



REQUEST FOR QUOTE (RFQ)

Janitorial Services

RFQ #21-16A-RCMP

Date of Issue: July 06, 2021

This Request for Quotations (the "RFQ") is an invitation by The Corporation of the City of Vernon (the "City") to bona fide **Janitorial Service Providers** to submit non-binding quotations for the provision of **Janitorial Services at the RCMP main and annex buildings** in the City of Vernon.

The City of Vernon's objective is to maintain all occupied and common areas of its primary RCMP building and Annex area as outlined to high standards consistent with the acceptable appearance expected of municipal owned and operated buildings. The City is interested in working with a company that is security conscious, consistent and reliable in its approach to providing cleaning services.

All interested bona fide janitorial contractors will be required to complete and sign a City issued **Non-Disclosure Agreement (NDA)** prior to obtaining access to the RFQ documents including the scope of work.

To qualify as a bona fide contractor, proponents will also be required to submit the following:

- **Copy of current business license**
- **WorkSafe BC Clearance Letter in active and good standing**
- **Contractor information and experience form – available for download from the below link**

<https://vernon.bonfirehub.ca/opportunities/43175>

The completed NDA & other documents are to be uploaded to the City's Procurement Portal in the link above.

Upon receipt of the documents, the City will: proceed with verifying the documents and evaluating the information and experience form.

Respondents will be notified within 2 business days of their submission as to whether they passed the pre-qualification portion of the RFQ.

The City will provide pre-qualified contractors with a link to access the complete scope of work and other documents.

The deadline for submitting the requested documents for Part A – Pre-Qualification is **Thursday July 15, 2021 at 2:00 p.m. local time.**

RFQ Timetable:

Event:	Date:
Issue Date of this RFQ	Tuesday July 06, 2021
Deadline for Part A – Pre-Qualification	Thursday July 15, 2021 at 2:00 p.m.
Mandatory Site Meeting Date	<i>By appointment only to pre-qualified contractors on July 21, 2021. Time to be advised.</i>
Deadline for Questions	Thursday July 29, 2021 at 2:00 p.m.
Last Day for Issue of Addenda	Tuesday August 03, 2021 at 2:00 p.m.
RFQ Part B Closing Date and Time:	Thursday August 12, 2021 at 2:00 p.m.

Note: All times listed in above table and throughout all associated documents are referenced as local time.

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

Contact:

Elwira Sharp, Procurement Services, Buyer
esharp@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.