricing submitted are found in the Proposal, the City shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted. In particular:

1. if there is a discrepancy between the unit price and the extended total, then the unit price shall be deemed correct, and corresponding correction will be made to the extended total;
2. if a unit price has been given, but the corresponding extended total has been omitted, the extended total will be calculated from the unit price and estimated quantity; and
3. if the extended total has been given, but the corresponding unit price has been omitted, then the unit price will be calculated using the extended total and the estimated quantity.

6.5.8. Negotiations

The City may award the Contract on the basis of initial Proposals received without further discussions. Therefore, each Proposal should contain the Proponent's best terms and information, including all required documentation, as listed in the RFP. The City reserves the right to enter into discussions or negotiations with the selected Proponent. If the City and the selected Proponent cannot negotiate a satisfactory Contract, the City may, at its sole discretion, terminate negotiations and begin negotiations with the next selected Proponent and continue with this process until a satisfactory Contract is negotiated. No Proponent shall have any rights against the City arising from such negotiations.

6.5.9. No Adjustments to Proposals

No unilateral adjustments by Proponents to submitted Proposals will be permitted. Proponents may withdraw their Proposal prior to Closing Date and Time by notifying the City in writing. Proponents who have withdrawn a proposal may submit a new Proposal which must be received

by the City under the same terms as outlined in this document. After the Closing Date and Time, the Proposal is binding to the Proponent. If the City requires clarification of a Proponent's Proposal, that Proponent will provide a written response to a request for clarification, which shall then form part of the Proponent's Proposal.

6.5.10. Period of Validity of Proposals and Agreement

Unless otherwise specified, all Proposals submitted shall be irrevocable for 120 calendar days following the Closing Date.

6.5.11. Intellectual Property Rights

The City will retain the intellectual property rights, including patents, copyright, trademark, concept design, and trade secrets in any deliverable product or products developed through this Contract. Licensing and marketing rights to the developed product will not be granted in this Contract.

Proposals regarding these rights should not be limited to the City in response to this Request for Proposal and will not be considered in the evaluating responses.

6.5.12. Provisional Items

Items listed as provisional may or may not be included in the Contract Award.

The City reserves the right to diminish all or any portion of the items listed as provisional at any time before, during, or after the Contract award, and no claim shall be made for damages on grounds of loss of anticipated profit or for any other reason.

6.5.13. Liability for Errors

While the City has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

6.5.14. Contractor/Consultant/Service Provider Performance Evaluation

The City, at any time during and/or after the completion of the Contract, may conduct a formal evaluation of the Proponent's performance using a performance evaluation form as established by the City. The results of the formal evaluation process shall be provided to the Proponent. If performance is unsatisfactory, the City may suspend the rights of any Proponent to bid on future requests for bids.

6.6 Health and Safety

The City has specific requirements that Contractors working for the City must adhere to with respect to Health and Safety, which are listed below.

1. For the purposes of this Contract, with respect to Health and Safety, the following definitions apply:

Contractor - A contractor is an individual, business, or other entity retained by the City who performs their service for the City. This term applies to all contractors, all contractor employees, and any sub-contractors hired by the contractor.

Service Provider - Includes contractors, subcontractors, consultants, and suppliers who complete business on City properties or worksites.

Competent Worker - With respect to a particular task or duty, includes a worker who is being trained to perform that task or carry out that duty, and who is under close and competent supervision during that training.

Health and Safety Coordinator - City representative who is a resource for Occupational Health and Safety Acts and Regulations interpretation and implementation.

Project Leader - City representative who is responsible for the completion of the project or work for which the contractor or service provider has been engaged.

2. The Health and Safety Coordinator will:
 - assist with identifying and resolving health and safety issues;
 - coordinate pre-construction meetings with the Project Leader; and
 - complete planned and unplanned work site inspections, and make health and safety recommendations as required.
3. Contractors / Service Providers will:
 - cooperate and comply with the City of North Battleford Safety Program;
 - perform all work in a safe manner and refuse to participate in unsafe activities;
 - provide Competent Workers;
 - provide necessary education, training, and safety equipment for their employees;
 - have complete control of the work and work area and will provide adequate and competent supervision of the workers;
 - inspect the project work areas and correct any hazards identified;
 - investigate any accidents, injuries or near-misses, no matter how slight, (including property damage), and provide a copy of the investigation report to the City's Project Leader and the City's Health and Safety Coordinator or designated alternate;
 - address any non-compliance issues with their staff, and take appropriate corrective and/or disciplinary action;
 - ensure the following Procedures are in place for all worksites on/in City property, and ensure the Procedures are understood by all onsite staff and sub-contractors. Emergency procedure copies will be forwarded by the Contractor to the City's Health & Safety Coordinator.
 - Emergency procedures
 - Emergency Evacuation Plan
 - First Aid
 - document Toolbox Meeting and other safety meetings as required during the execution of the work;
 - provide copies of the Toolbox and Safety Meetings to the City upon request;

- ensure that a risk assessment is completed on all projects. Documentation verifying the Contractor's staff and sub contractors have completed the necessary safety training for work being performed will be made available to the City upon request;
- supply and ensure all workers wear required PPE, and that such PPE is kept in good condition;
- provide a current and active WCB account number and COR number (if certified); and
- cooperate with the City in all matters relating to health and safety.

6.7 Legal Matters

6.7.1. Confidentiality

Confidentiality of records and information relating to this work must be maintained at all times. The Proponent acknowledges that prior to the Closing Time, it may be required to enter into a confidentiality agreement with the City in order to obtain access to confidential materials relevant to preparing a Proposal.

All correspondence, documentation, and information provided by City staff to any Proponent in connection with, or arising out of this Request for Information (RFP), or the acceptance of any proposal:

- remains the property of the City;
- must be treated as confidential; and
- must not be used for any purpose other than for replying to this RFP, and for fulfillment of any related subsequent Contract.

6.7.2. Conflict of Interest Statement

In its Proposal, the Proponent must disclose to the City any potential conflict of interest that might compromise the performance of the Work. If such a conflict of interest does exist, the City may, at its discretion, refuse to consider the Proposal. The Proponent must also disclose whether it is aware of any City employee, Council member, or member of a City agency, board or commission, or employee thereof having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises during the evaluation process or the negotiation of the Agreement, the City may, at its discretion, refuse to consider the Proposal or withhold the awarding of any agreement to the Proponent until the matter is resolved to the City's sole satisfaction.

If during the evaluation process or the negotiation of the Agreement, the Proponent is retained by another client, giving rise to a potential conflict of interest, then the Proponent will so inform the City. If the City requests, then the Proponent will refuse the new assignment, or will take such steps as are necessary to remove the conflict of interest concerned.

6.7.3. No Lobbying

A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor, or representative of the City, including members of the

Evaluation Committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

6.7.4. Non-Collusion

Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the City discovers there has been a breach of this requirement at any time, the City reserves the right to disqualify the proposal or terminate any ensuing Agreement.

6.7.5. Legislative and Licensing Requirements

All Proponents shall comply with all legislation and regulations, which are, or may become, applicable to the services provided.

6.7.6. Municipal Freedom of Information and Protection of Privacy Act

The Proponent acknowledges that any Proposal, Detailed Work Plan, and Pricing (the “Bid Submission”) submitted shall become a record belonging to the City of North Battleford and, therefore, are subject to the Municipal Freedom of Information and Protection of Privacy Act. This Provincial Law gives individuals, businesses, and other organizations a legal right to request records held by the City, subject to specific limitations.

The Proponent should be aware that it is possible that any records provided to the City including, but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials, or information about staff, parties to the Bid Submission, or suppliers, could be requested under this law.

If the Proponent believes that all or part of the Bid Submission should be protected from release, the relevant part(s) should be clearly marked as confidential. Please note that this will not automatically protect the Bid Submission from release, but it will assist the City in making a determination on release, should a request be made.

At minimum, the identity of the Proponent, along with total bid amount and final scoring may be made public in the staff report to City Council.

All correspondence, documentation, and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponent’s Bid Submission.

APPENDIX A - SCOPE OF WORK & DELIVERABLES

1. INTRODUCTION

The proposal is to provide cleaning services for all areas of the RCMP Detachment. The total building area is approximately 2,100 sq. meters.

Following is the approximate area of each type of flooring:

| | |
|---------------------------|-------------------|
| Carpet | 500 square meters |
| Resilient Flooring | 900 square meters |
| Seamless Flooring..... | 375 square meters |
| Hardened Sealer | 275 square meters |
| Quarry Tile Flooring..... | 45 square meters |

2. SCOPE OF WORK

- 2.1. The contractor is responsible for providing own cleaning equipment. This includes but is not limited to mops, brooms, scrub pails, floor machines, dust rags, carts, spray containers, etc. The City will provide the necessary consumable cleaning supplies and paper products.
- 2.2. Full cleaning services will be provided six (6) days a week with a basic cleaning of washrooms and common areas on the 7th day as determined by the RCMP and the City. Unless otherwise agreed to in writing, a minimum of 2 staff will be dedicated to the cell area rooms. Cleaning is to be completed as per the timelines attached in Appendix 'B' schedule unless satisfactory alternate arrangements are made with the City of North Battleford and Officer in Charge (OIC) or designate of Battlefords RCMP Detachment.
- 2.3. The cleaning schedule is to be approved by the Officer in Charge (OIC) or designate of Battlefords RCMP Detachment. It is anticipated that cleaning will take place during the day and early evening hours as per the times provided in Schedule 'B'.
- 2.4. The contractor is responsible for the monitoring of their staff and completion of the duties. Any deficiencies noted by the detachment staff or the City must be rectified immediately.
- 2.5. Contractors must maintain a current list of employees that are working in the detachment with the Detachment Staff Sergeant or designate and the City. The contractor and all the employees who work within the RCMP building must pass and maintain RCMP security clearance. RCMP Security applicants must be a permanent Canadian resident. Security clearance typically takes 12 weeks to process once submitted.
- 2.6. The contractor is responsible to arrange and incur all costs associated with hiring commissionaires during the security clearance period. The contractor will provide this as an additional weekly cost, on the RCMP cleaning proposal bid form. The City will reimburse these costs to the contractor for up to 12 weeks or until the contractor has two cleaners approved for their security clearance, whichever comes first. One commissionaire per employee will be required during this time. If the contractor already has staffing with the

required RCMP security clearance, then enter a rate of \$0.00 for the commissionaires total, on Appendix 'C' Proposal Submission Form

- 2.7. The contractor will be required to develop and maintain a log of all cleaning tasks and submit the log to the OIC or designate at the end of each month.
- 2.8. The contractor will be required to provide after-hours or additional cleaning as requested by the RCMP or Detachment staff. This will be billed separately to the City as per the amount bid.
- 2.9. The contractor to comply with the City's Safety program and adhere to City, RCMP, OH&S safe work practices and ensure all necessary PPE is worn at all times.
- 2.10. Complete all cleaning duties and schedules as outlined in Appendix "B". All areas will be cleaned and maintained to a standard acceptable to the City of North Battleford and OIC.
- 2.11. All proposals must be accompanied with a completed RCMP cleaning proposal bid form Appendix 'C'.

APPENDIX B - SCOPE OF WORK & DELIVERABLES

1. Start and End of Every Day

1. **Location: Lunchroom/Boardroom – Room 103**

- ☐ Empty garbage and replace bags.
- ☐ Replenish paper towel, soap.
- ☐ Clean and disinfect table and counters.
- ☐ Clean and disinfect fronts of fridges and microwaves.
- ☐ Clean sink. (Coffee pots, cups and dishes are not included.)

2. Daily Work Is Only To Be Done Between 09:30 – 11:30

1. **Location: Cells – Rooms 153, 154, 167, 168, 169, 170, 172, 173, 174, 175, 176, 177, 178, 179, 181, 182, 183, 184**

***Supplies and equipment used in cells are not to be used anywhere else in the building.**

- Cells are to be cleaned and disinfected if they have been occupied by prisoners:
 - ☐ Vacuum floors, benches, baseboards and mattresses.
 - ☐ Wash, clean and disinfect all parts of cell: wall, floor, baseboard, benches, sink, toilet, cell door, handles, mattress.
 - ☐ Ceilings washed and disinfected as required to ensure cleanliness.
 - ☐ Remove any paper from lights, walls, ceilings, etc.
 - ☐ Report any damage to blankets, mattresses, mattress covers or any other damage to cell block to the guard.
 - ☐ Any objects, pens, pencils, tobacco etc. are to be reported to the guard on duty.
 - ☐ Process for lice, fleas, ticks, large amount of biohazard, etc. – refer to SOP.

2. **Location: Cell Block Area (Everything except cells)**

- Daily
 - ☐ Sweep and wash guard desk area and corridor floors, as well as cell door tracks.
 - ☐ Sweep and wash floors in rooms and corridors #146, 149, 150, 151, 152, 155, 156, 157, 158, 159, 163, 164, 165.1, 166, 171, 180.

- ☐ Replenish all paper supplies.
- ☐ Empty all garbage and replace bags (149, 150).
- ☐ Clean and disinfect all desks, book-in stations (not 149, 150).
- ☐ Clean and disinfect high contact doors, handles, prisoner phone, counters, chairs, benches.
- Weekly
 - ☐ Lockers wash out and disinfect. Will have to schedule with guard for empty ones.
 - ☐ Do not use the same cloths and rags that were used in the cell area.
 - ☐ Check, clean and wash all walls as required so to ensure cleanliness.
 - ☐ Clean and disinfect showers.
- Quarterly
 - ☐ Clean HVAC input/output grilles.
- Annual
 - ☐ Wash all walls.

3. Location: Washrooms/ Showers - Cell block – Rooms #160, 161, 162.

- Daily
 - ☐ Clean and disinfect sinks, toilets.
 - ☐ Clean and disinfect countertops, mirrors, floors, and walls around commonly used items such as paper towel dispensers, handles.
 - ☐ Clean mirrors.
 - ☐ Clean and disinfect high-touch areas (stall doors, door, sanitary waste receptacles, handles).
 - ☐ Empty garbage and replace bags.
 - ☐ Ensure adequate supplies exist. Replenish paper towel, toilet tissue, soap.
 - ☐ Wash all hard floor surfaces.
- Annually
 - ☐ Wash all walls and partitions and clean woodwork.

3. Daily Work Is To Be Done Between 08:00 – 16:00:

1. **Location: Offices/Rooms #104, 105, 106, 108, 111, 112, 132, 133, 134, 135, 137, 138, 139, 140, 141, 186, 187, 188, 189.**

- Daily
 - ☐ Empty garbage, recycling, waste supplies and replace bags.
 - ☐ Vacuum carpets
 - ☐ Sweep and wash hard flooring areas static/chair mats.
- Twice a week
 - ☐ Clean and disinfect high-touch surfaces – phones, chair arms, handles, desktops, counter tops. This only applies to those areas that have papers neatly stocked and are cleaned up. Under no circumstances is the contractor to move any papers or other articles to wipe a desk or countertop.
 - ☐ Check for and remove marks and smudges from walls.
- Weekly
 - ☐ Dust hangings, horizontal surfaces, top of doors and cabinets, high ledges.
 - ☐ Dust or damp wipe window ledges.
- Quarterly
 - ☐ Dust and clean blinds.
 - ☐ Clean HVAC input/output grilles.
- Biannually
 - ☐ Wash windows, interior and exterior, spring and fall.

2. **Location: Rooms # 114, 130, 131, 144, 185**

- Daily
 - ☐ Remove garbage and replace bags.
 - ☐ Sweep and mop floors.
 - ☐ Clean and disinfect high-touch surfaces – phones, chair arms, handles, desktops, counter tops. This only applies to those areas that have papers neatly stocked and are cleaned up. **Under no circumstances is the contractor to move any papers or other articles to wipe a desk or countertop.**

3. Location: Rooms #115, 123

- Weekly
 - ☐ Sweep and mop floors.

4. No Time Restrictions on When the Work is Performed

1. Location: General Rooms - #113, 116, 128 (bullpen/open cubicles, response area/steno cubicles, admin filing area)

- Daily
 - ☐ Clean and disinfect high-touch surfaces – phones, chair arms, handles, desktops, counter tops. This only applies to those areas that have papers neatly stocked and are cleaned up. Under no circumstances is the contractor to move any papers or other articles to wipe a desk or countertop.
 - ☐ Empty all garbage, recycling, and waste supplies, and replace bags.
 - ☐ Check for and remove marks and smudges from walls.
- Weekly
 - ☐ Clean both sides of glass partitions.
 - ☐ Dust hangings, horizontal surfaces, top of doors and cabinets, high ledges.
- Quarterly
 - ☐ Clean HVAC input/output grilles.
- Annually
 - ☐ Wash all walls and partitions and clean woodwork.

2. Location: Entrances: Front lobby – Rooms #100, 101, 102, Corridors #142, 143, 193 (*Front lobby done before 0800 preferred)

- Daily
 - ☐ Clean and disinfect high-touch areas - Lobby: public phone, front counter, handles, doors.
 - ☐ Sweep and wash floor- Lobby floor (tile).
 - ☐ Vacuum mats and grates. - All
 - ☐ Clean and disinfect - Lobby bathroom toilet, sink, counter and mirrors.
 - ☐ Clean and disinfect high-touch areas – Side entrances– handles, doors.

- ☐ Glass surfaces– All – doors, side panels, front counter divider.
 - Weekly
 - ☐ Lobby – Clean plastic chairs.
 - Monthly
 - ☐ Remove grating, vacuum and clean underneath.
 - Quarterly
 - ☐ Clean HVAC input/output grilles.
 - As required.
 - ☐ Remove marks, smudges from walls.
3. **Location: *Offices/Rooms #107, 109, 110, 121, 122, 124, 125, 126, 127, 145, 164.1, 165, 190, 191, 192.***
- Daily
 - ☐ Empty garbage, recycling, waste supplies and replace bags.
 - ☐ Vacuum carpets
 - ☐ Sweep and wash hard flooring areas static/chair mats
 - Twice a week
 - ☐ Clean and disinfect high-touch surfaces – phones, chair arms, handles, desktops, counter tops. This only applies to those areas that have papers neatly stocked and are cleaned up. Under no circumstances is the contractor to move any papers or other articles to wipe a desk or countertop.
 - ☐ Check for and remove marks and smudges from walls.
 - Weekly
 - ☐ Dust hangings, horizontal surfaces, top of doors and cabinets, high ledges.
 - ☐ Dust or damp wipe window ledges.
 - Quarterly
 - ☐ Dust and clean blinds.
 - ☐ Clean HVAC input/output grilles.
 - Biannually

- ☐ Wash windows, interior and exterior, spring and fall.

4. Location: Washrooms/ Locker Rooms - #117, 118, 119,120

- Daily
 - ☐ Clean and disinfect sinks, toilets.
 - ☐ Clean and disinfect countertops, mirrors, floors, and walls around commonly used items such as paper towel dispensers, handles.
 - ☐ Clean mirrors.
 - ☐ Clean and disinfect high-touch areas (stall doors, door, sanitary waste receptacles, handles).
 - ☐ Empty garbage and replace bags.
 - ☐ Ensure adequate supplies exist. Replenish paper towel, toilet tissue, soap.
 - ☐ Wash all hard floor surfaces.
- Annually
 - ☐ Wash all walls and partitions and clean woodwork.

5. Additional:

- ☐ Annually - Strip and wax all linoleum or vinyl-type flooring annually as arranged through the City and RCMP. The city will supply all stripper and wax.
- ☐ Monthly – Check condition and clean all eyewash stations.
- ☐ Monthly - Deep clean of cells, cleaning to be split into two days, half of cells done on each day.
- ☐ Daily - Ensure adequate supply of hand sanitizer in dispensers throughout building.

6. FACILITY ROOM LIST

| Time | Room | Name |
|---------------------|-------|----------------------------|
| BEFORE 08:00 | 100 | Front Lobby |
| | 101 | Lobby |
| | 102 | Lobby Washroom |
| | 103 | Boardroom / Lunchroom (AM) |
| | 103 | Boardroom / Lunchroom (PM) |
| AVAILABLE ANY HOURS | 107 | Finance |
| | 109 | Sgt. |
| | 110 | Cpt. |
| | 113 | Bullpen |
| | 116 | File Room |
| | 117 | Locker Room - Female |
| | 118 | Washroom - Female |
| | 119 | Locker Room - Male |
| | 120 | Washroom - Male |
| | 121 | Custodial |
| | 122 | Monitor Room |
| | 124 | Interview Room |
| | 125 | Interview (Soft) Room |
| | 126 | Interview Room |
| | 127 | Mail Room |
| | 128 | Front Support |
| | 129 | Response Area / Stenos |
| | 143 | Vestibule / Corridor |
| | 145 | Gym |
| | 164.1 | Hearing Room – Non Secure |
| | 165 | Phone Room – Non Secure |
| | 190 | Victim Services |
| | 191 | Victim Services |
| | 192 | Victim Services |
| | 193 | Hallway |

| Time | Room | Name |
|--|------|------------------------|
| CLEANED BETWEEN THE HOURS OF 08:00 – 16:00 | 104 | OPS NCO |
| | 105 | OIC |
| | 106 | Office Manager |
| | 108 | OPS Support NCO |
| | 111 | CRT |
| | 112 | ORMS |
| | 114 | Exhibit Locker - Outer |
| | 115 | Exhibit Locker - Inner |
| | 123 | Storage / File Room |
| | 130 | Radio Room |
| | 131 | Gun Room |
| | 132 | IT |
| | 133 | IT Bay |
| | 134 | IT |
| | 135 | IT |
| | 137 | IT |
| | 138 | FIS Bay |
| | 139 | FIS |
| | 140 | FIS |
| | 141 | FIS |
| | 142 | FIS |
| | 144 | GTF |
| | 185 | PDS |
| | 186 | Provincial GIS |
| | 187 | Municipal GIS |
| | 188 | Project Room |
| | 189 | Municipal GIS |

| Time | Room | Name |
|---|-------|-------------------------|
| CELL AREA ROOMS – MUST BE BEWTEEN – 09:30 - 11:30 | 146 | Hallway |
| | 149 | Fingerprint / DNA Room |
| | 150 | Intox Room |
| | 151 | Secure Bay |
| | 152 | Secure Bay |
| | 153 | Cell |
| | 154 | Cell |
| | 156 | Cell Block Kitchen |
| | 157 | Prisoner Locker Room |
| | 158 | Guard Desk Area |
| | 159 | Provo. Sup. |
| | 160 | Staff Bathroom |
| | 161 | Cell Block Shower |
| | 162 | Cell Block Shower |
| | 163 | Cell Block Custodial |
| | 164 | Hearing Room - Secure |
| | 165.1 | Phone Room - Secure |
| | 166 | Interview Room - Secure |
| | 167 | Cell |
| | 168 | Cell |
| | 169 | Cell |
| | 170 | Cell |
| | 171 | Corridor Between Cells |
| | 172 | Cell |
| | 173 | Cell |
| | 174 | Cell |
| | 175 | Cell |
| | 176 | Cell |
| | 177 | Cell |
| | 178 | Cell |
| | 179 | Cell |
| | 180 | Corridor Between Cells |
| | 181 | Cell |
| | 182 | Cell |
| | 183 | Cell |
| | 184 | Cell |

APPENDIX C - PROPOSAL SUBMISSION FORM

REQUEST FOR PROPOSAL No. RFP#: CNB-EPAI-2025-05-6

PROJECT: Janitorial Services North - Battleford RCMP Detachment

CLOSING: 2:00 PM Tuesday, June 3, 2025

Legal Name of Proponent: _____

Business Address of Proponent: _____

Primary Contact Person: _____

Primary Contact Person's Title: _____

Contact Person's Telephone Number: _____

Contact Person's Email: _____

Proposed Fee's for Services:

| Service Period | Unit | Unit Rate | Quantity | Total |
|--------------------------------------|-------|-----------|----------|-------|
| August 1, 2025 to December 31, 2025 | Month | \$ | 5 | \$ |
| Commissionaires | Week | \$ | 12 | \$ |
| Subtotal 2025 | | | \$ | |
| January 1, 2026 to December 31, 2026 | | \$ | 12 | \$ |
| January 1, 2027 to December 31, 2027 | | \$ | 12 | \$ |
| January 1, 2028 to December 31, 2028 | | \$ | 12 | \$ |
| January 1, 2029 to December 31, 2029 | | \$ | 12 | \$ |
| Total Fees | | | \$ | |
| PST @ 6% of Total Fees | | | \$ | |
| Total Fees plus PST | | | \$ | |
| GST @ 5% of Total Fees | | | \$ | |
| Total Fees plus PST & GST | | | \$ | |

Proposed Fee's for Additional Services:

| | Unit | Unit Rate | | |
|--|------|-----------|--|--|
| Additional cleaning beyond the requirements of Schedule "A" (ie. Cell cleaning) on an as needed or after-hours bases | hour | \$ | | |

I/WE hereby submit my/our proposal for the provision of the services as described within the RFP documents for the above, named project.

I/WE have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data.

I/WE agree, if selected, to provide those goods and/or services to the City in accordance with the terms, conditions and specifications/terms of reference contained in the Proposal Document and in our submission.

I/WE agree that we are in receipt of addendum _____ to _____ inclusive, and the Proposal Price includes provisions set out in such addendum.

I/WE agree that the undersigned is/are authorized and empowered to sign and submit this proposal.

Proponent's Legal Name _____

Street Address _____ City _____ Postal Code _____

Print Name of Person Signing for Company _____

Print Title of Person Signing for Company _____

Email address _____ Phone No. _____ Fax No. _____

Signed at _____ this day of _____, 2024.

Signature of Person Signing for Company _____

THIS FORM SHALL BEAR AN ORIGINAL SIGNATURE (electronic), BY AN OFFICER WITH AUTHORITY TO BIND THE COMPANY AND BE SUBMITTED TO BE A VALID OFFER

APPENDIX D - DECLARATION OF DISCLOSURE

To: CITY OF NORTH BATTLEFORD

Name of Company: _____

I/WE DECLARE that no person, Company, or corporation, other than the one whose proper officers is or are attached below, has any interest in this Request for Information or in the Contract.

I/WE FURTHER DECLARE that this Request for Information is in all respects fair and without collusion or fraud.

I/WE FURTHER DECLARE that no City employee, or member of Council (or their families) is, or will become, interested directly or indirectly as a contracting party or otherwise in the performance of the Contract or in the supplies, work, or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

I/WE FURTHER DECLARE that the statements contained in the RFP are in all respect true.

I/WE hereby propose and offer to enter into the Contract on the terms and conditions and under the provisions set forth in the RFP, and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities and unit prices attached to this Proposal.

I/WE AGREE that this RFP is an offer which is to continue open for acceptance until the formal Contract is executed by the Contractor or for 90 days following the Proposal closing date, whichever occurs first, and that the City may at any time within that period, and without notice, accept this Proposal whether any other Proposals had been previously accepted or not.

Signature of Authorized Signing Officer: _____

Print Name of Signing Officer: _____

Position: _____

Name of Company: _____

Date : _____

APPENDIX E - SERVICE PROVIDER AGREEMENT

Whereas the City of North Battleford desires to hire only safety-conscious and reliable companies with a firm commitment to employ competent persons, supervisors and workers to perform work for the City of North Battleford in compliance with good industry practices and applicable legislation; and the City of North Battleford requires close coordination of all parties performing work for the City of North Battleford to reduce the likelihood of loss to all workers, equipment and plant facilities; the City of North Battleford will appoint a contract administrator for all contractual agreements with Service Providers.

(Company Name) _____ (henceforth referred to as the "Service Provider") firmly commits to workplace safety and will adhere to all and any related requirements of the City of North Battleford when performing work for the City of North Battleford:

1. Compliance with Legislation

The Service Provider shall perform all work undertaken for the City of North Battleford in compliance with all laws, regulations, standards and City of North Battleford requirements.

2. Orientation

The Service Provider shall ensure that all their employees receive site orientation and the Service Provider's area and job specific orientation prior to commencing work on the site.

3. Competent Supervisors and Workers

The Service Provider shall ensure that it only utilizes qualified and competent supervisors and workers on any work performed for the City of North Battleford. "Competent worker includes a worker who is being trained to perform a particular task or duty and who is under close and competent supervision during that training. The Service Provider agrees to keep on file and provide documentation to the City of North Battleford, upon request, records of training pertaining to supervisory duties, trade tickets or certification, job specific training, WHMIS, TDG, orientations, etc. occurring before and during the project which might pertain to completing City of North Battleford work in a healthy and safe manner.

4. Housekeeping

The Service Provider agrees to keep its work areas clean at all times and to prevent the accumulation of waste materials and rubbish. The Service Provider agrees to perform a thorough clean up at the completion of the work and remove all equipment, surplus materials and tools from the site. If this is not done in a timely and acceptable fashion, the City of North Battleford reserves the right to remove such rubbish and other items and back-charge the cost of the same to the Service Provider.

5. Inspection of Equipment

The Service Provider agrees to inspect all tools and equipment brought onto the site and provide documented proof of same to the City of North Battleford upon request. Copies of certification for specialized equipment (cranes, man baskets, etc.) shall be provided to the City of North Battleford before such equipment is brought onto the site.

6. Tools and Equipment

The Service Provider agrees to provide the City of North Battleford a list of all tools and equipment it intends to bring on site to perform the work. The City of North Battleford reserves the right to inspect any and all such tools and equipment and to refuse entry onto the site should the City of North Battleford find any such items inappropriate to perform the work adequately and safely. This in no way alleviates the Service Provider's responsibilities with regards to its own tools and equipment.

7. Hazard Assessment

The Service Provider agrees to conduct and document a thorough hazard assessment of the work and submit the same to the City of North Battleford no later than 7 days prior to the commencing of work. The City of North Battleford reserves the right to insist on upgrading hazard control measures and/or altering procedures to reduce the potential for injury or loss. The Service Provider also agrees to conduct and document smaller hazard assessments during the project prior to starting any hazardous tasks. For short duration work (less than 3 days) the Service Provider shall complete a hazard assessment at the beginning of each shift.

8. Contractor Safety Program

The Service Provider agrees to adhere to its own and the City of North Battleford Safety program. Where inconsistency exists or arises, the higher standard deemed by the City of North Battleford shall be followed.

9. Reporting Requirements

The Service Provider agrees to provide copies to the City of North Battleford as soon as is reasonably possible on all required reporting mandated by legislation (i.e., dangerous occurrence, high risk asbestos work, hospitalization of injured worker, etc.)

10. Worksite Inspections

The Service Provider agrees to conduct weekly inspections of their work areas and have copies available to the City of North Battleford upon request.

11. Incident Investigations

The Service Provider agrees to investigate all first aids, medical aids, lost time and near misses and submit written investigation reports to the City of North Battleford within 24 hours of the occurrence. All lost time injuries and dangerous occurrences shall be reported immediately to the City of North Battleford on a verbal basis prior to submission of a written report.

12. Toolbox Safety Meetings

The Service Provider agrees to conduct weekly safety meetings (15-30 minutes) and have copies of the meeting minutes and attendance forwarded to the City of North Battleford. If requested, the Service Provider agrees to designate an individual to participate in a joint worksite Occupational Health and Safety Committee if and when one exists.

13. Personal Protective Equipment

The Service Provider agrees to supply and have available at the worksite all basic and specialized protective equipment that may be required to safely perform the work. The Service Provider shall ensure that all workers required to use personal protective equipment are trained in its care, use, maintenance and limitations.

14. Critical Work

The Service Provider will provide and follow a permit system when performing any hazardous critical task (e.g., excavating, confined space entry, hot work, work near high voltage lines, pressure testing, critical lifts, etc.)

15. Controlled Products

The Service Provider agrees to have SDS sheets on site for all controlled products used on site. The service Provider will provide copies of the MSDS sheets to the City of North Battleford upon request.

16. Records and Statistics

The Service Provider agrees to compile and submit to the City of North Battleford monthly statistical reports of all incidents including lost time injury frequencies and severity rates.

17. WCB Information

All City of North Battleford Service Providers must be registered with the WCB. If so requested by the City of North Battleford, the Service Provider agrees to submit a copy of their WCB Statement of Injury Costs Supplement for the current and previous two years.

18. Audits

The Service Provider agrees to succumb to periodic safety audits conducted by the City of North Battleford. In so doing, the Service Provider shall make all of its safety documentation records available for review along with making available for short interviews the required number of supervisors and workers. The Service Provider agrees to proactively work to continuously improve its safety program per the recommendations of the City of North Battleford auditors.

19. Subcontractors

The Service Provider shall make all subcontractors aware of the provisions of this agreement and ensure that all their subcontractors and agents abide by the provisions herein.

20. Stopping Work

The City of North Battleford reserves the right to stop the performance of any City of North Battleford work at any time that it feels, in its sole opinion, that the work or the manner in which work is performed is creating unacceptable risk to any parties on the City of North Battleford worksites. The City of North Battleford reserves the right to terminate any contract with any Service Provider for poor safety performance or failure to adhere to any of the provisions of this agreement. The City of North Battleford shall not be liable for any loss (financial or otherwise) incurred by the Service Provider for work performed up to and including the date of termination and reserves the right to let the remainder of the contract to another suitable party.

21. Enforcement Policy

The Service Provider will be responsible to enforce the disciplinary policies outlined in their safety Program or Operating Procedures and will make copies available of such to the City of North Battleford upon request. The City of North Battleford reserves the right to have any of the Service Provider's employees or agents removed and/or banned from any City of North Battleford site for blatant disregard of site rules or safety requirements.

22. First Aid

The Service Provider agrees to ensure that all of its employees and agents immediately report all first aids and other injuries. First aid records will be maintained by the Service Provider for the duration of the project and kept on file for a period of at least 5 years following the completion of the project. The City of North Battleford may request copies of all or part of the first aid records during the project or during the filing period of 5 years.

23. Additional Terms

The Service Provider agrees to adhere to any additional safety requirements stipulated by the City of North Battleford which may arise due to unforeseeable circumstances which

might result in unacceptable risk to workers, equipment or facilities (e.g., act of God, extreme inclement weather conditions, etc.)

The Service Provider acknowledges and agrees to abide by the terms and conditions of this agreement.

Executed this _____ day of _____, _____ on behalf of

(Service Provider Company Name)

(City of North Battleford Representative)

(Company's Address)

(Print Name and Position)

(Company's Address 2)

- ☐ Acting Contract Administrator
- ☐ Annual Pre- Qualification

(Company's Phone number)

(City of North Battleford Witness Signature)

(Service Provider Representative)

(City of North Battleford Witness Name & Position)

(Print Name and Position)