



REQUEST FOR PROPOSAL

Custodial Services

Prepared by:
The Corporation of the Township of Ryerson
28 Midlothian Road, RR1
Burks Falls, ON POA 1C0

1. Purpose of Request for Proposal

The Township of Ryerson is inviting proposals to provide general custodial services on a weekly basis. The proposals are to be based on the specifications contained in this document. The term of this contract will be two (2) years, commencing January 1, 2024 and terminating on December 31, 2025.

2. Information and Instructions

2.1 Background Information

The Township of Ryerson is a single-tier municipality located in the District of Parry Sound. It is a small, rural community with a population of 745 as per the 2021 Census. The Township is located approximately 35 km north of the Town of Huntsville, west of the Village of Burks Falls and the Township of Armour and east of the Municipality of Magnetawan.

The Township is governed by a Mayor and four Councillors. Residents are provided all standard municipal services, with the exception of water and sewer services. Several of these services, including the Fire Department, Arena, and Landfill are provided through a Shared Services agreement with the Village of Burks Falls and the Township of Armour.

Additional information on the Township can be found on the municipal website:
www.ryersontownship.ca.

2.2 Submission of Proposals

Proposals shall be submitted in the form and format specified in Section 4 and shall include a completed Form of Proposal attached as Appendix A to this document. A designated signing officer authorized to bind the Respondent to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Township of Ryerson in accordance with Section 2.5 must be acknowledged by the Respondent on the Form of Proposal.

Each Respondent is asked to submit one (1) hard copy of the Proposal. The hard copy of the Proposal must be signed, sealed, and delivered to:

The Township of Ryerson
RR #1, 28 Midlothian Road
Burks Falls, ON P0A 1C0

The front of the sealed envelope must indicate the Respondent's full company name, the name of the lead contact, and be clearly marked 'Request for Proposal- Custodial Services'.

The hard copy of the Proposal must be received no later than 4:00 PM local time on Friday November 17, 2023.

It is the responsibility of the Respondent to ensure that the Township receives its Proposal prior to the submission deadline, in accordance with the submission process outlined above. Proposals received after the submission deadline will not be considered and will be returned unopened. Faxed or electronic submissions that are unaccompanied by a hard copy submission will not be accepted as a response to this RFP.

2.3 Lead Contact

The Township of Ryerson has endeavoured to provide complete and correct information necessary for Respondents to properly assess and determine the scope and complexity of work prior to submitting a Proposal.

Respondents are solely responsible for determining if more information is required or if anything contained in this document appears incorrect or incomplete, and for contacting the Lead Contact identified below if they have any questions whatsoever prior to the closing date.

Information obtained from any source other than the Lead Contact is not official and may be inaccurate. The Township will not be responsible for any verbal statement, instruction, or representations.

All inquiries for this RFP must be directed by email to:

Brayden Robinson
CAO/Treasurer
treasurer@ryersontownship.ca

A Respondent may be disqualified if, during the period between the issuance of this Request for Proposal and the date of notification of the award, they contact any individual who is involved in this RFP process and who is not the Lead Contact. This is to ensure that all Respondents receive the same information and are treated equitably.

2.4 Required Review and Clarification

It is the responsibility of each Respondent to carefully review this RFP. Questions concerning clarification of the contents of this document must be received by the Lead Contact by no later than 4:00 PM local time on Friday November 3, 2023. This is to allow time for the issuance of any necessary addenda.

In submitting a Proposal, the Respondent acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Township of Ryerson is not responsible for any misunderstanding of the RFP.

2.5 Amendments to the RFP

The Township may issue addenda to clarify and/or modify certain aspects of the RFP prior to the submission deadline. Addenda shall be posted by 4:00 PM on Wednesday November 8, 2023, to www.ryersontownship.ca and shall be available in hard copy format at the municipal office.

2.6 Opening of Proposals

There will be no formal opening of proposals. Proposals will be evaluated, and a recommendation brought to Council at the November 28, 2023 regular meeting. Respondents are welcome to attend this meeting at their own cost.

2.7 Rights of the Township of Ryerson

The Township of Ryerson reserves the right to:

- a) Make public the names of any or all Respondents and their quoted fees
- b) Verify with the Respondent or with a third party any information set out in their Proposal
- c) Disqualify any Respondent whose Proposal contains misrepresentations, any other inaccurate or misleading information, or any qualifications
- d) Disqualify any Respondent who has engaged in conduct prohibited by this RFP
- e) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP
- f) Select a Respondent other than the Respondent whose Proposal reflects the lowest cost to the Township
- g) Cancel this RFP process at any stage
- h) Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables
- i) Accept or reject any or all Proposals in whole or in part
- j) Discuss with any Respondent different or additional terms to those contemplated in this RFP or in any Respondent's Proposal
- k) If a single Proposal is received, reject the Proposal of the sole Respondent and cancel this RFP process or enter into direct negotiations with the sole Respondent
- l) Enter into negotiations with the selected Respondent to obtain cost savings, additional services, or any other matter

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

2.8 Not Responsible for Costs

The Township shall not pay any costs associated with the preparation, submission, or presentation of the Respondent's Proposal. The Township shall not be liable for any expenses, costs, or losses suffered by the Respondent or any third party resulting from the Township exercising any expressed or implied rights under this RFP.

2.9 Proposal Expiry Date

Respondents hereby acknowledge that their Proposals shall be irrevocable for a period of 90 days after the submission deadline. Extensions to this period may be granted with the mutual agreement of the Township of Ryerson and the successful Respondent and may be initiated by either party.

2.10 Confidentiality and Ownership

Any information provided to the Respondent by the Township before, during, or after the RFP is completed shall be treated as confidential and shall not be used or communicated by the Respondent or any third party in any way unless otherwise identified or permitted by the Township of Ryerson or under Federal/Provincial legislation. Information, reports, documentation, plans, etc. that are produced by the successful Respondent in response to this RFP shall become the exclusive property of the Township of Ryerson. However, intellectual property such as specific tolls, templates, and processes that the Respondent provides as part of the deliverables remains the property of the Respondent if so requested.

2.11 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Township of Ryerson. This information shall be an integral component of the submission. All written Proposals received by the Township become a public record. Once a Proposal is received by the Township and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Lead Contact.

2.12 Extension of Contract

The Township may, jointly or independently, negotiate the extension of the contract with the successful Respondent for a period of time to be decided by those parties. The decision to extend the contract may be based in full or in part on the results of the successful Respondent's performance over the duration of the contract.

2.13 Termination of Contract

The Township reserves the right to immediately terminate a contract with the successful Respondent for sufficient cause, including but not limited to non-performance, late deliveries, inferior quality, and fee issues. Either party may terminate a contract by providing the other party with 90 calendar days' written notice including the reason for termination.

2.14 Additional Requirements

- a) The use of qualified sub-contractors by the Respondent to perform specific duties while under contract is permitted only if the Respondent declares such use in the Proposal or if the successful Respondent receives written approval from the Township.
- b) The successful Respondent shall, throughout the term of the contract, obtain and maintain in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$5,000,000 per occurrence inclusive, to indemnify and hold harmless the Township against any liability which may arise from the successful Respondent’s activities under this contract. The successful Respondent must provide a certificate of insurance within 30 days of awarding the contract.
- c) The successful Respondent shall ensure that all services and products provided in respect to this proposal are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation, including but not limited to WSIB and all applicable responsibilities under the Occupational Health and Safety Act.

2.15 Proposed Timeline

The timeline set out below is the Township’s best estimate of the schedule that will be followed. It is intended to be for guidance purposes only.

RFP Issue Date	October 25, 2023
Deadline for submission of questions (see Section 2.4)	November 3, 2023, 4:00 p.m.
Deadline for addenda to be posted on the Township website (see Section 2.5)	November 8, 2023, 4:00 p.m.
Submission Deadline	November 17, 2023, 4:00 p.m.
Recommendation taken to Council	November 28, 2023
Notification of Award	Within ten (10) calendar days following Council decision

3. Scope of Work

The Township of Ryerson is seeking an experienced individual to perform general custodial services. The nature of the duties will vary seasonally, but could include:

- a) Weekly cleaning of Municipal Office and Fire Offices including dusting, wiping, sweeping, washing floors, vacuuming carpets, emptying garbages, cleaning bathrooms, and washing fingerprints.
- b) Monthly cleaning of Fire Hall, same responsibilities as above.
- c) Irregular cleaning of windows, light fixtures, and other areas as required.
- d) In summer months, planting and maintaining gardens at Municipal Office.

The Township of Ryerson will provide all cleaning supplies. It is estimated that the total monthly effort required will range from 15 to 25 hours.

4. Submission Requirements

Respondents are asked to submit a proposal which contains all of the information detailed below.

4.1 Format

The Township discourages overly lengthy and costly proposals. In order for the Township to evaluate all proposals fairly and consistently, Respondents should follow the format set out herein and provide all of the information as requested. Respondents are encouraged to provide any additional information not specifically outlined in this RFP that they believe would be of value in evaluating their Proposal.

4.2 Fee Structure

Proposals shall include the hourly labour rate that will be charged. There is an expectation that the hourly rate will remain consistent for the duration of the contract.

The Township will purchase all supplies needed by the Respondent to perform the services as outlined in this RFP.

The Township of Ryerson pays vendor invoices through direct deposit. The successful Respondent must provide the necessary documentation to enrol in this program.

4.3 Conflict of Interest

Respondents must disclose any relationships that exist with any current Township of Ryerson staff member or Councillor.

4.4 Professional Experience

Respondents are required to outline any experience in carrying out similar duties as described in the Scope of Work over the past five (5) years. Specifically, experience in the municipal sector, if any, should be noted.

4.5 References

Respondents should provide three (3) contact names and phone numbers to provide reference to the Respondent's services. Ideally, at least one (1) of the references will be from the Ontario broader public sector. The Township may contact any or all of the references provided in its evaluation of the Proposal.

5. Evaluation Criteria

As part of the evaluation process, the Township may contact one or more Respondents to clarify or obtain more information about their Proposal or substantiate any details contained therein. Discussions will only be held with Respondents who have submitted a Proposal deemed reasonably acceptable for award.

The Township of Ryerson may make their award(s) on the basis of the Proposals, without seeking additional information and/or clarification. Therefore, each initial Proposal should reflect the best efforts of the Respondent and include all required documentation as set out in the RFP.

The evaluation committee will make a recommendation to Council on the basis of the criteria identified below.

- a) A demonstration that the Respondent is able to provide the required services.
- b) The Respondent's experience and knowledge as it relates to the scope of work.
- c) The completeness and reasonableness of the fee schedule.

Schedule A: Form of Proposal

The Township of Ryerson is inviting proposals for custodial services to be rendered on a weekly basis. The contract is anticipated to be in force beginning on January 1, 2024 and ending on December 31, 2025.

I/We, the Undersigned, having examined this Request for Proposal, do hereby offer to enter into an agreement with the Township of Ryerson to provide services under the terms included in this RFP.

Name: _____

Address: _____

Phone: _____

Fax: _____

Rate per Hour (excluding HST): _____

Signature: _____