

Appendix A
Proposal Response Form
Janitorial Services for Gibsons and Roberts Creek Fire
Departments
RFP No. 2421002
Closing Date of
Month Day, 2025 at 3:00 PM local time

Requirements

Complete the following requirements, providing the information request in accordance with the requirements in this RFP. If additional space is required please attach separate documents.

1. Intent to be bound

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print):_____

NAME OF AUTHORIZED REPRESENTATIVE (please print):_____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE:_____

2. Executive Summary

Proponents **should** provide an Executive Summary of the key points of this proposal:

3. Relevant Experience

Does your organization have 3 years within the past **5** years providing janitorial services in a commercial/institutional environment.

Please detail relevant experience:

☐ Yes☐ No**4. References**

Proponents **must** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

Reference 1

Company Name:

Contact Name:

Contact Phone Number:

Reference 2

Company Name:

Contact Name:

Contact Phone Number:

Reference 3

Company Name:

Contact Name:

Contact Phone Number:

5. Qualifications

Proponent **should** indicate if they or their subcontractors have any of the following qualifications.

- | | | |
|----------------------------------------------------------------------------------|------------------------------|-----------------------------|
| a) WHMIS Training | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) Knowledge of Worksafe requirements and procedures | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) Other: please provide details (Detail your product/service/safety knowledge): | | |

6. Sustainable Procurement

Proponent **should** identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- | | | |
|----------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| a) Does your organization contribute to a stronger local economy by: | | |
| ➤ promoting a Living Wage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ Using fair employment practices? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ Increase training and apprenticeship opportunities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) Does your organization consider the Environmental Costs of Ownership when procuring or providing services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) Does your organization utilize or provide energy efficient products? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) Where possible does your organization use minimal or environmental friendly packing materials? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e) Does your organization limit / reduce the use of any hazardous materials (toxics and ozone depleting substances)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f) Other: please describe: | | |

7. Approach

Cleaning services are required by two (2) SCRD fire departments. The contractor is expected to provide cleaning services in all staff areas excluding truck bays and mechanical rooms/areas. The Contractor will be required to accommodate staff and volunteers responding to an emergency, as well as training and other activities. The facility should be always kept clear of debris and tripping hazards, as well as being kept secure. Please describe how you will meet these expectations. How would you adjust if there is a need for emergency response?

8. Work plan / Project Schedule

Due to operational requirements, janitorial services cannot be performed on Wednesday evenings from 6:00-11:00pm, or on Saturday/Sunday from 8:00am-6:00pm

Please describe when the janitorial services will take place and how flexibility can be achieved to accommodate staff and volunteer's use of the facility.

9. Pricing

Proponents need to submit a fee proposal that sets out the separate costs of each project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fixed prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and exclusive of any applicable taxes.

Please indicate **(yes/no)** if below items 1-10 will be included in regular weekly/biweekly janitorial service.

Please provide a price for a regular janitorial service by location at:

Once per week at the Gibsons and District Volunteer Fire Department : \$ _____

Once biweekly (every other week) at the Roberts Creek Volunteer Fire Department: \$ _____

Price to remain firm for 12 months. If renewed for up to four (4) additional years, describe any annual price escalation:

Item	Term	Description of operation	Quality / standard	Yes/No Additional Comments
1	Sweeping & Dust Mopping	Consists of removing loose, dry surface soils.	1 There will be no dirt, trash or other matter left in corners, behind or under furniture or doors. 2 Floors shall be free of dust film. 3 There shall be no dirt where sweepings were picked up. 4 Walls, baseboards and other surfaces should be free of scars from equipment. 5 All furniture and equipment (excluding file cabinets and desks) moved during the sweeping & dust mopping operation and will be returned to their original location.	

2	Damp and Wet Mopping / Floor Washing	Consists of using non-filming detergent solution to the floor, against it with a mop, removing the solution, rinsing the floor and wiping up rinse water. In washrooms, the rinsing operation is performed using a germicidal solution.	<p>1 The floors shall be free of dirt, streaks, mop strands, marks, skipped areas and loose mop strands or other evidence of improper application.</p> <p>2 Walls, baseboards and other surfaces will be free of water marks, splashing and scars from equipment.</p> <p>3 Water and other cleaning solution will not have been allowed to collect under furniture legs or cabinet.</p> <p>4 All furniture and equipment (excluding file cabinets & desks) moved during the damp & wet mopping operation shall be returned to its original location.</p>	
3	Vacuuming (Gibsons Only)	Consists of vacuuming all carpeted floors. The carpets shall be free of dirt and dust and no dirt shall be left in corners, under furniture, behind doors or radiators.	<p>1 Carpets shall be clean and free from dust, dirt and other debris.</p> <p>2 There shall be no dirt left in corners, under furniture, behind doors or radiators.</p> <p>3 All furniture and equipment (excluding file cabinets and desks) moved during the vacuuming operation shall be returned to its original location.</p>	
4	Dusting	Consists of removing dust and cobwebs with appropriate vacuum attachments.	<p>1 There will not be any dust or dust streaks on desks or furniture.</p> <p>2 Glass, tops of desks, tables and all horizontal surfaces will be clean and free of finger marks and stains.</p> <p>3 All pictures, plaques, furniture, files, sills, blinds, telephones, windowsills, door ledges, frames, louvers, baseboard and partition ledges will be free of dust and cobwebs.</p>	
5	Light Switches	Consists of washing with a germicidal detergent all light switches to disinfect and remove dust, dirt, spots and stains.	<p>1 All dust, dirt, spots and stains will be removed.</p>	
6	Washroom Surfaces and Fixtures	Consists of washing with a germicidal detergent all surfaces of wash basins, taps, exposed piping, flush tanks, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt, spots and stains.	<p>1 All surfaces of wash basins, taps and all exposed piping will be free of dust, dirt, spots and stains.</p> <p>2 All surfaces of flush tanks, toilet seats, toilet bowls and urinals will have been disinfected.</p> <p>3 Plumbing fixtures will be free of stains and soap build up.</p> <p>4 All paper, garbage and recycling receptacles shall be emptied, plastic bags shall be</p>	

			<p>replaced (if required) and exterior surface wiped clean and should be free of odours, spots, stains and finger marks.</p> <p>5 All dispensers of supplies shall be filled.</p>	
7	Kitchen Surfaces and Fixtures.	<p>Consists of washing with a germicidal detergent all surfaces of the kitchen including counter tops, sinks, taps, exposed piping, fridges, stoves, microwaves, cupboards inside and out to disinfect and remove dust, dirt, spots and stains.</p>	<p>1 All surfaces of the kitchen including counter tops, sinks, taps, exposed piping, fridges, stoves, microwaves and cupboards.</p> <p>2 All surfaces will have been disinfected.</p> <p>3 Plumbing fixtures will be free of stains and soap build up.</p> <p>4 All paper, garbage and recycling receptacles shall be emptied, plastic bags shall be replaced (if required) and exterior surface wiped clean and shall be free of odours, spots, stains and finger marks.</p> <p>5 All dispensers of supplies shall be filled.</p> <p>6 All surfaces will be free of dust, dirt, spots and stains.</p>	
8	Spot Clean Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges and Blinds.	<p>Consists of removing finger marks, smudges, stains and graffiti.</p>	<p>1 All dispensers, shelves, shelf brackets, ledges and blinds will be free of finger marks, dust and stains.</p> <p>2 Mirrors will be cleaned and free of streaks or smears.</p> <p>3 Walls, stall partitions and doors will be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings will be free of mold.</p> <p>4 Walls up to a standing height will be free of all marks.</p>	
9	Janitorial Closets.	<p>Consist of washing floors, fixtures, emptying pails and ensuring the closet is free of tripping hazards and all supplies are stored appropriately.</p>	<p>1 The floors and walls shall be free of dirt, streaks, mop strands, marks, skipped areas and other evidence of cleaning operation.</p> <p>2 Mop pails / trucks shall be empty and free of odours.</p> <p>3 There will be no dirt, trash, empty containers or other matter left in the janitorial closet.</p> <p>4 Janitorial closets shall be free of tripping hazards and all supplies stored appropriately.</p> <p>5 Walls, baseboards and other surfaces will be free of water marks, splashing and scars from equipment.</p> <p>6 The floors shall be swept & dust mopped.</p> <p>7 The floors should be damp & wet mopped / floor washed.</p>	

Extra related duties/services may be requested on an as and when needed basis. Please provide pricing for additional janitorial services that may be requested that are **not** included in a regular janitorial service:

Item	Term	Description of operation	Quality / Standard	Price/Comments
11	Buffing / Polishing	Consists of buffing the floors to improve the attractiveness of the floor surface by increasing the gloss.	1 The floors shall be free of dirt, visible stains, streaks, mop strands, marks, free of dust and skipped areas and other evidence of improper application. 2 The furniture (excluding file cabinets & pool tables) shall have been moved for the complete floor coverage. 3 Walls, baseboards and other surfaces shall be free of excess polish, splashing and scars from the equipment. 4 Furniture and equipment shall be returned to where it was prior to the buffing and polishing application.	
12	Glass / Window Cleaning	Consists of washing glass surfaces inside with a detergent solution and wiping dry with a clean cloth. Skylight surfaces shall be cleaned where applicable.	1 Glass and windows will be clean inside and free of streaks or smears. 2 Sash, sills stools and floors will be clean and free of water marks. 3 Sash, sills stools will be free of dust, dirt, spots and odours. 4 Items moved shall be returned to where it was prior to the cleaning operation.	
13				