

| Evaluation Category | Weighting | Rating | Score |
|--|------------------|---------------|--------------|
| Company Profile and Experience | 25 | | |
| Experience and Qualifications of Personnel | 20 | | |
| Equipment, Janitorial Supplies and Cleaning Products | 20 | | |
| Financial – Lump Sum Contract Price | 25 | | |
| Optional Interview | 10 | | |
| TOTAL | 100 | | /1000 |

Proposals will be evaluated and ranked according to the outline below. Evaluations will be based on a scale of 0 to 10. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The Village reserves the right to reject any proposal that receives a rating of four (4) or less on any criterion.

| Rating | Description |
|---------------|--|
| 10 | Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success. |
| 8 | Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success. |
| 6 | Meets expectations; Proponent has a good understanding of the requirements, good probability of success. |
| 4 | Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success. |
| 2 | Does not meet expectations or demonstrate understanding of the requirements, low probability of success. |
| 0 | Lack of response or complete misunderstanding of the requirements, no probability of success. |

4 PROPOSAL CONTENT

Proposals should be organized in the following format using the section titles and sequence listed below:

1. Proposal Submission Letter
2. Vendor Profile
3. Project Understanding, Concept and Proposed Methodology
4. Project Work Plan
5. Proponent Experience and References
6. Costs

4.1 Proposal Submission Letter

Must be signed by an authorized representative of the Vendor and included in the Proposal.

4.2 Vendor Profile

The Proposal must include:

- Details of Vendor’s experience that is relevant to the Villages’s needs and objectives.

- Examples of successful project delivery by key staff members.
- Indicate local knowledge and experience.
- Identify number of years Vendor has been in business.
- Vendor Team:
 - Resumes of key personnel should demonstrate experience and expertise and be provided in an Appendix.
 - Identify proposed sub vendors.
 - Demonstrate experience and expertise of the proposed team members.
 - Specify each team member's role and responsibility on previous projects.
 - Identify capacity of team to commit to Villages's objectives and priorities.

4.3 Project Understanding, Concept and Proposed Methodology

1. Understanding of the objectives and Vendor's approach to meeting those objectives (**1 paragraph to a maximum of 1 page**):
 - The Proposal should demonstrate a clear and coherent understanding of the Villages's requirements and needs and the opportunities and challenges that may surface during the period of the Contract.
 - Indicate why you are interested in the Village as a client.

2. Appendices:

- Proof of Insurance (minimum \$2,000,000 and the Village of Carmacks **needs to be listed as additional insured at time of contract signing**), WCB Clearance letter and a Village of Carmacks Business License (if already obtained).
- Security Requirements as listed in SCHEDULE B.
- Other

4.4 Project Work Plan

- Approach to Project Management
 - Describe systems used for planning, scheduling, and managing implementation services.
 - Describe the vendor's experience with dispute resolution.

4.5 Vendor Experience and References

The vendor shall include a list of three (3) recent and relevant projects (within the last three years) with their RFP package. Each of the references shall include a contact person complete with title, and phone number. The references will reflect similar work that has been provided. Preference will be given to companies with experience working with municipalities with similar demographics and requirements to the Village of Carmacks.

4.6 Costs

Provide a schedule of total fees proposed per the work plan key tasks. The total should include all fees, costs and disbursements (including travel costs), sub-consultant fees, and any other expenses as required under the Scope of Work.

Itemize separately any additional services being recommended to the Village of Carmacks in addition to the project scope.

5 Awarding of Contract

This RFP should not be construed as a contract to purchase goods and services. Only written notice, to the vendor of acceptance of the proposal by the Village of Carmacks, and the subsequent full execution of a written agreement, shall constitute a contract for the provision of Janitorial Services - Village Office - 143 River Drive

The Village of Carmacks reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will not necessarily be accepted, as various criteria are used in the evaluation process.

No act of the Village of Carmacks, other than a notice in writing signed by the Chief Administrative Officer, or his/her designate, shall constitute an acceptance of a proposal.

The Village of Carmacks reserves the right to reject any or all proposals. Without limiting the generality of the foregoing, The Village of Carmacks may reject any proposal which:

- Is incomplete, obscure, irregular, or unrealistic;
- Has non-authorized (not initialed) erasures or corrections in their proposal offer or any schedule thereto;
- Omits or fails to include any or more items in the proposal offer for which a price is required by the RFP;
- Fails to complete the information required by the RFP to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not;
- Fails to be submitted before the deadline.

Further, a proposal may be rejected on the basis of:

- The vendor's past performance, if applicable, with the Village of Carmacks;
- Financial constraints;
- Unreasonable or unacceptable completion schedules; and
- Failure to comply with federal, territorial and municipal legislation.

The Village of Carmacks has the right, in the interest of the Village, to waive any informality, insufficiency or irregularity in any proposal responses received, and to accept the proposal that is deemed most favourable to the interests of the Village of Carmacks.

SCHEDULE A:

This contract will be written for a one (1) year term, with the option to renew once (1) for one (1) year extensions. This option is deemed to be a mutual option between both parties; The Vendor and the Village of Carmacks.

The Vendor is required to provide all cleaning supplies and equipment, unless otherwise agreed. High touch surfaces must use hypo-allergenic cleaning solutions, and all cleaning solutions must be safe to the specifications of the surface materials. Specifications available upon request.

EACH TOWN BUILDING LISTED BELOW:

- Exterior and Interior Window Cleaning (with squeegee & commercial solution) – Two (2) times per year

Village Office Reception Area:

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| <p>Municipal Clerk Reception Area</p> <p>Two (2) times per week – March 4, 2024 – March 30, 2025</p> | <ul style="list-style-type: none"> • Empty all garbage containers • Sweep and wash floors, including stairwells and washrooms • Dust and or wipe down office desks/computers/shelves/window ledges/windows • Clean washrooms (includes cleaning mirrors, sinks, countertops, urinals and toilets (all surfaces) and emptying waste receptacles • Restock paper products in dispensers • Vacuum front reception carpets |
| <p>One (1) time per week</p> | <ul style="list-style-type: none"> • Empty recycling containers |
| <p>One (1) time per month</p> | <ul style="list-style-type: none"> • Sweep and wash open storage space, if needed • Vacuum facilities described |

CAO Office:

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| <p>CAO Office Space (2) times per week)</p> | <ul style="list-style-type: none"> • Empty all garbage containers • Sweep and wash floors at main entrance and washrooms • Dust and or wipe down office desks/computers/shelves/window ledges • Clean washrooms (includes cleaning mirrors, sinks, countertops, urinals and toilets (all surfaces) and emptying waste receptacles • Restock paper products in dispensers • Vacuum carpets |
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| | <ul style="list-style-type: none"> • Wipe and or clean Small Coffee Area in office |
| Carmacks Fire Department Apparatus Bay (One (1) time per week) | <ul style="list-style-type: none"> • Empty all garbage and recycling containers • Vacuum carpets (as required based on use) • Vacuum debris from parking bay |

EMS Operations Center

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| EMS Administration Space including bathrooms & kitchen (Two (2) times per week) | <ul style="list-style-type: none"> • Empty all garbage and recycling baskets (includes kitchen) • Sweep and or wash floors including bathrooms (as required based on use) • Dust and or wipe down office desks/computers/shelves/window ledges/windows • Clean washrooms (includes cleaning mirrors, sinks, counter tops, urinals and toilets (all surfaces) and emptying waste receptacles • Restock paper products in dispensers • Vacuum Carpets • Wipe and or clean Kitchen |
| EMS Office (One (1) time per week) | <ul style="list-style-type: none"> • Empty all garbage and recycling containers • Sweep and or wash floors at main entrance and vacuum carpet (as required based on use) • Dust and or wipe down desks and tables • Clean windows inside as required |
| EMS Locker Area (One (1) time per week) | <ul style="list-style-type: none"> • Empty all garbage and recycling containers • Sweep and or wash floors • Dust and or wipe down desks/tables • Wipe down exterior of lockers |
| EMS Apparatus Bay (One (1) time per week) | <ul style="list-style-type: none"> • Empty all garbage and recycling containers • Vacuum floors • Dust and or wipe down surfaces |
| EMS Storage Room (One (1) time per week) | <ul style="list-style-type: none"> • Remove any cardboard placed at back door to recycle bin |

Fire Hall Shared Spaces - including Business Operations Center (BOC)

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| <p>Fire Hall Front Entrance & BOC Back Entrance</p> <ul style="list-style-type: none"> • Clean glass (Doors, Windows - inside) • Wash floors • Disinfect BOC Storage (sink, general space, restock) • Vacuum carpet(s) | <p>FREQUENCY</p> <ul style="list-style-type: none"> • Weekly • Weekly • Weekly • Weekly |
| <p>Business Operations Center - Shared & General Spaces (including Kitchen, Bathroom, Hallway)</p> <ul style="list-style-type: none"> • Vacuum carpets & floors • Vacuum chairs • Sweep floor • Wash floors • Empty garbage cans • Wipe down counters & clean kitchen space • Disinfect telephone handsets and switch lights • Dust top of cabinets • Disinfect washroom (toilet, sink, mirror, restock) • Restock paper products in dispensers • Dust and or wipe down desks/computers/shelves/window ledges/windows | <p>FREQUENCY</p> <ul style="list-style-type: none"> • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly |
| <p>LAN Room</p> <ul style="list-style-type: none"> • Sweep floor | <p>FREQUENCY</p> <ul style="list-style-type: none"> • Weekly |
| <p>Mechanical Room</p> <ul style="list-style-type: none"> • Sweep floor | <p>FREQUENCY</p> <ul style="list-style-type: none"> • Weekly |
| <p>Boardroom</p> <ul style="list-style-type: none"> • Empty garbage cans • Sweep floors • Wash floors • Disinfect whiteboard • Vacuum carpets & floors • Disinfect telephone handsets and switch lights • Vacuum chairs • Interior windows (wipe down) • Dust and or wipe down desks/computers/shelves/window ledges/windows • Empty all recycling containers • Disinfect Boardroom Table | <p>FREQUENCY</p> <ul style="list-style-type: none"> • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Semi-weekly • Weekly • Weekly • Weekly • Semi-weekly • Weekly • Weekly • Weekly |
| <p>Parking Areas (Front & Back)</p> <ul style="list-style-type: none"> • Vacuum Boot Mats | <p>FREQUENCY</p> <ul style="list-style-type: none"> • Weekly |
| <p>Business Operations Center Offices</p> | <p>FREQUENCY</p> |

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|---|---|
| <ul style="list-style-type: none"> • Sweep floors & wash floors • Vacuum carpets & floors • Dust and or wipe down desks/computers/shelves/ window ledges/windows • Empty all recycling & garbage containers | <ul style="list-style-type: none"> • Semi-weekly • Semi-weekly • Semi-weekly • Weekly • Weekly |
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SCHEDULE B

SECURITY REQUIREMENTS

The following security requirements (SRCL and related clauses) apply and form part of the contract.

The Vendor (if an individual) and all of the Vendor’s personnel/subcontractors who may work on site must hold a valid “Reliability Status Security Clearance” issued by RCMP Departmental Security.

Only those individuals who have met the security clearance requirements will be allowed to access the site of the work.