

STEWIACKE
RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE NORTH POLE & EQUATOR

**Custodial Services
Request for Proposals
STEW2025-02**

DEADLINE: Thursday, February 6th, 2pm.

The Corporation of the Town of Stewiacke
Town Hall - 295 George Street, Stewiacke NS, B0N 2J0



EXECUTIVE SUMMARY

The Town of Stewiacke is seeking Custodial Services to be retained by the Town to complete regular cleaning in three municipally owned facilities. The successful proponent will be retained by the Town of Stewiacke for a two-year contract ending in 2027.

Attached to this RFP is the Schedule A – a compiled list of duties to be performed and how frequently at three of the municipally owned facilities.

By responding to this RFP, you agree to adhere to and to the scope of work, roles and responsibilities required of a custodial services contract.

BACKGROUND

The Town of Stewiacke has been tendering Custodial Services for a contract position for 10 years now. The three buildings that require services are:

- Stewiacke Community Centre 109 Highway 2 Stewiacke
- Stewiacke Town Hall 295 George Street Stewiacke
- Stewiacke Library Branch 295 George Street Stewiacke

Each facility has a schedule of users who occupy the space sporadically, so availability per week fluctuates based on rentals, time per year, and from facility to facility.

Attached to this RFP is the Schedule B- a draft schedule of the three facilities.

QUALIFICATIONS

The Successful Proponent must have experience cleaning a facility- directly related to a past role, or part of. Proponents are required to submit resumes and qualifications with their proposal.

Insurance Requirements - While the proponent will be responsible for maintaining adequate insurance to cover all claims, including but not limited to professional errors and omissions, automobiles, such policy shall also name the Township as an additional insured. Upon the successful award of the proposal the proponent shall supply the Township with a certificate of insurance outlining a minimum of \$2,000,000.00. The successful proposal should be responsible for all deductibles under their policy and must maintain the coverage stated above throughout the contract period.

PROPOSAL CONTENT REQUIREMENTS

- 1 - Complete Name/Company Contact information
- 2 - Qualifications



- 3 - Resume or work history (individual/company)
- 4 - Breakdown on pricing. (EX: Per facility, OR Hourly, OR annually) based on Schedule A
- 5 - Provide examples of similar work.
- 6 - Provide comments as to how you would address additional cleaning, or a fluctuating schedule based on facility demands.
- 7 – Provide a background check (individual)
- 8 – Provide proof of insurance
- 9 Provide list of three (3) references
- 10 - Other Considerations
 - i) It has been the expectation that the successful proponent oversees ordering the proper materials to complete the duties (cleaner). Please provide contact with a company you would recommend as a supplier.
 - ii) This role will be responsible for ordering toiletries (toilet paper, paper towel, hand soap) for the three facilities, as well as garbage bags. If you have contact with a company, please provide this.

Note: The contract will be for two years, STARTING APRIL 1, 2025. Please include rates for each year of the contract, I.e. YR 1: April 1st, 2025- March 31st, 2026. YR 2: April 1st, 2026-March 31st, 2027.

CRITERIA

The Township of Stewiacke will use a weighted value-based approach to select the successful proposal. Each proposal will be evaluated on its own merit as detailed in the table below. Each criterion will be given a value, and the total of each member of the evaluation team will be calculated to provide the total average rating. The highest total average proposal will be the successful evaluated proposal. That proposal will then be processed again to ensure compliance with all sections of the RFP. Should there be an inconsistency the next highest total average proposal will be processed.

SCORING

CRITERIA		POINT VALUE
Individual / Organization	<ul style="list-style-type: none"> • Experience • Qualification • Site viewing 	/15
Reporting	<ul style="list-style-type: none"> • Clear • Easy to Understand • Efficient • Expected to represent final product if successful 	/10



Pricing	<ul style="list-style-type: none"> • Transparent / Clearly Stated • Competitive • Breakdown of Hourly Rates (Year 1, Year 2,) 	<p style="text-align: right;">/25</p>
Interview	<ul style="list-style-type: none"> • If required <p>** The evaluation team may select a short list of proposals for interviewing depending on the response of the Request for Proposal.</p>	<p style="text-align: right;">/ 50</p>

RESPONDENT’S DECLARATION

I/We certify and acknowledge that:

1. The party (ies) executing this document is authorized to sign the same.
2. To the best of my/our knowledge and belief the information provided in our Submission is correct.
3. Except as expressly and specifically permitted herein, no Respondent shall have any claim for any compensation of any kind whatsoever, because of participating in this selection process, and by submitting a Submission each Respondent shall be deemed to have agreed that it has no such claim.
4. To the best of my/our knowledge and belief the Submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud.
5. To the best of my/our knowledge and belief no member of Town Council, Committees and no officer or employee of the Town of Stewiacke is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of this agreement, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.
6. Neither the issuance of this document nor the acceptance of a response shall constitute any obligation or imply any commitment on the part of the Town of Stewiacke. The highest scored Respondent or any submission shall not necessarily be accepted.



7. To the best of my/our knowledge and belief there is not nor was there any actual or perceived unfair advantage or conflict of interest in our bid submission or our performing of or observing the contractual obligations of the proponent as set out in the contract.

8. The Respondent must state whether the proponent is a corporation, person, partnership, consortium, sole proprietorship or other legally recognized entity. If the Respondent is a corporation, partnership, consortium, sole proprietorship, or joint venture, the Respondent must state the Respondent's legal name and any other names under which the Respondent carries on business.

9. I affirm that I have read and understand the roles and responsibilities of the Custodial Services as documented in Schedule A,

Name of proponent: _____

Signing Officer's
Signature: _____

Dated this _____ day of _____ 2025.



SUBMISSION REQUIREMENTS

The submission deadline is - **Thursday, February 6th, 2025 @ 2pm (Atlantic Time)**.

Submissions of completed packages will be accepted up to 2pm (Atlantic time) on Thursday, February 6th, 2025 by:

- 1) By email to Erin Richard, Director of Community Development, Town of Stewiacke erichard@stewiacke.net
- 2) Drop off or courier to Town of Stewiacke Town Hall (must be date stamped as received by 2pm (Atlantic time) on Thursday, February 6th, 2025).

C/O – Erin Richard
295 George Street
Stewiacke, Nova Scotia
B0N 2J0

Note: proposals received after 2pm (Atlantic time) on Thursday, February 6th 2025, will not be accepted.

SCHEDULE A

Scope of Work

Town Office:

The contractor will 2 times per week:

- Dust and clean upstairs
- (Level 2) Mop and sweep Council Chambers, Lodge, Offices, stair landing and stairs
- Clean two downstairs washrooms as well as empty waste baskets, sweep and wet mop floors, and replenish toiletries
- Clean the general office, empty waste baskets
- Sweep and wet mop all downstairs floors
- Clean Staff room, empty waste basket, sinks(dishes), wipe counter & table
- Vacuum staff room and hallway
- Other items as required

The contractor will monthly:

1. Windows & Blinds
2. Walls & Doors
3. Registers
4. Baseboards & trim work – heaters as well

Library:

The contractor will 2 times per week:

- Dust and clean the library, empty waste baskets & recyclables
- Vacuum carpets, including hallway to washroom
- Clean washroom and replenish toiletries (mop & sweep floor)
- Sweep down steps from upstairs to the hallway

The contractor will monthly:

1. Windows & blinds
2. Walls & doors
3. Registers
4. Baseboards & trim work

Community Centre

The contractor will, at a minimum of 2 visits per week:

- Clean the entire main floor of the centre including the washrooms, and replenish toiletries, vacuum mats & stage
- Empty all waste baskets and place them into dumpsters
- Sweep and wet mop the entire main floor including washrooms & hallways
- Clean the Kitchen (floors, counter spaces, oven/stove, sink).
- Ensure storage room (tables and chairs are stored) is tidy
- Other items as required

The contractor will monthly:

1. Windows & blinds
2. Walls & Doors
3. Baseboard & trim work
4. Registers
5. Wash tables on a regular basis

The contractor will strip and wax floors on a bi-annual basis with support from the Town of Stewiacke staff.

SCHEDULE B

Stewiacke Community Centre Schedule

Monday	<ul style="list-style-type: none"> • 8am-9am Fitness Classes • 9am-12pm Craft Club • 1:30pm-5:30pm After School Program • 6pm-9pm Cadets
Tuesday	<ul style="list-style-type: none"> • 10am Fitness Classes • 12-1pm Chair Yoga • 1:30pm-5:30pm After School Program • 6pm-7pm Fitness Classes
Wednesday	<ul style="list-style-type: none"> • 9am-12pm Maggie's Playgroup • 1:30pm-5:30pm After School Program • 5:30pm-6:15pm Fitness • 6:30pm-9pm Cadets
Thursday	<ul style="list-style-type: none"> • 10am Fitness Classes • 1:30pm-5:30pm After School Program • 6pm-7pm Fitness • 7pm-10pm Theatre Group
Friday	<ul style="list-style-type: none"> • 8am-9am Fitness Classes • 1:30pm-5pm • 5pm-9pm Sportball OR Market
Saturday	Typical Booking time is 10am-4pm for birthdays -nothing is recurring at this time
Sunday	<ul style="list-style-type: none"> • 10am-12pm Childrens Yoga • 1pm-4pm Fencing
	Friday evening-Sunday evening fluctuates frequently depending on the timing of the year. Summer is wedding season, winter months is busy with birthdays etc,

Stewiacke Town Office

Office Hours 9am-4pm Monday to Friday.

Six meetings occur per month in the evenings. Typically, Wednesday & Thursday evenings; 6pm-10pm.

Stewiacke Library Branch:

Sunday-Closed
 Monday-Closed
 Tuesday-1pm-8pm
 Wednesday-Closed
 Thursday-10am-8pm
 Friday-10am-5pm
 Saturday-1pm-5pm