



**REQUEST FOR PROPOSALS  
June 30, 2020**

**FOR CUSTODIAL SERVICES FOR BIGGAR CAMPUS**

Great Plains College  
Attention: David Keast, President & CEO  
129 2<sup>nd</sup> Ave NE  
Swift Current, SK S9H 2C6

**CLOSING DATE:  
JULY 17, 2020 at 4:00 p.m. (Central Standard Time)**

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## INSTRUCTIONS TO PROPONENTS

### INTRODUCTION

1. Great Plains College (the "College") is inviting proposals for cleaning companies to provide custodial services in the Biggar Campus (the "Services"). Further detail about the College is set out in Schedule "A" - Background Information.
2. The purpose of this Request for Proposals ("RFP") process is to select a qualified proponent to enter into a Services Agreement with the College for the performance of the Services. Further details about the Services required by the College are set out in Schedule "B" – Services Requirements. The college is willing to pay up to \$1400 per month for the services listed in Schedule “B”
3. **This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.**

### RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
  - Schedule "A" – Background Information
  - Schedule "B" – Services Requirements
  - Schedule "C" – Proposal Content Requirements

### INQUIRIES

5. Proponents are responsible for reading and familiarizing themselves with the provisions of this RFP and other accompanying documents (as applicable), and should make those inquiries and investigations it considers necessary for the preparation and submission of its proposal.
6. Any inquiries concerning this RFP should be directed in writing to the following:
  - Cindy Keith, Program Coordinator
  - Great Plains College
  - E-mail: [cindyk@greatplainscollege.ca](mailto:cindyk@greatplainscollege.ca)
7. All inquiries should be in writing and received by the College no later than 5 days before the closing date and time for this RFP.
8. The College may circulate its response to any inquiries to all proponents, along with the original inquiry and may post such response and original inquiry on [www.sasktenders.ca](http://www.sasktenders.ca) or may choose not to reply to any inquiry.
9. Proponents should refrain from contacting other employees, agents or members of the College Board in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the College's sole discretion, result in disqualification.

### SUBMISSION OF PROPOSALS

10. Proposals should be in both paper and electronic format. Proponents should submit three (3) hard copies of their proposal (including one unbound copy for photocopying) plus an electronic copy on a memory stick or USB indicating the RFP title and Closing Date to the following address by **4:00 p.m. (Central Standard Time) July 17, 2020:**

Great Plains College  
Attention: David Keast, President & CEO  
129 2<sup>nd</sup> Ave NE  
Swift Current, SK S9H 2C6  
Email: [RFP@greatplainscollege.ca](mailto:RFP@greatplainscollege.ca)

11. Proposals should be clearly marked "Custodial Services Biggar Campus Proposal – Confidential."
12. If you require additional time to submit your proposal, you should contact Cindy Keith by e-mail to [cindyk@greatplainscollege.ca](mailto:cindyk@greatplainscollege.ca). The College may, in its sole discretion, allow additional time for proponents to submit a proposal.
13. Proposals and accompanying documentation provided to the College in response to this RFP will not be returned.

### **CONTENT OF PROPOSALS**

14. Proposals should address the items set out in Schedule "C" - Proposal Content Requirements.
15. Proponents may provide additional information beyond that requested in the RFP for the College's consideration. Any such additional information may be considered by the College in its sole discretion.
16. Proponents may be asked to submit additional information pertaining to their past experience, qualifications and such other information that the College might reasonably require.

### **COST OF PROPOSALS**

17. The College is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the College, making any presentations to the College in connection with their proposals, or otherwise incurred in connection with this RFP process.
18. This RFP does not create any legal obligations between the College and any proponent.

### **EVALUATION PROCESS**

19. Proposals will be opened and evaluated privately.
20. The College intends to evaluate proposals based on the criteria set out in this RFP in order to identify the proposal which offers the best overall value to the College.
21. In assessing proposals, the College will take into consideration the following evaluation criteria with the relative weighting as indicated below:

- a) Qualifications, Experience and Capacity (100%)

In assessing each proponent's qualifications, experience and capacity, the College may take into account the following factors:

- i. qualifications and experience of the proponent and its lead personnel in the service areas being offered;
- ii. qualifications and experience of any subcontractors and their lead personnel;
- iii. the capacity of the proponent to provide and successfully complete the Services required by the College, in a timely, efficient and quality manner;

- iv. previous experience of the College in working with a proponent;
- v. such other criteria as the College considers relevant.

b) Payment for Services

- i. The College is willing to pay up to \$1400 per month for services outlined in Schedule “B”
- ii. The College will purchase and supply all consumable paper and cleaning products. Proponent will supply a list of required products on an ongoing basis in cooperation with purchasing department adhering to appropriate purchasing schedule.
- iii. The proponent will supply all cleaning equipment required to complete services

c) Exceptions to Form of Services Agreement

Following evaluation in accordance with the above criteria, the College may adjust the relative ranking of proposals based on the extent and materiality of each proponent's exceptions, if any, with the College's proposed form of Services Agreement. The College will give preference to proposals indicating that the proponent will enter into the proposed form of Services Agreement with minimal or no changes.

22. Proposals will be evaluated on the basis of the information provided in response to these Instructions to Proponents. In addition, in assessing the proponent's qualifications, experience and capacity, the College may also consider the following:
- a) clarifications and/or additional information that may be supplied pursuant to requests from the College;
  - b) interviews and/or reference checks that may be conducted at the College's discretion;
  - c) information received from any source that the College considers reliable.
23. The College may, in its sole discretion, request clarification from a proponent during the evaluation process.
24. Proponents are advised that the evaluation process is subjective in nature and the College's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding, including without regard to whether a proposal is compliant with this RFP.
25. The College may short-list proponents and conduct interviews, conference calls and/or presentations with short-listed proponents at its sole discretion. Furthermore, the College may negotiate any and all aspects of a proposal, including but not limited to the fee proposal, and the Services Agreement terms, with one or more proponents.
26. An invitation to interview or to negotiate does not obligate the College to conclude the Services Agreement with that proponent. The College may interview or may negotiate any aspect of any proposal with one or more proponents at any time.
27. The College will notify all unsuccessful proponents after entering into a definitive Services Agreement with the successful proponent. Unsuccessful proponents may request a debriefing interview to obtain feedback on their proposal after receiving this notification.

**ANTICIPATED SCHEDULE OF EVENTS**

28. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by the College in its sole discretion:
- |   |                                  |
|---|----------------------------------|
| a) RFP Released                           | June 30, 2020                    |
| b) Inquiries respecting RFP               | July 10, 2020                    |
| c) Closing Date                           | July 17, 2020                    |
| d) Tentative Evaluation                   | 1 week following<br>Closing Date |
| e) Tentative Services Agreement Execution | August 1, 2020- June 30, 2021    |

**FORM OF SERVICES AGREEMENT**

29. Any successful proponent(s) will be expected to enter into an agreement for services with the College (the "Services Agreement") as contemplated in Schedule "C" – Proposal Content Requirements.
30. The College expects that the term of the Services Agreement will be for custodial services between the dates of August 1, 2020 and June 30, 2021.

**EFFECT OF RFP**

31. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as the College signs a definitive Services Agreement with a proponent, the College does not intend to create a contractual relationship (including a bid contract), either express or implied, with any proponent submitting a response to this RFP.
32. For greater certainty, terms such as "requirement", "shall", "must" or other similar imperatives used in this RFP are intended as terms of convenience only, unless otherwise identified specifically as a mandatory requirement. The College intends to evaluate proposals on the extent to which a proponent's proposal is able to meet such items, but in no event shall the College be required to disqualify or reject any proposal on the basis that such item is not met or only partially met.
33. Submission of a proposal does not obligate the College to accept any proposal or to proceed further with any of the Services. Consideration of any proposal shall be in the College's sole discretion.
34. Proposals may be withdrawn or amended by a proponent at any time by written notice to the College prior to the College and the proponent signing a formal Services Agreement.
35. Proponents are advised that the College is intending to conduct a flexible procurement process, not subject to the law of competitive bidding, and that the College may, in its sole discretion, at any time and for any reason:
- reject any and all proposals (including, for greater certainty, the lowest cost proposal);
  - modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
  - extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
  - accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
  - discuss the terms of a proposal submitted by a proponent with that proponent at any time,

- on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
- f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
  - g) verify or seek clarification of any and all information provided pursuant to this RFP and provide proponents with an opportunity to correct any defects, informalities or irregularities in their proposal;
  - h) negotiate any and all aspects of any proposal and the provisions of the Services Agreement (including, without limitation, those provisions relating to fees and/or any scope of services) with any one or more proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and
  - i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
    - i. issuing a new request for proposals or other procurement document based on the same or changed scope of services or other requirements;
    - ii. entering into sole source negotiations with any one or more of the proponents or any other person; or
    - iii. cancelling the procurement in its entirety.

## **CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS**

36. Proponents are expected to keep confidential all documents, data, information and other materials of the College which are provided to or obtained or accessed by a proponent in relation to this RFP, other than documents which the College places in the public domain. Proponents are expected not to make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the College.
37. Proponents are advised that the College is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a publicly-funded academic entity. Proponents are advised that the College may be required to disclose the RFP documents and a part or parts of any proposal in response to this RFP pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).
38. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

## **CANADIAN FREE TRADE AGREEMENT**

39. This procurement is subject to the *Canadian Free Trade Agreement*.

## Schedule "A" – Background Information

### General Background Information

Great Plains College is a regional college established under *The Regional Colleges Act* (Saskatchewan) (the "Act").

Section 5 of the Act allows a regional college to offer the following educational services or programs:

1. university and technical institute courses provided by way of a contract between the college and a university or technical institute;
2. training programs that prepare individuals for a career or provide education with respect to health or social issues;
3. training programs paid wholly or partly by private business, non-profit groups or government agencies;
4. career services;
5. adult basic education, literacy and upgrading programs;
6. any other educational activities that the Lieutenant Governor in Council may prescribe in the regulations.

In addition, under *The Regional Colleges Programs and Services Regulation* (Saskatchewan), a regional college is authorized to:

1. provide employment services, programs and activities associated with career, educational and training services, programs and activities pursuant to agreements with the Minister of Post-Secondary Education and Skills training or the New Careers Corporation; and determine student eligibility for, and to administer the Provincial Training Allowance.

Great Plains College serves an area that is more than 100,000 square kilometers and has 115,000 potential students.

A decentralized campus region system, consisting of three campuses and subsidiary program and training centres, has been established to provide a broad array of programs in western Saskatchewan and enable the college to help learners, communities and regional industry grow.

These include:

- Kindersley Campus Region (includes Rosetown Program Centre)
- Swift Current Campus Region (includes Maple Creek Program Centre)
- Warman Campus Region (includes Biggar Program Centre)

More information can be found on our website at [www.greatplainscollege.ca](http://www.greatplainscollege.ca).

### Additional Background Pertaining to the Services (if applicable)

The following information may assist you in preparing your proposal:

Biggar Program centre is a commercial property in need of custodial services for approximately 10,000 square foot facility.



## Schedule "B" – Services Requirements

### **Background and Description of the Project**

Biggar Program Centre requires custodial services for all areas of the facility.

### **Scope of the Services**

#### **Daily Services:**

Two times per day at 1:00 pm and 4:00 pm:

- Wash with supplied sanitizer: all tabletops, countertops, desks, chair arms, door knobs, touchpads and touchpoints on surfaces, sinks, sanitizing, toilet paper, paper towel, sanitary waste container, garbage can receptacles, toilet handles, fridges handles, cabinet handles, etc.
- In washrooms, sweep and wash floors, wash and sanitize all basins, bowls, urinals, toilet tissue, hand soap and garbage receptacles, baseboards and applicable dispensers. Wash high traffic drip areas and touchpoints on walls.

Once per day

- Sweep all floors with a wash with treated dust mop using sanitizing cleaner.
- Vacuum all carpets, rugs and runners, upholstered furniture. Remove dirt spots and stains
- Empty all waste receptacles. Wash receptacles when necessary to maintain sanitary condition and good appearance. Use garbage bags in all wastebaskets.
- Empty all waste and sanitary disposal receptacles.

#### **Weekly services:**

Sanitize and remove all smudges, stains and marks from floors where required using a damp mop with warm water and detergent, spot wax and buff as required.

Sanitize and remove all smudges, finger marks and stains from all furniture, carpets, furnishings, walls, partitions, doors, glass including glass panels, inside and out.

Wash mirrors in washrooms.

Hand dust with treated dust cloth all surfaces within reach including computer monitors and desktop equipment.

Clean inside fridges and microwaves.

Empty recycling container into recycle bins located in the parking lot.

#### **Periodic Services:**

Strip the existing wax, scrub and apply two coats of high quality skid proof floor finish to the tile floors as required.

Dust all high ledges, picture frames, moldings, etc., which are not done in the daily or weekly services.

Wash and polish floors as required.

Wash interior walls a minimum of once per year.

Clean all windows inside and outside as required, but a minimum of both spring and fall. Clean all light fixtures and diffusers as required, but not less than once per year.

After daily cleaning is completed, all supplies, materials and equipment shall be removed or placed in the designated storage area.

**Site(s) of the Work**

Biggar Program Centre, 701 Dominion Street, Biggar, SK

**Standards of the Services**

Cleaning services must adhere to standards set by the college the Ministry of Advanced Education and Saskatchewan Health.

**Term**

August 1, 2020 – June 30, 2021 (renewable)

**Schedule**

Work must be completed during college open and closure times. Schedule to be determined in consultation with Cindy Keith.

Office hours: Monday – Friday, 8:30 am – 4:30 pm (offices remain operational during classroom closures)

**Related Deliverables and Work Product**

Proponent will supply:

- cleaning equipment required to complete (ie. vacuum, mops, dusters, etc).

**College will supply:**

- consumable paper products
- consumable cleaning products

## **Schedule "C" – Proposal Content Requirements**

Proponents should, at a minimum, address the following in their Proposals:

### **Company Detail**

1. A brief description of your company including any qualifications you consider relevant.

### **Relevant Experience**

2. A description of a proponent's experience in performing similar work, including two (2) references of work performed for academic institutions in the previous five (5) years, and appropriate contact information for references.

### **Lead Personnel**

3. Identify the lead personnel responsible to lead the delivery of the Services the proponent is prepared to offer and their expected involvement.
- 4.
5. Describe the relevant experience of the lead personnel and include their resumes and professional designations.

### **Capacity**

6. The College expects that you will have sufficient resources available to meet the service requirements of the College in a timely and efficient manner. Provide a brief description of your company's staffing resources that will be utilized to meet the service requirements of the College.
7. Identify and provide a brief description of any subcontractors you propose to engage to provide the Services.

### **Schedule**

8. The Services are expected to commence on August 1, 2020 and to be completed on or before June 30, 2021.
9. Schedule to be determined in consultation with Cindy Keith. Project and invoicing must be complete on or before June 30, 2021.

Proposals should include a confirmation of whether your company is capable of meeting the College's schedule for completion of the Services, as set out in this RFP.

### Services Agreement Terms

10. Proposals should include a proposed form of Services Agreement for consideration by the College.  
Proposals should include a detailed description of any exceptions or additions to the Services Agreement. The College will assume, in the absence of any such exceptions or additions, that the proponent accepts the form of Services Agreement.

### Liability Insurance

11. Provide certificates of insurance outlining the amounts of liability insurance that you carry. Provide proof of Saskatchewan Workers' Compensation Board letter of good standing.

### Conflict of Interest Disclosure

12. Disclose any actual or potential conflicts of interest that may exist between your company and its management, and the College, its directors or employees, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal. The College's employees are ineligible to participate, directly or indirectly, with any proponent.

### Confidentiality

13. Proponents are advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**