



REQUEST FOR PROPOSAL (RFP)

Janitorial Services for Civic Buildings 19-72-FAC

Date of Issue: July 31, 2019

Bid Submission:

Proposal together with all other attachments as identified in the RFP “*Submission of Proposals*”, to be uploaded to the City of Vernon electronic portal

RFP Timetable:

Event:	Date:
Issue Date of this RFP	Wednesday, July 31, 2019
Pre-Bid Site Meeting Date	Tuesday, August 13, 2019 at 09:00am PT
Deadline for Questions	Tuesday, August 27, 2019 at 2:00pm PT
Last Day for Issue of Addenda	Thursday, August 29, 2019 at 2:00pm PT
RFP Closing Date and Time:	Tuesday, September 10th, 2019 at 2:00pm PT

The RFP timetable is tentative only, and may be changed by the City at any time.

Bids received after the Submission Deadline will be rejected.

Contact:

All enquiries must be directed to:

Romona Marshall, Procurement Services, Buyer
rmarshall@vernon.ca

Invitation:

This Request for Proposal (RFP) by The Corporation of the City of Vernon (the "City") is open for bidders to submit proposals for the provision of **Janitorial Services**, as further described in the RFP, Part A: The Services.

The Corporation of the City of Vernon's objective is to maintain all occupied and common areas of its civic buildings as outlined consistent with the acceptable appearance expected of municipal owned and operated building(s).

The City is interested in working with an owner operated company that is consistent and reliable in their commitment to providing a high standard of cleaning services. The Contractor shall possess a strong work ethic and take pride in its work and demonstrate respect for its employees and the premises in which they are working. The Contractor may also use specialized equipment or use innovative techniques that will assist them in meeting and exceeding the City's service requirements.

There are a total of seven (7) separate Civic buildings that require servicing. Historically the City has bundled and awarded all the buildings to a single Contractor. However, in the interest of ensuring a consistent level of quality cleaning, the City will consider split awarding to align the right buildings with the right contractor.

The RFP documents have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible.

The City of Vernon reserves the right to accept or reject all or part of any proposal, and to accept the Proposal in total or in part, or to accept the Proposal or Proposals which it deems most favourable in the interest of the City of Vernon.