

Halifax Regional Centre For Education

Purchasing Division

**TENDER # 3955
Custodial Products/Hardware
Standing Offer**

Addendum #5

**June 5th, 2018
02:30 P.M.**

To: Bidders

From: Don Walpola, Buyer

Pages: 2 including cover

Phone: 464-2000(ext. 2223)

The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:

Clarifications:

Q.1 Can you clarify what HREC defines as a "Clip-on" dust mop handle and a "Snap-on" dust mop handle by providing an image of both



A.1 Clip on dust mop handle



Snap on handle

Q.2 Question 4B
a. Preventative Maintenance Program
b. Equipment Repair
c. Equipment Loaners

Is HRCE referring to fixing electro mechanical equipment or chemical dispensing equipment when asking for the above 3 items

A.2 Chemical dispensing for preventative maintenance.

Equipment loaners would be if equipment purchased is down for repairs.

- Q.3** Could you please clarify which sections of the RFP proponents are required to provide responses for? For example, Section 4.0 is titled "Specific Response," however, under the Evaluation Criteria there are values assigned for sections beyond the specific response.
- A.3** Impact to the environment is captured under section 5.0 of the RFP. Environmental requirements have not been stated under the "specific response" as the detail and importance justifies a separate section in the RFP document. Please review the total RFP and cater your response to best suit the requested criteria.
- Q.4** Could you please clarify if you require specifications for all products? Addendum 1 states "Full descriptions are not required." However, in Addendum 4 it states "need to be submitted for all items on Appendix D."
- A.4** Specifications are needed for Appendix "D" Illustrations are not.
- Q.5** Do you require the product specifications/illustrations in hard copy or will it be sufficient to include them on the USB? Printing them will add up to 193 additional pages to the response.
- A.5** Preferred Method: To include your specifications on a Flash Drive (USB).
Optional: Hard copies
- Q.6** In Addendum 3, point #2, it states "We will not be including changing of the soap/soap dispensers in the schools on this tender." Since Nexa is a proprietary product and not all the bidders have access to this brand, to make it equal to all bidders would you take into consideration an alternative? We can offer alternative products at a competitive price and dispensers and installation for free of charge.
- A.6** Not interested in changing soap
- Q.7** Because the last day for issuing an Addendum is June 6th and this is a hard copy submission we have to send out the proposal on June 7th, if on the last Addendum you have any product changes or any other changes that might affect our response, could you please extended the submission deadline by 2 days to give us time to review the Addendum and make the necessary changes?
- A.7** No extensions can be granted.
Last day for questions was 4th June, 2018. The deadline is calculated as 5 business days prior to the tender closing.

No further questions for RFP# 3955 will be accepted

End of Addendum #5

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

Halifax Regional Centre For Education

Purchasing Division

TENDER # 3955 Custodial Products/Hardware Standing Offer

Addendum #4

**June 1st, 2018
10:15 A.M.**

To: Bidders

From: Don Walpola, Buyer

Pages: 2 including cover

Phone: 464-2000(ext. 2223)

The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:

Clarifications:

Q.1 In order to provide you similar or better product quality, please provide us with the manufacturer number for all chemicals and paper products that HRCE is using today. For most of the products, the description and/or size is not clear. For example: 8" Roll Towel Select Natural (replacement product), we don't know the roll size, how many rolls per case. Or Deep Scrub and Recoat Cleaner, we don't know the product size.

A.1 8" Roll Towel Select 12X425
Swish Clean & Green 1ply 1000 sheets per roll 48 rolls per case

Q.2 Please provide manufacturer code for the below items. It is unclear which product the HRCE is using based on the RFP description:

A.2 Please see inserts

- Brush, Wall Washing Kit - Head/Handle/Frame Incl **940-12**
- Galvanized Lid N/A
- Grout Brush **60306**
- HRSB Wall Washer Kit **940-12**
- Light Duty Service Truck .5 CU YD **9T17**
- Scraper 5 in 1 **RNV51N1**
- Sealing Bucket **NFSB06BLEA**

- Signs, "CLEANING IN PROGRESS" – Yellow – **M17008**
- Structural Foam Tilt Truck **9T17**
- Swish Blensafe 11 4HF/4LF – **Chemical dispensing unit. Can be viewed at Dartmouth South**
- Taskmaster 4 Low, 2 High Gun Fill N/A
- Trowel - Hand Trowel 18" **NFHT18GYEA**
- Urinal Replacement Cartridge Falcom # **SP41739**
- Wall washer refill with snaps **716R**
- Mop (Refill for ROL O MATIC) **68**
- Cube Truck 20 CU. FT. Black **1011 (This was a one time purchase)**

Q.3 Household GREEN Organic Composter (20 x 22 bags) usage in the RFP is 47 each, is that correct? Can you please double check if the usage is per bag or case? Can you please provide the case size?

A.3 SP33426 this is a unit not bags 47 units purchased last year is correct

Q.4 Appendix F Mandatory requirements – “Service providers **MUST** provide illustrations/specs on product line proposed”, can you please clarify if you require illustration/specs for all lines? Or are there are only few categories like chemical, paper that we have to provide specs. Total number of lines in Appendix D is 195.

A.4 Product Spec are sufficient and need to be submitted for all items on Appendix D

End of Addendum #4

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

Halifax Regional Centre For Education

Purchasing Division

**TENDER # 3955
Custodial Products/Hardware
Standing Offer**

Addendum #3

**May 31st, 2018
03:15 P.M.**

To: Bidders

From: Don Walpola, Buyer

Pages: 10 including cover

Phone: 464-2000(ext. 2223)

The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:

Clarifications & Additional Information further to the Mandatory Information Session are as follows:

1. The custodial bid sheets with additional information provided on the chemicals and floor products is attached to this addendum. The excel version of the bid sheet will be attached to the notice email sent.
2. We will not be including changing of the soap/soap dispensers in the schools on this tender.
3. We have two dispensing systems
 - a. Blendsafe – Which is in a couple of our schools
 - b. Hydro SPP – Which is in the majority of our schools.

End of Addendum #3

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

COMPANY NAME:						
	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
HARD GOODS						
18" Blue Pocket Mop	EACH	75			\$ -	
18" Red Pocket Mop	EACH	60			\$ -	
18"X 5" Snap-On Dustmop Frame (only)	EACH	27			\$ -	
19" Long Loop blue Velcro Mop	EACH	40			\$ -	
24"X 5" Snap-On Dustmop Frame (only)	EACH	9			\$ -	
36"X 5" Snap-On Dustmop Frame (only)	EACH	13			\$ -	
48"X 5" Snap-On Dustmop Frame (only)	EACH	2			\$ -	
5" X 16" Pocket Frame	EACH	5			\$ -	
5" x 24" Dust Mop Frame, Clip On	EACH	60			\$ -	
5" x 48" Dust Mop Frame Clip	EACH	11			\$ -	
5" x 60" Dust Mop Frame, Clip On	EACH	13			\$ -	
60" Clip on Handle	EACH	138			\$ -	
60" Mop Dry handles, Rubbermaid Snap and Go Plastic	EACH	123			\$ -	
60" Snap on Dust Mop Handle	EACH	31			\$ -	
60"X 5" Snap-On Dustmop Frame (only)	EACH	2			\$ -	
Batteries D Cell	EACH	140			\$ -	
Bioactive Odor Eliminator	EACH	26			\$ -	
Body for 14 Gallon Container Green	EACH	16			\$ -	
Broom Head (street/barn) 14"	EACH	3			\$ -	
Broom Head, (push) 24"	EACH	5			\$ -	
Broom Head, (push) 36"	EACH	3			\$ -	
Broom, (corn) Heavy Duty	EACH	54			\$ -	
Broom, Angle Cut Magnetic 9" (plastic)	EACH	368			\$ -	
Brush Head, Wall/Deck Scrub/ with squeegee	EACH	32			\$ -	
Brush, Refill (Mop Head) for Wall Washing Kit	EACH	130			\$ -	
Brush, Wall Washing Kit - Head/Handle/Frame Incl	EACH	79			\$ -	
Brute 20GAL GARBAGE CAN - GRAY (30 x 38 bags)	EACH	86			\$ -	
BugTek Insecticide Out/Indoor 750ml	EACH	26			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "E"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
Caddy Bag 32 GAL	EACH	7			\$ -	
Carcoal Wiper Entrance Matting 6'X12'	EACH	4			\$ -	
Cleaning Cart	EACH	8			\$ -	
Cube Truck 20 CU. FT. Black	EACH	1			\$ -	
Distilled Water for batteries 4Lt.	EACH	4			\$ -	
Doodlebug Pad 3M - Black	EACH	448			\$ -	
Doodlebug Pad - Black Swish	EACH	93			\$ -	
Doodlebug Pad Holder	EACH	66			\$ -	
Duster, Polywool - 80" WOOLY WONDER"	EACH	147			\$ -	
Dustpan Lobby Style	EACH	178			\$ -	
Dustpan, 12" Regular Metal	EACH	33			\$ -	
E20 20" Trac Drive Disk Scrubber	EACH	26			\$ -	N/A
Flip Cap for 16,22 and 32 oz	EACH	19			\$ -	
Galvanized Lid	EACH	8			\$ -	
Garbage Can, (Clsm) Plastic 28Qt - (20 x 22 bags)	EACH	284			\$ -	
Garbage Can, Galvanized 16.5Gal - (26 x 36 bags)	EACH	28			\$ -	
Gloves, Disposable Vinyl Large 100/Box	BOX	1,146			\$ -	
Gloves, Disposable Vinyl Med 100/Box	BOX	972			\$ -	
Gloves, Disposable Vinyl Small 100/Box	BOX	288			\$ -	
Gloves, Disposable Vinyl X-Large 100/Box	BOX	524			\$ -	
Gloves, Nitrile Large 100/box	BOX	243			\$ -	
Gloves, Nitrile Medium 100/box	BOX	86			\$ -	
Gloves, Nitrile Small 100/box	BOX	4			\$ -	
Gloves, Nitrile X- Large 100/box	BOX	103			\$ -	
Gloves, Nitrile XX-Large 100/box	BOX	12			\$ -	
Gloves, Rubber Large (flock lined)	PAIR	95			\$ -	
Gloves, Rubber Medium (flock lined)	PAIR	151			\$ -	
Gloves, Rubber Small (flock lined)	PAIR	19			\$ -	
Gloves, Rubber X-Large (flock lined)	PAIR	121			\$ -	
Green Scour Pad 6" x 9" 10/Pk	Package	9			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "E"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
Grout Brush	EACH	8			\$ -	
Handle, Aluminum telescopic handle	EACH	5			\$ -	
Handle, Metal Tip 54"	EACH				\$ -	
Handle, Metal Tip 60"	EACH	8			\$ -	
Handle, Threaded Wooden 54"	EACH	6			\$ -	
Handle, Threaded Wooden 60"	EACH	87			\$ -	
HRSB Wall Washer Kit	EACH	79			\$ -	
Instant Foam Sanitizer 1Lx6 / Case	CASE	7			\$ -	
Lid for 14 Gallon Container Green	EACH	13			\$ -	
Light Duty Service Truck .5 CU YD	EACH	1			\$ -	
Mat 4'x6' Olefin Charcoal	EACH	1			\$ -	
Medium Finish Mop Blue / White	EACH	162			\$ -	
Micro Fiber Cloth - Blue 14"X14"	EACH	100			\$ -	
Micro Fiber Cloth - Green 14"X14"	EACH	2			\$ -	
Micro Fiber Cloth - Red 14"X14"	EACH	100			\$ -	
Micro Fiber Cloth - Yellow 14"X14"	EACH	2			\$ -	
Mop (Refill for ROL O MATIC)	EACH	37			\$ -	
Mop Bucket & Wringer Yellow Rubbermaid FG768000	EACH	50			\$ -	
Mop Handle 54" - (Wet) Snap-N Go Plastic	EACH	49			\$ -	
Mop Handle 60" - (Wet) Snap-N Go Plastic	EACH	123			\$ -	
Mop Head, Dry (Refill) 18"High Static Blue	EACH	284			\$ -	
Mop Head, Dry (Refill) 24" High Static Blue	EACH	1,105			\$ -	
Mop Head, Dry (Refill) 36"High Static Blue	EACH	155			\$ -	
Mop Head, Dry (Refill) 48" High Static Blue	EACH	91			\$ -	
Mop Head, Dry (Refill) 60" High Static Blue	EACH	87			\$ -	
Mop, Toilet Bowl Acrylan bowl swab	EACH	599			\$ -	
Mop, Wet Refill GP Rayon Loop 16oz (small)	EACH	199			\$ -	
Mop, Wet Refill GP Rayon Loop 20oz (medium)	EACH	554			\$ -	
Mop, Wet Refill GP Rayon Loop 24oz (large)	EACH	1,331			\$ -	
Mop, Wet Refill GP Rayon Loop 28oz (XLarge)	EACH	1,161			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "E"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
Mopster White Finish Mop	EACH	20			\$ -	
Napkin disposal receptacle	EACH	42			\$ -	
Odour Control D-Vour Absorbent 450gm	EACH	311			\$ -	
Pad, 3M Hi Pro Stripping 11 "	EACH	4			\$ -	
Pad, 3M Hi Pro Stripping 19" Black	EACH	605			\$ -	
Pad, 3M Hi Pro Stripping 20" Black	EACH	411			\$ -	
Pad, Black 19"	EACH	5			\$ -	
Pad, Buffing 11" - Red 5/case	CASE	22			\$ -	
Pad, Buffing 13" - Red	EACH	63			\$ -	
Pad, Buffing 16" - Red	EACH	15			\$ -	
Pad, Buffing 18" - Red	EACH	7			\$ -	
Pad, Buffing 19" - Red	EACH	101			\$ -	
Pad, Buffing 20" - Red	EACH	346			\$ -	
Pad, burnishing 19" high speed (natural hair)	EACH	95			\$ -	
Pad, burnishing 20" high speed (natural hair)	EACH	171			\$ -	
Pad, scouring 3M, Green 10/pkg	PKG/10	552			\$ -	
Pad, scrubbing 11" - Blue	EACH	20			\$ -	
Pad, scrubbing 13" - Blue	EACH	8			\$ -	
Pad, scrubbing 19" - Blue	EACH	12			\$ -	
Pad, scrubbing 20" - Blue	EACH	47			\$ -	
Pad, stripping 11" - Black, 5/case	CASE	3			\$ -	
Pad, stripping 18" - Black	EACH	16			\$ -	
Pad, stripping 20" - Black	EACH	470			\$ -	
Pail, Plastic 10 Qt	EACH	61			\$ -	
Pail, Plastic 14QT	EACH	1			\$ -	
Paper Towel Dispenser - Hands Free	EACH	278			\$ -	
Paper Towel Dispenser - Universal Lever Towel Disp.	EACH	84			\$ -	
Rags, Cleaning (white jersey) 25lbs/box	BOX	296			\$ -	
Reacher / 'Nipper'	EACH	22			\$ -	
Safety Glasses	EACH	2			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "E"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
Safety Scraper- (Metal)	EACH	301			\$ -	
Safety Scraper Replacement Blades 100/Box	BOX	29			\$ -	
Sandscreen Pads 100 Grit, 20"	EACH	18			\$ -	
Sanitary Napkin Disposal Unit (plastic)	EACH	42			\$ -	
Sanitary Napkin Waxed KRAFT Liners 500/box	BOX	54			\$ -	
Scraper 5 in 1	EACH	341			\$ -	
Sealing Bucket	EACH	5			\$ -	
Signs, "CLEANING IN PROGRESS" - Yellow	EACH	9			\$ -	
Signs, "WET FLOOR" - Yellow	EACH	90			\$ -	
Spray Bottle (only) - Labeled - All purpose cleaner	EACH	677			\$ -	
Spray Bottle Head, (Trigger Only)	EACH	1,091			\$ -	
Squeegee Floor, Moss Heavy Duty	EACH	17			\$ -	
Squeegee, 12" plastic complete	EACH	51			\$ -	
Squeegee, Brass Handle	EACH	3			\$ -	
Squeegee, channel / rubber 18"	EACH	3			\$ -	
Structural Foam Tilt Truck	EACH	4			\$ -	
Swish Blensafe 11 4HF/4LF	EACH	24			\$ -	
Taskmaster 4 Low, 2 High Gun Fill	EACH	30			\$ -	
Toilet Plunger heavy duty	EACH	92			\$ -	
Trowel - Hand Trowel 18"	EACH	6			\$ -	
Urinal Replacement Cartridge Falcom	EACH	44			\$ -	
Wall washer refill with snaps	EACH	130			\$ -	
Waste Basket 14 QT, Blue	EACH	46			\$ -	
Wavebrake Sidepress Combo Yellow (mop bucket)	EACH	27			\$ -	
Window Squeegee, plastic 18"	EACH	54			\$ -	
Window washer refill 18"	EACH	4			\$ -	
Wiper Entrance Matting RED 4'X6'	EACH	107			\$ -	
Wiper Mat 3'x5'	EACH	5			\$ -	
					\$ -	
RECYCLING BINS PRODUCTS					\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "E"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
14QT DESKSIDER (upright recycle container) BLUE (20 x 22 bags)	EACH	20			\$ -	
28QT DESKSIDER (upright recycle container) BLUE (20 x 22 bags)	EACH	9			\$ -	
14 GALLON DESK SLIDER (paper recycle container) BLUE	EACH	26			\$ -	
Brute 20GAL GARBAGE CAN - BLUE (30 x 38 bags)	EACH	2			\$ -	
20 Gal Blue Round Base	EACH	11			\$ -	
Recycle Container, Blue 14 Gal	EACH	26			\$ -	
Wastebasket Soft 41 QT Blue	EACH	46			\$ -	
Household GREEN Organic Composter (20 x 22 bags)	EACH	47			\$ -	
WATER TREATMENT PRODUCTS						
Conditioning Salt Select	BAG	892			\$ -	
12% LAVA Chlorine Bleach (FOR Water TREATMENT ONLY) 5L	EACH	377			\$ -	
					\$ -	
CLEANING PRODUCTS					\$ -	
Bowl Cleaner 1Lt (Swish Bowl Cleaner)	EACH	42			\$ -	#4814 Swish Toilet Bowl Cleaner 1L
Clean and Green #7 Disinfectant concentrate	EACH	192			\$ -	65325-CG Swish Clean and Green # 7 Concentrate 4.73 litres Concentrate
Clean and Green stain and spot remover	EACH	6			\$ -	65310-1 Swish Clean & Green Stain/Spot Remover 946mL
Clean and Green Universal 2x4.73L	EACH	795			\$ -	65333-CG Swish Clean and Green Universal 4.73 L concentrate
Clean and Green Universal CLR 3.78L	EACH	9			\$ -	N/A
D-Vour Absorbant 450gm	EACH	311			\$ -	3480 D-Vour Odour Absorbant 450gm
Non Acid Bowl Cleaner 946ml	EACH	598			\$ -	RP30385C Swish Non Acid Bowl Cleaner
Quato 44 Disinfectant 1 GAL	EACH	4			\$ -	N/A
Spray Buff with trigger	EACH	12			\$ -	N/A
Urinal Blocks 3oz 12/pkg	CASE	11			\$ -	
Urinal Screen Blue	CASE	144			\$ -	
Envirosolutions Odour Eliminator	EACH	40			\$ -	ES100-1 Bio-Active Odour Eliminator for Washrooms, 1L
MISC:						

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "E"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
FLOOR CARE PRODUCTS						
Winter Rinse 1GAL 3.78L	EACH	218			\$ -	# 4040-4 Swish winter rinse 3.78 L
Deep Scrub and Recoat Cleaner	EACH	771			\$ -	4080-4 Swish Deep Scrub and Recoat Cleaner 3.78
Dualock high traction floor finish	EACH	176			\$ -	3080-20 Duralock High Traction Floor Finish 18.9L
Dynasty Acrylic Floor Sealer 18.9L	EACH	26			\$ -	2502-20 Swish Dynasty Acrylic Floor Searler 18.9L
Floor Stripper 18.9L	EACH	6			\$ -	N/A
Liberty No Scrub Stripper	EACH	267			\$ -	4007-20 Swish Liberty
N/S C&G High Traction Restore 2X2L	CASE	135			\$ -	Swish Clean & Green High Traction Restore Finish 2X2L
Powerstrip base stripper	EACH	213			\$ -	4072-1 Powerstrip Base Stripper
Rite-on 18% floor finish	EACH	1,163			\$ -	3000-20 Swish Rite on Floor Finish 18.9L
Sealer 3.78Lt	EACH	30			\$ -	N/A
Swish Finish Water Based Gym Finish	EACH	6			\$ -	9002-20 Swish Gym Finish Wood Floor Finish 18.9
Eternity Floor	EACH	12			\$ -	2000-20 Swish Eternity Floor Finish for rubber floors 18.9L
HAND SOAP						
Clear foam soap 6x1L Deb refresh clear foam	Litre	3,396			\$ -	N/A
Nexa Refill Bottles 1250 ML	EACH	278			\$ -	N/A
Nexa Dispensers	EACH	21			\$ -	N/A
Nexa Concentrate hand soap 2x1.3L (new)	Litre	675			\$ -	N/A
PAPER PRODUCTS						
Toilet Paper, 1 PLY 48x1000/4 3/8" x 3 1/2" sheets/Case	CASE	3,012			\$ -	
Toilet Paper holder - Single Roll Dispenser	EACH	212			\$ -	
Toilet Paper holder - Double Roll Dispenser	EACH	12			\$ -	
8" Roll Paper Towel 12x425'/Case - 1 3/4" core Universal Fit	CASE	3,434	total 5448		\$ -	
8" Roll Towel Select Natural (replacement product)	CASE	2,014				
Roll Towel dispenser Key	EACH	78			\$ -	
GARBAGE BAGS						
20 X 22 CLEAR 1000 Bags x 1716 Case- 0.34mil	EA BAG	557,000			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "E"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	UNIT COST X USAGE	COMMENTS
26 X 36 CLEAR 500 Bags x 2851 Case - 0.51mil	EA BAG	582,000			\$ -	
30 X 38 CLEAR 500 Bags x 1026 Case - 0.51mil	EA BAG	197,000			\$ -	
35 X 50 CLEAR 200 Bags x 3717 Case - 0.75 mil	EA BAG	294,200			\$ -	
35 X 50 Strong Frost HD 10/25	EA BAG	3,000			\$ -	
36 x 50 Reg Frost HR 10/25's	EA BAG	8,500			\$ -	
43 X 48 CLEAR 200 Bags x 41 Case - 0.99 mil	EA BAG	800			\$ -	
GRAND TOTAL BEFORE HST					\$ -	

Halifax Regional Centre For Education

Purchasing Division

TENDER # 3955 Custodial Products/Hardware Standing Offer

Addendum #2

May 24th, 2018
11:00 A.M.

To: Bidders

From: Don Walpola, Buyer

Pages: 1 including cover

Phone: 464-2000(ext. 2223)

The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:

Clarifications:

Question 1a) - Section 5.3 "Service providers are required to submit pricing on custodial products that meet Green Seal and or Environmental Choice Certification then in Appendix A. Conditions 2. Products must be low or no scent. Are products that meet one or the other considered acceptable?"

Question 1b) - There are several products in Appendix D that are currently not green certified. Please explain how these products are considered acceptable. Examples (Duralock High Traction Floor Finish, RITE-ON 18% Floor Finish) is there an exception made for floor care products?

Answer to Q1a & Q1b: Exceptions for scent are made for floor finish products

Question 2) - 6.4.5 "Dispensed products must be in a sealed container to avoid "glugging". There are several products listed in Appendix D Cleaning Products & Floor Care Products that are currently being purchased in the gallon format. Please clarify what you mean by sealed container. Chemical control caps as mentioned in 6.4.2 would not constitute a sealed container as they would have to be screwed on and off every time a new bottle of concentrate is required.

Answer to Q2: Cleaning chemicals such as disinfectant and universal cleaners will be dispensed through a chemical dispensing system.

Question 3) - On the mandatory requirements checklist you asked for size, weight, volume to be included but there is nowhere to add info on Appendix D?

Section 4.0, e) Pricing – Include the following information for each product (Product Information Sheet). Are you asking for the product spec sheet only or something added to Appendix D?

Answer to Q3: Submitting a product spec sheet which includes the requested information is sufficient.

End of Addendum #2

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

Halifax Regional Centre For Education

Purchasing Division

**TENDER # 3955
Custodial Products/Hardware
Standing Offer**

Addendum #1

**May 23rd, 2018
10:30 A.M.**

To: Bidders

From: Don Walpola, Buyer

Pages: 1 including cover

Phone: 464-2000(ext. 2223)

The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:

Clarifications:

Question 1 : Clarification on Section 4e Pricing

Do you want a full description analysis of all the products (page 14) in the Appendix “d” or just the major ones listed in 6.1.1 (page 17)

Answer: Provide Pricing for only the items listed in Appendix D. Full descriptions are not required.

Question 2. Clarification on Appendix “D” item E20 20” Trac Drive Disk Scrubber....do you actually expect a three held year price for a 20” Traction Drive auto Scrubber.....could this be an error??

Answer: For the E20 20 Auto Scrubber – You don’t need to submit a price for this item as this would be removed from the list.

End of Addendum #1

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

HALIFAX REGIONAL CENTRE FOR EDUCATION

Request for Proposal #3955

CUSTODIAL PRODUCTS/HARDWARE STANDING OFFER

Closing Date: ***JUNE 11TH, 2018***
Closing Time: ***2:00:00 P.M. (Atlantic Standard Time Zone)***
Opening Time: ***2:00:00 P.M. (Atlantic Standard Time Zone)***

Closing Location:

Halifax Regional Centre for Education
33 Spectacle Lake Drive
Dartmouth, N.S.
B3B 1X7

Purchasing Contact:

Don Walpola, Buyer
Financial Services - Halifax Regional Centre for Education
Phone: (902)464-2000 #2223
Fax: (902)464-0161
E-mail: dwalpola@hrsb.ca

Operations Contact:

Marie Fagan, Coordinator of Operations - Custodial
Tel: (902) 464-2000 Extension #2576
E-mail: mfagan@hrsb.ca

A MANDATORY information session is scheduled for *MAY 29, 2018 at 10:00 a.m., in Room 308 at the Halifax Regional Centre for Education, 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7*

To obtain documents:

Download tender documents in .pdf format from the School HRCE's Website:

<http://www.hrsb.ca/about-hrce/financial-services/purchasing/tenders/tender-listing>

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1.0 INTRODUCTION

1.1 The Halifax Regional Centre for Education

The Halifax Regional Centre for Education (“**HRCE**”) is the largest public school district in Atlantic Canada serving approximately 48,000 students from early childhood education through to Grade 12. The organization employs over 6,000 full time and temporary staff with programs operating from over 136 schools and buildings. The annual operating budget for the HRCE is approximately \$528,000,000.

1.2 Purpose of this Request for Proposal

This Request for Proposal (“RFP”) is to invite experienced and qualified Service providers to submit their detailed proposals for the **supply of custodial products/hardware** to satisfy the requirements of the HRCE as set out in this RFP (“Proposal”). The particular number/volume of items and other requirements of the HRCE are set out in the subsequent sections of this RFP. The scope of work excludes any P3 school within the HRCE with the exception of O’Connell Drive Elementary which will be part of the HRCE from summer, 2018.

This standing offer may be awarded in whole or in part to one or more service providers at the sole discretion of the HRCE for a three (3) year term with option to renew for two (2) additional years.

The terms "RFP" and "Proposal" include any revisions, amendments or additional documents made thereto, pursuant to this RFP.

1.3 The Proposal

The HRCE is requesting experienced and qualified companies to submit Proposals on the following:

- The supply of custodial products/hardware on a timely manner as and when required; with the option of installation if needed.
- To increase the efficiency and effectiveness of the cleaning services with the HRCE. This would include the potential for standardization of products, hardware and methodologies which would have a minimum impact to the environment.
- The proposed types of cleaning materials selected for the tasks required with regard to the internal and external environment, risk management and continuing quality and environmental improvement.
- A detailed training program for staff

Service providers are requested to provide a Proposal that will meet the HRCE’s requirements at the best possible overall value, as determined by HRCE in its sole discretion.

1.4 Guiding Principles

When preparing your Proposal, you MUST consider the following principles, which will act as a guide for the HRCE in its evaluation. Further criteria as provided below, may be included in the Project Scope, and may be weighted as to their relative importance to the evaluation process. You MUST identify in your Proposal how it satisfies these principles:

- Quality
- Value
- Reliability
- Cost Effectiveness
- Time Lines
- Related Expertise

1.5 Schedules of Events

The following schedule for this RFP and award of Contract is current as of the release date of this RFP. HRCE reserves the right to, in its sole discretion:

- a) modify any of the dates below; or
- b) modify any of the steps noted below.

<u>Step</u>	<u>Date</u>
Release of RFP	FRIDAY, MAY 18, 2018
Close Date	MONDAY, JUNE 11, 2018
Determine Short List of service providers	To be determined
Select Preferred service provider(s)	To be determined
Final Contract Award*	To be determined
Commencement of Obligations	FRIDAY, AUGUST 31, 2018

*Should HRCE enter into negotiations with a preferred service provider or service providers to finalize a Contract as specified in Section 3.2(b), and such negotiations fail to do so, HRCE reserves the right in its sole discretion to negotiate with other service providers who submitted acceptable Proposals or to not award a Contract to any service provider. For further clarification of HRCE's option to negotiate a final Contract, and of its discretion generally, refer to Section 3.2 and Section 8.0 below.

2.0 RFP TERMS AND CONDITIONS

This Section describes:

- a) the requirements for all Proposals; and
- b) the procedures, practices and contractual obligations between HRCE and each service provider that form this RFP process.

Service providers are instructed to read and understand all requirements detailed within this RFP, as failure to meet any requirements fully shall jeopardize and perhaps eliminate the acceptability of the Proposal.

2.1 RFP Terminology

Throughout this RFP, terminology is used that describes the importance of each requirement. Such terminology is as follows:

“Must”, “Mandatory”, “Shall”	A requirement that MUST be met in a substantially unaltered form the failure of which shall result in a non-conforming bid;
“Should”, “Desirable”	A requirement having a significant degree of importance to the objectives of this RFP; and
“Optional”	A requirement not considered essential, but for which preference may be given.

2.2 Glossary of Terms

In addition to terms defined elsewhere in this RFP, the following terms shall have their corresponding meanings:

“Service Provider”	A person, firm or company submitting a Proposal in response to the RFP.
“Bidding Period”	The period of time between the issuance of this RFP and the Close Date.
“Close Date”	The date and time by which a service provider MUST submit its Proposal to HRCE, as specified in Section 1.5.
“Contract”	The agreement(s) that form the contractual relationship between the service provider and HRCE, or to be executed by the service provider and HRCE, as specified in Section 3.3.
“DDP”	"Delivered Duty Paid", being one of the International Chamber of Commerce's "Incoterms 2000" found at www.iccwbo.org/index_incoterms.asp
“Innovative Proposal”	A service provider’s suggested new and innovative processes it considers to be beneficial to HRCE.
“PO”	A purchase order issued by HRCE to the successful service provider.

“Project Scope”	The specific items, equipment, work or services requested by HRCE under this RFP as set forth in Schedule A – “Project Scope”.
“Sites”	All HRCE lands or premises where the equipment will be installed or services performed. Sites may be specified within the RFP and/or the Contract.
“Subservice Provider”	A person, firm or corporation having a contract with the service provider to supply equipment or systems or perform services under a Contract.
“Service Provider”	The successful service provider who is awarded by HRCE a Contract or the right to enter final negotiations with HRCE to enter a Contract, pursuant to Section 3.2.

2.3 The General Response (Where applicable)

You are responsible for providing complete and accurate information pertaining to the following general areas, if applicable, in respect of the Proposal. These general areas are subject to change in the Project Scope and, if applicable, the Innovative Proposal.

- Vendor personnel & equipment information
- Pricing information
- Service information
- Knowledge of existing equipment/systems
- Installation information
- Training program information

Your Proposal **MUST** address each applicable area of responsibility or any additional responsibilities you deem appropriate in order to supply quality equipment, systems, support, and service to the HRCE.

2.4 Innovative Proposals

Service providers are encouraged to provide Innovative proposals (e.g. ways for the HRCE to achieve contract cost savings). The Innovative Proposal **must** be an **entirely separate** proposal and will only become a Contract if and when specifically agreed upon between you and the HRCE apart from any acceptance of the Proposal. The Innovative Proposal should address all purchase and service requirements of the HRCE and will be considered by HRCE in its sole discretion.

2.5 Confidentiality and FOIPPA

Information pertaining to HRCE obtained by the service provider, its employees and agents as a result of its participation in this RFP, is confidential and **MUST** not be disclosed by the service provider except as authorized in advance and in writing by HRCE.

HRCE shall endeavour to keep all Proposals and accompanying documentation received as confidential and used only for the purposes of evaluation of the Proposal, however, HRCE provides no warranty with respect to confidentiality and shall incur no liability from any disclosure. The service provider hereby

grants to HRCE the right to copy any documents (regardless of form) provided in or with the Proposal for the purposes of such evaluation.

Proposals are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* (“**FOIPPA**”). While this Act allows persons a right of access to records in HRCE’s custody or control, it also prohibits HRCE from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in Section 15 and 16 of the FOIPPA. Service providers are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

2.6 Full Disclosure

Service providers **MUST** provide a statement providing a full and complete disclosure of:

- a) any personal relationship to any employee of HRCE who makes recommendations concerning the award of the services or works contemplated in the RFP or of any employee (or immediate relative of any employee) of HRCE with any direct, or indirect pecuniary interest, ownership or directorship with respect to the service provider; and
- b) any business relationship, monetary or other support of HRCE through any of its Sites or with respect to any of its staff including employees, officers or Trustees.

Service providers **MUST** advise the Purchasing Manager of any change in the foregoing throughout the Bidding Period and Term. HRCE reserves the absolute right to eliminate any Proposal or terminate any resulting Contract for failure to disclose the information required in this Section.

2.7 Proposal Submission

Submit Five (5) hard copies and One (1) electronic copy on a flash drive. Appendix C - Contractor Information Forms **MUST** be signed by an authorized representative of the firm.

The identification label on the outside of the envelope **MUST** be completed to identify the COMPANY NAME. **Proposals MUST be submitted in a sealed envelope clearly marked:**

RFP #3955 Custodial Products/Hardware

HALIFAX REGIONAL CENTRE FOR EDUCATION
33 Spectacle Lake Drive, Dartmouth, NS B3B 1X7

Attention: Don Walpola – Buyer
Phone #: (902) 464-2000 Ext. 2223
Fax #: (902) 464-0161

The HRCE will not accept Proposals via facsimile or electronically. Proposals not sent to the foregoing address will not be considered. Proposals **MUST** be received by the Close Date, at the defined time indicated on the coversheet of this RFP, failing which the Proposal will be disqualified and unopened. Proposals will be received with a time and date stamp and the signature of the HRCE employee who received the Proposal.

2.8 Communications during Bidding Period

Questions, clarification or information regarding the RFP process or the Project Scope **MUST** be directed exclusively to the Buyer specified above, no less than 5 (five) business days before the RFP closing date and time and **MUST** be in writing. The Buyer may direct such questions, clarification or information of a technical or business nature to other HRCE employees, consultants or service providers, in which event the service provider shall copy the HRCE Contact on all such further questions, clarifications or information posed to the designated HRCE employee or service provider. Failure to comply with this requirement may result in disqualification of a Proposal.

Should any discrepancies, omissions, ambiguities, or other conflicts in the RFP document be found, the service provider shall bring the matter to the attention of the Buyer via email at dwalpola@hrsb.ca , at least five (5) business days prior to the Close Date. HRCE may, in its sole discretion, determine that such information should result in a revision to this RFP, in which event Section 2.10 below shall apply. Questions and answers may be copied by HRCE and distributed to all service providers by way of email or fax.

2.9 Evaluation of Proposals

Upon receipt of Proposals, the HRCE will screen each to ensure the service provider's compliance with the requirements of this RFP and as outlined in the Project Scope. HRCE shall be at liberty to exercise its discretion as set forth in Section 8.0 below. After a Proposal has passed the initial screening, the HRCE will analyse the detailed specifications of the Proposal.

The HRCE proposes to use specific evaluation criteria to rate various requirements for evaluation purposes. Unless otherwise specified in the Project Scope, such a rating will be confidential, and no totals or scores of such a rating will be released to any service provider. At a minimum, the selection (if any) of Proposals will be based on the following criteria (not necessary equally weighted):

Evaluation Criteria	Value
Meeting Mandatory Requirements	10%
Financial Stability, Capabilities, References, Qualifications & Local Representation	10%
Available Staff, Response Times & Proposal of Training/Support Program	10%
Safety Procedures and Documentation	10%
Available Product Listing & Impact to the Environment	10%
Lead Times & Delivery Terms	10%
Pricing	40%
Total Score	100

The HRCE reserves the right to seek clarification on any Proposal submitted by a service provider to assist in making its evaluation, without notifying any other service provider of such.

The opening of Proposals will be closed to the public.

2.10 Revisions & Addenda

Should HRCE determine in its sole discretion to revise any part of this RFP prior to the Close Date, the revisions will be provided in writing by form of an addendum to all service providers. Addenda must be issued by the HRCE no less than three (3) business days before the closing date. HRCE may also, in its sole discretion, extend the Close Date to an alternate date of its choosing to allow all service providers to consider and respond to a revision, and will advise all service providers of such in writing. It is the sole responsibility of the service provider, prior to the Close Date, to ensure they have received all addenda pertaining to the RFP.

2.11 Withdrawal or amendment of submitted proposals

Any Proposal which has been submitted may be withdrawn prior to the scheduled closing time. A request to withdraw a Proposal **must** be in writing on the letterhead of the Service provider in a sealed envelope, clearly marked, and be received by the Buyer prior to the closing time. Changes will not be accepted by facsimile or email.

No amendment or modification to a Proposal shall be accepted after the closing time. If a change to a Proposal that has been submitted is desired, the submitted Proposal must be withdrawn and the replacement Proposal submitted prior to the closing time.

2.12 Extensions Requested by Service Providers

Extensions to the Close Date will only be considered if requested by a service provider no less than seventy-two (72) hours prior to the Close Date. An extension may only be granted by the HRCE Manager of Accounting and Purchasing in his or her sole discretion and may be granted to all service providers as a result of such request.

2.13 Non-Compliance Identified

The service provider **MUST** specifically identify any terms and conditions of this RFP with which they are unable to comply. It will be assumed that all terms and conditions are acceptable to the service provider unless otherwise noted and all such terms and conditions will form part of the Contract. The service provider hereby acknowledges that any non-compliance in its Proposal may disqualify it from further evaluation by HRCE, in HRCE's sole discretion.

2.14 Return of Proposal

A Proposal, accompanying materials and any revisions or amendments thereto which are submitted by the service provider is the property of HRCE and will not be returned.

2.15 Release of Service Provider Information

HRCE reserves the right to publish the names of responding service providers and any summary cost information deemed appropriate.

2.16 Liability for Errors

HRCE or its agents shall not be held liable or accountable for any error or omission in any part of this RFP or response to any questions of service providers, and the service provider hereby releases HRCE and its Trustees, employees and agents from any such liability whatsoever.

2.17 Preparation Costs

Any and all preparation costs incurred by the service provider in developing Proposals, presentations, demonstrations, or any other activity related to service provider's response to this RFP (including attending Site visits), are solely the responsibility of the service provider.

2.18 Consortium Bids

In the case of consortium bids, all organizations comprising the consortium **MUST** be identified. The business relationship and responsibility of each service provider to its consortium member in relation to the Proposal **MUST** be clearly outlined and there **MUST** be evidence of a consortium management approach that will ensure clear lines of communication and delivery of the goods or services for the duration of the Contract. As well, the service provider **MUST** be designated and assume responsibility and liability for the acts and omissions of all consortium members, and have the authority to sign on behalf of such consortium members and bind each consortium member to all statements or agreements made on behalf of or by the consortium.

2.19 Subcontracted Work

The service provider is considered an independent service provider to HRCE in the performance of its obligations. Should the service provider intend to subcontract any part of the Project Scope, including through a consortium as contemplated in Section 2.19 above, it **MUST** so specify the equipment or services to be subcontracted and list the name and address of proposed Subservice providers. Unless otherwise expressly approved by HRCE in writing, service provider shall perform the Project Scope itself without the use of Subservice providers. The service provider submitting the Proposal **MUST** assume overall coordination and responsibility for the Proposal and shall assume responsibility and liability for the acts and omissions of all Subservice providers whatsoever.

2.20 Right to Contact and Visit Clients of Service Providers

HRCE reserves the right to contact or visit any client of the service provider without permission or assistance of the service provider. If specified in the Project Scope, a current client list is to be provided to HRCE and shall include information regarding client size, environment, and the scope of goods provided or services performed for such clients.

2.21 Proposal Pricing

Pricing shall be in Canadian Dollars. Discounts offered for early payment **MUST** be clearly stated. Pricing must be held firm for the first three years of the contract.

2.22 Hardware Proposal and Specification

Proposals **MUST** specifically list in detail the necessary hardware specifications for all equipment required for the proposed system, if such is not detailed in the Project Scope. Pricing for the hardware and software **MUST** be included in the Proposal, as separate components, HRCE reserves the right to purchase equipment from other sources at its sole discretion.

2.24 Proposal Validity

To enable HRCE to complete its approval processes, Proposals submitted **MUST** remain valid for a period of not less than ninety (90) days.

2.25 Service provider debriefing

HRCE will, at its discretion, arrange a debriefing for the purpose of informing a service provider why its Proposal was not selected. Debriefings must be requested by email to dwalpola@hrsb.ca within three (3) business days of non-award notification and will be restricted to the service provider's submission and not the process in general.

3.0 THE CONTRACT**3.1 Binding Effect of Proposal and Contract Finalization**

The service provider hereby acknowledges that its Proposal constitutes a contract with HRCE, and the terms and conditions of this RFP and the Proposal (with the RFP taking precedence in the event of any inconsistency or conflict of terms) shall govern such agreement. Such contract shall remain binding upon service provider until the earlier of:

- a) written notice from HRCE that the service provider's Proposal is rejected as unsatisfactory; or
- b) issuance by HRCE of its PO to the service provider with respect to this RFP, pursuant to Section 3.2(a), and upon such issuance, the service provider shall be regarded as the service provider hereunder; or
- c) execution of the Contract by both HRCE and the service provider pursuant to Section 3.2(b); or
- d) written notice from HRCE that it has entered a Contract with a service provider and that the service provider has been unsuccessful under this RFP.

3.2 Right to Negotiate

HRCE may, in its sole discretion:

- a) through the issuance by HRCE of its PO to the service provider or service providers, award to a service provider or service providers the Contract, based on its Proposal, without further negotiation or documentation; or
- b) award to a service provider or service providers the right to negotiate and finalize such further documentation as HRCE determines to be necessary or advisable. The entering into of such negotiation by HRCE shall not fetter its discretion to award the Contract to other service providers, not award any Contract, or otherwise under Section 8.0.

3.3 Contract Documents

3.3.1 The attached form of contract (Schedule C) is a sample version that shall be issued to or executed by the successful service provider pursuant to the terms and conditions of this RFP. **It is not to be executed and returned by the service provider as part of its proposal.**

3.3.2 The Contract the service provider will have with the HRCE, if awarded, will include:

- a) such further documentation as may be negotiated and executed by the HRCE and the service provider pursuant to Section 3.2(b); and
- b) this RFP and all of its Schedules, including without limitation any PO issued by HRCE to the service provider, and any revisions, amendments or additional documents made thereto, if any; and
- c) the Proposal, in its entirety and all promises made in the Proposal will be deemed covenants in the Contract and all information, representations and warranties made in the Proposal will be deemed terms, representations and warranties of the Contract surviving the signing or issuance by HRCE of any additional or formal documents prepared by the HRCE.

For the purposes of evaluation and interpretation of Proposals, in the case of conflicts, discrepancies, errors or omissions between this RFP and any documentation issued or executed pursuant to Section 3.1, and the Proposal, this RFP and such documentation shall take precedence over the Proposal.

3.4 Term of the Contract

The term of the Custodial Products/Hardware contract will be for a three (3 year) term from **August 31, 2018 until August 31, 2021** with two (2) optional one (1) year term extensions at the sole discretion of the Halifax Regional Centre For Education.

3.5 Governing Law

This RFP and any Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia and the laws of Canada applicable therein, excluding any conflict of laws and rules that may apply therein. The service provider hereby attorns to the exclusive jurisdiction of the courts of the Province of Nova Scotia.

4.0 THE SPECIFIC RESPONSE

The following items should be fully addressed in your Proposal:

a) Product Listing & Company Experience

Describe your company and relevant experience in the field of custodial products and hardware. Specifically, experience working within occupied government and institutional facilities. Describe the product offering in detail which would include the manufacturers' name, lead times & delivery terms.

b) Service and Response Time

Describe how a typical work request from HRCE would be completed. What are your normal hours of operation? What is your proposed response time for customer service inquiry?

Describe of how an emergency work or after hours work request would be completed. What is your proposed response time for afterhours or emergency service calls?

Give complete information on warranty(s) for the supply of custodial products/hardware (e.g., length of warranty, specific coverage under warranty, times).

Describe how the below areas will be addressed;

- Training (**MUST** include WHMIS)
- Technical advice/staff support
- Problem Solving, trouble shooting
- Supply, installation and setup
- Materials Management (supply and delivery and including inventory control)
- Preventative maintenance program
- Equipment repair
- Equipment loaners
- Any other information deemed relevant by the supplier

c) Available Staff and Experience

Include specifics on qualified Service provider representatives and availability to service the HRCE's account with regards to custodial products/hardware and how they are suited to handling inquiries by the schools and offices which are part of the HRCE.

d) Safety Program and Documentation

Provide a description of your safety program. What are the documents/formed that are completed with each project?

e) Pricing

All pricing must be disclosed in the Proposal and if a Contract is awarded, no sums will be paid by the HRCE for any part of the Contract except those disclosed in the Proposal.

Prices **MUST** be proposed for the first three years of the contract and the two optional years. Price increases **SHALL** not exceed either the manufacturer's increase, mill rate increase or the annual National Cost of Living Index (CPI) for that year. If at the discretion of the HRCE an alternate product is required, service providers **SHALL** supply the alternate at no extra cost to the HRCE. An increase in price should be informed to the buyer: dwalpola@hrsb.ca before taking effect.

All prices **MUST** be FOB individual schools/offices and the minimum order requirement **SHALL** be \$100.

Major orders for Custodial Products for all schools will be placed three times per year (October/May/February) as per **APPENDIX B** and on an "as required basis" as necessary.

Service providers **MUST** be able to provide the HRCE with secure electronic on-line ordering for schools which is user friendly and which permits viewing/authorization of orders by management, prior to final order placement.

HRCE requires a maximum of **72 hour delivery time** to destination from the date the service provider receives the order.

Do not include the Harmonized Sales Tax (HST) with costs; HST will be considered an extra to quoted pricing.

Service providers **MUST** submit costs showing unit prices and total pricing and **MUST** quote prices based on the unit sizes requested by the HRCE in **APPENDIX D**. **Service providers must request an electronic copy of the Excel spreadsheet for APPENDIX D and must include an electronic copy of APPENDIX D in Excel format for copy and paste into the HRCE evaluation matrix.**

Any discounts **MUST** be clearly stated in the proposal.

Include the following information for each product (product information sheet):

- Product or Hardware Name
- Environmental Choice (ECP) certification verification where applicable
- Product Description
- Use
- Manufacturer
- Reference Number, Supplier
- Reference Number, Manufacturer
- Weight, liquid volume and size of shipped container - in metric units **MANDATORY**, English unit optional
- Weight, measured dimensions and mil thickness of plastic bags including bags per box/roll.
- Weight, measured dimensions of paper towel and toilet paper including rolls per box.
- Cost per shipped container
- List of any associated hardware needed for product use
- Dilution Rate
- Cost per Litre - READY TO USE (RTU)
- Recommend Frequency of Use
- Cost per square foot at recommended application rate
- Hardware Disposable Operation Costs
- Custodial products/hardware Shelf Life
- Warranty
- Copy of Safety Data Sheet
- Service providers **MUST** specify the “percentage discount” for items not listed in the RFP document.

Are there any proposed rate increases during the contract term?

f) Additional Costs

Any additional costs that are not listed previously must be listed.

g) Certification

Service providers must include a certificate of good standing from the Nova Scotia Workers' Compensation HRCE and an issued or interim Certificate/letter of Recognition (COR) from Nova Scotia Occupational Health and Safety. Upon award, contractors must submit a copy of your company's full safety plan.

h) Your Contractual Terms

List separately any contractual terms which **MUST** be included as part of the Contract if awarded to you and which would be a condition to HRCE's acceptance of your Proposal.

List separately any contractual terms which you would like the HRCE to consider but which would not be a condition to the acceptance by the HRCE of your Proposal and which would only be part of the Contract with the HRCE with the specific further agreement of the HRCE.

i) References

Include a list of references of clients to whom you have supplied similar equipment and services, and or other school HRCEs and public organizations. Please include at least three (3) references, complete with the person to contact, their telephone number, and the type of service or equipment/system provided.

j) Insurance

The service provider must provide with their proposal an insurance certificate showing proof of:

- Commercial General Liability insurance, including but not limited to, products liability and completed operations, owners and contractors liability, endorsement, independent contractor, cross liability, employers contingent liability, personal & advertising injury liability, contractual liability, owner's and contractor's protective liability, broad form property liability for a **limit of no less than \$5,000,000 per occurrence**
- Commercial Auto liability Insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$2,000,000 per occurrence;
- It is also agreed that the above insurance coverage is primary & non-contributory and please include a waiver of subrogation.

Upon award, The Halifax Regional Centre for Education **MUST** be named as "additionally insured" pertaining to the work for this project. Furthermore, Halifax Regional Centre for Education **MUST** receive at least thirty (30) days' notice of cancellation or modification of the above insurance. The successful proponent shall secure and maintain the insurance as noted above at its expense during the term of the contract.

k) Product Testing

The HRCE reserves the right to consider ongoing internal testing as well as have products and materials tested by an accredited testing organization, to ensure compliance with accepted standards such as Occupational Health and Safety, Canadian Standards Association, Drug Identification Number, Workplace Hazard Management Information System with reports provided to the HRCE. With respect to confidentiality, a copy of the report will be provided to the respective supplier only. All cost associated with testing **SHALL** be borne by the supplier.

The HRCE may contact the qualified service providers for product samples for evaluation at no cost to the HRCE. The samples may be used as per product directions which may be done by either HRCE staff or by the supplier as required by the HRCE. The outcome of the evaluation will be on a simple pass fail basis by the evaluators. The HRCE may record any testing for use and evaluation at a later time.

All products will be subject to a six (6) month probationary period after award of contract. Should the HRCE determine that a product is unacceptable, the successful service provider **MUST** provide an alternate product **for a further six (6) month probationary period**. The cost for an alternative product **MUST** be equal to or less than the original product, unless mutually agreed otherwise by the HRCE and service provider.

l) Presentations

The HRCE may request further information sessions from specific service providers regarding individual and/or line of products and hardware. These information sessions will be after the proposal closing date and upon satisfactory completion of all **MANDATORY** proposal requirements.

m) Reports

Indicate what reports you will make available to the HRCE upon request throughout the Term (e.g., weekly/monthly purchases generated by HRCE schools)

5.0 ENVIRONMENTAL REQUIREMENTS

- 5.1 The Halifax Regional Centre for Education recognizes the objective to be environmentally responsible in the acquisition of custodial products/hardware and materials that are used in a school environment. This includes selecting materials which have a balance of providing a healthy environment with minimal risk to students, staff and the community, are safe to use, cost effective and efficient in application.
- 5.2 Products **MUST** not contain substances that could be harmful to users or occupants of the facility by normal and directed use of the product. It is the supplier's responsibility to verify this requirement, utilizing tests conducted by recognized, independent bodies at the supplier's expense, whenever requested by the HRCE. These tests can include the disclosure of the type of chemical and amounts present in the material.
- 5.3 Service providers are **REQUIRED** to submit pricing on custodial products that are able to meet Green Seal and/or Environmental Choice Certification.

- 5.4 The HRCE requires full disclosure and reserves the right to reject any product containing a chemical(s) deemed hazardous or harmful to students/staff of the HRCE. Any verification testing of contents (if required) **SHALL** be done by an independent testing agency and all costs will be borne by the service provider.
- 5.5 Proposed hardware and materials **MUST** clearly state what guidelines, standards and testing protocols they meet or surpass regarding occupant, user and environmental safety.
- 5.6 Scent free products **MUST** be available. Quality is to be equal to or surpass that of low scent or scented products.
- 5.7 One of HRCE's goals is to encourage ideas and opportunities to support waste diversion and recycling, such as but not limited to, using recyclable containers as determined by HRM By-Law S-600. The successful service provider will be expected to have a program for reclamation or recycling of product containers and packaging and any innovative and/or cost saving ideas concerning waste management will be welcome.
- 5.8 The successful partner will be required, upon HRCE request, to address school, community and parent concerns regarding acceptability and safety of products and procedures. This may include verbal and written formats.

6.0 PRODUCT SPECIFICATIONS

6.1 Cleaning Products:

- 6.1.1 The HRCE requires products for use in a variety of interior areas and cleaning requirements throughout the HRCE. These requirements may differ from site to site and **SHALL** generally include but are not limited to:
 - General Purpose Cleaners - for use on all water washable surfaces
 - Germicidal - for use in areas where needed, such as washrooms
 - Floor Strippers
 - Floor Finishes
 - Degreasers
 - Floor Buff Spray
 - Hand Soap
 - Glass Cleaner
 - Tile, Ceramic, and Terrazzo Floor Sealers
 - Wall Cleaners, including removal of graffiti
 - Garbage bags-heavy duty and light duty clear
 - Paper Towel (HRCE Paper Towel Dispensers are universal and hold 8" paper rolls with a 1 ¾ core)
 - Toilet Paper

Service providers **MUST** bid on one ply toilet tissue/1000 sheets per roll, sheet size 43/8 by 31/2

APPENDIX A lists the anticipated required custodial products/hardware, garbage bags and paper products and **APPENDIX D** lists the estimated annual consumption. HRCE does not guarantee any annual consumption amounts.

6.1.2 All quoted measures, weights and quality specifications of products **MUST** be guaranteed by the supplier for the life of the contract.

6.2 Cleaning Hardware:

6.2.1 The HRCE is soliciting proposals for cleaning hardware needed for its custodial services. This hardware may differ from site to site and **SHALL** generally include but is not limited to:

- Soap Dispensers
- Wet Mops
- Dry Mops
- Buckets
- Brooms
- Various Floor Cleaning Pads
- Safety Signs
- Associated hardware and materials needed for use of proposed cleaning and paper products

6.2.2 Service providers **ARE REQUIRED** to include illustrations and specifications with the proposal which are applicable to the product line being quoted.

6.2.3 All proposed and acquired hardware **MUST** be CSA approved and will become the property of the HRCE according to the terms and upon completion of the contract with the supplier.

6.3 General Product Requirements:

6.3.1 All cleaning materials and hardware **SHALL** function correctly in the environment in which it is installed and/or used. Verification of these parameters rests with the supplier.

6.3.1 The supplier will ensure that all materials and hardware meets or exceeds all regulatory compliance thresholds applicable to the scope of work.

6.3.2 No product substitutions can occur without the express written consent of the HRCE.

6.3.3 Upgrades in material, hardware or program that correct deficiencies in the purchased items **SHALL** be provided to the HRCE at no cost during the life of the system. The supplier **SHALL** provide all information regarding the upgrade capability of the unit proposed.

6.3.4 Products will not be accepted without return authorization and address. Products may be returned unopened at any time during the contract and up to six months after the end of the contract without cost to the HRCE. Returned products will not be subject to any restocking charges by the supplier at any time. Any shipment or freight charges for returning custodial products/hardware after the end of the contract **SHALL** be the responsibility of the Halifax Regional Centre for Education.

6.3.5 At the initiation of the contract the successful service provider **MUST** supply each school/office with a binder containing a Safety Data Sheet for every product supplied. The successful service provider will also

be responsible for updating/maintaining the binders for the term of the contract. Educational materials and all labeling in regards to WHMIS **MUST** be provided as part of the program.

- 6.3.6 Service providers **MUST** clearly outline all material and services not directly supplied by the service provider's own firm or which are out-sourced or supplied by subcontractors.
- 6.3.7 The service provider **SHALL** state additional resources they require, if any, to provide any components of the proposed products or services. The absence of details will be interpreted to mean the service provider's own resources.
- 6.3.8 In cases where HRCE has specified a "Brand Name Product" any substitutes **MUST** be equal to or better than the product specified (HRCE's final determination). Where "NO SUBS" has been specified/**REQUIRED** for a product, service providers will be disqualified if an alternate product is proposed.

6.4 Dispensed Products:

- 6.4.1 All dispensers become the property of the HRCE. Cleaning products will be dispensed via HRCE wall mounted dispensers. A spreadsheet listing the number of Custodian's Sink Rooms at each site is attached - **APPENDIX E**.
- 6.4.2 Routine maintenance of chemical dispensers will be the responsibility of the successful service provider. New, replaced or repaired chemical dispensers **MUST** be supplied at no additional cost to the HRCE.

Please note that chemical controlled caps that create an air-tight seal to the bottle of concentrate are required on dispensed products to achieve the required dispensing dilution rate and to provide conditions for the product to be pulled into the dispenser for mixing. Chemical controls caps **MUST** make the possibility of chemical contact with the user impossible, if properly used. Dipping the end of the dispenser tubing into an open jug of chemical to have it dispenses is not acceptable.

- 6.4.3 Dispensers **MUST** have integral back flow prevention.
- 6.4.4 The dilution rate for each dispensed product **MUST** be clearly marked and visible.
- 6.4.5 Dispensed products **MUST** be in a sealed container to avoid "glugging" practices.
- 6.4.6 Handsoap dispensers **SHALL** be included in the cost of the handsoap and must be provided to HRCE at no additional cost. HRCE has approximately 1536 washrooms and approximately 1/3 would have 2 handsoap dispensers for an estimated total of 2048 hand soap dispensers. Replacement units must be provided to HRCE at no additional cost.

7.0 HARDWARE/SERVICES/SUPPORT

The Halifax Regional Centre for Education is seeking the successful service provider's assistance to improve the quality of cleaning services in HRCE facilities. It is desirable that the selected service provider has experience in service quality improvement through the use of the proposed products. The proposal should contain the methodology that would be used to accomplish this task as outlined in this section.

7.1 Services to be provided:

- a) Cleaning standards/hands-on training program
- b) Suggestions for:
 - I. work safer/smarter methods and injury prevention methods/techniques
 - II. improvement of other methods/techniques
 - III. modifying/reducing or eliminating unnecessary steps or tasks
 - IV. reducing the number of custodial products required (chemicals)
 - V. new technology
 - VI. ergonomic improvements
 - VII. custodial products/hardware distribution control
 - VIII. cost reduction/cost avoidance including projections

7.2 Prepare training video in cooperation with the HRCE staff regarding proper use of cleaning materials and hardware including, but not limited to:

- (a) Daily and weekly tasks
- (b) Christmas/March Break/Summer and annual tasks
- (c) Washroom care
- (d) Floor care including carpets
- (e) Record keeping and planning
- (f) Supervisory Staff training

7.3 Training program(s) are to be instituted for all existing and newly hired staff using customized training tools for specific institutions and procedures to facilitate staff efficiency. The availability of knowledgeable personnel to provide technical support with respect to both products and associated hardware on a regular basis is essential.

7.4 The successful service provider **MUST** provide service visits to all schools four times per year. The schedule will be coordinated with the successful service provider through the HRCE's Coordinator, Property Services-Custodial-Operations Services. The successful service provider **MUST** also provide additional visits upon request.

8.0 HRCE DISCRETION

The service provider hereby acknowledges that:

- a) HRCE shall have the right to reject any or all Proposals for any reason, or to accept any Proposal which HRCE in its sole, unrestricted discretion deems most advantageous to it. The lowest, or any, Proposal will not necessarily be accepted and HRCE shall have the unrestricted right to:
 - i) accept any Proposal, and in the event it only receives informal, non-conforming or qualified Proposals with respect to this RFP, accept any such Proposal; or

- ii) accept a Proposal that is not the lowest price; or
 - iii) reject a Proposal that is the lowest price even if it is the only Proposal received;
- b) HRCE reserves the right to consider, during the evaluation of Proposals:
- i) information provided in the Proposal itself;
 - ii) information received in response to enquiries of credit and industry references set out in the Proposal;
 - iii) the manner in which the service provider provides services to others;
 - iv) the experience and qualification of the service provider;
 - v) the compliance of the service provider to HRCE's requirements and specifications;
 - vi) such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise,
 - vii) splitting the RFP and Project Scope into multiple parts and accepting Proposals (or portions thereof) from more than one service provider;
 - viii) rejecting the service provider's recommendation of an appraiser, subservice provider or any other third party associated with the Proposal and jointly along with the service provider, determine alternate acceptable third parties;
 - ix) the service provider's Innovative Proposal, if any; and
 - x) any other consideration in HRCE's discretion;
- c) HRCE may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to the service provider. By submitting a Proposal, the service provider acknowledges the HRCE's rights under this Section and absolutely waives any right or cause of action against HRCE and its employees, agents or trustees by reason of HRCE's failure to accept the Proposal submitted by the service provider, whether such right or cause of action arises in contract, tort including negligence or otherwise.

9.0 LIMITATION OF LIABILITY

The service provider, by submitting a Proposal to this RFP, agrees that it will not claim damages, costs or expenses for whatever reason, relating in any way to this RFP and any resulting process (including without limitation any subsequent discussions or negotiations, if any, or in respect of any competitive process) and waives any and all claims against HRCE whatsoever, whether for costs, damages or expenses incurred by service provider in preparing its Proposal, in participating in this RFP process (including without limitation any subsequent discussion or negotiation, if any), loss of anticipated profit or any other matter whatsoever related to this RFP and any resulting process, discussions or negotiations.

10.0 BILLING/PAYMENT INFORMATION

HRCE pays Net 30 days from date of invoice. Invoices **MUST** be submitted to:

Halifax Regional Centre for Education
C/O Coordinator Property Services-Custodial
33 Spectacle Lake Drive
Dartmouth, NS B3B 1X7

SCHEDULE "A" – SCOPE OF WORK

The Scope of work includes the supply of **custodial products/hardware** to satisfy the requirements of the HRCE and its schools as set out in this RFP.

The term of the Custodial Products/Hardware contract will be for a three (3 year) term from **August 31, 2018 until August 31, 2021** with two (2) optional one (1) year term extensions at the sole discretion of the Halifax Regional Centre For Education.

SCHEDULE "B"**RISK MANAGEMENT AND SAFETY****A. INDEMNIFICATION AND INSURANCE****1. Indemnity and Waiver:**

Service provider shall be liable to HRCE for and shall indemnify and save harmless HRCE from and against any and all claims, suits, demands, awards, actions, proceedings, losses, judgments, costs, damages, settlements or expenses (including legal costs on a solicitor and own client basis) suffered or incurred by HRCE that arise out of, result from, are based upon or are in any way connected with this Contract, including without limitation:

- (a) those resulting from any act or omission on the part of service provider or its employees, agents and subservice providers;
- (b) those resulting from any action, suit or proceeding brought by any third party;
- (c) those brought in respect of personal injury (including injury resulting in death) or damage or destruction of tangible or intangible property, including HRCE's property;
- (d) those made under workers' compensation legislation;
- (e) those legal costs and fines resulting from the failure of service provider, its employees, agents or subservice providers to comply with any applicable laws, regulations, by-laws, rules or orders of any government, authority or body having jurisdiction, whether identified in this Contract or applicable by-law;

- (f) those resulting from the release, discharge, seepage or other escape of any substance including chemicals, hazardous or toxic materials, substances, pollutants, contaminants or wastes, whether liquid, gaseous or of any other nature or for any breach of any applicable environmental legislation;
- (g) those resulting from any labourers', materialmen's, or mechanics' liens arising from or relating to the performance of the Contract;
- (h) those brought for actual, alleged, direct or contributory infringement of any patent, trade mark, copyright, trade secret or other intellectual property right, including breach of obligations of confidentiality; and
- (i) any other claims, expenses, costs, and losses suffered, incurred or sustained by HRCE.

The foregoing liability, indemnification and hold harmless provisions shall apply to anything done or not done in connection with this Contract and by whomsoever made, regardless of whether it was caused by the negligence of service provider or otherwise. Service provider shall make no claim or demand against HRCE for any injury (including death), claim, expense, loss or damage to property suffered or sustained by service provider or any other person which arises out of, or is connected, with this Contract or anything done or not done as required hereunder, or any other errors or omissions of service provider, and hereby waives as against HRCE all such claims and demands.

The foregoing indemnity and waiver given by the service provider shall not apply to the extent of HRCE's own negligence. The onus of establishing that HRCE was negligent shall be upon the service provider. HRCE shall not be deemed to have caused or contributed thereto merely by reason of its knowledge, approval or acceptance of the materials, drawings, specifications, supplies, equipment, procedures or services of service provider.

For the purposes of this Section, any reference to "HRCE" shall include HRCE, together with the employees, directors, officers, trustees, representatives and agents of HRCE; and any reference to "service provider" shall include service provider's directors, officers, employees, affiliates, representatives, agents and subservice providers.

2. Insurance:

The service provider must provide with their proposal an insurance certificate showing proof of:

- Commercial General Liability insurance, including but not limited to, products liability and completed operations, owners and contractors liability, endorsement, independent contractor, cross liability, employers contingent liability, personal & advertising injury liability, contractual liability, owner's and contractor's protective liability, broad form property liability for a **limit of no less than \$5,000,000 per occurrence**
- Commercial Auto liability Insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$2,000,000 per occurrence;
- It is also agreed that the above insurance coverage is primary & non-contributory and please include a waiver of subrogation.

Upon award, The Halifax Regional Centre for Education **MUST** be named as "additionally insured" pertaining to the work for this project. Furthermore, Halifax Regional Centre for Education **MUST** receive at least thirty (30) days' notice of cancellation or modification of the above insurance. The successful proponent shall secure and maintain the insurance as noted above at its expense during the term of the contract.

3. Service provider shall ensure that the above Insurance policies:

- (a) are endorsed to provide HRCE with not less than thirty (30) days written notice in advance of cancellation, change or amendments restricting coverage;
- (b) do not include a deductible that exceeds such maximum amount that a reasonably prudent business person would consider reasonable; and
- (c) take the form of an occurrence basis policy and not a claims-made policy.

The service provider shall, before any services are performed, provide HRCE with a copy of the certificates of insurance and, if requested by HRCE, the insurance policies evidencing all the coverage stipulated above, and HRCE may withhold payment of any invoice until it receives evidence of such coverage. Failure for any reason to furnish this proof at any time shall be a breach of the contract, allowing the HRCE to terminate the contract or at the HRCE's option, to supply such insurance and charge the cost to service provider. The HRCE may require the service provider to have the HRCE added as an insured party to the insurance policy and/or require service provider to furnish a certified copy of the policy for such insurance.

The service provider shall not make or cause to be made any modification or alteration to the Insurance, nor do or leave anything undone, which may invalidate the Insurance coverage. Service provider shall be responsible for any deductible and excluded loss under the Insurance.

The service provider shall cause all subservice providers performing services to obtain and maintain the Insurance policies required by this Section.

The service provider agrees that the insurance coverage required to be maintained by it under the provisions of this Contract shall in no manner limit or restrict its liabilities under this Contract. HRCE reserves the right to maintain the insurance in good standing at the service provider's expense and to require the service provider to obtain additional insurance where, in HRCE's reasonable opinion, the circumstances so warrant.

B. COMPLIANCE WITH LEGISLATION AND REGULATIONS**1. Compliance**

The service provider shall comply with and shall ensure all of its agents, employees and subservice providers comply with all applicable laws and regulations, including all safety, health and environmental requirements pursuant to any government permit, license, or authorization. The service provider shall at its cost obtain all permits and licenses required by any governing authority in order to enable the service provider to provide its goods and services and otherwise perform its obligations under the Contract.

2. Labour Code

The service provider shall comply with all applicable provisions of the *Labour Code* (Nova Scotia) and the *Employment Standards Act* (Nova Scotia) and all regulations and amendments thereto.

3. Workers' Compensation Legislation

The service provider shall comply with the *Worker's Compensation Act* (Nova Scotia) and regulations and amendments thereto, and:

- (a) if any employees perform or assist in the performance of this Contract, the service provider shall submit, at any time requested by the HRCE, a letter from the Workers' Compensation Board (Nova Scotia) stating that the service provider has an account in good standing with the Worker's Compensation Board;
- (b) the service provider will make the necessary returns to the Workers' Compensation Board in accordance with government regulations and will pay all fees and contributions required in connection therewith. The cost of compensation will be included in the price payable under the Contract; and
- (c) the service provider shall submit a clearance from the Workers' Compensation HRCE that all fees and contributions have been paid before final payment is made by the HRCE under the Contract.

4. Canada Safety Council and Associated Standards

All electrical, electronic and gas-fired equipment MUST bear the required approval markings, being C.S.A. approved for entirely electrical or electronic equipment and C.G.A. or C.S.A. approved for gas fired equipment. All other similar equipment approvals MUST also be obtained. It shall be the responsibility of the service provider to obtain all applicable approvals, at its own expense.

5. Nova Scotia Occupational Health and Safety Legislation

The service provider shall comply at all times with the Nova Scotia Occupational Health and Safety Act, Regulation and Code, and its amendments thereto.

C. SAFETY REQUIREMENTS**1. Safety Responsibility**

The service provider shall be solely responsible for ensuring the safety and health of its agents, employees and subservice providers and for ensuring that its activities do not compromise the safety of HRCE's operations. The service provider shall provide to its agents, employees and subservice providers, at its own expense, any and all safety gear required to protect against injuries during the performance of the services and shall ensure that its agents, employees and subservice providers are knowledgeable of and utilize safe practices in the provision of the services, such practices to be at least as stringent as those set out in HRCE's safety standards provided to service provider from time to time.

2. Project Site Protection and Safety

The service provider shall protect the HRCE's property, staff and students, the service provider's staff and the public, from damage or injury by providing adequate precautions to make the work site a safe environment at all times. In addition to complying with any safety standards provided to the service provider by HRCE, the service provider shall:

- (a) report to the main administration office prior to starting any work at a school during occupied times;

- (b) complete a hazard assessment prior to starting work at any HRCE site;
- (c) provide all guards and fences and other safety equipment; if applicable.
- (b) respond to reports of hazards by HRCE;
- (c) do the following when work generating dust, vibration, noise or safety concerns (including without limitation jack hammering, shot blasting, sandblasting, concrete cutting and use of powder actuated fasteners) may affect HRCE property, staff, students or operations, if applicable.
 - (i) coordinate with HRCE representatives;
 - (ii) schedule and coordinate hours of work with HRCE input;
 - (iii) apply environmental contaminant control measures, and
 - (iv) stop operations generating, dust, vibration, noise or safety concerns when instructed by HRCE.

3. Hazardous Materials (NOT APPLICABLE TO RFP# 3955)

The service provider shall:

- (a) develop and implement a written "Hazardous Materials Information" document to ensure that all persons at the work site are made aware of the existence of any hazardous materials such as asbestos, lead-based products, and PCB's;

D. SERVICE PROVIDER EVALUATION

1. Audit

The HRCE reserves the right to audit service providers and their subservice provider's health and safety performances during the term of the Contract and upon its conclusion.

2. Evaluation

The HRCE reserves the right to evaluate the performance of the service provider and such evaluation will be based upon accident/injury data and adherence to this Schedule "B", the HRCE health and safety policies, applicable legislation, and periodic inspections and reports from HRCE employees. Information collected as part of such evaluations may be used for future reference.

E. HRCE REMEDIES FOR SERVICE PROVIDER NON-COMPLIANCE

1. Emergency Work Stoppage

The HRCE has the authority to stop progress of the work whenever, in its opinion, such stoppage is desirable for any safety-related reason. The service provider hereby agrees that no claim for loss of time or materials may be made with respect to such stoppage unless the claim for the time and materials and their value are certified in writing by the HRCE as allowable.

2. Termination for Non-Compliance

HRCE may terminate this Contract for non-compliance with health, safety, environmental and other applicable legislation and good industry practice on the part of the service provider or any subservice

provider of the service provider, as constituting a material breach of this Contract. In addition, the HRCE reserves the right to stop the work of the service provider in the event of the service provider's non-compliance with applicable legislation or good industry practice. Such work stoppages shall not postpone any agreed to completion dates and any additional cost resulting from such work stoppages shall be borne by the service provider. Work shall not resume until the service provider rectifies the reason for non-compliance, to HRCE's satisfaction.

3. Non-Exclusive Remedies

Service provider acknowledges and agrees that the foregoing remedies available to HRCE are non-exclusive to, and may be exercised in conjunction with, any other rights or remedies available to HRCE, under the Contract, at law or in equity, in the event of threatened or actual breach of this Contract, including injunctive relief.

SCHEDULE "C"

SAMPLE FORM OF CONTRACT

(DO NOT COMPLETE)

THIS AGREEMENT made the ____ day of _____ A.D. 2017.

BETWEEN:

THE HALIFAX REGIONAL CENTRE FOR EDUCATION
(the "HRCE")

OF THE FIRST PART

- and -

(the "service provider")

OF THE SECOND PART

RECITALS

WHEREAS the HRCE has analyzed its needs and requirements for *Custodial Products/Hardware*;

AND WHEREAS based on the HRCE's analysis, the HRCE prepared a detailed request for proposals setting out their needs and requirements in the "RFP", a copy of which is incorporated and forms part of this agreement and is identified as Schedule "A" hereto.

AND WHEREAS the HRCE submitted the "RFP" to a number of companies capable of providing.

AND WHEREAS XXXXXXX provided a detailed response to RFP #3955(the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto.

AND WHEREAS XXXXXX in the Response made certain representations with respect to its capabilities.

NOW THEREFORE, in consideration of the mutual covenants contained in this Agreement, and such further valuable consideration, the sufficiency of which is acknowledged between the parties, the parties agree as follows:

SCOPE OF SERVICES

- 1.0 The services to be performed by the service provider for the HRCE are outlined in the Scope of Work, Schedule A of the RFP.
- 1.1 The services outlined in the scope of work may be adjusted from time to time by mutual agreement between the HRCE and the service provider.

TERM

- 2.0 This Agreement shall be in effect from and including the ' day of *, 2018 and shall continue until the * day of *, 2021, with an option to renew for two (2) additional one (1) year terms at the option of the HRCE, unless terminated or renewed in accordance with the terms of this Agreement.

SATISFACTORY PERFORMANCE

- 3.0 The service provider agrees to satisfactorily perform the services described in this Agreement and to provide such written reports on the services performed as may be required by the HRCE from time to time in a competent and a professional manner to the satisfaction of the HRCE, with it being understood that such satisfactory performance shall be evaluated in the sole discretion and judgement of the HRCE.

PAYMENT PROCEDURE

- 4.0 Invoices will be submitted by the service provider to the HRCE, Attention: Coordinator Property Services-Custodial.
- 4.1 Upon determining that the work evidences completion by the service provider of the portion of the Agreement to which the invoice relates, the HRCE shall cause the invoice to be paid.

WITHHOLDING PAYMENT

- 5.0 The HRCE shall be entitled to withhold payment to the service provider:
- (a) Where there is unsatisfactory performance of the services to be performed by the service provider as described under articles 1.0, 3.0 and 5.1 of this Agreement;
 - (b) For any portion of the invoice which the HRCE disputes;
 - (c) To the extent necessary to protect the HRCE in respect of any liability for amounts required to be paid by the service provider pursuant to articles 8.0, 8.1, 9.0, 9.1, 9.2, 10.0, 10.1, 10.2 and 10.3 if there is a reasonable probability that such amounts or claims may be assessed or made against the HRCE; and
 - (d) As provided in article 11.1.
- 5.1 In the event of there being unsatisfactory performance by the service provider, then the HRCE shall notify the service provider of the circumstances surrounding the unsatisfactory performance of the services rendered and the service provider shall correct, complete and remedy all such deficiencies relating to the unsatisfactory performance of the services to be rendered within ten (10) days written notice having been given to the service provider by the HRCE of such deficiencies.

EXPENSES

- 6.0 All expenses of every nature and kind incurred in the performance of the services outlined in this Agreement shall be borne directly and solely by the service provider inclusive of all costs incurred by the service provider in hiring other employees to perform the services under this Agreement.

INDEPENDENT SERVICE PROVIDER

- 7.0 The HRCE and the service provider agree that the service provider is an independent service provider and not an employee of the HRCE, nor is the service provider a partner with the HRCE.
- 7.1 The HRCE and the service provider agree that any personnel supplied by the service provider to the HRCE shall be considered employees of the service provider and not employees of the HRCE.

WORKERS' COMPENSATION AND OTHER CONTRIBUTIONS

- 8.0 The service provider shall pay or cause to be paid any assessment or contribution required to be paid by the service provider in conjunction with the performance of the services to be rendered under this Agreement pursuant to the *Workers' Compensation Act* (Nova Scotia) and shall indemnify the HRCE for any amounts assessed against and paid by the HRCE as a result of the failure by the service provider to comply with the provisions of this article or the *Workers' Compensation Act*.
- 8.1 The service provider shall be responsible to deduct from the payments received from the HRCE, the amount, if any, of the service provider's required contributions to the Canada Pension Plan, Canadian Revenue Agency and the Employment Insurance Commission.

TAXES

- 9.0 The service provider shall pay and be responsible for all forms of municipal, provincial and federal income tax as may be applicable in the performance of the services to be rendered under this Agreement and for all other taxes of a similar or dissimilar nature.
- 9.1 The HRCE shall have an obligation to pay the goods and services tax on invoices submitted pursuant to article 4.0 unless the service provider provides identification of its goods and services tax registration number on the respective invoice and identifies the total amount of goods and services tax on the invoice.

- 9.2 In the event that the service provider does not invoice the HRCE for the goods and services tax, the service provider shall indicate on the invoice the basis upon which the service provider is exempt from the obligation to collect and remit the goods and services tax.

INSURANCE

- 10.0 The service provider must provide with their proposal an insurance certificate showing proof of:

- Commercial General Liability insurance, including but not limited to, products liability and completed operations, owners and contractors liability, endorsement, independent contractor, cross liability, employers contingent liability, personal & advertising injury liability, contractual liability, owner's and contractor's protective liability, broad form property liability for a **limit of no less than \$5,000,000 per occurrence**
- Commercial Auto liability Insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$2,000,000 per occurrence;
- It is also agreed that the above insurance coverage is primary & non-contributory and please include a waiver of subrogation.

Upon award, The Halifax Regional Centre for Education **MUST** be named as "additionally insured" pertaining to the work for this project. Furthermore, Halifax Regional Centre for Education **MUST** receive at least thirty (30) days' notice of cancellation or modification of the above insurance. The successful proponent shall secure and maintain the insurance as noted above at its expense during the term of the contract.

- 10.1 Such insurance shall include blanket contractual liability.
- 10.2 Evidence of such insurance in a form acceptable to the HRCE shall be provided to the HRCE prior to the date of the commencement of this Agreement.
- 10.3 In the event of default on the part of the service provider to provide the above mentioned insurance prior to the commencement of the term of this Agreement, then the service provider shall be liable

to the HRCE, and shall indemnify and save harmless the HRCE for any costs that may be incurred as identified under article 11.

INDEMNIFICATION

11.0 The HRCE shall indemnify and save harmless the service provider, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly and whether by statute or otherwise, out of any act or omission of the HRCE, its employees and agencies in the performance by the HRCE of this Agreement.

11.1 The service provider shall indemnify and save harmless the HRCE, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly and whether by statute or otherwise, out of any act or omission of the service provider, his employees and agencies in the performance by the service provider of this Agreement.

11.2 The above indemnification shall survive the termination of this Agreement.

11.3 If any third party proceedings are commenced in any court against either the HRCE or the service provider in respect of any matter covered by the terms of this Agreement, then such party against whom the proceedings are commenced shall immediately provide notice in writing to the other party of such proceedings.

TERMINATION

12.0 This agreement may be terminated by the HRCE at any time during the term, in whole or in part, in HRCE's sole discretion without cause or liability to the service provider, by HRCE providing to service provider at least ninety (90) days prior written notice of such termination. Such notice shall specify both the scope and the effective date of such termination.

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- 12.1 In the event that the service provider is incapacitated or there is some other cause which may prevent the service provider from performing the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the HRCE, then the HRCE may terminate this Agreement immediately by way of providing written notice to the service provider in which case, the HRCE shall be under no obligation to the service provider except to pay such compensation as the service provider may be entitled to receive up to the time of such termination.
- 12.2 In the event of the lack of satisfactory performance by the service provider of the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the HRCE and which shall be subject to the terms set forth under articles 5.0 and 5.1 of this Agreement, then the HRCE may terminate this Agreement immediately upon providing written notice to the service provider where there has not been a satisfactory correction, completion, or remedy of the deficiency within the ten (10) days set forth under article 5.1, with the HRCE being under no further obligation to the service provider except to pay such compensation as the service provider may be entitled to receive up to the time of such termination.
- 12.3 In the event that the services provided by the service provider under this Agreement cannot be performed due to a labour dispute, strike, or lockout which affects directly or indirectly the HRCE's operations, the Director of the department affected by this agreement shall give to the service provider at least 24 hours written notice by facsimile, sent to the facsimile number given by the service provider in this Agreement, of the HRCE's intent to suspend services under this Agreement and the effective date of suspension of services. Such written notice shall be deemed sufficient.
- 12.4 After the suspension of services, in the event that the HRCE wishes to resume the performance of services under this Agreement in the future during the term of this Agreement, the HRCE will give the service provider written notice of resumption of services, the effective date to be no sooner than five (5) working days from the date of the notice of resumption of services, or such shorter period upon which the parties then may agree, for a term equivalent to the number of days remaining in the term of this Agreement together with the number of days of the suspension of services, or such shorter period as the parties may then agree. In the event that the service provider cannot resume services in accordance with the notice of resumption of services, this contract will be terminated forthwith.

12.5 Notwithstanding the next preceding Article, the HRCE shall not be bound by anything contained herein until the Agreement is executed by all of the parties.

DISPUTE RESOLUTION

ARBITRATION

13.0 By written notice by one party to the other (a "Notice of Arbitration"), all disputes arising out of this Agreement, including its interpretation, MUST be submitted to binding arbitration in accordance with the provisions of the *Commercial Arbitration Act* (Nova Scotia), subject to the following:

(a) The arbitration panel will consist of one arbitrator. If the parties fail to reach agreement on the selection of the arbitrator within 10 days following delivery of the Notice of Arbitration, any party may apply to The Supreme Court of Nova Scotia to appoint the arbitrator. The arbitrator will be qualified by education, training and industry experience to rule upon the particular dispute to be resolved.

(b) The arbitrator will be instructed that time is of the essence in the arbitration proceeding and, in any event, the arbitration award MUST be made within 90 days of the submission of the dispute to arbitration and within 15 days of the conclusion of any hearing, or if there is no hearing, within 15 days of the delivery of written submissions.

(c) The arbitration will take place in Halifax, Nova Scotia or such place as the parties may agree and will be conducted in the English language.

(d) The arbitration award will be given in writing and will be final and binding on the parties. The award will give reasons and will deal with the question of costs of the arbitration and all related matters.

(e) The parties will keep all matters relating to the arbitration strictly confidential. The existence of the proceeding and any element of it (including any pleadings, briefs or other documents submitted or exchanged, any testimony or other oral submission in any award) will not be disclosed except to the arbitrator, the parties, their counsel and any person necessary to the conduct of the proceeding, except as may be required by law or as may be lawfully required in judicial proceedings relating to the arbitration.

CONFIDENTIALITY AND OWNERSHIP OF PROPERTY

14.0 With the exception of Bins & locks provided by the service provider, all pertinent resources, information, material and papers prepared or provided by the service provider for the HRCE in the performance of this Agreement, shall be the sole property of the HRCE.

14.1 As part of the consideration required of the service provider under this Agreement, the service provider agrees not to, at any time either during the term of this Agreement or any time after the termination of this Agreement, divulge to any person, firm or corporation any information received during the course of providing services and further agrees that all such information shall be kept strictly confidential and shall not in any manner be revealed to any person without the prior written authorization of the HRCE.

COMPLIANCE WITH LAWS AND POLICIES

15.0 In performing the services under the terms of this Agreement, the service provider and its employees shall comply with all of the HRCE's policies and regulations, and as well, applicable laws, ordinances, codes and regulations of all other jurisdictions having or asserting jurisdiction over the services to be performed under the terms of this Agreement.

15.1 If unfamiliar with HRCE policies and regulations, the service provider shall request, review and abide by all pertinent HRCE policies and regulations, including but not limited to, the Code of Conduct expected of employees of the HRCE.

NON-ASSIGNABILITY

16.0 The service provider agrees not to assign, transfer, or convey, pledge or encumber this Agreement or the right, title or interest in it, or the power to execute this Agreement, or any monies due or to become due under it, without the consent in writing of the HRCE.

INCONSISTENCY

17.0 In the event that any term of this Agreement is inconsistent with or in violation of any provision of any law of the Province of Nova Scotia or the Dominion of Canada, then this Agreement is deemed to be amended to the extent required to avoid such inconsistency or illegality and, if any term of this Agreement is annulled, the remainder of this Agreement shall remain in full force and effect.

NOTICE

18.0 All notices, requests, demands or other communications required or permitted to be given by one party to another shall be given in writing and be personally served or delivered by prepaid registered mail addressed to such other party or delivered to such other party as follows:

To the HRCE at:

Aaron Sullivan, Manager of Accounting & Purchasing
Halifax Regional Centre for Education
33 Spectacle Lake Drive
Dartmouth NS B3B 1X7

To the service provider at:

XYZ Company
124 Smith St
Dartmouth NS B2W 4J7

18.1 Any notice, request, demand or other communication given by prepaid registered mail shall be deemed to have been received on the fourth business day following the date on which the notice was mailed.

18.2 In the event of a disruption or threatened disruption of regular mail services by strike or threatened strike, all notices shall be deemed to have been duly given if personally delivered at the above addresses.

SUCCESSORS

19.0 This Agreement shall enure to the benefit of and be binding upon, the parties to this Agreement, and their respective heirs, executors, successors and assigns.

IN WITNESS WHEREOF the parties have executed this agreement as of the day
and year first above written.

CONTRACTOR	
_____	_____
Contractor's Representative	Date

Witness	

HALIFAX REGIONAL CENTRE FOR EDUCATION	
_____	_____
Ron Heiman, Director of Operations Services	Date

Aaron Sullivan, Manager of Accounting & Purchasing	

CONTRACT SCHEDULE A

HRCE RFP DOCUMENT - ATTACHED

CONTRACT SCHEDULE "B"

SERVICE PROVIDER'S RESPONSE TO RFP - ATTACHED

APPENDIX A

CUSTODIAL PRODUCTS/HARDWARE LISTING

The following list is a list of Custodial products/hardware used on a regular basis within the Halifax Regional Centre for Education.

1. Neutral PH Floor Cleaner
2. Floor Stripper
3. Floor Sealer
4. Flooring Spray Buff
5. Floor Cleaner; salt and mineral remover
6. Toilet Bowl Cleaner
7. Disinfectant Cleaner
8. Toilet Fixture Cleaners
9. Cleaners for glass, window, walls, furniture (All Purpose Cleaner)
10. Hand Soap
11. Floor Finish, gym Synthetic, Wood, Vinyl Composite Tile
12. Spill Absorbent
13. Paper Towel
14. Toilet Paper
15. Garbage Bags, clear plastic, various sizes
16. Vinyl gloves various sizes

CONDITIONS

1. Products **MUST** meet Occupational Health and Safety Standards
2. Products **MUST** be low or no scent.
3. Products **MUST** be non-aerosol, non-spray, with the exception of baseboard stripper.
4. Annual consumption estimates as noted in **APPENDIX D**.
5. All quoted measures, weights and quality specifications of products **MUST** be guaranteed by the supplier for the life of the contract.

APPENDIX B

Schedule of Major Custodial Products/Hardware Order Dates

The Halifax Regional Centre for Education provides three scheduled bulk order dates when schools submit requests for supplies, hardware and materials.

Order #1 May 1st – 8th of each year. This order is not normally expected to arrive until mid June and includes all summer clean up supplies and the regular custodial products/hardware and supplies that are **REQUIRED** to accommodate each site for the period of June 15th to November 15th.

Order #2 October 1st – 8th of each year. This order is expected to arrive mid November and includes the regular custodial products/hardware and supplies that are **REQUIRED** to accommodate each site for the period of November 15th to March 15th.

Order #3 February 1st – 8th of each year. This order is expected to arrive mid March and includes the regular custodial products/hardware and supplies that are **REQUIRED** to accommodate each site for the period of March 15th to June 15th.

HRCE placed 835 on-line orders in a twelve month period.

APPENDIX C

CONTRACTOR INFORMATION FORMS

FIRM _____

ADDRESS _____

E-MAIL ADDRESS _____

POSTAL CODE _____ PHONE _____ FAX _____

NAME OF PERSON SIGNING FOR FIRM _____

POSITION OF PERSON SIGNING FOR FIRM _____

BIDDERS HST REGISTRATION NO. _____

I/WE, the undersigned, having carefully examined the **#3955 CUSTODIAL PRODUCTS/HARDWARE** RFP documents, and having read, understood, and accepted the Conditions of the RFP which form part of the RFP documents, hereby offer to provide the materials and service in strict accordance with the **#3955 CUSTODIAL PRODUCTS/HARDWARE** RFP documents, which form part of this RFP. The undersigned company represents and warrants that it is authorized to carry on business of this nature and that it is not prohibited by any law applicable in Nova Scotia from performing this Contract.

I/WE, hereby agree that notification of acceptance of this bid shall be in writing and may be sent by prepaid post or fax, and if sent by prepaid post, acceptance shall be deemed to have been made on the date of mailing of such notification.

SIGNATURE:

SIGNED AND DELIVERED
in the presence of:

Witness

CONTRACTOR[Seal]

Company name

Signature of Signing Officer

Name and Title (printed)

Date

COMPANY NAME:

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
HARD GOODS						
18" Blue Pocket Mop	EACH	75			\$ -	
18" Red Pocket Mop	EACH	60			\$ -	
18"X 5" Snap-On Dustmop Frame (only)	EACH	27			\$ -	
19" Long Loop blue Velcro Mop	EACH	40			\$ -	
24"X 5" Snap-On Dustmop Frame (only)	EACH	9			\$ -	
36"X 5" Snap-On Dustmop Frame (only)	EACH	13			\$ -	
48"X 5" Snap-On Dustmop Frame (only)	EACH	2			\$ -	
5" X 16" Pocket Frame	EACH	5			\$ -	
5" x 24" Dust Mop Frame, Clip On	EACH	60			\$ -	
5" x 48" Dust Mop Frame Clip	EACH	11			\$ -	
5" x 60" Dust Mop Frame, Clip On	EACH	13			\$ -	
60" Clip on Handle	EACH	138			\$ -	
60" Mop Dry handles, Rubbermaid Snap and Go Plastic	EACH	123			\$ -	
60" Snap on Dust Mop Handle	EACH	31			\$ -	
60"X 5" Snap-On Dustmop Frame (only)	EACH	2			\$ -	
Batteries D Cell	EACH	140			\$ -	
Bioactive Odor Eliminator	EACH	26			\$ -	
Body for 14 Gallon Container Green	EACH	16			\$ -	
Broom Head (street/barn) 14"	EACH	3			\$ -	
Broom Head, (push) 24"	EACH	5			\$ -	
Broom Head, (push) 36"	EACH	3			\$ -	
Broom, (corn) Heavy Duty	EACH	54			\$ -	
Broom, Angle Cut Magnetic 9" (plastic)	EACH	368			\$ -	
Brush Head, Wall/Deck Scrub/ with squeegee	EACH	32			\$ -	
Brush, Refill (Mop Head) for Wall Washing Kit	EACH	130			\$ -	
Brush, Wall Washing Kit - Head/Handle/Frame Incl	EACH	79			\$ -	
Brute 20GAL GARBAGE CAN - GRAY (30 x 38 bags)	EACH	86			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "D"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
BugTek Insecticide Out/Indoor 750ml	EACH	26			\$ -	
Caddy Bag 32 GAL	EACH	7			\$ -	
Carcoal Wiper Entrance Matting 6'X12'	EACH	4			\$ -	
Cleaning Cart	EACH	8			\$ -	
Cube Truck 20 CU. FT. Black	EACH	1			\$ -	
Distilled Water for batteries 4Lt.	EACH	4			\$ -	
Doodlebug Pad 3M - Black	EACH	448			\$ -	
Doodlebug Pad - Black Swish	EACH	93			\$ -	
Doodlebug Pad Holder	EACH	66			\$ -	
Duster, Polywool - 80" WOOLY WONDER"	EACH	147			\$ -	
Dustpan Lobby Style	EACH	178			\$ -	
Dustpan, 12" Regular Metal	EACH	33			\$ -	
E20 20" Trac Drive Disk Scrubber	EACH	26			\$ -	
Flip Cap for 16,22 and 32 oz	EACH	19			\$ -	
Galvanized Lid	EACH	8			\$ -	
Garbage Can, (Clrm) Plastic 28Qt - (20 x 22 bags)	EACH	284			\$ -	
Garbage Can, Galvanized 16.5Gal - (26 x 36 bags)	EACH	28			\$ -	
Gloves, Disposable Vinyl Large 100/Box	BOX	1,146			\$ -	
Gloves, Disposable Vinyl Med 100/Box	BOX	972			\$ -	
Gloves, Disposable Vinyl Small 100/Box	BOX	288			\$ -	
Gloves, Disposable Vinyl X-Large 100/Box	BOX	524			\$ -	
Gloves, Nitrile Large 100/box	BOX	243			\$ -	
Gloves, Nitrile Medium 100/box	BOX	86			\$ -	
Gloves, Nitrile Small 100/box	BOX	4			\$ -	
Gloves, Nitrile X- Large 100/box	BOX	103			\$ -	
Gloves, Nitrile XX-Large 100/box	BOX	12			\$ -	
Gloves, Rubber Large (flock lined)	PAIR	95			\$ -	
Gloves, Rubber Medium (flock lined)	PAIR	151			\$ -	
Gloves, Rubber Small (flock lined)	PAIR	19			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "D"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
Gloves, Rubber X-Large (flock lined)	PAIR	121			\$ -	
Green Scour Pad 6" x 9" 10/Pk	Package	9			\$ -	
Grout Brush	EACH	8			\$ -	
Handle, Aluminum telescopic handle	EACH	5			\$ -	
Handle, Metal Tip 54"	EACH				\$ -	
Handle, Metal Tip 60"	EACH	8			\$ -	
Handle, Threaded Wooden 54"	EACH	6			\$ -	
Handle, Threaded Wooden 60"	EACH	87			\$ -	
HRSB Wall Washer Kit	EACH	79			\$ -	
Instant Foam Sanitizer 1Lx6 / Case	CASE	7			\$ -	
Lid for 14 Gallon Container Green	EACH	13			\$ -	
Light Duty Service Truck .5 CU YD	EACH	1			\$ -	
Mat 4'x6' Olefin Charcoal	EACH	1			\$ -	
Medium Finish Mop Blue / White	EACH	162			\$ -	
Micro Fiber Cloth - Blue 14"X14"	EACH	100			\$ -	
Micro Fiber Cloth - Green 14"X14"	EACH	2			\$ -	
Micro Fiber Cloth - Red 14"X14"	EACH	100			\$ -	
Micro Fiber Cloth - Yellow 14"X14"	EACH	2			\$ -	
Mop (Refill for ROL O MATIC)	EACH	37			\$ -	
Mop Bucket & Wringer Yellow Rubbermaid FG768000	EACH	50			\$ -	
Mop Handle 54" - (Wet) Snap-N Go Plastic	EACH	49			\$ -	
Mop Handle 60" - (Wet) Snap-N Go Plastic	EACH	123			\$ -	
Mop Head, Dry (Refill) 18"High Static Blue	EACH	284			\$ -	
Mop Head, Dry (Refill) 24" High Static Blue	EACH	1,105			\$ -	
Mop Head, Dry (Refill) 36"High Static Blue	EACH	155			\$ -	
Mop Head, Dry (Refill) 48" High Static Blue	EACH	91			\$ -	
Mop Head, Dry (Refill) 60" High Static Blue	EACH	87			\$ -	
Mop, Toilet Bowl Acrylan bowl swab	EACH	599			\$ -	
Mop, Wet Refill GP Rayon Loop 16oz (small)	EACH	199			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "D"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
Mop, Wet Refill GP Rayon Loop 20oz (medium)	EACH	554			\$ -	
Mop, Wet Refill GP Rayon Loop 24oz (large)	EACH	1,331			\$ -	
Mop, Wet Refill GP Rayon Loop 28oz (XLarge)	EACH	1,161			\$ -	
Mopster White Finish Mop	EACH	20			\$ -	
Napkin disposal receptacle	EACH	42			\$ -	
Odour Control D-Vour Absorbent 450gm	EACH	311			\$ -	
Pad, 3M Hi Pro Stripping 11 "	EACH	4			\$ -	
Pad, 3M Hi Pro Stripping 19" Black	EACH	605			\$ -	
Pad, 3M Hi Pro Stripping 20" Black	EACH	411			\$ -	
Pad, Black 19"	EACH	5			\$ -	
Pad, Buffing 11" - Red 5/case	CASE	22			\$ -	
Pad, Buffing 13" - Red	EACH	63			\$ -	
Pad, Buffing 16" - Red	EACH	15			\$ -	
Pad, Buffing 18" - Red	EACH	7			\$ -	
Pad, Buffing 19" - Red	EACH	101			\$ -	
Pad, Buffing 20" - Red	EACH	346			\$ -	
Pad, burnishing 19" high speed (natural hair)	EACH	95			\$ -	
Pad, burnishing 20" high speed (natural hair)	EACH	171			\$ -	
Pad, scouring 3M, Green 10/pkg	PKG/10	552			\$ -	
Pad, scrubbing 11" - Blue	EACH	20			\$ -	
Pad, scrubbing 13" - Blue	EACH	8			\$ -	
Pad, scrubbing 19" - Blue	EACH	12			\$ -	
Pad, scrubbing 20" - Blue	EACH	47			\$ -	
Pad, stripping 11" - Black, 5/case	CASE	3			\$ -	
Pad, stripping 18" - Black	EACH	16			\$ -	
Pad, stripping 20" - Black	EACH	470			\$ -	
Pail, Plastic 10 Qt	EACH	61			\$ -	
Pail, Plastic 14QT	EACH	1			\$ -	
Paper Towel Dispenser - Hands Free	EACH	278			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "D"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
Paper Towel Dispenser - Universal Lever Towel Disp.	EACH	84			\$ -	
Rags, Cleaning (white jersey) 25lbs/box	BOX	296			\$ -	
Reacher / 'Nipper'	EACH	22			\$ -	
Safety Glasses	EACH	2			\$ -	
Safety Scraper- (Metal)	EACH	301			\$ -	
Safety Scraper Replacement Blades 100/Box	BOX	29			\$ -	
Sandscreen Pads 100 Grit, 20"	EACH	18			\$ -	
Sanitary Napkin Disposal Unit (plastic)	EACH	42			\$ -	
Sanitary Napkin Waxed KRAFT Liners 500/box	BOX	54			\$ -	
Scraper 5 in 1	EACH	341			\$ -	
Sealing Bucket	EACH	5			\$ -	
Signs, "CLEANING IN PROGRESS" - Yellow	EACH	9			\$ -	
Signs, "WET FLOOR" - Yellow	EACH	90			\$ -	
Spray Bottle (only) - Labeled - All purpose cleaner	EACH	677			\$ -	
Spray Bottle Head, (Trigger Only)	EACH	1,091			\$ -	
Squeegee Floor, Moss Heavy Duty	EACH	17			\$ -	
Squeegee, 12" plastic complete	EACH	51			\$ -	
Squeegee, Brass Handle	EACH	3			\$ -	
Squeegee, channel / rubber 18"	EACH	3			\$ -	
Structural Foam Tilt Truck	EACH	4			\$ -	
Swish Blensafe 11 4HF/4LF	EACH	24			\$ -	
Taskmaster 4 Low, 2 High Gun Fill	EACH	30			\$ -	
Toilet Plunger heavy duty	EACH	92			\$ -	
Trowel - Hand Trowel 18"	EACH	6			\$ -	
Urinal Replacement Cartridge Falcom	EACH	44			\$ -	
Wall washer refill with snaps	EACH	130			\$ -	
Waste Basket 14 QT, Blue	EACH	46			\$ -	
Wavebrake Sidepress Combo Yellow (mop bucket)	EACH	27			\$ -	
Window Squeegee, plastic 18"	EACH	54			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "D"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
Window washer refill 18"	EACH	4			\$ -	
Wiper Entrance Matting RED 4'X6'	EACH	107			\$ -	
Wiper Mat 3'x5'	EACH	5			\$ -	
RECYCLING BINS PRODUCTS						
14QT DESKSIDER (upright recycle container) BLUE (20 x 22 bags)	EACH	20			\$ -	
28QT DESKSIDER (upright recycle container) BLUE (20 x 22 bags)	EACH	9			\$ -	
14 GALLON DESK SLIDER (paper recycle container) BLUE	EACH	26			\$ -	
Brute 20GAL GARBAGE CAN - BLUE (30 x 38 bags)	EACH	2			\$ -	
20 Gal Blue Round Base	EACH	11			\$ -	
Recycle Container, Blue 14 Gal	EACH	26			\$ -	
Wastebasket Soft 41 QT Blue	EACH	46			\$ -	
Household GREEN Organic Composter (20 x 22 bags)	EACH	47			\$ -	
WATER TREATMENT PRODUCTS						
Conditioning Salt Select	BAG	892			\$ -	
12% LAVA Chlorine Bleach (FOR Water TREATMENT ONLY) 5L	EACH	377			\$ -	
CLEANING PRODUCTS						
Bowl Cleaner 1Lt (Swish Bowl Cleaner)	EACH	42			\$ -	
Clean and Green #7 Disinfectant concentrate	EACH	192			\$ -	
Clean and Green stain and spot remover	EACH	6			\$ -	
Clean and Green Universal 2x4.73L	EACH	795			\$ -	
Clean and Green Universal CLR 3.78L	EACH	9			\$ -	
D-Vour Absorbant 450gm	EACH	311			\$ -	
Non Acid Bowl Cleaner 946ml	EACH	598			\$ -	
Quato 44 Disinfectant 1 GAL	EACH	4			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "D"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
Spray Buff with trigger	EACH	12			\$ -	
Urinal Blocks 3oz 12/pkg	CASE	11			\$ -	
Urinal Screen Blue	CASE	144			\$ -	
MISC:						
FLOOR CARE PRODUCTS						
Winter Rinse 1GAL 3.78L	EACH	218			\$ -	
Deep Scrub and Recoat Cleaner	EACH	771			\$ -	
Dualock high traction floor finish	EACH	176			\$ -	
Dynasty Acrylic Floor Sealer 18.9L	EACH	26			\$ -	
Floor Stripper 18.9L	EACH	267			\$ -	
Liberty No Scrub Stripper	EACH	6			\$ -	
N/S C&G High Traction Restore 2X2L	CASE	135			\$ -	
Powerstrip base stripper	EACH	213			\$ -	
Rite-on 18% floor finish	EACH	1,163			\$ -	
Sealer 3.78Lt	EACH	30			\$ -	
Finish Water Based Gym Finish	EACH	6			\$ -	
HAND SOAP						
Clear foam soap 6x1L Deb refresh clear foam	Litre	3,396			\$ -	
Nexa Refill Bottles 1250 ML	EACH	278			\$ -	
Nexa Dispensers	EACH	21			\$ -	
Nexa Concentrate hand soap 2x1.3L (new)	Litre	675			\$ -	

CUSTODIAL PRODUCTS/HARDWARE BID SHEETS - APPENDIX "D"

	UNIT OF MEASURE	ANNUAL USAGE	PRODUCT CODE	PRODUCT UNIT COST	PRODUCT UNIT COST X USAGE	COMMENTS
PAPER PRODUCTS						
Toilet Paper, 1 PLY 48x1000/4 3/8" x 3 1/2" sheets/Case	CASE	3,012			\$ -	
Toilet Paper holder - Single Roll Dispenser	EACH	212			\$ -	
Toilet Paper holder - Double Roll Dispenser	EACH	12			\$ -	
8" Roll Paper Towel 12x425'/Case - 1 3/4" core Universal Fit	CASE	3,434	total 5448		\$ -	
8" Roll Towel Select Natural (replacement product)	CASE	2,014			\$ -	
Roll Towel dispenser Key	EACH	78			\$ -	
GARBAGE BAGS						
20 X 22 CLEAR 1000 Bags x 1716 Case- 0.34mil	EA BAG	557,000			\$ -	
26 X 36 CLEAR 500 Bags x 2851 Case - 0.51mil	EA BAG	582,000			\$ -	
30 X 38 CLEAR 500 Bags x 1026 Case - 0.51mil	EA BAG	197,000			\$ -	
35 X 50 CLEAR 200 Bags x 3717 Case - 0.75 mil	EA BAG	294,200			\$ -	
35 X 50 Strong Frost HD 10/25	EA BAG	3,000			\$ -	
36 x 50 Reg Frost HR 10/25's	EA BAG	8,500			\$ -	
43 X 48 CLEAR 200 Bags x 41 Case - 0.99 mil	EA BAG	800			\$ -	
GRAND TOTAL BEFORE HST					\$ -	

Custodial Cleaning Supplies/Equipment RFP
APPENDIX E - Janitor's Closets Building Area (sq. ft.)

May, 2018

School/Building	Square Footage	Year of Construction Renovation	Janitors' Closets (Dispenser Sites)	Notes
A.J. Smeltzer Junior High	57,923	1980	2	
Admiral Westphal Elementary	68,804	1975	4	
Alderney Elementary	26,770	1953 1966	2	
Ash Lee Jefferson Elementary	63,102	1999	2	
Astral Drive Elementary	36,811	1984	2	
Astral Drive Junior High	60,273	1988	3	
Atlantic Memorial Elementary	25,400	1959	1	
Atlantic Memorial Terence Bay Bldg	13,260	1960	1	
Atlantic View Elementary	20,368	1960	2	
Auburn Drive High	129,427	1995	4	
Basinview Drive Community Elementary	63,200	1994	2	
Bedford Education Centre	49,385	1960	4	
Beaver Bank-Kinsac Elementary	30,451	1961	2	
Beaver Bank-Monarch Drive Elementary	33,700	1988	2	
Beechville Lakeside Timberlea Elementary 3-5	50,440	1972	2	
Beechville Lakeside Timberlea Elementary P-2	46,043	1991	2	
Bel Ayr Elementary	24,994	1964	2	
Bell Park Academic Center	37,483	1979	2	
Bicentennial	64,749	1951 1963 1975	4	
Brookhouse	36,051	1967 1971	4	
Brookside Junior High	51,246	1972	2	
Burton Ettinger	50,590	1959	4	
Caldwell Road Elementary	31,186	1964	3	
Caledonia Junior High	58,565	1963	3	
Caudle Park Elementary	29,090	1974	3	
Cavalier Drive Elementary/Junior High	51,500	1985	2	
Central Spryfield	37,979	1947 1972	3	
Charles p. Allen	167,000	2013	5	
Chebucto Heights Elementary	62,241	1974	3	
Citadel High	198,660	2007	6	
Clayton Park Junior High	51,770	1964 1968	3	
Colby Village Elementary	27,425	1975	2	
Cole Harbour District High	100,321	1979	3	
Colonel John Stuart Elementary	22,254	1960	1	
Crichton Park	27,075	1960	2	
Cunard Junior High	31,934	1965	2	
Dartmouth High School	143,044	1959 1961 1967	5	
Dartmouth South Academy	76,250	2017	4	
Duc d'Anville Elementary	52,809	1964 1968 1971 1972	2	
Duncan MacMillan High	48,091	1963	3	
Dutch Settlement Elementary	21,156	1983	1	
East St. Margarets Elementary	17,878	1958	2	

Custodial Cleaning Supplies/Equipment RFP
APPENDIX E - Janitor's Closets Building Area (sq. ft.)

May, 2018

School/Building	Square Footage	Year of Construction Renovation	Janitors' Closets (Dispenser Sites)	Notes
Eastern Shore District High	68,697	1966	3	
Elizabeth Sutherland	56,407	1957 1977	3	
Ellenvale Junior High	56,449	1967	2	
Eric Graves Memorial Junior High	43,752	1976	3	
Fairview Heights	21,756	1967	2	
Fairview Heights-Annex	13,700	1960	1	
Fairview Junior High	70,904	1971 1972	3	
Five Bridges Jr. High	99,847	1965	3	
Gaetz Brook Junior High	58,711	1979	3	
George Bissett Elementary	30,740	1981	3	
Georges P. Vanier Junior High	58,804	1968	2	
Gorsebrook Junior High	47,168	1950 1971	2	
Graham Creighton Junior High	68,643	1964	3	
Grosvenor-Wentworth Park Elementary	42,741	1960 1976 1977	2	
Halifax Central	42,367	1950	2	
Halifax West High	184,100	2002	6	
Hammonds Plains Consolidated	52,519	1996	1	
Harbour View Elementary	77,311	1946 1972	5	
Harold T. Barrett Junior High	40,837	1984	2	
Harrietsfield Elementary	21,934	1977	2	
Harry R. Hamilton Elementary	38,649	1980	2	
Hawthorn Elementary	41,498	1971	3	
Herring Cove Junior High	44,700	1973	3	
Highland Park Junior High	29,005	1955	2	
Hillside Park Elementary	29,770	1956	3	
Holland Road Elementary	33,223	1988	1	
Humber Park Elementary	24,670	1968	2	
Ian Forsyth Elementary	38,123	1965	4	
Island View High	70,000	2018	4	
Inglis Street Elementary	42,863	1952	3	
J. L. Ilsley High	148,523	1970	3	
John MacNeil Elementary	25,053	1968	1	
John Martin Junior High	71,332	1963	4	
John W. MacLeod - Fleming Tower Elementary Bldg	9,464	1962	1	
John W. MacLeod	33,922	1947 1958	2	
Joseph Giles Elementary	33,448	1981	2	
Joseph Howe Elementary	43,844	1966 1967	3	
Kingswood	67,981	2005	2	
Lakefront Consolidated Elementary	8,256	1954	1	
Lemarchant/Ecole Beaufort	32,186	1952	3	
Leslie Thomas Junior High	45,138	1975	3	
Michael Wallace Elementary	24,003	1960	2	

Custodial Cleaning Supplies/Equipment RFP
APPENDIX E - Janitor's Closets Building Area (sq. ft.)

May, 2018

School/Building	Square Footage	Year of Construction Renovation	Janitors' Closets (Dispenser Sites)	Notes
Millwood Elementary	38,019	1988	2	
Millwood High	82,450	1989	2	
Mount Edward Elementary	25,079	1961 1962	2	
Musquodoboit Rural High	72,662	2008	3	
Musquodoboit Valley Education Centre	50,000	2000	2	
Nelson Whynder Elementary	29,940	1993	2	
Ocean View Elementary	44,061	1954	4	
O'Connell Drive	50,000	1997	2	
Oldfield Consolidated	8,804	1962	1	
Oxford	88,069	1938 1959 1967	3	
Oyster Pond	82,000	2007	2	
Porters Lake	59,625	2011	4	
Prince Andrew High	145,911	1959 1970	4	
Prospect Road Elementary	22,907	1981	1	
Robert Kemp Turner Elementary	27,148	1977	2	
Rockingham Elementary	49,703	1940 1961 1977	4	
Rockingstone Heights	47,202	1974	3	
Rocky Lake Jr.	116,763	1979	3	
Ross Road	54,029	1970	4	
Sackville Heights Junior High	73,044	1999	2	
Sackville High	143,528	1972	3	
Saint Mary's Elementary	13,630	1950	2	
Sambro Elementary	17,405	1968	2	
Seaside Elementary	44,737	1974	3	
Shannon Park Elementary	59,850	1952 1965	4	
Shatford Memorial Elementary	18,478	1948	2	
Sir Charles Tupper	33,352	1929 1955	2	
Sir John A. Macdonald High	124,603	2005	3	
Sir Robert Borden Junior High	58,106	1969	2	
Smokey Drive Elementary	27,125	1978	2	
South Woodside Elementary	27,232	1959 1979	1	
Southdale-North Woodside	52,500	1953 1960	2	
Springvale Elementary	36,425	1955	3	
St. Agnes Junior High	48,947	1974 1975 1976	2	
St. Catherine's Elementary	51,642	1956 1961	2	
St. Joseph's A McKay Elementary	47,532	1921 1960	5	
St. Stephen's Elementary	46,678	1948 1950	2	
Sunnyside Elementary-Eaglewood	28,102	1964	2	
Sunnyside Elementary-Fort Sackville	8,308	1950	1	
Sycamore Lane Elementary	24,108	1971	2	
Tallahassee Community	64,600	1991	3	
Tantallon Elementary (P-2)	29,224	1980	2	

Custodial Cleaning Supplies/Equipment RFP
APPENDIX E - Janitor's Closets Building Area (sq. ft.)

May, 2018

School/Building	Square Footage	Year of Construction Renovation	Janitors' Closets (Dispenser Sites)	Notes
Tantallon Elementary (3-5)	50,464	1972	2	
Upper Musquodoboit Consolidated	10,540	1962	1	
Waverley Memorial	44,520	2010	3	
Westmount Elementary	42,398	1950	2	
William King Elementary	34,822	1990	2	
TOTAL	6,746,008		334	
AVERAGE	51,496			

APPENDIX F

MANDATORY REQUIREMENTS CHECKLIST

Company Name: _____

- All service providers **MUST** attend the **MANDATORY INFORMATION SESSION(S)**.
- All service providers are **REQUIRED** to submit pricing for **ALL PRODUCT/HARDWARE ITEMS**.
- Service providers **MUST** submit costs showing unit prices and total pricing and **MUST** quote prices based on the unit sizes requested by the Board in Appendix D.
- Volume discounts **MUST** be clearly stated.
- Pricing for alternate products **MUST** be clearly stated.
- Weight, liquid volume or size of shipped container in metric units **MUST** be indicated.
- Service providers MUST provide FIRM product/hardware pricing for the first three years of the proposed contract and any price increases for the two optional years SHALL NOT exceed either the manufacturer's increase, mill increase (paper products) or the annual National Cost of Living Index (CPI) for the previous year.**
- In cases where HRCE has specified a "Brand Name Product" any substitutes **MUST** be equal to or better than the product specified (HRCE's final determination). Where "NO SUBS" has been specified/**REQUIRED** for a product, service providers will be disqualified if an alternate product is proposed.
- All prices **MUST** be FOB individual schools/offices with minimum order of no more than \$100.
- Service providers **MUST** provide "percentage discount" for items not listed in the RFP.
- Service providers **MUST** have the ability deliver directly to ALL SITES.
- Service providers **MUST** guarantee that the Products/hardware listed on the bid form (core list) will be shipped and delivered within 72 HOURS of order receipt.
- Service providers and **MUST** invoice within 7 days and be capable of providing proof of delivery, if required.
- Service providers **MUST** have a system in place for the return of goods upon request.
- The custodial products/hardware/hardware proposed **MUST** meet the specifications provided by HRCE in the sole opinion of the Evaluation Team.
- Service providers **MUST** supply Green Seal and/or Environmental Choice certified products (chemicals).
- Products/hardware proposed MUST be compatible with products/hardware currently used by HRCE. Where alternate dispensers are proposed dispensers MUST be provided for every school at no extra cost to the Board.**
- Service providers **MUST** disclose any potential or perceived conflicts of interest.
- Service providers **MUST** indicate which percentage of hardware/supplies will be provided by the service providers versus out-sourcing or subcontractors

- Service providers **MUST** provide WHMIS training as required.
- At the request of the HRCE, Service providers **MUST** provide external or internal product testing to confirm the product's ability to perform the intended task in HRCE facilities as determined by HRCE custodial managerial staff.
- If at the discretion of HRCE an alternate product is required, service providers shall supply the alternate at no extra cost to HRCE.
- Service providers **MUST** include a description of your secure electronic on-line ordering system in your RFP submission.
- Service providers shall indicate any cost of your proposed product/hardware support/training program.
- Products **MUST** not contain substances as per section 5.2, **MUST** be scent free as per section 5.6 and guaranteed measures, weights etc. as required in 6.1.2.
- Service providers **MUST** provide illustrations/specs on product line proposed.
- All proposed and acquired hardware **MUST** be CSA approved as per section 6.2.3.
- The successful service providers **MUST** supply Safety Data Sheets as required in 6.3.6.
- Handsoap dispensers **SHALL** be included in the cost of the handsoap and must be provided to HRCE at no additional cost to HRCE.
- Service providers MUST agree to comply with the requirements listed in section 7.4 – school visits.**
- Service providers **MUST** comply with the requirements listed in section 4.0 sub-section “n” – probationary period/alternate products.
- The successful service providers **MUST** comply with the insurance requirements as noted in section 4.0 sub-section “m”.
- Three (3) References MUST be listed.**
- Workers' Compensation Board Letter of Good Standing (15 days after award)
- Five (5) identical copies of proposal plus an electronic copy on a flash drive.
- Completed Appendix C – Contractor Information form.
- Completed Appendix D – Price Sheet (pricing based on unit sizes requested by HRCE).
- Completed Appendix F – Mandatory Requirements Check List.
- Applicable Warranty Information.