

Request For Quotation



Project:

**2010 Public Services
Maintenance Building Yearly
Janitorial Quotation**

OFFICIAL PROJECT NUMBER. 2010 03 17

March 3, 2010

REQUEST FOR QUOTATION

Sealed Quotations

for:

2010 Public Services Maintenance Building Yearly Janitorial Contract,
6201 – 54 Avenue Taber, AB T1G 1X4

Project Number: 2010 03 17

Will be received

at:

Town of Taber
4900A-50 Street
Taber, Alberta
T1G 1T1

Attention: Purchasing Agent
(403) 223-5500 ext. 5451

Time and date to receive Quotations is:

2:00:00 p.m. MST on March 17, 2010

Each Quote shall be addressed to the Town in a sealed envelope clearly marked with the Vendor's name, address and Project Number. The sealed envelope containing the Quote shall be delivered **before** the aforementioned date (Project Closing). Any Quote received after the Project Closing date will not be evaluated.

1. The Services to be supplied are as follows:

1.1 Bi-Weekly cleaning of the Public Services Reception Area, Six (6) Shop Offices, Four (4) Bathrooms, Meeting Room and Coffee Room.

1.2 Additional Cleaning in the aforementioned areas monthly.

1.3 Additional Cleaning in the aforementioned areas semi annually.

1.4 Additional Cleaning in the aforementioned areas annually.

1.5 Bi-Weekly reporting of any damages or faulty conditions to the Public Services Manager.

Complete specifications in Schedule "A" attached.

Complete List of Required Services in Schedule "B" attached.

2. The Bidder shall perform the services for 1 year, with the option of a second term of 2 years.
3. All cleaning supplies and equipment shall be requested from the Public Services Manager or his designate.
4. The Facility shall be inspected on a monthly basis by the Public Services Manager or his designate to ensure that the work is being performed to the satisfaction of same.
5. Notwithstanding the foregoing, it shall be the responsibility of the Contractor to maintain a level of service that is deemed consistent with the intended use, which is at the sole discretion of the Public Services Manager.
6. All inquiries regarding the Request For Quotation process and/or the technical aspects of the Specifications for the Goods shall be addressed to the Town of Taber Purchasing Agent at (403) 223 - 5451, or michelle.maxwell@taber.ca, or faxed to (403) 223 – 5565.
7. The Bidder shall carefully examine the Schedule “A” Specifications. A completed Schedule “A” must be submitted along with the completed Request For Quotation prior to the Project Closing date.
8. For each Specification noted in Schedule “A”, Bidders shall enter an “X” in either the “No” or “Yes” column. Failure to enter an “X” in the “No” or “Yes” column may be grounds for rejecting the Request For Quotation which power shall be in the sole and unfettered discretion of the Town of Taber to exercise.
9. Bidders shall provide written details of any variance from the Specifications as noted in Schedule “A”. In providing written details, Bidders may submit additional documentation if necessary.
10. The Bidder shall carefully examine the Schedule “B” List of Services. A completed Schedule “B” must be submitted along with the completed Request For Quotation prior to the Project Closing date.

Schedule "B"
Public Services Maintenance Building Yearly Janitorial Quotation
List of Services

1. Provide Proof of Bonding Insurance.
2. Provide a Criminal Information Check, current within the last 14 day time period.
3. Provide a current Town of Taber Business License.
4. Provide a list of verifiable references.