



Champagne and Aishihik First Nations

Request for Bids

**JANITORIAL SERVICES FOR
CAFN COMMUNITY BUILDINGS
IN HAINES JUNCTION
April 1, 2019 to March 31, 2020**

SECTION 1: GENERAL INSTRUCTIONS TO BIDDERS

1. Bids must be submitted in the 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
tr-holway@cafn.ca
867-634-4200, ext. 225

2. Bids must be received at the location specified 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.

3. The closing time is up to and including:

March 25, 2019 at 3:00:00 P.M.

4. As soon as possible following the bid closing time, the bid envelope will be opened in the office specified in section 1.

5. The bidder shall identify, on the envelope containing the bid, its business name and 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 Any bid submitted may be withdrawn by written request by an authorized official, but cannot be withdrawn or changed after the closing time.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.
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 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.

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, 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 2017*. “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.

Bid 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.

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2: EVALUATION CRITERIA

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 may be rejected. Points for the weighted criteria will be assigned by the panel.

3. CRITERIA

Weighted Criteria

| TECHNICAL CRITERIA | | TOTAL POINTS AVAILABLE |
|---|--|-------------------------------|
| 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 |
| TOTAL TECHNICAL POINTS AVAILABLE | | 300 |

| PRICE | TOTAL POINTS AVAILABLE | | | | | | | | | | | | | | | | |
|---|-------------------------------|------------------------------|------------------------------|-----------------------|--------|---|----------|------------------------------|----|---|----------|------------------------------|-----|---|----------|------------------------------|----|
| Total bid price is calculated by Ratio of Costs compared to all acceptable bids. For example: | 100 | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Proposal</th> <th>Cost</th> <th>Calculation of Points</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>\$55,000</td> <td>$(40,000/55,000) \times 100$</td> <td>73</td> </tr> <tr> <td>B</td> <td>\$40,000</td> <td>$(40,000/40,000) \times 100$</td> <td>100</td> </tr> <tr> <td>C</td> <td>\$65,000</td> <td>$(40,000/65,000) \times 100$</td> <td>62</td> </tr> </tbody> </table> | | Proposal | Cost | Calculation of Points | Points | 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 |
| Proposal | | Cost | Calculation of Points | Points | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | |

Mandatory Criteria

| | |
|---|-----------|
| Valid Workers Compensation Board Coverage | Mandatory |
| Valid Business License | Mandatory |
| Valid GST Restoration or Proof of Exemption | Mandatory |
| Good Standing with Champagne and Aishihik | Mandatory |
| Valid WHMIS Training for all staff | Mandatory |
| Criminal Records Check for all employees | Mandatory |

CONTRACT SPECIFICATIONS

1. Background

CAFN Property Services is seeking a professional janitorial company to provide janitorial services at seven (7) community buildings in Haines Junction. Contractor provides all necessary janitorial cleaning supplies and equipment to perform the cleaning operations. CAFN will provide the consumable materials for each property (toilet paper, paper towel, etc.).

The buildings that require on-going scheduled cleaning include:

- 1) Nāts'ekh̄ Ku (Healing House) administration building
- 2) Old Daycare
- 3) Youth Centre
- 4) Mun Ku apartment complex (common areas only)
- 5) Diamond Willow Apartment Building (common areas only)
- 6) Water Truck Garage (bathroom only)
- 7) Dákwānje Ku (Language Hub – new daycare)

Scope of scheduled cleaning includes:

1. Washrooms (sinks, counters, handles, toilets and floors)
2. Kitchen (counters, cupboard doors, sinks, stove top and floor)
3. Doors, switch plates, light fixtures, etc.
4. Windows, sills, doors and frames as needed on a rotating schedule
5. Appliances at regular intervals
6. Dishes, utensils, coffee maker, etc. as needed
7. Wipe down chairs and tables, as needed
8. Empty trashcans and recycling into appropriate bins
9. Sweep and mop all floors and stairwells, vacuum carpets
- 10.** Additional monthly cleaning such as washing interior of garbage cans, walls or other, shall be performed.
11. Any additional cleaning identified on site, including windows – inside and outside as well as screens, if needed.
12. Any walls and other surfaces as needed

Contractor will need to transport consumable materials (toilet paper, paper towel, etc.) from the CAFN Main Administration Building.

CAFN Building Cleaning Schedule, April 2019

| <u>Building</u> | <u>Hours per Week</u> | <u>Weekly Schedule</u> | <u>Notes</u> |
|--|-----------------------|-----------------------------------|--------------|
| Näts'ekhj Ku (Healing House) | 20 | 4 hours, 5 times per week | |
| Old Daycare | 7.5 | 1.5 hours, 5 days per week | |
| Youth Centre | 10 | 2 hours, 5 times per week | |
| Mun Ku | 3 | 3pm-4:30 pm Sundays and Thursdays | |
| Diamond Willow Apartments | 5 | 2.5 hours on Monday and Thursday | |
| Water Truck Garage | 0.5 | Mondays | |
| Dákwänje Ku (Language Hub - Shakwunlee Daycare) | 20 | 4 hours, 5 times per week | |
| Week/Month Totals | 66 hours/week | | |

66 hours per week for 52 weeks

**VALUE FORM
PRICE & PROPOSAL**

Tender Title: **JANITORIAL SERVICES FOR
CAFN COMMUNITY BUILDINGS
IN HAINES JUNCTION**

Closing Time: **March 25, 2019 at 3:00:00 p.m.**

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 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:

| COSTS | AMOUNT | DETAILS |
|---------------------------|---------------|----------------|
| Labour | \$ | |
| Materials | \$ | |
| Emergency Call-out fees | \$ | |
| Travel | \$ | |
| Deep-Cleaning (if needed) | \$ | |
| Other | \$ | |
| TOTAL COSTS: \$ | | |

PROPOSAL INFORMATION

Please provide information on this form or attach the information to this form. Additional information may be provided in the proposal, but only those criteria identified will be evaluated.

2) Please describe your experience in professional janitorial service for Government operated buildings and list of qualifications, training and relevant certifications:

3) What are your plans and ability to employ CAFN Citizens and use CAFN businesses for this contact? Please list names of current and potential staff.

1) Please provide identify past clients for reference purposes and provide their contact information. Written reference letter are preferred.

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 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

(Corp Seal)

Authorized Signatory

Witness Signature

Name

Name

Title

Address

Date

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.