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## REQUEST FOR BIDS

**Janitorial Services**  
**April 1, 2019 to March 31, 2020**

**CAFN Main Administration Building**  
**#1 Allen Place, Haines Junction**

### SECTION 1: GENERAL INSTRUCTIONS TO BIDDERS

1. Bids must be submitted in the evaluation form specified in this invitation, and sealed in an envelope or package that cannot be seen through and delivered by hand or mailed to:

CAFN Property Services Department  
#1 Allen Place. Box 5310  
Haines Junction, YT  
Y0B-1L0

**Attention:**

Terry Rufiange-Holway  
Property Manager  
867-634-4200, ext. 225  
[tr-holway@cafn.ca](mailto:tr-holway@cafn.ca)

2. Bids must be received at the location indicated above, before the specified closing time, as determined by the clock at the closing location. Bids received late, or not received completely by the closing time will not be considered and will be returned to the bidder unopened.

*Bids can be received by email as an attachment (include title of project in subject line), by regular mail, or delivered by hand. Hard copies of the bids on the CAFN Value Form will be used for evaluation.*

*Bids will not be accepted in the Whitehorse CAFN Office.*

3. The closing time is up to and including: **Monday, March 25, 2019 at 3:00:00 P.M.**



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4. As soon as possible following the bid closing time, the bid envelopes will be opened in the office specified in section 1.
  5. The bidder shall identify, on the envelope containing the bid, its business name, address and the title of the bid enclosed.
  6. Bids must be signed by an appropriate authorized official of the party submitting the bid. Erasures and/or corrections must be initialed by the person(s) authorized to sign the bid.
  7. Any bid submitted may be withdrawn by written request by an authorized official, but cannot be withdrawn or changed after the closing time.
  8. Bidders are solely responsible for their own expenses in preparing and delivering their bids.
  9. Champagne and Aishihik First Nations reserves the right to modify the terms of the invitation at any time prior to closing, at its sole discretion. Champagne and Aishihik First Nations will make information available to the public regarding any changes made to the invitation and will make reasonable efforts to inform all bidders of any such changes. Bidders are responsible for ensuring that they are aware of and complied with any addenda.
  10. Bids already submitted may be amended prior to closing (i) by submitting an amendment identifying the plus or minus variance to the original bid, or (ii) by sending in a complete new bid, clearly indicating that it replaces the previously submitted bid. A bid revision replaces any other bid revisions previously submitted by the bidder; only the last of any bid revisions will be accepted.
  11. Accuracy of information included in this invitation is not guaranteed or warranted by Champagne and Aishihik First Nations to be accurate, nor is it necessarily comprehensive or exhaustive. By submitting a bid, the bidder agrees that it has investigated all conditions that will affect the work and assumes all risks regarding those conditions.
  12. Enquiries regarding the invitation must be made in writing and submitted to the office specified in section 1. No response shall be binding on Champagne and Aishihik First Nations unless it is made in writing. Enquiries and the responses given may be distributed to all other bidders as addenda.
  13. All prices should be extended and totaled. In the event of an error in calculation of the extended price, the unit price will be taken as correct and will govern in the bid evaluation and contract administration.



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14. If the bid is accepted, prices must remain firm for the duration of the contract unless otherwise specified in the invitation or contract documents.
  15. The bid shall be unconditional, irrevocable and open to acceptance by Champagne and Aishihik First Nations at any time within 30 days after the date on which bids close.
  16. If, in the opinion of Champagne and Aishihik First Nations, a bid contains a minor defect or fails in some way to comply with any requirement of this tender document that, in the opinion of Champagne and Aishihik First Nations, can be remedied without providing an unfair advantage with respect to other bidders, Champagne and Aishihik First Nations may request clarification from the bidder, and, upon receipt of appropriate clarification, may waive the minor defect or any irregularity and accept the bid.
  17. This invitation does not commit Champagne and Aishihik First Nations to award a contract. Champagne and Aishihik First Nations reserves the right to cancel this invitation anytime without award or compensation to bidders.
  18. Champagne and Aishihik First Nations need not accept the lowest, the highest ranked, or any bid, and reserves the right to reject or accept any bid without further explanation.
  19. Failure to comply with any instruction contained in this invitation may be deemed sufficient cause for the rejection of all or part of any bid. Any items omitted or any special conditions or qualifications added to the bid (for example, including the bidder's standard terms of sale) may cause the bid to be rejected and may affect the evaluation of the bid.
  20. Submission of a bid shall be deemed to be confirmation that the bidder acknowledges and agrees to the contract terms, as set out in the Contract attached to this document.
  21. Champagne and Aishihik First Nations reserves the right to negotiate changes to the terms of any contract with the lowest priced or highest ranked bidder. Such changes, if any, shall be within the scope of this tender.
  22. If no compliant bids are received in response to this invitation, Champagne and Aishihik First Nations reserves the right to enter into negotiation with one or more suppliers in order to complete the procurement.
  23. Each bidder, by submitting a bid, irrevocably waives any claim, action or proceeding against Champagne and Aishihik First Nations, including without limitation any judicial review or injunction application or against any of Champagne and Aishihik First Nations' employees, advisors or representatives for damages, expenses or costs including costs of bid preparation, loss of profits,



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loss of opportunity or any consequential loss as a result of, or arising out of, the submission of any bid, or due to Champagne and Aishihik First Nations not accepting or rejecting any bid.

24. In order to assist the Champagne and Aishihik First Nations in determining the best qualified and capable bidder, Champagne and Aishihik First Nations reserves the right, to make any investigations of a bidder's business experience, financial capability and business practices as deemed necessary. The bidder agrees to permit and cooperate with such investigations.

25 Champagne and Aishihik First Nations employs a preference for Citizen and Citizen Businesses. "Citizen" is as defined in the *Constitution of the Champagne and Aishihik First Nation 2012*. "Citizen Business" means a sole proprietorship of a Citizen, a partnership where at least one partner is a Citizen, or a corporation that is controlled by a Citizen, as defined in the *Canada Business Corporations Act*. Please see the Supplementary Instructions for application of the preference to this tender.

#### 1. Evaluation

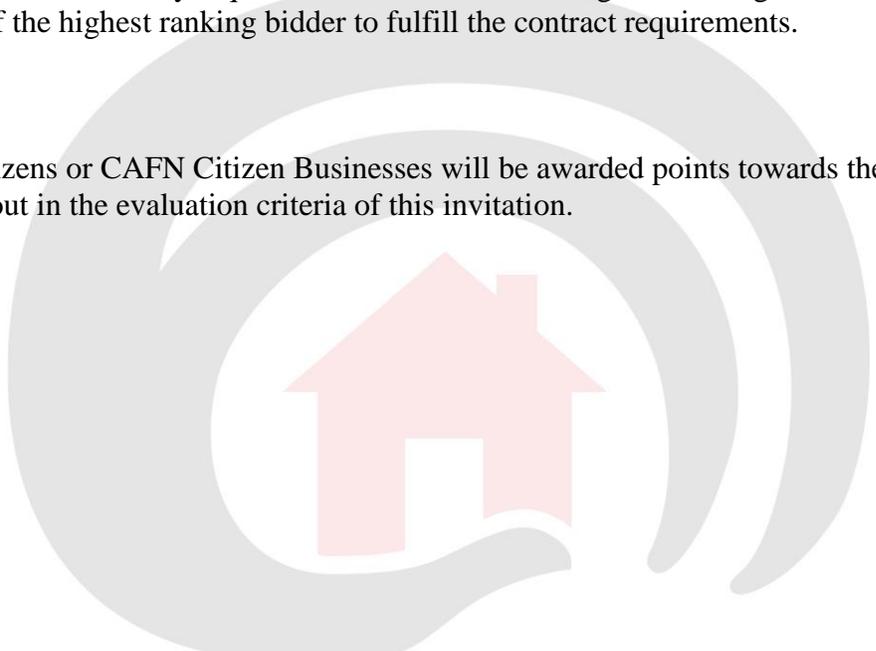
Bids will be reviewed based on the evaluation criteria set out in this invitation.

Bids envelopes must be clearly labeled with the name and address of the bidder and the title of the bid enclosed.

Champagne and Aishihik First Nations may request information from the highest ranking bidder so that it can judge the ability of the highest ranking bidder to fulfill the contract requirements.

#### 2. Citizen Preference

Bids of identified CAFN Citizens or CAFN Citizen Businesses will be awarded points towards their total evaluation score as set out in the evaluation criteria of this invitation.





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## **SECTION 3: CONTRACT SPECIFICATIONS**

### **OVERVIEW:**

Provide professional janitorial services, 5 nights per week, plus rotational departmental deep-cleaning annually, to the 6,200 sq. ft. CAFN Main Administration Building, located at #1 Allen Place, Haines Junction, Yukon.

### **Scope of Work to be completed by successful bidder:**

Daily custodial services, plus rotational annual deep cleaning for each of the CAFN administration departments and the meeting spaces at the CAFN Main Administration Building in Haines Junction. The work includes, but may not be limited to, the custodial tasks to be completed as needed to maintain the interior of the building in a condition of cleanliness appropriate to a government workplace. See APPENDIX 'A' for details.

In addition to the daily cleaning requirements, deep cleaning is to be scheduled in each meeting space, common area and department office areas at least once during the duration of this contract. This will include shampooing and or steam cleaning of carpets & furniture upholstery, and detailed cleaning of each space.

### **CAFN will supply the following:**

CAFN will provide necessary cleaning supplies and equipment, and materials to re-stock bathrooms and coffee areas. Contractor to monitor supplies and notify CAFN in advance of when materials or supplies are needed to allow ordering of supplies before they are depleted.

## **SECTION 4: EVALUATION CRITERIA**

### **1. Method of Evaluation**

Bids received on or before the closing time will be opened and evaluated by a panel made up of at least two staff members from the Champagne and Aishihik Property Services Department as soon as reasonably practicable.

The panel will evaluate the bids based on the criteria set out below. If a bid fails to identify that a mandatory criteria is met, the bid will be rejected. Points for the weighted criteria will be assigned by the panel. Proponents must receive a minimum of 250 points in the Technical Criteria to be considered qualified and have their price bid evaluated.



3. Weighted Criteria

<b>TECHNICAL CRITERIA</b>		<b>TOTAL POINTS AVAILABLE</b>
1	Describe experience that is relevant to this project/initiative. Include resume and all relevant experience. Please list all sub-contractors and product suppliers.	100 points
2	Qualifications and certifications. Identify all relevant certifications, qualifications and training. Mandatory criteria includes: workers compensation, valid business license and GST or proof of exemption.	100 points
3	Identify as a CAFN Citizen or CAFN Citizen Business, or plans and ability to employ CAFN Citizens and use CAFN businesses	50 points
4	Positive References from past clients	50 points
<b>TOTAL TECHNICAL POINTS AVAILABLE</b>		<b>300</b>

<b>PRICE</b>				<b>TOTAL POINTS AVAILABLE</b>
Total bid price is calculated by Ratio of Costs compared to all acceptable bids.				100
<b>For example:</b>				
<b>Proposal</b>	<b>Cost</b>	<b>Calculation of Points</b>	<b>Points</b>	
A	\$55,000	$(40,000/55,000) \times 100$	73	
B	\$40,000	$(40,000/40,000) \times 100$	100	
C	\$65,000	$(40,000/65,000) \times 100$	62	





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## APPENDIX 'A'

Daily custodial services and rotational annual deep-cleaning for each of the six departments, and the meeting spaces and common areas at the CAFN Main Administration Building in Haines Junction. The work includes, but may not be limited to the following tasks, to be done as needed to maintain the interior of the building in a condition of cleanliness appropriate to a government workplace:

- Sweep and mop all floors.
- Sweep, scrub, & mop all stairwells and entryways, and all railings and handrails.
- Sweep basement floors.
- Wash all rubber/plastic floor mats.
- Vacuum rugs and carpets.
- Clean trashcans and remove all waste materials from offices, common areas and washrooms, take to disposal containers in the yard, put recycling into appropriate bins.
- Clean washrooms (sinks, toilets, urinals, walls, stalls, counters, cabinets, garbage cans and floors) and shower room.
- Wipe down chairs and tables in offices and Council Chambers.
- Clean elevator, including doors, walls and floor as required.
- Clean couches, vacuum weekly or more often as required.
- Spot wash walls areas where visibly dirty.
- Clean coffee areas (counters, cupboards, drawers, appliances, sinks, fridge, microwave, dishwasher and floor).
- Clean coffee makers, sanitize coffee baskets and pots.
- Collect all dirty dishes, cups and utensils, clean and sanitize, return them to coffee area on the same floor.
- Wipe electrical switch plates, light fixtures, fire safety equipment, etc.
- Wipe windows, sills, doors and door frames.
- Dust tops of desks and book cases and other solid surface furniture and chairs in common areas, Council Chambers and individual office spaces.
- Dust, clean and/or vacuum heating units.
- Emptying the paper shredders for recycling into appropriate bins.
- Clean and maintain organization of janitor rooms.
- Monitor inventory of supplies, notifying the Property Services Administration Assistant for re-ordering materials and supplies to prevent depleting the inventory, and keeping the storage area organized.
- Re-stocking bathroom supplies and paper towels at coffee areas.
- Securing all doors and windows.
- Any additional cleaning identified by the Property Services Manager.



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In addition to the daily cleaning requirements, deep cleaning is to be scheduled in each meeting space, common area, and department office area at least once during the duration of this contract. This will include shampooing and or steam cleaning of carpets and furniture upholstery, and detailed cleaning of each space. Include the price for deep-cleaning as a separate item, as there may be a request for this service on a more frequent basis.





**VALUE FORM  
PRICE & PROPOSAL**

**Tender Title:** \_\_\_\_\_

*[Insert Project/Initiative Name]*

**Closing Time:** \_\_\_\_\_

*[Insert date, time and location]*

**Submitted by:** \_\_\_\_\_  
*(legal name and address of bidder)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doing business as (if different from above):  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

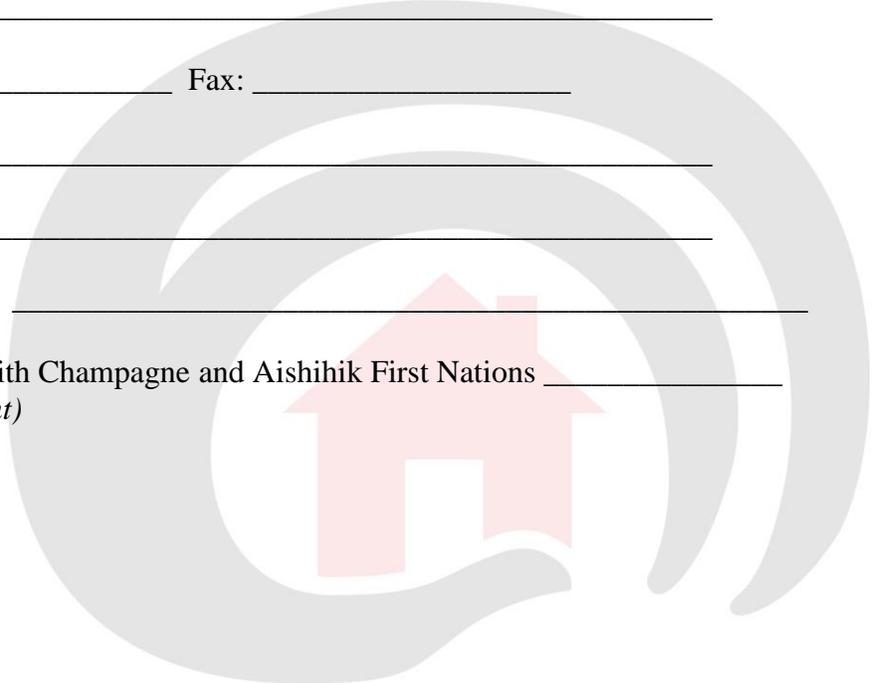
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Business License #:** \_\_\_\_\_

**WCB #:** \_\_\_\_\_

**GST #:** \_\_\_\_\_

Bidder is in good standing with Champagne and Aishihik First Nations \_\_\_\_\_  
*(owes no money or equipment)*





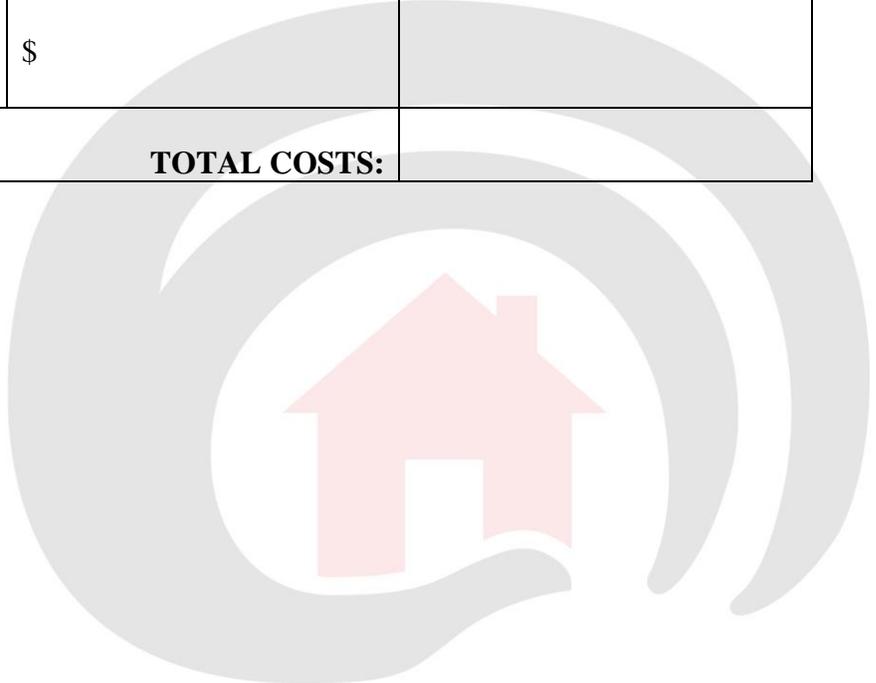
**PRICE INFORMATION**

I/We have carefully examined the invitation documents and project specifications together with all other factors affecting the work before submitting this bid and propose to provide the services required by the invitation documents for (in Canadian Dollars, *excluding* GST):

**1) TOTAL COST OF BID** \$ \_\_\_\_\_

Please provide details of how that cost was arrived at, including material, labour, sub-contractor and other costs

<b>COSTS</b>	<b>AMOUNT</b>	<b>DETAILS</b>
Materials	\$	
Labour	\$	
Sub-Contractors	\$	
Travel	\$	
Deep-Cleaning	\$	
Other	\$	
<b>TOTAL COSTS:</b>		







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4) Please self-identify as CAFN Citizen or CAFN Citizen Business, and/or describe how you plan to employ, subcontract or purchase supplies from CAFN Citizens or CAFN Citizen Businesses and include details such as the number of CAFN Citizens you employ or plan to employ for the project, how you will recruit CAFN Citizens or CAFN Citizen Businesses to work on the project, etc

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5) Please identify past clients for reference purposes and provide their contact information. A letter of reference is preferred.

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I/We have carefully examined the invitation documents and project specifications together with all other factors affecting the work before submitting this bid. I/We understand and agree to be bound by the terms of these documents.

In the event of my/our bid being accepted, I/we agree to provide the goods and/or services in the manner called for in the specifications and agree to enter into the contract form specified in the invitation documents.

I/We acknowledge the receipt of and included in this bid, addenda, if any, number \_\_\_\_\_ to \_\_\_\_\_ inclusive.

I/We represent and warrant that I/we have full power and authority to enter into the contract to perform the work.

I/We offer to enter into a contract to provide the goods and/or services required by the invitation documents.

Signed, sealed and delivered by:

Witnessed by:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name

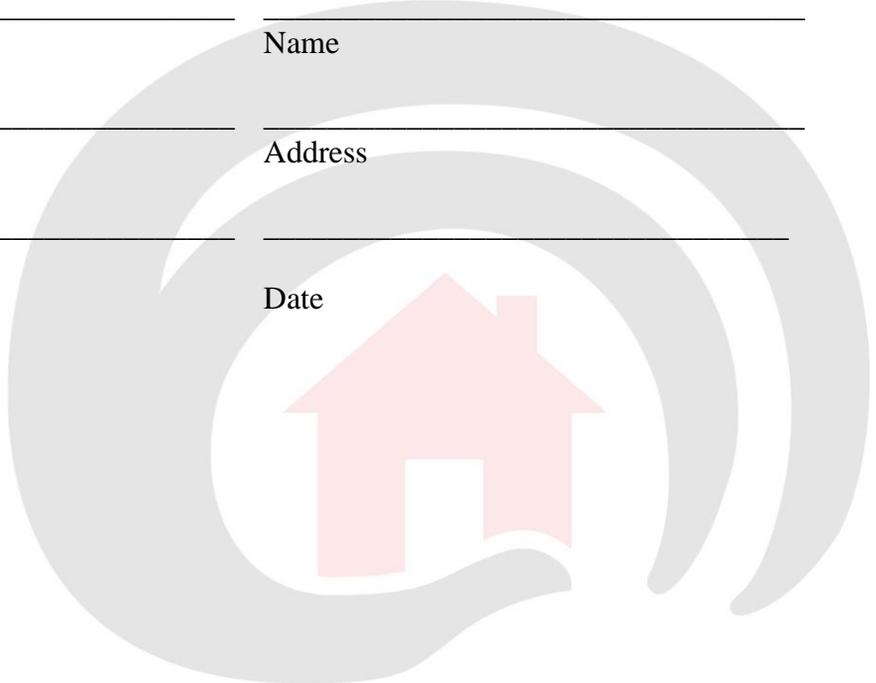
\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





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**SIGNING INSTRUCTIONS:**

For sole proprietors (one person, unincorporated businesses), please sign in the presence of a witness who must also sign where indicated. The other signing blocks may be left blank. Use “Sole Proprietor” as your title.

For partners, please sign in the presence of a witness who must also sign where indicated. Use “Partner” as your title. If more signing blocks are needed, attach additional pages.

For limited companies (corporations or limited liability partnerships), this form must be signed by duly authorized signing officers in their normal signatures. The corporate seal, if any, must also be affixed to this form by a person authorized to do so.

