
NORTHLAND SCHOOL DIVISION NO. 61

Bag 1400
9809 - 77 Avenue
Peace River AB T8S 1V2



Requests Proposal ("RFP") for

The Provision of Custodial Supplies and Services for the Maintenance and Repair of
Custodial Equipment and Related Training.
(Please read all documentation carefully)

**Please note that responses to this RFP must be received by
July 8, 2016, 2:00 PM local time at the address below.**

Northland School Division No. 61
Attention: Secretary - Treasurer
Trudy Rasmuson
Bag 1400
9809-77 Avenue
Peace River AB TBS 1V2

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OVERVIEW

Article I. Preamble

1. Vendors are invited to submit proposals for the provision of custodial goods and services in accordance with the terms and conditions contained within this document.
2. This competitive procurement will be conducted in accordance with one fundamental principle, the objective of which is to maximize the benefit to The Board of Trustees of the Northland School Division No. 61 (the "Board") while offering to members of the vendor community a fair and equitable opportunity to participate.
3. The purpose for collecting the information for this RFP is to enable the Board to ensure the accuracy and reliability of, and to enable the Board to evaluate, the vendor's proposal to this RFP. Authority for this collection arises under the *School Act*; as amended, revised or substituted from time to time. The vendor may contact the Secretary Treasurer, regarding any questions about the collection of information pursuant to this RFP.

PART I - GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS FOR VENDORS

Vendors should carefully read the following document prior to submitting a proposal and quotation. All terms and conditions of this RFP are deemed to be accepted by the vendor and incorporated by reference in its proposal, except such terms and conditions as are expressly excluded in the proposal.

1. VENDOR QUESTIONS

- a) All questions regarding this RFP should be directed by electronic mail (Trudy.Rasmuson@nsd61.ca) or written correspondence to the Secretary-Treasurer.
- b) Telephone inquiries may be accepted by the Secretary-Treasurer; however, verbal responses to any inquiry are not binding on either party.
- c) Information obtained from any other source is not official and may be inaccurate.
- d) Direct contact by a vendor with any person within the Board without prior authorization by the person identified above may result in disqualification of that vendor.
- e) Written inquiries from vendors and their corresponding written responses by the Board shall be distributed to all vendors registered on the Alberta Purchasing Connection (APC) system located at www.purchasingconnection.ca
- f) Vendor inquiries should be made seven (7) days prior to closing date. Inquiries made after this date may not be given a response.

2. RFP IS NOT AN ORDER TO PURCHASE

- a) This RFP should not be construed as a contract to order or purchase custodial goods and services. The Board shall not be obligated in any manner to any vendor until or unless a written agreement has been duly executed related to an approved proposal. The issuance of this RFP does not constitute a commitment by the Board to award a contract or to pay any costs incurred in the preparation of a response to this RFP.
- b) By submitting a proposal, each vendor agrees that it will not claim for damages, losses or expenses or other legal relief in any court proceeding or other dispute resolution forum in respect of the within process (including but not limited in respect to representations made or purported to have been made before, during or after the RFP process and post-RFP negotiations) in contract, tort or other legal theory and each vendor specifically waives as against the Board claims for loss of profits and loss of business opportunity.

3. SUBMISSION OF PROPOSAL

- a) Responses shall be accepted until 2:00 PM, local time on July 8, 2016 (hereinafter the "Closing Date").
- b) Proposals will be date stamped, and the time of receipt will be noted on the proposals. Closing time for RFP is 2:00 PM according to the clock on the upstairs vault room wall in Divisional Office.
- c) Proposals received after the Closing Date will be date and time stamped and will not be considered as valid proposals, and they will be placed in a folder marked "Rejected."
- d) Responses must be submitted using the enclosed form, signed in full and returned to the Secretary – Treasurer in a sealed envelope clearly marked "Request for Custodial Goods and Services - Northland School Division No. 61".
- e) In addition to the hardcopy submitted an electronically transmitted copy with all appropriate information filled in must be submitted to Trudy.Rasmuson@nsd61.ca Failure to submit the electronic copy by 2:00 PM, local time on July 8, 2016 will result in rejection of your proposal.

4. ACCEPTANCE/REJECTION OF PROPOSAL

- a) The Board is not under any obligation to award a contract and serves the right to terminate this RFP process at any time in its sole and unfettered discretion prior to the execution of a contract with a successful vendor.
- b) Without limiting the generality of the foregoing, the Board shall have the right (but is not obligated) to cancel this RFP process at any time prior to the execution of a contract with a successful vendor:
 - i. if all qualified bids exceed the Board's allocated budget for the procurement and delivery of custodial goods and services; and/or

- ii. if a single response (i.e. a proposal from only one vendor to the RFP) is received.

- c) The Board reserves the right to accept the proposal that it deems in its sole and unfettered discretion, including the right to accept or reject a non-compliant proposal. The proposal having the lowest cost shall not necessarily be accepted. Notwithstanding anything else contained within this RFP, the Board reserves the right, in its sole and unfretted discretion, to reject or accept any proposal, compliant or not, including the right to reject all proposals.
- d) The proposals or quotations that are not compliant with the general terms and conditions of this bid document may be rejected.
- e) The Board's discretion may be exercised by the Secretary Treasurer.

5. WITHDRAWALS

Any application by a vendor to alter, amend or withdraw its entire proposal or any part or parts thereof shall be delivered to the Board at Bag 1400, 9809 - 77 Avenue, Peace River AB T8S 1V2 to the attention of the Secretary Treasurer, prior to the stipulated Closing Date and time and shall be labelled as a "Request to Withdraw or Alter a Proposal."

6. PROPOSAL COMMITMENT

The vendor agrees that by submitting a response that the response shall remain open for acceptance by the Board for at least a period of fourteen (14) calendar days from the Closing Date.

7. CONTRACTS

Upon acceptance of a response, a vendor will be required to execute a written contract based upon the general terms and conditions set out in Part III of this RFP. The Board may, at its sole discretion, negotiate the terms of the contract with the successful vendor.

8. CONFIDENTIALITY OF THE RFP AND BOARD BUSINESS ACTIVITIES

- a) This RFP remains the property of the Board and is provided to vendors for the exclusive purpose of preparing and submitting a proposal and quotation.
- b) Reproductions are not permitted other than for the purposes of responding to the RFP. All information of the Board and any third parties acquired as a result of participating in this RFP must be kept in strict confidence by participating vendors.
- c) The proposals and accompanying documentation submitted by the vendors are the property of the Board and will not be returned.

9. CONFIDENTIALITY OF VENDOR RESPONSES

- a) The vendor acknowledges that the *Freedom of Information and Protection of Privacy Act* ("FOIP") applies to all information and records relating to, or obtained, generated, collected, or provided under or pursuant to the terms of this RFP or any contract generated as a result thereof.
- b) The vendor shall abide by the requirements of FOIP insofar as applicable to its

- operations and the information the vendor has access to, collects, or uses as a consequence of carrying out its obligations to the Board.
- c) FOIP imposes an obligation to protect the privacy of the individuals to whom information relates.
 - d) The vendor shall protect the confidentiality and privacy of an individual's personal information accessible to the vendor or collected pursuant to this proposal and any subsequent contract, in accordance with FOIP.
 - e) The vendor consents, and has obtained written consent of any individuals identified in the proposal, to the use of their information in the proposal by the Board, Board employees, and any individuals or organizations chosen by the Board to assist in the evaluation of vendor proposals.
 - f) All documents submitted to the Board are subject to the protection and disclosure provisions of FOIP. While this Act allows the right of access to records in the Board's custody or control, it also prohibits the Board from disclosing the personal or business information where disclosure would be harmful to the business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of the Act. Applicants are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.
 - g) The records stipulated in this RFP as being required to be maintained or submitted by the vendor may be subject to the protection and access provision of FOIP. Should the Board receive a request for any of these records, it would be the vendor's responsibility to provide the records, at the vendor's expense, to the Board within three (3) calendar days from official notification by a representative of the Board.
 - h) The successful vendor agrees to retain all records respecting this procurement for at least one year after the contract expires or is terminated.

10. NOTIFICATION OF CHANGES

All vendors who are registered on the Alberta Purchasing Connection (APC) system and have downloaded the custodial RFP shall be notified of any changes made to this RFP for the purposes of clarification.

11. BID INELIGIBILITY

Without limiting the Board's discretion to accept a non-compliant proposal, in the sole discretion of the Board or its designate, are incomplete, conditional or obscure, or which in any way fail to conform to the requirements of the RFP document, or which contain alterations, erasures or irregularities of any kind may be rejected.

12. LIABILITY FOR ERRORS

The representations in the RFP document are provided mainly for general information of vendors and are not in any way warranted or guaranteed by or on behalf of the Board. All prospective vendors are urged to conduct their own investigations into material facts, and the Board shall not be held liable or accountable for any error or omission in any part of this RFP.

13. ACCEPTANCE OF TERMS

All terms and conditions of this RFP are assumed to be accepted by the vendor and incorporated in the vendor's proposal, except those conditions and provisions that are expressly excluded in the vendor's proposal wording.

14. LEGISLATIVE COMPLIANCE

- a) The vendor shall comply with the provisions of all applicable Federal, Provincial and municipal laws, ordinances, regulations and codes (including procurement of all required permits or certificates) applicable to the performance and provision of the goods and services as contemplated in this RFP and any contract entered into as a result thereof including, but not limited to, the standards promulgated by the *Occupational Health and Safety Act*, R.S.A. 2000, c.0-2, as amended, and the regulations and codes thereunder.
- b) The vendor must be licensed to conduct business in the Province of Alberta and as otherwise required by all relevant legislation governing the performance and provision of the goods and services as contemplated in this RFP and any contract entered into as a result thereof.
- c) Irrespective of whether a specification is furnished, if products, services or containers furnished are required to be constructed, packaged, labelled, or registered in a prescribed manner, the vendor shall comply with the Federal Law, and in addition with applicable Provincial or Municipal law. The vendor agrees to indemnify the Board and defend the Board against any claims, loss or damage sustained (on a solicitor-client fully indemnity basis) due to its non-compliance hereunder.
- d) The vendor must be registered with the Workers' Compensation Board and have satisfied all assessment requirements as of the date the RFP was submitted. If successful, the vendor's registration number and evidence of compliance and good standing with all WCB requirements must be provided forthwith, to the Secretary-Treasurer, prior to the effective date of commencement of the contract.

15. BID OPENING

- There will be a public opening of the proposals at 2:00 P.M. local time on **July 8, 2016** at the Board office, 9809-77 Avenue, Peace River, Alberta T8S 1V2.

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PART II – PROPOSAL EVALUATION & CONTRACT NEGOTIATION

SELECTION METHODS

Screening

- a) Upon receipt of vendor proposals, an evaluation team will screen each proposal to ensure the vendor's compliance with the requirements of this RFP.
- b) The evaluation team is not under any obligation to accept or recommend a proposal received and reserves the right to terminate this evaluation process at any time in its sole and unfettered discretion.
- c) Without limiting the generality of the foregoing, the evaluation team shall have the right (but is not obligated) to cancel this RFP process at any time prior to the execution of a contract with a successful vendor:
 - if all qualified bids exceed the Board's allocated budget for the procurement and delivery of custodial goods and services; and/or
 - if a single response (i.e. a proposal from only one vendor to the RFP) is received.
- d) The evaluation team reserves the right to recommend acceptance of any proposal that it deems in its sole and unfettered discretion, including the right to accept or reject a non-compliant proposal. The proposal having the lowest cost shall not necessarily be recommended. Notwithstanding anything else contained within this RFP, the evaluation team reserves the right, in its sole and unfettered discretion, to reject or accept any proposal, compliant or not, including the right to reject all proposals.

Rating

- a) The evaluation team will utilize specific evaluation criteria to rate various requirements for evaluation purposes. Subject to the requirements of FOIP, such rating shall be confidential, and no totals of scores of such rating shall be released to any party.

Evaluation Criteria

- a) The Board reserves the right to accept the proposal that it deems in its sole and unfettered discretion, which may be unreasonably exercised, most advantageous. The Board, through the evaluation team may take into account any criteria that it desires including, without limitation, the following (not necessarily in order of importance):
 - i) costs
 - ii) commitment to delivery and schedule
 - iii) ability to provide Ecology Program Products
 - iv) references
 - v) vendor credentials and suitability
 - vi) acceptance of RFP terms and conditions and contract provisions
 - vii) resource capabilities and qualifications

- viii) understanding of supply requirements
 - ix) commitment to delivery schedule
 - x) previous related experience
 - xi) organization and managerial competence
 - xii) capabilities of personnel (knowledge and experience)
 - xiii) product quality and reliability
 - xiv) ease of application of cleaning products
 - xv) adaptability to our unique situations
 - xvi) ability to provide comprehensive training
 - xvii) availability of loaner equipment
 - xviii) timeliness of supply of orders
 - xix) price and price stability
- b) The Board is not obliged to inform vendors of the relative weight to be given to any particular evaluation criteria or to provide reasons to any vendor with respect to any use of the Board's discretion.
- c) Following completion of the evaluation, a recommendation will be made to the Board of Trustees regarding the awarding of the contract. Vendors will be notified in writing within 14 working days from closure of the RFP.

GENERAL

To assist in evaluation of the proposals, the Board may, in its discretion, but is not required to:

- a) conduct reference checks with any or all of the references cited in a proposal or other persons not listed in a proposal and verify any and all information regarding a vendor, including its directors, officers and key individuals, and the Board may rely on and consider any relevant information from such references or investigations in the evaluation of proposals;
- b) seek clarification or rectification of a proposal from any of all vendors and consider such supplementary information in the evaluation of proposals;
- c) request interviews or presentations with any, all or none of the vendors to clarify any questions or considerations based on the information included in the proposal.

CONTRACT

If the Board selects a successful vendor, the Board will invite the successful vendor to enter into discussions to settle the terms of a contract, based on the terms and conditions contained in this RFP and successful vendor's proposal. For clarity, the provisions, terms and conditions of this RFP shall form part of and be incorporated into the contract.

If for any reason the Board determines that it is unlikely to reach final agreement with the successful vendor, then the Board may terminate the discussions with the successful vendor and proceed in any manner that the Board may decide, in consideration of its own best interests, including:

- a) terminating the RFP process entirely; or
- b) inviting one of the other vendors to enter into discussions to reach final agreement.

PART III – SCOPE AND SUPPLY REQUIREMENTS

Northland School Division No. 61 is seeking a vendor to provide custodial cleaning supplies and repair and maintenance thereof, as well as related training in the proper and safe use of the supplies and equipment, WHMIS, and first aid.

The vendor must have the experience and capability to provide proper and timely WHMIS and floor care and sanitation training. Vendor must also be able to provide any services necessary to maintain and repair custodial equipment including the provision of loaner equipment.

All products and services proposed in response to this category must comply and conform to all federal, provincial, local and industry standards, codes, regulations and best practices, including but not limited to the standards promulgated by the *Occupational Health and Safety Act*, R.S.A. 2000, c.0-2, as amended, and the regulations and codes thereunder.

Please refer to Appendix 1 for a summary of average contract costs for the subject goods and services incurred over the last three years.

1. CONTRACT PERIOD

The contract will be for a three (3) year term commencing **September 1, 2016** and ending **August 31, 2019**.

Without limitation to any termination provisions in the resulting contract, the Board reserves the right to terminate the resulting contract with thirty (30) days written notice to the successful vendor.

2. RATE

Vendors must provide locked in or fixed prices for the supply of custodial supplies and services for the term of the contract:

Specifics of the pricing proposal must be clear.

3. PERMITS AND LICENSES

The vendor shall comply with and maintain valid permits and licenses as required by law for the execution of services pursuant to the contract to be entered into between the Board and the Vendor.

4. REQUIRED SERVICES

This procurement is for:

- a) the supply and delivery of custodial supplies;
- b) the provision of maintenance and repair services for custodial supplies and equipment including the provision of loaner equipment when required;
- c) the provision of training of the custodians identified for each school below regarding the proper use of the custodial supplies and equipment, first aid, WHMIS and training that includes, but is not limited to the standards promulgated by the *Occupational Health and Safety Act*, R.S.A. 2000, c.0-2, as amended, and the regulations and codes thereunder regarding the custodial supplies and equipment provided; and
- d) the provision of ongoing consultation services during the contract to the Area Maintenance Supervisors and the Director of Support Services:

Area 1 – Division Office	Number of FTE Custodians	
Bishop Routhier School (Peavine) Phone: (780) 523-2216	2	Facilities Manager: David Cox Bag 1400 9809-77 th Ave Peace River, Alberta T8S 1V2 Direct Line: (780) 624-2060 Cell: (780) 618-9243 Fax: (780) 618-3143
Dr. Mary Jackson School (Keg River) Phone: (780) 981-2275	1	
Gift Lake School Phone: (780) 767-3935	4	
Grouard Northland School Phone: (780) 751-3772	2	
Hillview School Phone: (780) 523-9679	1	
Kateri School (Trout Lake) Phone: (780) 869-3990	2	
Little Buffalo School Phone: (780) 629-3950	2	
Paddle Prairie School Phone: (780) 981-2124	2	
Peerless Lake School Phone: (780) 869-3832	2	
Susa Creek School (Grande Cache) Phone: (780) 827-3366	1	

Area 2 – Wabasca	Number of FTE Custodians	
Calling Lake School Phone: (780) 331-3774	2	Facilities Manager: David Cox Bag 1400 9809-77 th Ave Peace River, Alberta T8S 1V2 Direct Line: (780) 624-2060 Cell: (780) 618-9243 Fax: (780) 618-3143
Chipewyan Lake School Phone: (780) 899-3770	1	
Mistassiniy School (Desmarais) Phone: (780) 891-3949	4	
Pelican Mountain School (Sandy Lake) Phone: (780) 891-2442	1	
St. Theresa School (Wabasca) Phone: (780) 891-3833	4	

Request for Proposal (Custodial Supplies and Services)

Area 3 – Fort McMurray	Number of FTE Custodians	
Anzac Community School Phone: (780) 334-2271	1	Facilities Manager: David Cox Bag 1400 9809-77 th Ave Peace River, Alberta T8S 1V2 Direct Line: (780) 624-2060 Cell: (780) 618-9243 Fax: (780) 618-3143
Athabasca Delta Community School (Fort Chipewyan) Phone: (780) 697-3933	4	
Bill Woodward School Phone (780) 334-0818	3	
Conklin Community School Phone: (780) 559-2228	1	
Elizabeth Community School Phone: (780) 594-2017	1	
Father R. Perin School (Janvier) Phone: (780) 559-2240	1.5	
Fort McKay School Phone: (780) 828-4222	1.5	
J.F. Dion School (Fishing Lake/Sputinow) Phone: (780) 943-2348	1.5	

For the estimated volumes (not guaranteed) of supplies purchased, please refer to Bid Form A.

- e) If, during the period of the contract, any modifications or installation of equipment or products are required due to a change in law or applicable rules and regulations, such modifications or installation shall be made by the vendor as required. Costs of such modifications or installation shall be borne solely by the vendor.
- f) The vendor must provide in its response, a labour rate for maintenance and repair services for all work. Labour costs must be listed per man-hour. Travel time, mileage and per diem policies and costs, if applicable, must also be provided in Bid Form A1.
- g) The vendor must describe within its response how material and components provided for maintenance and repair services will be charged out.
- h) In its response, the vendor must explicitly ensure and state that in consideration of being the exclusive provider of the supplies listed in the Bid Form A by the Board, it will provide at **no charge** to the Board:
 - i) Delivery of orders in excess of \$400.00; orders below \$400.00 will be at the cost of the Board except as noted in Section 11 of this RFP entitled, "Delivery";
 - ii) For the purposes of the foregoing, orders shall be F.O.B. Peace River, Alberta
 - iii) Two annual in-service sessions per Area as set out in the table on pages 10 and 11 of this RFP (on dates and at locations to be determined by the Board) to the Board's custodial staff which will include site specific First Aid and WHMIS training and certification pursuant to the standards promulgated by the *Occupational Health and Safety Act*, R.S.A. 2000, c.0-2, as amended, and the regulations and codes thereunder regarding all custodial supplies and equipment provided by the vendor;

- iv) Specify minimum size of order and number of items per case where appropriate;
 - v) Provide training on new products introduced by the supplier as and when required, including first aid and WHMIS, and training in accordance with the standards promulgated by the *Occupational Health and Safety Act*, R.S.A. 2000, c.0-2, as amended, and the regulations and codes thereunder.;
 - vi) Maintain contact with Facilities Manager and Contract Manager, and assist in supply quantity monitoring including providing the Board with quarterly consumption reports;
 - vii) During product demonstrations and training, provide assistance in stripping floors and establishing new floor care programs;
 - viii) The vendor must provide the Board with a proposed schedule of visits to each of the Board's sites by their representative. This representative must be trained in the use of the vendor's products and be able to demonstrate their use;
 - ix) Provide twenty-four (24) hour emergency call service;
 - x) Provide annual MSDS information updates;
 - xi) Provide any necessary chemical dispensing system that may be required;
 - xii) Provide a cost estimate on the repair of any custodial equipment prior to completion of their repair; and
 - xiii) Provide all paper product dispensers and any upgrades/changes to dispensers will be the responsibility of the vendor as well as any costs associated.
- i) All custodial supplies and equipment provided by the vendor will meet Workplace Hazardous Material Information System labelling and MSDS requirements. All documentation evidencing such compliance must be made available to the Board at no charge.
 - j) The vendor will provide custodial maintenance manuals for each school. The vendor must provide details of the cost of such manuals in its response;
 - k) The vendor must provide equipment loaners at no charge or a reasonable price to be negotiated with the Board when the vendor is unable to repair equipment within a reasonable time frame as determined solely by the Board.

It is strongly recommended that in preparing for your bid you visit four (4) or five (5) of our schools due to their remote locations with at least one being either Chipewyan Lake or Fort Chipewyan. (Please refer to the list in Section 5 "Required Services" and the Divisional Map in Appendix 2).

In Bid Form A where quantities are not provided, please quote on individual pricing.

For goods not listed in Bid Forms A the vendor must indicate if preferred pricing is available and the rate of discount that will be provided.

5. FORMS

The vendor will be required to complete the enclosed forms and return them as part of the proposal. Where a form is not provided, the vendor will provide the requested information and/or documentation on a separate page attached to the forms to complete the vendor's proposal.

6. QUALIFICATIONS

- a. Vendors must be licensed to conduct business in the Province of Alberta and as otherwise required by all relevant legislation.
- b. There is no prequalification process; however, vendor not having a previous working relationship with the Board are required to supply a minimum of three references.
- c. One reference must be a publicly funded Canadian learning institution; i.e. school jurisdiction or post-secondary institution for which the vendor has supplied and serviced equipment of a similar nature.
- d. References must include the institution name, contact name, telephone and fax numbers and a brief description of the goods and services provided.
- e. The Board has the right to check the reference of any or all vendors, at its sole discretion.
- f. The Board reserves the right to reject any proposal if any references are found to be unsatisfactory.

7. DOCUMENTATION

- a. The RFP and quotation should not be construed as a contract or commitment to purchase goods and services.
- b. The commitment to purchase custodial supplies and equipment during the term of the contract will be based on the ongoing need for custodial supplies and equipment at each school during the term of the contract.
- c. The following shall form the sole documentation defining the nature of the contract between the parties:
 - ii) the contract for services respecting the custodial supplies and equipment;
 - iii) the RFP; and
 - iiii) the proposal.

8. PRICING

- a. The vendor agrees to provide the custodial supplies, repair, maintenance, training and consultation services for the costs set out within the contract during the length of the contract.
- b. The prices quoted shall be in Canadian dollars, exclusive of the Goods and Services Tax.
- c. If paper or plastic product pricing can not be quoted for the duration of the

contract, annual adjustments to a maximum of 10% may be allowed provided documentation from the manufacturer is provided in support of the request. Such need for adjustment must be detailed in your proposal.

9. ENVIRONMENTALLY FRIENDLY PRODUCTS

Where available, vendors are encouraged to (as an equivalent to other products otherwise identified in their proposal) identify environmentally friendly products that meet a recognized standard such as the Ecologo Program (see www.ecologo.org). Proposals should clearly identify the products as environmentally friendly and identify the applicable standard or certification.

10. DELIVERY

- a. When possible deliveries should be made between the hours of 8:30AM and 3:30PM so that a Northland representative can sign for the product supplied.
- b. All purchases of supplies and equipment require approved purchase orders.
- c. All orders authorized by a P.O (purchase order) will be filled and shipped within twenty-four (24) hours of receipt of P.O.
- d. All goods ordered will be delivered to the school specified, except for those supplied to Chipewyan Lake and Fort Chipewyan. Goods ordered for these two (2) locations will be delivered to a location to be specified in Wabasca and Fort McMurray respectively.
- e. Each vendor must provide written details as to how they propose to supply each school.

11. PAYMENT

Invoicing of custodial supplies and equipment via email accounts.payable@nsd61.ca will be submitted to Northland School Division No. 61 office in Peace River.

12. WARRANTIES

The vendor must provide written details of the applicable warranty periods as part of its proposal.

13. CONTRACT DESIGNATE

The vendor will assign one account representative to Northland School Division's account to ensure consistency of communications.

The vendor will provide one internal account sales representative and one technical support account representative during regular Alberta business hours (MST).

14. CONTRACTUAL WARRANTIES

Claims made in the proposal shall constitute contractual warranties. Any provisions in the proposal may be included in the contract as a direct provision thereof.

15. VALUE-ADDED OPTIONS

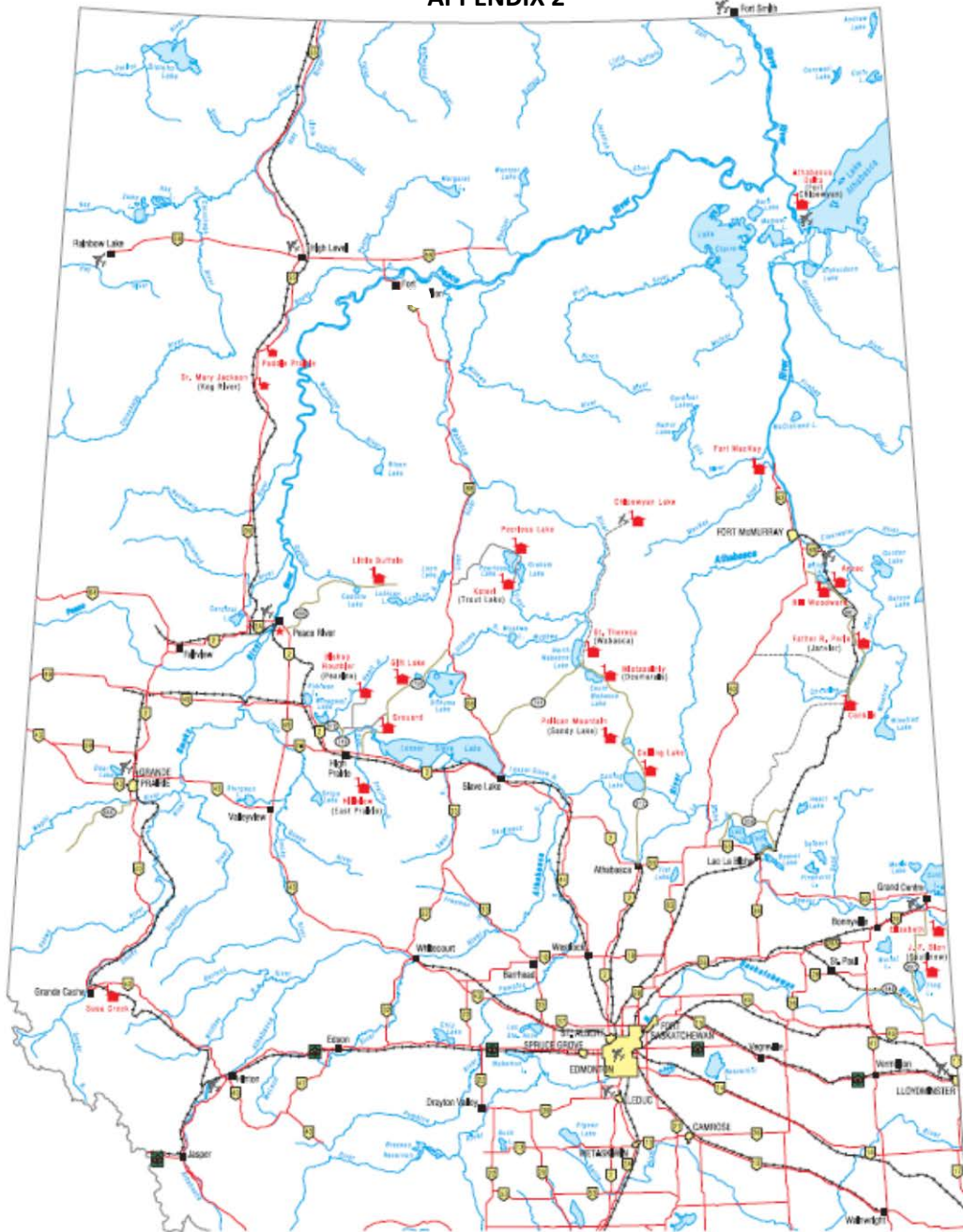
The vendor shall describe in the vendor's proposal value-added options if they will enhance the proposal.

APPENDIX 1

Summary of Average Contract Costs

School Year	Average Cost
September 1, 2013 – August 31, 2014	\$210579
September 1, 2014 – August 31, 2015	\$231286

APPENDIX 2



Kilometers from Schools to Peace River



Northland
SCHOOL DIVISION
No. 61
Updated July 2011

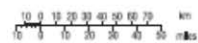
Anzac	650	Elizabeth	648	Little Buffalo	120
Athabasca Delta	969	Fr. R. Pein	733	Mistassini	379
Bishop Routher	150	Fort McKay	735	Padon Prairie	230
B. Woodward	650	GR Lake	232	Peace Lake	245
Calling Lake	489	Grouard	160	Pollan Mountain	450
Chapewyan Lake	511	Hallow	176	St. Theresa	386
Conklin	614	J.F. Dixon	710	Susa Creek	420
Dr. Mary Jackson	202	Kator	265		

SCHOOLS

- ★ DIVISIONAL OFFICE
- MAIN CENTRE
- SCHOOL
- CITY

- ✈ SCHEDULED AIRLINE STOP
- ✈ AIRFIELD

- PRIMARY HIGHWAY
- SECONDARY HIGHWAY
- IMPROVED ROAD
- WINTER ROAD
- RAILWAY



PRODUCED BY STEWARD WEIR
ORIGINAL DATA SUPPLIED BY ALTAIR

PART IV – BID FORMS

Enclosed:

Bid Form A – Individual Supply Quotation Sheet

Bid Form A1 – Maintenance Labour Rate and Associated Costs

Bid Form B – Company Profile

Bid Form C – Acknowledgement

Vendors:

- Please note that all bids are to be submitted on the forms provided in the prescribed format. Alterations to any of the formats or forms provided may disqualify your bid.
- Please re-check your quotes prior to submission.
- Where a form is not provided or additional space is required, the vendor will provide the requested information and/or documentation on a separate page attached to the forms to complete the vendor's proposal.

BID FORM A – INDIVIDUALIZED QUOTATION SHEET

NOTE: Where applicable, please provide price per ready-to-use litre (L), noted by an asterisk *. In addition, if quoting a concentrate in place of a product that is currently ready-to-use, also provide cost per diluted litre.

Line #	Product Classification	Unit of Measure	Est. Annual Purchase	Vendor Product Description	Exceptions from the Product Classification Yes/No/Exception	Unit Price	Dilution Rate	Cost/L Ready-To-Use	Green Product Yes/No
AIR FRESHNERS & DEODORIZERS									
1.	Deodorizer, Small Area Deodorizer With Airicide To Counteract Foul Odors		4						
2.	Odor Counteractant, Spray, To Erase Foul Odors		5						
3.	Dispenser – Timed Mist Aerosol		2						
4.	Air Freshener. Timed Mist Aerosol Or Equivalent		51						
5.	Air Freshener. Dry Breeze Air Freshener Or Equivalent		136						
BATHROOM CHEMICALS & SOAP									
6.	Moisturizing And Conditioning Hand And Body Soap For Bulk Dispensers		50						
7.	Hand Soap - Liquid		31						
8.	Toilet Bowl And Ceramic Tile Cleaner. A ready to use product that provides effective cleaning, removing hard water scale, rust stains and organic residues, body oils, soap scum		392						
9.	Bowl Cleaner, 23% hydrochloric acid. Cleans, deodorizes, and removes tough build ups of rust stains, lime scale, hard water deposits, uric acid salts and other minerals		52						
10.	Non-acid toilet bowl cleaner concentrate. Dilution control dispenser required		10						
11.	Automatic toilet bowl cleaner provides continual cleaning action every time you flush		120						
12.	Non-acid foam all-purpose cleaner for all washable surfaces. Such as sinks, tubs, basins, plumbing fixtures, shower stalls		42						
13.	Disinfectant spray, or equivalent		48						

Line #	Product Classification	Unit of Measure	Est. Annual Purchase	Vendor Product Description	Exceptions from the Product Classification Yes/No/Exception	Unit Price	Dilution Rate	Cost/L Ready-To-Use	Green Product Yes/No
14.	Germicidal foam cleaner to disinfect bathtubs, sinks, shower stalls, walls, counter tops, ceramic tiles and other hard surfaces		82						
15.	Urinal Screen With Deodorant Block		82						
16.	Urinal Block		20						
17.	Urinal Screen with no Deodorant Block		20						
18.	Drain Opener, Sulfuric Acid		20						
19.	Urine Contamination Treatment - Liquid		15						
20.	Powder Cleanser		102						
21.	Multi surface alkaline crème cleanser. For use on sinks, tubs, toilets, urinals, porcelain, enamel ware, Formica, sterling silver, chrome, stainless steel, mild steel, painted surfaces, rubber, glass, plastic, whitewalls, pots, pans and stoves.		124						
DISINFECTANTS									
22.	Germicidal cleaner, which disinfects sanitizers and counteracts foul odors		82						
23.	Concentrated germicidal dual-quaternary detergent with Airicide odor counteractant for washrooms, showers, and garbage rooms. Dilution control dispenser required		7						
24.	A concentrated second-generation hospital grade quaternary germicidal detergent		61						
25.	Quaternary ammonium cleaner with detergents, emulsifiers, builders, water conditioners and odor counteractants		32						
26.	Disinfectant that deals with cross-contamination. Disinfects, cleans, sanitizes and is a virucidal		11						
27.	Oxidizing Disinfectant Cleaner		10						
CLEANING CHEMICALS									
28.	A neutral general purpose cleaner with odor counteractant, for all areas, high dilution rate		38					*	

Line #	Product Classification	Unit of Measure	Est. Annual Purchase	Vendor Product Description	Exceptions from the Product Classification Yes/No/Exception	Unit Price	Dilution Rate	Cost/L Ready-To-Use	Green Product Yes/No
29.	Ready to use solvent based hard surface cleaner		43						
30.	Mild pine oil cleaner that leaves a fresh pine scent		48					*	
CARPET CHEMICALS									
31.	Non-foaming, non- resoiling carpet cleaner concentrate for use in "steam-type" carpet extraction equipment		3					*	
32.	Carpet pre-spray for high traffic areas		35					*	
33.	Water based concentrated liquid alkaline detergent designed to pre-clean and deodorize heavily soiled carpets prior to extraction or deep steam cleaning		1					*	
FLOOR CARE CHEMICALS									
34.	A concentrated neutral floor cleaner designed for light duty cleaning in the neutral pH range. Dilution control dispenser required.		25					*	
35.	A mild neutral floor cleaner suitable for daily damp mopping and auto scrubbing any floor finish		8					*	
36.	A mild neutral floor cleaner suitable for daily damp mopping and auto scrubbing any floor finish		12					*	
37.	A mild neutral floor cleaner suitable for daily damp mopping and auto scrubbing any floor finish		68					*	
38.	Cleaner and restorer in one step		2					*	
39.	Floor Finish Life Extender. Removes damaged coats in preparation for application of floor finish		21					*	
40.	Floor finish stripper		53					*	
41.	An All-In-One Sealer Finish Formula. For stone & resilient tile surfaces. Durable high gloss acrylics. Perfectly suited to low maintenance and scrub and recoat maintenance systems		95						

Line #	Product Classification	Unit of Measure	Est. Annual Purchase	Vendor Product Description	Exceptions from the Product Classification Yes/No/Exception	Unit Price	Dilution Rate	Cost/L Ready-To-Use	Green Product Yes/No
42.	Floor finish, periodic burnishing		5						
43.	Durable High Gloss Burnishing Finish		5						
44.	High gloss 24% solids finish		15						
45.	A heavy duty aerosol product for removing floor finish and soil stubborn build-up from baseboard edges and other hard to reach areas		20						
46.	Packaged powder neutralizer conditioner concentrate. Neutralizes alkaline conditions on floors previously stripped		227					*	
MISCELLANEOUS CHEMICALS									
47.	Dish Detergent		5						
48.	Instant Hand Sanitizer		50						
49.	Foam Hand Sanitizer		53						
50.	Hand Sanitizer with Lotion		52						
51.	A Ready To Use Glass And Mirror Cleaner That Contains Isopropyl Alcohol For Streak-Free Cleaning		8						
52.	Ready To Use Glass And Mirror Cleaner		24						
53.	Concentrated Glass Cleaner		84					*	
54.	6% Chlorine Bleach		54						
55.	12% Chlorine Bleach		173						
56.	Dust Mop & Cloth Treatment		13						
57.	Lemon Furniture Polish		14						
58.	Vandal Mark Remover		191						
59.	Stainless Steel Cleaner		26						
60.	Gum And Wax Remover		6						
61.	Ice Melt		9						
62.	Computer Screen Cleaner		2						
63.	Laundry Detergent – Powder		25						
64.	Laundry Detergent - Liquid		30						
65.	Emergency Spill Clean Up – Powder		15						
66.	Baseboard Stripper – Aerosol		12						

Line #	Product Classification	Unit of Measure	Est. Annual Purchase	Vendor Product Description	Exceptions from the Product Classification Yes/No/Exception	Unit Price	Dilution Rate	Cost/L Ready-To-Use	Green Product Yes/No
FLOOR PADS									
67.	17" Blue Cleaner Pad		48						
68.	17" Black Stripping Pad		37						
69.	17" Red Buffer Pad		5						
70.	20" Black Stripping Pad		58						
71.	20" Blue Cleaner Pad		63						
72.	20" Red Buffer Pad		29						
73.	20" Hi Speed Burnishing Pad		12						
74.	20" White Polish Pad		32						
75.	20" Hi-Pro Pad		15						
76.	20" Gorilla Burnishing Pad (Each)		12						
MISCELLANEOUS ITEMS									
77.	Bar Wipe, Cotton		2906						
78.	Treated Flannel Cloth		4						
79.	Mask Particulate Respirators		20						
80.	Hand Pad, Med Duty		96						
81.	Sponge, Cellulose 3M		284						
82.	Rubber Gloves Small		122						
83.	Rubber Gloves Medium		103						
84.	Rubber Gloves Large		25						
85.	Powder Free Rubber Gloves Small		122						
86.	Powder Free Rubber Gloves Medium		103						
87.	Powder Free Rubber Gloves Large		25						
88.	Rubber Gloves, Large Heavy Duty		52						
89.	9" Regular Trigger Sprayer Red		46						
90.	9" Heavy Duty Trigger Sprayer		41						
91.	Bottle, Plastic WHMIS 24 oz.		22						
92.	1 Litre Bottle		26						
93.	Paper Vacuum Bags		42						
94.	Paper Vacuum Bags		22						
95.	Wastebasket Large		12						
96.	Duster, Lambs wool 42"Exten		15						
97.	Soap Dispenser		12						
98.	Wet Floor Sign		10						
99.	Plunger		8						
100.	Cleaning Bucket		25						
101.	Magic Erasers		33						

Line #	Product Classification	Unit of Measure	Est. Annual Purchase	Vendor Product Description	Exceptions from the Product Classification Yes/No/Exception	Unit Price	Dilution Rate	Cost/L Ready-To-Use	Green Product Yes/No
102.	Wet Wipes		30						
103.	Squeegees		5						
104.	Razor Blades Single Edge – each		15						
105.	Razor Blades Single Edge – pack		22						
106.	Sani-Sac Liners		10						
107.	Maxi pad		5						
108.	Tampons		1						
MOPS, BRUSHES, BROOMS & HANDLES									
109.	Mop, Looper W/B Orange Large		29						
110.	Mop, Looper W/B Blue Medium		22						
111.	Mop, Looper W/B Blue Large		102						
112.	Mop,C Pro W/B Cut End 24oz/650g		32						
113.	Mop,C Pro W/B Cut End 32oz/850g		4						
114.	Mop, Super Waxer N/B Loop Large		14						
115.	Wall Wash Mop Refill		14						
116.	Mop,C Pro Cut End N/B24oz/650g		32						
117.	Dust Mop Refill, HI Stat Blue24		44						
118.	Dust Mop Refill, HI Stat Blue36		8						
119.	Angle Broom		12						
120.	Broom Head		37						
121.	Broom Handle 48”		33						
122.	Toilet Bowl Brush		10						
123.	Handle, 54” Metal		3						
124.	Dust Pan		5						
125.	Wet Mop Frame		3						
PLASTIC BAGS									
126.	20x22 Black Light Polybag		28						
127.	20x22 White Poly Bags		40						
128.	24 X 22 Utility Poly Bags		29						
129.	42x48 Heavy Duty Layfield Bags		2						
130.	26x36 Regular Black Poly Bag		208						
131.	30x38 Strong Poly Bags		15						
132.	35x50 Extra Heavy Duty Lay Bags		126						
133.	35x50 Regular Poly Bags		2						
134.	35x50 Strong Poly Bags		47						
135.	35x50 Extra Strong Garbage Bag		43						

Line #	Product Classification	Unit of Measure	Est. Annual Purchase	Vendor Product Description	Exceptions from the Product Classification Yes/No/Exception	Unit Price	Dilution Rate	Cost/L Ready-To-Use	Green Product Yes/No
PAPER PRODUCTS									
136.	2 Ply Toilet Tissue		215						
137.	1 Ply Toilet Tissue		32						
138.	2 Ply (Case) Toilet Tissue		28						
139.	2 Ply 500/RI Toilet Tissue		41						
140.	1 Ply (Case) Toilet Tissue		16						
141.	¼ Fold Wipers		189						
142.	Facial Tissue		285						
143.	Long Roll Towel		151						
144.	Roll Towel		58						
145.	Roll Towel 8" White		41						
146.	Roll Towel 10"		8						
147.	Wipe Towel 2 ply		5						
148.	Single fold Towel		56						
149.	Single fold Towel		45						
150.	Multifold Towel		51						

Total Cost _____

Explanation _____

Small Volume discount available
(Yes/No) _____

Amount of Discount available (%) _____

BID FORM A1 – MAINTENANCE LABOUR RATE AND ASSOCIATED COSTS

Labour Rate – at Supplier's Premises (\$/hr)	
Labour Rate – on site (\$/hr) (if different than above)	
If Applicable: Travel Time	
Mileage (¢/km)	
Per diem Specify: _____ Rate _____	
_____ Rate _____	
_____ Rate _____	

Vendor's Initial _____

BID FORM B – COMPANY PROFILE

Please list school boards or other entities for which you have provided service, including the length of time you provided service to the school board or other entity and the telephone number and contact name of the individual with whom you have dealt.

I/We have attached a current letter of reference from my banking institution.

Yes _____ No _____

If the above answer is no, please state reason.

Vendor's Initial _____

BID FORM C – ACKNOWLEDGEMENT

I/We have read the terms and conditions noted herein, namely Parts I, II, and III and Bid Forms A, A1, A2, B, and C and agree thereto and have stated herein the prices at which we will provide custodial supplies and equipment as specified. We certify that the prices quoted herein have been independently determined.

Date: _____

Signature: _____ **Title:** _____

Name: _____

Witness: _____

Signature: _____ **Title:** _____

Name: _____

Witness: _____

Firm Name: _____

Address: _____

Postal Code: _____

Phone: () _____ **Fax:** () _____

E-mail Address: _____