

REQUEST FOR PROPOSAL (RFP)
GALLOWAY STATION MUSEUM & TRAVEL CENTRE JANITORIAL SERVICES
RFP CLOSING TIME: FRIDAY FEBRUARY 9, 2024
AT 02:00 PM (ALBERTA TIME)

EDSON AND DISTRICT HISTORICAL SOCIETY
(GALLOWAY STATION MUSEUM & TRAVEL CENTRE)
223 – 55TH STREET
EDSON, ALBERTA T7E 1L5

JANUARY 15, 2024



SUMMARY AND BACKGROUND

In keeping with their revised Financial Disclosure and Accountability Policy, the Edson and District Historical Society (EDHS) is currently accepting proposals for janitorial services for the Galloway Station Museum & Travel Centre.

The successful bidder of this proposal will be the primary supplier of the janitorial services for the 2024 to 2027 calendar years and will receive a copy of a countersigned contract with the EDHS proposal award being effective March 1, 2024.

The EDHS reserves the right to accept or reject any or all proposals received and to accept the proposal deemed most favourable in the interest of the EDHS.

Sealed proposals will be opened in the presence of the Galloway Station Museum Manager and at least one member of the EDHS Board Executive.

All inquiries should be directed to:

Shari McDowell

Manager, Galloway Station Museum

Galloway Station Museum, Travel Centre & Archives

223 – 55th Street

Edson, Alberta T7E 1L5

780-723-5696



1. GENERAL TERMS AND CONDITIONS

- a. The contract shall be from March 1, 2024 until February 28th, 2027. **The EDHS reserves the right to extend the term for an additional two (2) year period on the same terms and conditions, if acceptable to both parties.**
- b. This law to be applied in respect to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a proposal, the Proponent is taken to have agreed to submit to the jurisdiction of the Courts of said Province.
- c. The Contractor agrees to indemnify and save harmless the Edson & District Historical Society from all actions, suits, claims and demands, cost and damages arising by reason of injury or death to any person, or damage to any property, resulting from the services performed in accordance with the Contract.
- d. The Contractor agrees that for the purposes of indemnifying the EDHS from any loss it may suffer, the Contractor shall, at their expense, bond all personnel in the amount of Ten Thousand Dollars (\$10,000).
- e. The Contractor must fully disclose in writing to the RFP contact on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Vendor were to become a contracting party pursuant to this RFP. The EDHS shall review any submissions by the Contractors under this provision and may reject any Proposals where, in the opinion of the EDHS Board, the Contractor could be in a conflict of interest or could be perceived to be a possible conflict of interest position if the Contractor were to become a contracting party pursuant to this RFP.
- f. The Contractor shall submit evidence of prior relevant experience and associated references.
- g. The Contractor and its employees must pass a Mandatory Criminal Records Check to be considered for the Contract.
- h. The Contractor further agrees at their own expense to keep in force during the terms of the contact an insurance policy in the amount of Two Million Dollars (\$2,000,000.00) inclusive for property damage and public liability and to provide to the EDHS designate a copy of the policy as evidence of same. Each policy shall contain a clause stating that: this policy will not be cancelled or materially changed without the insured giving at least fifteen (15) days' notice by registered mail to the EDHS.
- i. The Contractor agrees at Their expense to have all their personnel covered under the provisions of the Worker's Compensation Act for the Province of Alberta and to make all such necessary payments and deductions as may be required to be made or paid by any government agencies, departments, or services as are required or authorized to be made by an employer and provide proof of WCB coverage to the EDHS.

- j. The Contractor must supply a company profile detailing:
 - Brief or extensive history
 - Number of employees
 - Your Company Mission
 - The Vision of the Company
 - Core Values
 - Product Description
 - Business Strategy
- k. The Contractor agrees that all services shall be performed by ethical and fully trained personnel.
- l. The Contractor, the Contractor's employees, subcontractors, and agents shall adhere to the highest industry standards for the protection of information, including limiting and regulating access.
- m. The EDHS Board may ask at any time for criminal record checks on Contractor employees.
- n. The Contract shall be limited to the actual supplies ordered, delivered and services performed.
- o. No changes in pricing for services noted in the Contract may be made during the term of the Contract.
- p. The EDHS agrees to pay all invoices net 30 (thirty) days or pay interest on outstanding invoices at __% monthly thereafter on any overdue amounts.
- q. The EDHS reserves the right, providing due notice (15 days), to terminate the Contract for unsatisfactory performance at the reasonable discretion of the EDHS or designate any services/supplies, related reasons or default under any condition in the Contract.
- r. All prices indicated within the Contractors proposal shall not include the Good and Services Tax (GST). The GST will be added on the invoice at the time of purchase.



2. SPECIFIC TERMS AND CONDITIONS

a) Price

Monthly charge for the service will be \$ _____/month.

b) Duties and Locations

The Contractor shall undertake to perform janitorial duties as below after normal business hours (preferred) for the Galloway Station Museum & Travel Centre. Business hours are: Summer hours - May long weekend to September long weekend – 9 am to 6 pm seven days a week; and Winter hours – September long weekend to May long weekend – 9 am to 5 pm Monday to Friday and 10 am to 5 pm Saturday. The Galloway Station Museum & Travel Centre is routinely rented for public and private events during the day and in the evening. Scheduling consideration will be given to work around these events.

The location will be cleaned three (3) times per week. All duties below must be completed.

Areas to be cleaned include:

- **ALL** offices
- Front desk
- Kitchen
- Gift Shop
- Coat Room
- Coffee Bar
- Multi-Use Room
- Museum
- Tea Room
- Interior and Exterior Rest Rooms
- Bay Area

c) List of Duties to be performed:

- **ALL** floors to be swept and damp mopped
- **ALL** carpeted floors to be vacuumed
- Rest rooms
 - Toilet bowls and seats to be washed
 - Basins washed and cleaned
 - Mirrors to be cleaned and polished
 - Toilet paper dispensers and such fixtures contained within a restroom to be cleaned and polished. All surfaces wiped down.
- Dispensers throughout facility to be checked and filled as required
- All dusting of fixtures, furniture, desks, counters, coffee bar etc. with treated dust cloths shall be done
- Steps, landings, entrances and mats cleaned
- Scuff marks, stains and smudges to be removed as required
- All waste receptacles to be emptied into plastic disposable bags and taken to the dumpster.
- Wipe down of chairs/chair legs, waste/recycle containers and tables
- Glass cleaning of offices (inside & out) and main museum entrance (inside & out)
- Spot cleaning of facility windows and doors as needed.
- Spot cleaning of facility walls as needed.

Weekly Duties:

- Window sills, ledges, vinyl couch, chairs and ottomans to be cleaned and dusted as frequently as required and a least once per week
- Glass covers in Museum to be wiped down

Yearly Duties:

- Stripping and waxing floors – Multi Use room/entrance. (Museum as needed)
- Shampooing of stackable, fabric chairs (100)
- Exterior and interior window cleaning

d) General

1. Garbage bags, toilet paper, toilet bowl cleaner, urinal pucks and paper towel will be supplied by the EDHS (though the Town of Edson).
2. Equipment and cleaning supplies will be supplied by the Contractor. A storage room for this equipment will be provided by the EDHS. (There is a vacuum on site that belongs to the EDHS.)
3. The Contractor will report to the EDHS or designate any circumstances not in keeping with good security, e.g. doors and windows left open or unlocked, equipment, alarm issues, or any articles of value found.
4. The Contractor shall submit a list of names of the personnel who will be performing the services to this Contract. The Contractor shall provide the EDHS with written notice when there is a change in personnel.
5. Shari McDowell, Galloway Station Museum Manager will be the EDHS’s primary contact person.
6. The Contractor must be in possession of a current Town of Edson Business license.

e) Evaluation

Evaluation Criteria	Percentage of Total
Previous relevant experience, proponents should provide past project descriptions, summaries and references	20%
Successful completion of police criminal records check	15%
Company profile	15%
Cost	50%

Mandatory Requirements
Work Schedule
Proof of Alberta WCB coverage
Proof of insurance as stated in the general conditions
Town of Edson business licence

BID FORM

FACILITY CLEANING CONTRACT

SUBMIT VIA EMAIL TO: Shari McDowell
Manager, Galloway Station Museum & Travel Centre
manager@gallowaystationmuseum.com

PROJECT: **GALLOWAY STATION MUSEUM & TRAVEL CENTRE**
JANITORIAL SERVICES CONTRACT

Bidder: _____
Legal Name

Street Address

City, Province, Postal Code

Contact Name Title

Phone Number Email Address

Part 1 Bid Price

- 1.1 Having examined the site and the RFP.
- 1.2 Confirming that our Bid Price excludes Goods and Services Tax.
- 1.3 I/We hereby offer to enter into a Contract to perform the Work required by the RFP documents, and to furnish all materials and labour necessary for the proper completion of the services for the Bid Price indicated below in lawful money of Canada.
- 1.4 Lump Sum Bid Price, subject to the payment schedule included in the RFP.

_____ Dollars
BID PRICE (Bid Price in Words, excluding GST)

\$ _____
BID PRICE (Bid Price in Figures, excluding GST)

1.5 Submitted the _____ day of _____ 20__



PART 2 Declarations

- 2.1 I/We agree to fulfill the term and conditions of the proposal as directed by the EDHS in the RFP.
- 2.2 I/We hold that this bid shall be held irrevocable and is open to acceptance by the EDHS until thirty (300 days after the bid closing date.
- 2.3 I/We agree that all bid form supplements called for by the Bid Documents form an integral part of this Bid.

PART 3 Signatures

SIGNED AND SUBMITTED for and on the behalf of:

Signature of Bidder’s Authorized Representative

Name of Bidder’s Authorized Representative

Title or Status of Person signing above

Witness’ Signature

Name and Title of Witness

