



TOWN OF FORT MACLEOD

REQUEST FOR PROPOSAL

2025-07

JANITORIAL SERVICES

Issue date:

July 04-2025

Closing location:

Town of Fort Macleod

Town Office

410 20th Street

PO Box 1420

Fort Macleod Alberta

T0L 0Z0

Attn: Liisa Gillingham

Closing date and time:

Two complete copies of the proposal must be received by 12:00 p.m.(noon) on

August 15, 2025

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Executive Summary

1. Summary of the Request

The Town of Fort Macleod is seeking qualified Janitorial operators to submit proposals for the following work for a 3-year contract.

1. Janitorial Service for several buildings:
 - Town of Fort Macleod Community Hall
 - Town of Fort Macleod Library
 - Town of Fort Macleod Welcome Mat
 - Town of Fort Macleod Scouts Hall
 - Town of Fort Macleod Public Works Office
 - Town of Fort Macleod Airport Office
 - Fort Macleod Fire Department/Office

Terminology and Administrative Requirements

2. Terminology

The following terms will apply to this Request for Proposal and to any subsequent Contract. The submission of a proposal in response to this Request for Proposal indicates acceptance of the following terminology.

- a) “Contract” means the written agreement resulting from this Request for Proposal executed by the *Town of Fort Macleod* and the Contractor for the Project which will include the Term Sheet(s) and any additional terms and conditions attached thereto;
- b) “Contractor” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the Town of Fort Macleod;
- c) “Must”, or “Mandatory” means an essential prerequisite for a proposal to receive consideration;
- d) “Preferred Proponent” means the proponent selected by the *Town of Fort Macleod* for proceeding to negotiation and execution of the Contract;
- e) “Project” means the collection and disposal of residential solid waste and recycling materials from residential households in the Town of Fort Macleod;
- f) “Proponent” means a company that submits, or intends to submit, a proposal in response to this Request for Proposal;
- g) “Province” means Her Majesty the Queen in Right of the Province of Alberta and includes the Provincial Treasury;

- h) “Request for Proposal” or “RFP” means the invitation to Proponents to submit a proposal for the provision of the Project in accordance with requirements specified in this document;
- i) “Should” or “Desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal;
- j) “Successful Proponent” means the Proponent, if any, with whom the *Town of Fort Macleod* executes the Contract; and
- k) “Term Sheet” means a summary of the Project cost provided by a Proponent, prepared in accordance with this RFP as outlined in Appendix B.

3. Request for Proposal Process

3.1 Enquiries/Additional Information

All enquiries related to this RFP are to be directed, in writing or e-mail, to the following person(s). Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the *Town of Fort Macleod*’s option.

Town of Fort Macleod
410 20th Street PO Box 1420
Fort Macleod Alberta
T0L 0Z0

Contact Name: *Liisa Gillingham*
Town of Fort Macleod
Telephone: (403) 553-4425
Fax: (403) 553-2426
E-mail: *dircps@fortmacleod.com*

Proponents’ Meeting

There will be no proponents meeting.

3.2 Closing Date

3.2.a. Written or electronic submissions will be accepted. For written submissions, two complete copies of the proposal must be received by 12:00 PM, (noon) on *Monday August 15, 2025*, at:

Town of Fort Macleod
410 20th Street PO Box 1420
Fort Macleod Alberta
T0L 0Z0

Attention: Liisa Gillingham

Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the RFP number, and the Project or program title. Should submissions be sent via courier, Canada Post etc. it is the responsibility of the proponent to ensure delivery prior to closing date and time specified above.

3.2.b Electronic Submissions

Electronic submission will be accepted via email and may be sent to:

Liisa Gillingham

dircps@fortmacleod.com

With the subject line clearly stating Janitorial RFP 2025-07 Submission

3.3 Late Proposals

Late proposals will not be accepted.

3.4 Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the *Town of Fort Macleod's* opinion, give rise to a conflict of interest in connection with the Project.

If the applicant does not have a current Town of Fort Macleod Business Licence the successful applicant will be required to purchase one prior to execution of the agreement.

All applicants shall maintain Workers Compensation Coverage for their business or individually.

3.5 Evaluation Committee

Evaluation of proposals will be conducted at minimum by the CAO and the Director of Community & Protective Services or designates, other interested Town staff may form part of the evaluation committee as approved by the CAO.

3.5.1 Evaluation and Selection

The committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The *Town of Fort Macleod's* intent is to enter into a Contract with the Proponent who has the highest overall ranking with respect to the desirable criteria.

3.6 Negotiation Delay

If a written Contract cannot be negotiated within *ten* days of notification to the Preferred Proponent, or such earlier time as determined solely by the *Town of Fort Macleod*, the *Town of Fort Macleod* may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

3.7 Debriefing

At the conclusion of the RFP process, all Proponents will be notified via email as to the outcome of their proposal. Unsuccessful Proponents may officially request via email a debriefing letter from the *Town of Fort Macleod* stating the reason/s for the unsuccessful bid. A reply from the Town of Fort Macleod will be sent no later than 14 days following the official request and will be via email.

3.8 Estimated Timeframes

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this RFP may vary and shall be ultimately determined by the *Town of Fort Macleod*.

| Event | Anticipated Date |
|--|------------------------|
| Request for Proposal is issued | July 04, 2025 |
| Request for Proposal closes | August 15, 2025 - NOON |
| Proposal evaluation completed | August 25, 2025 |
| Preferred Proponent notified via email no later than | August 28, 2025 |
| Contract is signed | September 8-15, 2025 |
| Work commencement | October 1, 2025 |
| | |

4. Proposal Preparation

4.1 Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the Proponent in order to bind the Proponent to statements made in response to this RFP. The Proponent should ensure its proposal includes a letter or statement(s) substantially similar in content to the sample provided in Appendix A.

4.2 Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable, subject to section 4.6.

A Proponent who has withdrawn a proposal may submit a new proposal prior to the closing, provided that such proposal is done in accordance with the terms and conditions of this RFP.

4.3 Changes to Proposal Wording

The Proponent will not change the wording of its proposal after closing, as indicated in section 3.4 of this RFP, and no words or comments will be added to the proposal unless requested by the *Town of Fort Macleod* for purposes of clarification.

4.4 Acceptance of Terms

Unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the Proponent and incorporated in its proposal.

4.5 Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing and submitting a proposal and for subsequent negotiations with the *Town of Fort Macleod*, if any. The *Town of Fort Macleod* will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing and submitting the proposal, loss of anticipated profit in connection with any potential Contract, or any other matter whatsoever.

4.6 Duration of Proposal

All proposals submitted will be irrevocable for *30 days* after the closing date.

4.7 Currency and Taxes

Fees, rates and prices quoted are to be:

- a) Canadian dollars; and
- b) exclusive of Goods and Services Tax.

4.8 Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this RFP requires a Proponent to design, create or provide a system or manage a program, all components

required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

5. Additional Terms

5.1 Sub-Contracting – Not Applicable

5.2 Acceptance of Proposals

- a) This RFP should not be construed as an agreement to procure goods or services by the *Town of Fort Macleod*. The *Town of Fort Macleod* is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The *Town of Fort Macleod* will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute authorization of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

5.3 Form of Contract

By submission of a proposal, the Proponent agrees that, should it be identified as the Preferred Proponent, it is willing to enter into a contract with the *Town of Fort Macleod* incorporating substantially all the provisions set out in the Term Sheet(s) including any terms and conditions attached thereto.

Each Proponent should provide a copy of their standard form of contract and must be prepared to modify the terms of that form and other related documents to reflect the requirements of this RFP, its proposal and any changes agreed to through negotiations.

5.4 Liability for Errors

While the *Town of Fort Macleod* has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the *Town of Fort Macleod*, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

5.5 Modification of Terms

The *Town of Fort Macleod* reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the preferred Proponent.

5.6 Ownership of Proposals

All documents, including proposals, submitted by Proponents in response to this RFP become the property of the *Town of Fort Macleod*. They will be received and held in confidence, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

5.7 Use of Request for Proposal

This RFP or any portion thereof, may not be used for any purpose other than the submission of proposals.

5.8 Confidentiality of Information

Information pertaining to the Town of Fort Macleod obtained by the Proponent as a result of participation in this Project is confidential and must not be disclosed without written authorization from the *Town of Fort Macleod*, as the case may be.

5.9 Liability

Notwithstanding any other provision of this Request for Proposal, it is expressly understood and agreed that the Town of Fort Macleod will not and shall not under any circumstances whatsoever, including without limitation whether pursuant to contract, tort, statutory duty, law, equity or otherwise, and including but not limited to any actual or implied duty of fairness, be responsible or liable for any costs, expenses, claims, losses, damages or liabilities (collectively and individually "Claims") incurred or suffered by a Proponent as a result of, arising out of or related to the RFP, any error or omission in any part of the RFP, the preparation, negotiation, acceptance or rejection of any proposal, the rejection of any Proponent, the cancellation, suspension or termination of the RFP, or the postponement, suspension or cancellation of the Project, and further the Proponent hereby waives and releases the *Town of Fort Macleod* from and against any and all such Claims.

Without limiting the generality of the foregoing, it is expressly understood and agreed that the Town of Fort Macleod shall not be under any obligation whatsoever to enter into a Contract with a Proponent or anyone else and may cancel the RFP at any time for whatever reasons the *Town of Fort Macleod* in its sole, absolute and unfettered discretion considers to be in its best interest.

The Project and RFP Requirements

6. Overview

The Town of Fort Macleod is seeking a contractor to perform janitorial duties on several buildings:

- Town of Fort Macleod Community Hall - 301 25th Street
- Town of Fort Macleod Library - 264 24th Street
- Town of Fort Macleod Welcome Mat - 239 24th Street
- Town of Fort Macleod Scouts Hall – 505 22nd Street
- Town of Fort Macleod Public Works Office – 220 Lyndon Road
- Town of Fort Macleod Airport Office – 367 Avro Anson Road
- Fort Macleod Fire Department/Office – 246 26 St.

6.1 Additional Information

Community Hall

- After event cleaning including table and chairs, floors, walls, kitchen, bar area washrooms and windows. Walk-throughs' with the renters before and after events. Community Hall rentals vary in the level of cleaning following events and as such further discussion may need to occur on the fee for service attached to this building.

Fort Macleod Library

- Weekly cleaning including floors (both carpet and hard surfaced), windows, walls, staff area and washrooms.

Welcome Mat

- Weekly cleaning including floors, windows, walls, staff area and washrooms.

Public Works Office

- Weekly Washrooms.

Scouts Hall

- Weekly cleaning including sweeping and mopping of floors, washing windows and walls as needed, small kitchen area and cleaning and stocking of paper supplies for the washrooms.

Airport Office

- Weekly check in and cleaning of washroom, stocking paper supplies and minimal cleaning of office area.

Fire Department/office

- Weekly cleaning including office floors, garbage, washroom.

A walk through of each facility can be arrange via an email request to the Director of Community Services. Should there be any value-added services that are included as part of your proposal, please list and describe their benefits to the Town.

7. Evaluation Criteria

7.1 Mandatory Criteria

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

| Criteria | |
|----------|--|
| a) | The proposal must be received at the closing location by the specified closing date and time, as per section 3.3 of the RFP. |
| b) | <i>Two copies of the proposal must be mailed, submitted by electronic means or physically delivered to the Town Office.</i> |
| c) | The proposal is formally signed, authorized and binding on the Proponent. |
| d) | Confirmation of eligibility and no conflict of interest |
| e) | Acceptability of Form of Contract as per section 5.3 of the RFP. |

7.2 Desirable Criteria

| Proposals meeting the mandatory requirements will be further assessed against the following set or subset of desirable criteria as applicable. | | Maximum score attainable |
|--|--|--------------------------|
| Criterion | | |
| <i>Summary of Qualifications and Experience</i> | | <i>10</i> |
| <i>Cost per Building or hour where applicable</i> | | <i>25</i> |
| <i>Other costs, rates & fees</i> | | <i>20</i> |
| <i>Value Added Services</i> | | <i>10</i> |

8. Proponent Response

In order to receive full consideration during evaluation, proposals should include the following:

8.1 To Meet Mandatory Criteria

Proposals must meet the mandatory criteria presented in Section 7.1. Proposals meeting the mandatory requirements will be further assessed against the desirable criteria presented in Section 7.2 as follows:

8.2 To Meet Desirable Criteria

- a) Proposals will be evaluated based on Proponents' abilities and experience as presented in the proposals. Proponents should demonstrate how their proposals meet the desirable criteria set out in Section 7.2 of this RFP. Proponents should clearly identify the following in their proposal and their Term Sheet(s):
 - *The organizational profile of the Proponent;*
 - *A detailed list of the security and covenant requirements, terms and conditions of the proposed Project.*
- b) Quotes and fees presented in the proposals will be evaluated. Proponents should provide full details as follows:
 - *Material, equipment and labour costs. Please see the format of the Term Sheet attached to this RFP.*
 - *The amount of ancillary fees, if any (Commitment fee, legal, administration, fuel surcharge, etc);*

9. Proposal Format

The following format and sequence should be followed in order to provide consistency in proposals and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Proposal covering letter. Please use sample provided in Appendix A. An authorized officer of the Proponent must sign this letter.
- b) Title Page including the name of the Request for Proposal, closing date and time and Proponent's name, address, and contact person.
- c) Table of contents including page numbers.
- d) A short (one or two page) summary of the key features of the proposal.
- e) The Proponent's proposal detailing the Proponent's response to this Request for Proposal. The proposal must include the Proponent's Term Sheet (Appendix "B"), which shall be binding on the Proponent.
- f) A list of contact names and their telephone numbers in case further clarification is required.
- g) Relevant previous or current business contract references.

- h) Appendices, including documents and information that the Proponent wishes to submit as part of its proposal such as annual reports, financial statements and reference materials.

Appendix A Proposal Covering Letter

Letterhead or Proponent's name and address

Date

*Town of Fort Macleod
236 23rd Street PO Box 1420
Fort Macleod Alberta
T0L 0Z0*

Attention: Liisa Gillingham

Dear Sir/Madam

Subject: ***{Request for Proposal name
Request for Proposal number
List any amendment nos. and dates}***

The enclosed proposal is submitted in response to the above-referenced Request for Proposal. Unless specifically excluded in writing, through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

Yours truly

signature

Name: _____

Title: _____

Legal name of
Proponent: _____

Date: _____

Appendix B Term Sheet

*Project Issuer: Town of Fort Macleod
236 23rd Street PO Box 1420
Fort Macleod Alberta
T0L 0Z0*

Company *Legal name of the Proponent*

Cost per Building

Community Hall (per hour) \$

Library \$

Welcome Mat \$

Scouts Hall \$

Public Works Office \$

Itemized List of any Additional Fees/Rates/Charges

Signed by: _____
an authorized officer of the proponent