

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 25-039**

**Janitorial Supplies**

**Proposals will be received as per the date and time specified in the** [**Key Dates Section**](#kdates) **of the RFP.**

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the “Subject Field” enter:** RFP Number and Name

**2. Add files and “Send Files”**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

|  |  |
| --- | --- |
| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES AND AWARD**

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| 1. **CONTRACT -** I/We have reviewed the City’s Standard Terms and Conditions - Purchase of Goods and Services (per section 2 of the RFP) and would be prepared to enter into in an agreement that incorporates the City’s Standard Terms and Conditions, amended by the following departures (list, if any): | |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any): |
| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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1. **CORPORATE**

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| 1. **Category Shortlist** - Proponent is to indicate the categories which they are applying for | | | |
| **Category** | **Description** | **YES** | **NO** |
| **1** | **Sanitary Paper Products, Hand Soap, and Dispensers** |  |  |
| **2** | **Bulk Cleaning Products and Dispensers** |  |  |

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.): |
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| 1. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP: |
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
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| 1. **REFERENCES –** Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary): | |
| **Reference No. 1** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |

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| **Reference No. 2** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |

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| **Reference No. 3** | |
| **Project Title and Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date and End Date** |  |
| **Contract Value** |  |
| **Completed on budget and schedule** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company: |
| Contact Name: |
| Phone Number and Email: |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City |
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups: |
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| 1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses: |
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| 1. What policies does your organization have to support reconciliation with indigenous peoples: |
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1. **TECHNICAL**

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| 1. **APPROACH and METHODOLOGY**   Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work. |
| 1. **Delivery, Set-Up and Execution -** Proposals should address the plan for the delivery, set up and execution of the Work; as well as the disposal, recycle or reuse for the surplus materials. |
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| 1. **Quality Assurance -** Provide the measures the Proponent will use to maintain quality control for the Services being performed. |
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| 1. **Training & Education –**Proponent to outline available product training resources and any annual educational services offered. |
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| 1. **Risk Factors -** Describe the risk factors anticipated and how the Proponent intends to mitigate these. |
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| 1. **WARRANTY AND DAMAGED DISPENSERS**   Provide a summary of how your firm intends to handle damaged/vandalized dispensers and any warranty for defective dispensers. (Attach Manufacturer warranty information if applicable.  Confirm that defective equipment would be replaced with new equipment (not refurbished) at no cost to City.  **ADDITIONAL DISPENSERS**  The City preference is that all dispensers (soap, paper towel, toilet paper, and bulk dispensing systems) be provided at no cost. Please confirm or provide details on how your firm would address the City’s requirements for additional dispensers in the event of new buildings, renovations, or similar circumstances. |
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| 1. **PRODUCT RETURNS**   Upon completion of the contract, the City prefers the following:   * All uninstalled dispensers to be returned to the supplier at no cost to the City. * Any unopened and unused products to be returned for credit. * All used dispensers to be collected by the supplier from a designated City location for recycling or disposal within one week of the City's request for pickup.   Provide details on these processes. |
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| 1. **LEAD TIME FOR DELIVERY**   Proponents are to confirm delivery lead times upon placement of an order. | |
| **Product Type** | **Lead Time (from date of order)** |
| Paper Products, Hand Soap & Dispensers |  |
| Bulk Cleaning Products & Dispensers |  |

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| 1. **LEAD TIME FOR INSTALLATION**   Proponents are to confirm lead times for installation. | |
| **Product Type** | **Lead Time (from date of order)** |
| Bulk Cleaning Products & Dispensers |  |

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| 1. Confirm all cleaning products proposed are Eco-logo and fragrance free**:** | |
| **Yes** | **No** |

1. **FINANCIAL**

**Category 1 Sanitary Paper Products, Hand Soap & Dispensers**

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| 1. **PRICE –** The following Prices proposed are to be firm and be F.O.B. destination to City Stores or various sites within the City. Confirm **Appendix A – Product Information and Price Worksheet is attached.** | |
| **Yes** | **No** |

**Category 2 Bulk Cleaning Products & Dispensers**

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| 1. **PRICE –** The following Prices proposed are to be firm and be F.O.B. destination to City Stores or various sites within the City. Confirm **Appendix B – Product Information and Price Worksheet is attached.** | |
| **Yes** | **No** |

**Attention Purchasing Manager:**

1. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/140/Bid-Opportunities) , and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services~~,~~ submit this Proposal in response to the RFP.
2. **I/We**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and will accept the City’s Contract as defined within this RFP document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**This Proposal** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

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| **Legal Name of Company** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |