



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Quotation

ACRD Office Cleaning Services ACRDC01-24

Submission Deadline:

December 17, 2024 at 2:00pm Pacific Time

Designated Contact Person:

Shane Koren, Manager of Financial Services

Email: procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Quotation must be received in the office of the Alberni-Clayoquot Regional District (ACRD) **not later than 2:00 PM local time, December 17, 2024**, to the attention of:

Shane Koren, Manager of Financial Services

Email procurement@acrd.bc.ca

3008 5th Ave, Port Alberni

BC, V9Y 2E3

Note: Office Hours are 8:00am to 4:30pm, Monday to Friday, excluding statutory holidays

Paper quotation submissions must be delivered to the address above in a sealed envelope and labelled "Request for Quotation ACRDC01-24 – ACRD Office Cleaning Services."

Alternatively, quotations may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line "Request for Quotation ACRDC01-24 – ACRD Office Cleaning Services." to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Shane Koren, Manager of Financial Services:

Email: procurement@acrd.bc.ca

Telephone: 250-720-2724



SECTION I – GENERAL

PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The Alberni-Clayoquot Regional District (ACRD) is seeking quotations from qualified Proponents experienced with providing commercial and office cleaning services.

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

This RFQ does not constitute an offer and does not give rise to any Contract A-based tendering law duties, and the ACRD will not have any liability or obligation to anyone in connection with this RFQ unless an agreement is approved by the ACRD Board of Directors and executed and delivered in writing.

SCHEDULE

The following timetable outlines the anticipated schedule for the RFQ and Contract process. The timing and the sequence of events resulting from this RFQ may vary and shall ultimately be determined by the ACRD.

EVENT	ANTICIPATED DATE
Request for Quotation is issued	November 22, 2024
Deadline for receipt of questions	November 28, 2024 @ 2PM PST
Addenda issued (if required)	December 2, 2024
Request for Quotation closes	December 17, 2024 @ 2:00 PM PST
Award Date	January 16, 2025
Term of Contract	February 1, 2025 – January 31, 2028

SECTION 2 – TERMS AND CONDITIONS

FREEDOM OF INFORMATION & PRIVACY PROTECTION ACT (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected



pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Quotations will be held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any Contract entered into as a result of this RFQ may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Quotations may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.

CONFIDENTIALITY

All quotations become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVES RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Quotation, whether material or not;
2. Accept the Quotation which is deemed most favorable to the interest of the ACRD;
3. Accept any Quotation in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references if provided other than, or in addition to, those furnished by the Proponent.

TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of Quotations shall commence on February 1, 2025 and expire on January 31, 2028.

CONTRACT CONDITIONS

The Proponent will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**

- General Liability Insurance (\$2,000,000.00)
- Letter of Good Standing from WorkSafe BC
 - If the Proponent is not able to obtain WorkSafe BC coverage, the ACRD may opt to cover the Selected Proponent at a cost to the Selected Proponent.

The Proponent must adhere to the following **upon execution and delivery of the Contract**

- All WorkSafe BC and safety requirements

SECTION 3 –SUBMISSION PROCEDURE



1. All quotations must include a completed ACRDC01-24 Form of Submission as shown in Schedule “A” – Form of Submission.
2. Bidders are solely responsible for any costs or expenses related to the preparation and submission of quotations.
3. Bidders should refer to Schedule “B” - Statement of Work and Deliverables for requirements and reference when applicable.
4. The evaluation of quotations will be undertaken by the ACRD. The ACRD will compare and evaluate all quotations to determine the Proponent’s strength and ability to provide the services in order to determine the quotation which is most advantageous to the ACRD; using the following criteria:

Evaluation Criteria	Points	Weighting	Max Score
Project Understanding & Experience	/10	5.0	50
Pricing*	/50	N/A	50
Total			100

***Prices will be evaluated on a value per point basis: (Lowest Price / Proponent Price)*50.**

Points will be assigned for each criterion based on the information provided in the RFQ. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

0-3	Incomplete response Doesn't meet expectations Missing/mismatched attributes Poor level of details in response Unsupported claim(s)
4-7	Mostly complete response Partially meets expectations Partially fits desired attributes Medium level of detail in response Partially supported claim(s)
8-10	Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s)

SECTION 4 - ENQUIRIES

Shane Koren
Procurement Coordinator



3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
procurement@acrd.bc.ca
(250) 720-2724

If you have any questions regarding this Request for Quotation or would like to arrange a site visit,
please do not hesitate to contact Shane Koren.



SCHEDULE A: FORM OF SUBMISSION

RFQ NO.: ACRDC01-24
PROJECT: ACRD Office Cleaning Services
CLOSING: December 17, 2024 @ 2:00 PM PST

1. QUOTATION SUBMISSION

Company Name:		
Address:		City:
Postal Code:	Phone:	Fax:
Email:		Date:
Signature of Proponent:		Print Name:
Title of Proponent:		

To: The Alberni-Clayoquot Regional District

RFQ Project Title: ACRD Office Cleaning Services

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Quotation documents, including the RFQ and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Quotation in response to the RFQ.

I/We confirm that this Quotation is accurate and true to best of my/our knowledge.

This Quotation is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

Authorized Signature

Name and Title

Date



Company/Individual Profile

Company/Individual Name	
Address	
Email	
Telephone	

Project Understanding & Experience

Brief overview of project, key tasks and requirements, related experience description, and 2-3 references for related work

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Pricing

	Amount (Excluding GST)	Estimated Number of Hours
Total Monthly Fees		
Additional Hourly Rate to be provided below for items not identified in Schedule B:	Rate Per Hour:	N/A



SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

The Selected Proponent will be responsible for all cleaning costs which includes any administrative fees, charges for printing, copying and couriers, travel expenses, accommodation expenses, meals, cleaning supplies and equipment.

The Selected Proponent may store ACRD Office related cleaning supplies and tools on premise.

The scope of work includes all of the following:

- Area of Service
 - ACRD Office located at 3008 5th Ave, Port Alberni, BC V9Y 2E3 – Office Floorplan is included in Appendix A
 - Total building square footage is 12,450 inclusive of 39-41 offices, 5 washrooms, one shower room, two kitchen/staff room areas, 2 meeting rooms, and offices over two floors
- Daily Services
 - Arrive prior to staff departing at 4:30pm
 - Responsible for securing the ACRD Office each evening
 - Tidy coffee rooms - wash dishes, clear and clean lunchroom tables and counters
 - Clean and tidy meeting rooms – clearing and washing dishes, straightening
 - Empty all garbage, recycling, and organics bins and replace liners
 - Vacuum all carpeted areas
 - Sweep and mop flooring
 - Clean and sanitize all common hallways, public reception area, waiting area- including glass windows/doors at entrances, seating area/contact surfaces and reception counters
 - Clean-up any major mess in any of the offices
 - Clean and disinfect all washrooms - including fixtures, toilets, urinals, sinks, counters, mirrors, floors and filling soap, paper towel, toilet dispensers as needed
 - Spot clean walls as required
- Weekly
 - Sanitize all doorknobs and door frames at all offices
 - Dust each office and work area, including committee room and board rooms
- Monthly/Periodical
 - Clean the windows (internal) three times per year
 - Wash down the entrance stairs and entrance walkway periodically
 - Dust all file cabinets, bookshelves, cupboards, wall hangings, pictures, etc. monthly
 - Spot clean walls and carpet periodically
 - Wash and wax floors once per month
 - Steam clean board room chairs once per year

The scope of work specifications include all of the following:

- All cleaning must be completed to a reasonable standard and be free of any dirt, dust, or grime