**Introduction**

The Town of Port McNeill is requesting Proposals from a self-employed individual or company to manage the custodial services for the Town of Port McNeill Municipal Buildings. All cleaning specifications and responsibilities are outlined in Appendix ‘A’. Appendix ‘B’ is a guide to drafting a proposed fee structure.

**Definitions**

Throughout this Request for Proposal the following definitions apply:

**“Custodian”** means the successful Proponent to this Request for Proposal

**“CAO”** means Chief Administrative Officer

   **“Proponent”** means a person/company that submits a Proposal

**“Proposal”** means a submission in response to this Request for Proposal

   **“RFP”** means Request for Proposal

**“Services”** means the works requested to be performed as per this RFP

   **“Town”** means the Town of Port McNeill

**“Appendix ‘A’”** means all cleaning specifications, and responsibilities

**“Appendix ‘B’”** means a guide to drafting a proposed fee structure.

**Instructions to Proponents**

Proponents shall submit two (2) copies of their proposal in a sealed envelope, clearly marked with the name of the project “RFP – CUSTODIAL SERVICES”

**Proposal Requirements**

A cover letter shall be provided with the proposal clearly stating the Proponent’s understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the Proponent, their title(s) and telephone number(s). The person signing the cover letter must be authorized to bind the Proponent.

**Proposals, as a minimum, should include:**

1.  Individual or Company Profile and Contact: A brief profile (1 to 2 pages) indicating the relative qualifications, if any, and experience (e.g. brief resume). Identify the Proponent’s contact person, phone number and email address. State the office address and phone number along with any other pertinent contact information.

2.  Implementation: Proposals must clearly show the Proponent’s understanding of the work to be performed. This could include but is not limited to, time of day cleanings would be completed, availability outside of office hours, and availability on an as-needed basis.

3. Fee Proposal: Complete fee schedule in Appendix B. Provide any other additional information that may be pertinent to the proposal.

At all times, the Town reserves the right to seek written clarification regarding a proposal from a proponent. Such clarification shall be deemed additional information in evaluating the proponent's proposal.

* Proposals should contain provisions for dealing with extraordinary circumstances beyond that which was originally planned.
* Term of Contract. The Proposal is for an 18-month term, from July 1, 2022, to December 31, 2023, which may be extended by agreement.
* The Proponent must have current clearance with WorkSafe BC.
* The Proponent must carry (proof required) a minimum of $2,000,000 liability insurance coverage.

**Proposal Closing Date**

The deadline for proposals shall be 4:00 pm, Friday, June 24, 2022.

SEALED proposals clearly marked “RFP - CUSTODIAL SERVICES” should be forwarded to the Town of Port McNeill, attention Pete Nelson-Smith, Chief Administrative Officer, 1775 Furney Place, PO Box 728, Port McNeill, BC V0N 2R0.

**Inquiries**

All questions regarding the RFP shall be directed to reception@portmcneill.ca prior to the submission date. No inquiry will be responded to after 4:00 p.m. on June 24, 2022.

Pete Nelson-Smith – Chief Administrative Officer

Town of Port McNeill

1775 Furney Place, Box 728, Port McNeill, BC, V0N 2R0

Phone: 250-956-3111

Fax: 250-956-4300

**Scoring and Evaluation**

Ratings will be confidential, and no details will be released to any of the proponents. The proposals, as submitted, shall be evaluated in accordance with the following factors:

|  |  |
| --- | --- |
| **Evaluation Criteria**  | **Weight**  |
| 1.  Experience/Resume  |  25  |
| 2.  Implementation  | 25  |
| 3.  Quality of Proposal  | 20  |
| 4.  Fee Schedule  | 30  |
| **TOTAL**  | **100**  |

**Terms of Agreement**

The Town of Port McNeill may select one or more proponent(s) who submitted a proposal with whom the Town of Port McNeill, in its sole and unfettered discretion, will negotiate regarding the terms of a contract for Service.

**Notification**

The successful proponent will be notified by June 30, 2022.

**Modifications of Terms and RFP Cancellation**

The Town reserves the right to modify the terms of the RFP prior to the submission date at its sole discretion.  Proponents will be advised of any changes or modifications in writing from the Town. The Town reserves the right to cancel the RFP at any time prior to entering a contract with the successful proponent.

**Irrevocability of Proposals**

The Proposals received shall remain irrevocable for a period of thirty (30) days following the RFP Closing to allow the Town of Port McNeill to undertake the evaluation of the proposals received and to undertake the negotiations as provided for herein.

**Disclaimer of Liability and Indemnity**

By submitting a proposal, a proponent agrees:

• That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;

• That it has gathered all information necessary to perform all of its obligations under its proposal;

• That it is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its proposal;

• To hold harmless the municipality, its elected officials, officers, employees, insurers, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;

• That it shall not be entitled to claim against the municipality, their elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the municipality or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;

• That the municipality will not be responsible for any costs, expenses, losses, damages, or liability incurred by the proponent as a result of, or arising out of, preparing, submitting, or disseminating a proposal, or for any presentations or interviews related to the proposal, or due to the Town’s acceptance or non-acceptance of a proposal; and

• To waive any right to contest in any proceeding, case, action or application, the right of the municipality to negotiate with any proponent for the contract whom the Town of Port McNeill deems, in their sole and unfettered discretion, to have submitted the proposal most beneficial to the municipality and acknowledges that the municipality may negotiate and contract with any proponent it desires.

**No Proposal and no Contractual Relationship**

The proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a Tendering process.  It is part of an overall procurement process intended to enable the municipality to identify a potential successful proponent.  The submission of a proposal does not constitute a legally binding agreement between the Town of Port McNeill and any proponent. For greater certainty, by submission of its proposal, the proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations between the municipality and the proponent arising from this RFP or the submission of a proposal. Further, the proponent acknowledges that a proposal may be rescinded by a proponent at any time prior to the execution of the contract.