

SCHEDULE B – QUOTATION

RFQ Title: Janitorial Services - 5 Library Branches

RFQ No: 1220-040-2024-025

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: purchasing@surrey.ca

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

2.Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s)**

 **Please State Reason for the Departure(s):**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

 **Please State Reason for the Departure(s):**

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

 **Requested Departure(s)**

 **Please State Reason for the Departure(s):**

**Fees and Payments**

8.The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

|  |
| --- |
| **TABLE 1 – CONTRACT SERVICES FIXED FEE SCHEDULE** |
| **Category** | **Enter Estimated# of Cleaning Personnel Provided** | **Enter Estimated Total Monthly Cleaning Service Hours** | **Enter Hourly Rate** **(per billable hour)** | **Enter Price per Month****(3) X (4)** | **Enter Estimated Amount per year****Per Month x 12)** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
| **1. LABOUR (CLEANING PERSONNEL)** |
| 1. **City Centre Library**
 |  |  | $ | $ | $ |
| 1. **Cloverdale Library**
 |  |  | $ | $ | $ |
| 1. **Fleetwood Library**
 |  |  | $ | $ | $ |
| 1. **Ocean Park Library**
 |  |  | $ | $ | $ |
| 1. **Semiahmoo Library**
 |  |  | $ | $ | $ |
| **SECTION 1. TOTAL (LABOUR):** | $ |
| **2. MATERIALS (CLEANING SUPPLIES)** ***(Refer to Section 4.4 (a) of Schedule A)*** | **Enter Price / Month** | **Enter Estimated Amount per year** |
| 1. **City Centre Library**
 | $ | $ |
| 1. **Cloverdale Library**
 | $ | $ |
| 1. **Fleetwood Library**
 | $ | $ |
| 1. **Ocean Park Library**
 | $ | $ |
| 1. **Semiahmoo Library**
 | $ | $ |
| **SECTION 2. TOTAL (MATERIALS):** | $ |
| **SUB-TOTAL (SECTION 1. LABOUR & SECTION 2. MATERIALS):** | $ |
| **GST (5%):** | $ |
| **TOTAL QUOTATION PRICE:** | **$** |

There are no additional fees to be paid to the Contractor other than the hourly rates charged for hours worked in the categories above. The City will only pay for the cleaning hours provided by the Contractor. Should the scope of work change and necessitate a reduction, the amount paid by the City shall be adjusted by the “price per month” Quotation price. Increases in scope and amount to be negotiated as needed.

The pricing sheet at minimum should cover the scope of Services provided, the expected frequency and the monthly rate. In addition, identify any special services that require separate pricing and scheduling and which are beyond the services highlighted in this RFQ. The pricing sheet can be used as a guide when preparing a response. Standard, agreed upon rates will apply for all hours.

|  |
| --- |
| **TABLE 2 – OPTIONAL PRICING – MATERIALS (CONSUMABLES)** |
| **1. MATERIALS (CLEANING SUPPLIES)** ***(Refer to Section 4.4(b) of Schedule A)*** | **Enter Price / Month** | **Enter Estimated Amount per year** |
| 1. **City Centre Library**
 | $ | $ |
| 1. **Cloverdale Library**
 | $ | $ |
| 1. **Fleetwood Library**
 | $ | $ |
| 1. **Ocean Park Library**
 | $ | $ |
| 1. **Semiahmoo Library**
 | $ | $ |
| **SECTION 2. TOTAL (MATERIALS):** | $ |
| **SUB-TOTAL (SECTION 1. LABOUR & SECTION 2. MATERIALS):** | $ |
| **GST (5%):** | $ |
| **TOTAL QUOTATION PRICE:** | **$** |

**NOTE: Optional Pricing - Materials (Consumables):** The City/Library may, at any time, request from the Contractor to furnish, pay for and maintain an adequate inventory of consumable cleaning supplies as listed in Section 4.3 of Schedule A.

| **TABLE 3 – PROJECT SERVICES FIXED FEE SCHEDULE****(Refer to Schedule A-3 – Project Cleaning Task Services** **Schedule)** | **Package A – City Centre Library** |
| --- | --- |
| **Task****Standard #** | **Work Item** | **Estimated****Frequency** (times/yr) | **Unit Price** | **Amount** |
| **301** | **Stairways**1. Dust walls 2. Dust and wash walls1. Dust walls 2. Dust and wash ceilingsProfessional scrub/water extract carpet. |  | **$** | **$** |
| **302** | **All Resilient and Non-Resilient Floors**Washrooms and all other floors1. Washrooms (strp, seal and finish)2. All floors (strp, seal and finish) |  | **$** | **$** |
| **303** | **All Carpet and Matting** – All carpet1. Traffic Lanes 2. Mats 3. All carpetProfessional scrub/water extract carpet. |  | **$** | **$** |
| **304** | **Ceilings/Walls**1. Dust walls 2. Wash walls1. Dust ceilings 2. Wash ceilings |  | **$** | **$** |
| **305** | **Venetian and Vertical Blinds/Curtains**Professionally dry clean, wash tracks.**Draperies/Tracks** Vacuum/dustProfessionally dry clean, wash tracks. |  | **$** | **$** |
| **306** | **Vertical Surfaces, high cleaning to window sills.**1. General2. High Dusting/Cleaning, include light fixtures |  | **$** | **$** |
| **307** | **Furniture** Deep clean vinyl1. Wash/polish furniture – vinyl chairs2. Professionally clean upholstery3. Professionally clean fabric dividers |  | **$** | **$** |
| **308** | **Light Fixtures and Vents**Wash wall, door and ceiling ventsWash air diffusersDust air diffusersWash light fixtures, lensesWash parabolics |  | **$** | **$** |
| **309** | **Windows and Plexiglas**309.1 Wash inside309.2 Wash outsideWash partition glass – included with 309.1 |  | **$** | **$** |
| **310** | **Pressure Wash exterior walkways** |  | **$** | **$** |
| **Special Requirement** | Sweep and wet mop alarmed, emergency stairwells. |  | **$** | **$** |
| **SUB-TOTAL:** | **$** |
| **GST (5%):** | **$** |
| **TOTAL PRICE (PACKAGE A):** | **$** |

| **TABLE 3 – PROJECT SERVICES FIXED FEE SCHEDULE****(Refer to Schedule A-3 – Project Cleaning Task Services Schedule)** | **Package B – Cloverdale Library** |
| --- | --- |
| **Task****Standard #** | **Work Item** | **Estimated****Frequency** (times/yr) | **Unit Price** | **Amount** |
| **301** | **Stairways**1. Dust walls 2. Dust and wash walls1. Dust walls 2. Dust and wash ceilingsProfessional scrub/water extract carpet. |  | **$** | **$** |
| **302** | **All Resilient and Non-Resilient Floors**Washrooms and all other floors1. Washrooms (strp, seal and finish)2. All floors (strp, seal and finish) |  | **$** | **$** |
| **303** | **All Carpet and Matting** – All carpet1. Traffic Lanes 2. Mats 3. All carpetProfessional scrub/water extract carpet. |  | **$** | **$** |
| **304** | **Ceilings/Walls**1. Dust walls 2. Wash walls1. Dust ceilings 2. Wash ceilings |  | **$** | **$** |
| **305** | **Venetian and Vertical Blinds/Curtains**Professionally dry clean, wash tracks.**Draperies/Tracks** Vacuum/dustProfessionally dry clean, wash tracks. |  | **$** | **$** |
| **306** | **Vertical Surfaces, high cleaning to window sills.**1. General2. High Dusting/Cleaning, include light fixtures |  | **$** | **$** |
| **307** | **Furniture** Deep clean vinyl1. Wash/polish furniture – vinyl chairs2. Professionally clean upholstery3. Professionally clean fabric dividers |  | **$** | **$** |
| **308** | **Light Fixtures and Vents**Wash wall, door and ceiling ventsWash air diffusersDust air diffusersWash light fixtures, lensesWash parabolics |  | **$** | **$** |
| **309** | **Windows and Plexiglas**309.1 Wash inside309.2 Wash outsideWash partition glass – included with 309.1 |  | **$** | **$** |
| **310** | **Pressure Wash exterior walkways** |  | **$** | **$** |
| **Special Requirement** | Sweep and wet mop alarmed, emergency stairwells. |  | **$** | **$** |
| **SUB-TOTAL:** | **$** |
| **GST (5%):** | **$** |
| **TOTAL PRICE (PACKAGE B):** | **$** |

| **TABLE 3 – PROJECT SERVICES FIXED FEE SCHEDULE****(Refer to Schedule A-3 – Project Cleaning Task Services Schedule)** | **Package C – Fleetwood Library** |
| --- | --- |
| **Task****Standard #** | **Work Item** | **Estimated****Frequency** (times/yr) | **Unit Price** | **Amount** |
| **301** | **Stairways**1. Dust walls 2. Dust and wash walls1. Dust walls 2. Dust and wash ceilingsProfessional scrub/water extract carpet. |  | **$** | **$** |
| **302** | **All Resilient and Non-Resilient Floors**Washrooms and all other floors1. Washrooms (strp, seal and finish)2. All floors (strp, seal and finish) |  | **$** | **$** |
| **303** | **All Carpet and Matting** – All carpet1. Traffic Lanes 2. Mats 3. All carpetProfessional scrub/water extract carpet. |  | **$** | **$** |
| **304** | **Ceilings/Walls**1. Dust walls 2. Wash walls1. Dust ceilings 2. Wash ceilings |  | **$** | **$** |
| **305** | **Venetian and Vertical Blinds/Curtains**Professionally dry clean, wash tracks.**Draperies/Tracks** Vacuum/dustProfessionally dry clean, wash tracks. |  | **$** | **$** |
| **306** | **Vertical Surfaces, high cleaning to window sills.**1. General2. High Dusting/Cleaning, include light fixtures |  | **$** | **$** |
| **307** | **Furniture** Deep clean vinyl1. Wash/polish furniture – vinyl chairs2. Professionally clean upholstery3. Professionally clean fabric dividers |  | **$** | **$** |
| **308** | **Light Fixtures and Vents**Wash wall, door and ceiling ventsWash air diffusersDust air diffusersWash light fixtures, lensesWash parabolics |  | **$** | **$** |
| **309** | **Windows and Plexiglas**309.1 Wash inside309.2 Wash outsideWash partition glass – included with 309.1 |  | **$** | **$** |
| **310** | **Pressure Wash exterior walkways** |  | **$** | **$** |
| **Special Requirement** | Sweep and wet mop alarmed, emergency stairwells. |  | **$** | **$** |
| **SUB-TOTAL:** | **$** |
| **GST (5%):** | **$** |
| **TOTAL PRICE (PACKAGE C):** | **$** |

| **TABLE 3 – PROJECT SERVICES FIXED FEE SCHEDULE****(Refer to Schedule A-3 – Project Cleaning Task Services Schedule)** | **Package D – Ocean Park Library** |
| --- | --- |
| **Task****Standard #** | **Work Item** | **Estimated****Frequency** (times/yr) | **Unit Price** | **Amount** |
| **301** | **Stairways**1. Dust walls 2. Dust and wash walls1. Dust walls 2. Dust and wash ceilingsProfessional scrub/water extract carpet. |  | **$** | **$** |
| **302** | **All Resilient and Non-Resilient Floors**Washrooms and all other floors1. Washrooms (strp, seal and finish)2. All floors (strp, seal and finish) |  | **$** | **$** |
| **303** | **All Carpet and Matting** – All carpet1. Traffic Lanes 2. Mats 3. All carpetProfessional scrub/water extract carpet. |  | **$** | **$** |
| **304** | **Ceilings/Walls**1. Dust walls 2. Wash walls1. Dust ceilings 2. Wash ceilings |  | **$** | **$** |
| **305** | **Venetian and Vertical Blinds/Curtains**Professionally dry clean, wash tracks.**Draperies/Tracks** Vacuum/dustProfessionally dry clean, wash tracks. |  | **$** | **$** |
| **306** | **Vertical Surfaces, high cleaning to window sills.**1. General2. High Dusting/Cleaning, include light fixtures |  | **$** | **$** |
| **307** | **Furniture** Deep clean vinyl1. Wash/polish furniture – vinyl chairs2. Professionally clean upholstery3. Professionally clean fabric dividers |  | **$** | **$** |
| **308** | **Light Fixtures and Vents**Wash wall, door and ceiling ventsWash air diffusersDust air diffusersWash light fixtures, lensesWash parabolics |  | **$** | **$** |
| **309** | **Windows and Plexiglas**309.1 Wash inside309.2 Wash outsideWash partition glass – included with 309.1 |  | **$** | **$** |
| **310** | **Pressure Wash exterior walkways** |  | **$** | **$** |
| **Special Requirement** | Sweep and wet mop alarmed, emergency stairwells. |  | **$** | **$** |
| **SUB-TOTAL:** | **$** |
| **GST (5%):** | **$** |
| **TOTAL PRICE (PACKAGE D):** | **$** |

| **TABLE 3 – PROJECT SERVICES FIXED FEE SCHEDULE****(Refer to Schedule A-3 – Project Cleaning Task Services Schedule)** | **Package E – Semiahmoo Library** |
| --- | --- |
| **Task****Standard #** | **Work Item** | **Estimated****Frequency** (times/yr) | **Unit Price** | **Amount** |
| **301** | **Stairways**1. Dust walls 2. Dust and wash walls1. Dust walls 2. Dust and wash ceilingsProfessional scrub/water extract carpet. |  | **$** | **$** |
| **302** | **All Resilient and Non-Resilient Floors**Washrooms and all other floors1. Washrooms (strp, seal and finish)2. All floors (strp, seal and finish) |  | **$** | **$** |
| **303** | **All Carpet and Matting** – All carpet1. Traffic Lanes 2. Mats 3. All carpetProfessional scrub/water extract carpet. |  | **$** | **$** |
| **304** | **Ceilings/Walls**1. Dust walls 2. Wash walls1. Dust ceilings 2. Wash ceilings |  | **$** | **$** |
| **305** | **Venetian and Vertical Blinds/Curtains**Professionally dry clean, wash tracks.**Draperies/Tracks** Vacuum/dustProfessionally dry clean, wash tracks. |  | **$** | **$** |
| **306** | **Vertical Surfaces, high cleaning to window sills.**1. General2. High Dusting/Cleaning, include light fixtures |  | **$** | **$** |
| **307** | **Furniture** Deep clean vinyl1. Wash/polish furniture – vinyl chairs2. Professionally clean upholstery3. Professionally clean fabric dividers |  | **$** | **$** |
| **308** | **Light Fixtures and Vents**Wash wall, door and ceiling ventsWash air diffusersDust air diffusersWash light fixtures, lensesWash parabolics |  | **$** | **$** |
| **309** | **Windows and Plexiglas**309.1 Wash inside309.2 Wash outsideWash partition glass – included with 309.1 |  | **$** | **$** |
| **310** | **Pressure Wash exterior walkways** |  | **$** | **$** |
| **Special Requirement** | Sweep and wet mop alarmed, emergency stairwells. |  | **$** | **$** |
| **SUB-TOTAL:** | **$** |
| **GST (5%):** | **$** |
| **TOTAL PRICE (PACKAGE E):** | **$** |

The cost for Project Services must not exceed the occurrences specified in Schedule A-3 "Project Cleaning Services Task Schedule" for those Project Services requested by the City plus GST (PST INCLUDED); labour is inclusive of materials and equipment. If a price is not specified for a specific task, then the work will be performed at a cost mutually agreed upon by the parties. When Project Services are performed in conjunction with the Contract Services, the Contractor shall not receive additional compensation for labour.

|  |
| --- |
| **TABLE 4 – EXTRA WORK (On Demand)** |
| **Labour Classification** | **Straight Time/hr****(excluding GST)** | **Overtime Rate/hr****(excluding GST)** |
| 1. Site Supervisor
 | $ | $ |
| 1. Others, please specify
 | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |

**Contractor’s Equipment:**

9. Contractors should provide a listing and details of type of equipment (including age, make and model) to be used to perform the Services (use the space provided and/or attach additional pages, if necessary):

**Experience, Reputation and Resources:**

10. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

11. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

12. Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

13. Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

14. The Contractor should describe the following:

* Their business practices relating to triple-bottom-line sustainability (environmental stewardship, social equity, and economic feasibility) both within their organizations and in their communities including, but not limited to:
	+ Environmental certification (e.g. LEED, ISO)
	+ Anticipated objectives (e.g. carbon neutral by 2050, waste reduction, greenhouse gas reductions, energy saving measures)
	+ Environmental, social, and governance (ESG) policies
	+ Green auditing
* Their cleaning supplies and equipment that meet one or more of the following criterion:
	+ Green Seal certified
	+ Ecologo certified
	+ US Environmental Protection Agency’s Safer Choice label
	+ Carpet and Rug Institute Seal of Approval/Green Label
	+ ENERGY STAR certified
* The environmental (green) attributes of their Goods and Services including, but not limited to:
	+ The use of cleaning products that **do not** contain aerosols (cans containing compressed air/propellant); chlorine bleach; ammonia; alkaline soaps; coarse scouring powders; coarse paste cleaners; solvents, paraffin, white spirits, and gas.
	+ The use of and disposal of paper consumables containing recycled fibres.
	+ Disposal procedures of grey/mop water.

15. Provide a description of monitoring procedures that the Contractor will use to ensure that its cleaning personnel are performing their duties in accordance with the scope of Services. Provide sample report if available.

16. Describe your company’s training program. Describe any refresher or upgrade training that your company provides for its existing employees, including examples of subjects covered, materials, and frequency.

17. Describe your Quality Assurance Program. Provide sample if available.

18. Sustainability; Provide information on any initiatives, programs implemented (i.e. alternative fuel vehicles) that the Contractor has made that could be considered environmental, financial/economic, social/ethically sustainable value.

19. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Legal Name of Contractor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) |