

Town of Norman Wells

Janitorial Service Tender

Project Name: Janitorial Service

Project Location: Various Town of Norman

Wells Facilities Project Number:2024-2025-011

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Section I – Notice to Tender

Project Name: Janitorial Service

Project Location: Various Town of Norman Wells Facilities to include;

- Town Office
- Fire Hall
- Town Shop
- Arena (incl. Kitchen)
- Staff Housing x 5 units
- Fitness Centre
- Community Hall (incl. Kitchen)
- Youth/Elder Centre
- Baseball Diamond Bathrooms (seasonal: June – August)

Project Number: 2024-2025-011

Bid Submission Deadline:

Sealed bids marked “Bid for Town of Norman Wells Janitorial Service” **must** be received prior to 3: pm (Local Time) November 24, 2023 at the following location;

Town of Norman Wells
P.O. Box 5 #3 Mackenzie Drive
Norman Wells, NT
X0E 0V0

Contact Person:

Finance Manager - Karen Boudreau
867-446-4388
financemanager@normanwells.com

OR

Governance – Kayla Turner
867-587-3700
governance@normanwells.com

Section II – Instruction to Bidders

1. Instructions
 - 1.1. Bids should be submitted in a sealed envelope.
 - 1.2. Bid envelopes should show the Project name, Bid Submission Deadline, and the name and address of the Bidder.
 - 1.3. Bids must be submitted on the forms provided
 - 1.4. Failure by the bidder to comply with these Instructions to bidders may result in the Bid submitted being disqualified. Disqualification shall be at the sole discretion of the Owner.
 - 1.5. The Town of Norman Wells (herein the “Owner”) shall not be liable for any costs of preparation of Bids.
2. Receipt of Bids
 - 2.1. Bids must be received at the Tender Submission Address(s) by the Owner prior to the specified Bid Submission Deadline.
 - 2.2. Any Bids received after the specified Bid Submission Deadline will be rejected and returned to the Bidder unopened.
 - 2.3. Facsimile transmitted Bids will not be accepted and if received will be disqualified. However, as outlined in item 3 faxed amendments will be accepted.
 - 2.4. Bids and accompanying documentation, with the exception of the Bid security, submitted by the Bidder are the property of the Owner and will not be returned.
 - 2.5. Bidders are advised that Canada Post does not provide door-to-door delivery service (including priority courier services) to a number of the communities in the Northwest Territories, including Norman Wells. In some communities, including Norman Wells, Priority Courier Mail and other mail is picked up by a Town Employee at Canada Post’s facilities, then sorted and delivered to the final destination. Bidders can use Canada Post Mail Services (including Canada Post Priority Courier Service) if they choose to, but do so at their own risk. Bids are not considered received until they are physically delivered, received and date stamped at the Bid Submission Address.
3. Amendments to Bids
 - 3.1. Amendments to a Bid by letter, facsimile or other written means are acceptable provided that the amendment:
 - 3.1.1. Is received on or before the specified Bid Submission Deadline, for the receipt of the Bid; and
 - 3.1.2. Contains the tender project name, name of the contractor and a signature.
 - 3.2. Amendments to Bids received by facsimile will be accepted by the Owner provided that the conditions included in Clause 3.1 are met and in addition:
 - 3.2.1. Amendments to Bids are transmitted via the Owner's facsimile number: (867)587-3701

3.2.2. The Owner shall not be held liable for any claim, demand or other action should a facsimile transmission be interrupted, not received in its entirety, received after the stated Bid Submission Deadline, received by another facsimile unit other than stated herein, or for any other reason over which the Owner does not have control.

3.2.3. The amendment should indicate only the applicable changes and in such a manner that the total Bid is not revealed.

3.3. Verbal instructions will not be considered as a valid instruction for Tender purposes, nor shall they be considered as having any bearing upon the Bid submission.

4. Schedule of unit Prices

4.1. Please note that the Bid is expected to be received as follows;

4.1.1. For Appendix A&B – a monthly rate less GST is requested from Bidders reflective of the work involved in execution of the appendices.

4.1.2. For Appendix C – an hourly rate less GST is requested from Bidders reflective of the work involved in execution of the appendix.

5. Plant and Equipment List

5.1 Is a plant and Equipment List required with the Bid? **NO (it is inclusive of the rate advised in Section II, part 4)**

6. Addenda

6.1. Addenda issued prior to the Bid Submission Deadline are incorporated into and form part of this Tender. By submitting a Bid, the Bidder acknowledges having received all Addenda issued with respect to this Tender. It is the responsibility of Bidders to contact the Contact Person referenced in Section I of this Tender to ensure receipt of all Addenda prior to submitting a Bid.

Section III Contract Documents

Provision of Janitorial Services

Town of Norman Wells

1. General Requirements

Work under this Request for Proposal covers the provision of Janitorial Services for

The Town Office, Fire Hall and Town Shop,

And the provision of “as & when” required labour and carpet cleaning for a period of eighteen (18) months from the award of contract.

- a. The Contractor is responsible for all health and safety requirements, and must demonstrate valid coverage with Worker’s Safety and Compensation Commission.
- b. The Contractor must maintain a Town of Norman Wells Business License for the duration of this Contract.
- c. The Contractor is held to have examined the site of work and surrounding areas prior to entering into a Contract with the Town of Norman Wells and to be fully informed as to conditions and limitations, especially hazardous conditions, under which they may be obligated to work.
- d. The Contractor shall indemnify and hold harmless the Town of Norman Wells, its agents and employees from and against claims, demands, losses, costs, damages, suits or proceedings by third parties that arise out of, or are attributed to the Contractor’s performance of the Contract.
- e. The Contractor shall obtain and maintain comprehensive general liability insurance coverage in the amount of not less than one million (\$1,000,000.00) dollars inclusive for each occurrence or accident of bodily injury, death and property damage including loss of use thereof, covering all operations of the contractor.

2. General Instructions

- a. The Town of Norman Wells shall appoint a person, or persons, and their representative(s) for the duration of the project, whose responsibilities will be to manage this contract to ensure the standards and specifications, are being met to the satisfaction of the Town of Norman Wells.
- b. The person or persons designated by the Town will not be responsible for Janitorial means, methods, technique, sequences, or procedures, or for safety precautions and programs in connection with the work. It is the Contractors responsibility to ensure that the work is carried in accordance with the contract documents. The undertaking of periodic inspections by the Town’s designate shall not be construed as supervision of actual work or maintenance, nor make him responsible for providing a safe place to work, visit, use, access, travel or occupy by the contractor, or their employees.

- c. The Town reserves the right to have work completed by other parties if the Contractor cannot meet the schedule for any item under this contract or if for any reason the Contractor cannot complete the work as specified.
- d. Bonding is waived for this project only
- e. The contractor shall be prepared to begin providing services detailed in this tender package not later than January 2, 2024.

**Provision of Janitorial Services
Town of Norman Wells**

3. General Requirements

Work under this Request for Proposal covers the provision of Janitorial Services for
**Recreation Facilities, inclusive of Arena and Kitchen, Fitness Centre,
Community Hall and Kitchen, Youth and Elder Centre, and Baseball Diamond
Bathrooms (Seasonal –June - August)**

- a. The Contractor is responsible for all health and safety requirements, and must demonstrate valid coverage with Worker's Safety and Compensation Commission.
- b. The Contractor must maintain a Town of Norman Wells Business License for the duration of this Contract.
- c. The Contractor is held to have examined the site of work and surrounding areas prior to entering into a Contract with the Town of Norman Wells and to be fully informed as to conditions and limitations, especially hazardous conditions, under which they may be obligated to work.
- d. The Contractor shall indemnify and hold harmless the Town of Norman Wells, its agents and employees from and against claims, demands, losses, costs, damages, suits or proceedings by third parties that arise out of, or are attributed to the Contractor's performance of the Contract.
- e. The Contractor shall obtain and maintain comprehensive general liability insurance coverage in the amount of not less than one million (\$1,000,000.00) dollars inclusive for each occurrence or accident of bodily injury, death and property damage including loss of use thereof, covering all operations of the contractor.

4. General Instructions

- a. The Town of Norman Wells shall appoint a person, or persons, and their representative(s) for the duration of the project, whose responsibilities will be to manage this contract to ensure the standards and specifications, are being met to the satisfaction of the Town of Norman Wells.
- b. The person or persons designated by the Town will not be responsible for Janitorial means, methods, technique, sequences, or procedures, or for safety precautions and programs in connection with the work. It is the Contractors responsibility to ensure that

the work is carried in accordance with the contract documents. The undertaking of periodic inspections by the Town's designate shall not be construed as supervision of actual work or maintenance, nor make him responsible for providing a safe place to work, visit, use, access, travel or occupy by the contractor, or their employees.

- c. The Town reserves the right to have work completed by other parties if the Contractor cannot meet the schedule for any item under this contract or if for any reason the Contractor cannot complete the work as specified.
- d. Bonding is waived for this project only
- e. The contractor shall be prepared to begin providing services detailed in this tender package not later than January 2, 2024.

Section IV – Contract Specifications

Appendix A

The purpose of Appendix “A” is to define the specifications for the provision of Janitorial Services within the Town of Norman Wells’ **Town Office, Fire Hall and Town Shop**.

Town Office

All areas of the Town Office are required to receive janitorial services every day, with the exception of weekends and/or holidays.

Floors

All non-carpeted floor surfaces are to be swept and wet-mopped. Rugs and carpeted areas are to be vacuumed and spot-cleaned.

Washroom

All fixtures and body-contact points are to be cleaned, polished, and disinfected. Soap dispensers, toilet paper, and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned.

Furniture and Fixtures

All horizontal surfaces are to be cleaned and polished. Filing cabinets, pictures, plaques, and light fixtures are to be dusted. Coffee area is to be washed and polished. Vertical surfaces are to be cleaned and washed monthly. Photocopier/fax machine and computers are to be dry-dusted only. All upholstered furniture is to be vacuumed monthly. Coffee Machine is to be cleaned. Refrigerator interior is to be washed and disinfected monthly.

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot cleaned, and contents disposed of in an outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

General

All windows (interior, exterior, and screens) are to be washed and left streak-less, and outdoor sills washed in the months of April and September. All entrance ways will be policed for litter and kept in a neat and tidy manner. All air-intake grills, air diffusers, and light diffusers will be washed annually.

Fire Hall

All areas of the Fire Hall, with the exception of the vehicle bay, have to receive janitorial services once a week.

Floors

All non-carpeted floor surfaces are to be swept and wet-mopped. Rugs and carpeted areas are to be vacuumed and spot-cleaned.

Washroom

All fixtures and body-contact points are to be cleaned, polished and disinfected. Soap dispensers, toilet paper and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned.

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot-cleaned, and contents disposed of in an outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

Town Shop, Office Area

The Office Area of the Town Shop has to receive janitorial services once a week.

Floors

All non-carpeted floor surfaces are to be washed. Rugs and carpeted areas are to be vacuumed and spot-cleaned as required.

Furniture and Fixtures

All horizontal surfaces are to be cleaned and polished. Filing cabinets, pictures, plaques, and light fixtures are to be dusted. Coffee area is to be washed and polished. Vertical surfaces are to be cleaned and washed monthly. Photocopier/fax machine and computers are to be dry-dusted only. All upholstered furniture is to be vacuumed monthly. Coffee machine is to be cleaned monthly. Refrigerator interior is to be washed and disinfected monthly.

Washrooms

All fixtures and body-contact points are to be cleaned, polished, and disinfected. Soap dispensers, toilet paper, and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot-cleaned as necessary, and all contents disposed of in the appropriate outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

General

All windows (interior, exterior, and screens) are to be washed and left streak-less, and indoor and outdoor sills washed in the month of April and September. All entrance ways will be policed for litter and kept in a neat and tidy manner. All air intake grills, air diffusers, and light diffusers will be washed annually.

Appendix B

The purpose of Appendix “B” is to define the specifications for the provision of Janitorial Services within the Town of Norman Wells’ **Recreation Facilities, to include the Fitness Centre, Arena- Kitchen & Bathroom, Community Hall and Kitchen, Youth and Elder Centre, seasonal (June-August) Baseball Diamond Bathrooms.**

Fitness Centre

Unless otherwise noted, all work shall be completed on a daily basis at any time except Holidays, Weekends and during the following high-traffic time periods:

11:30AM – 1:30PM – Lunchtime rush

5:00PM – 10:00PM – after work rush.

Floors

All non-carpeted floor surfaces including the front and rear stairs are to be swept and wet-mopped. Rugs and carpeted areas are to be vacuumed and spot-cleaned.

Workout Equipment

All equipment shall be wiped down and cleaned with a disinfectant.

Washroom

All fixtures and body-contact points are to be cleaned, polished, and disinfected. Soap dispensers, toilet paper, and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned.

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot cleaned, and contents disposed of in an outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

General

All windows and steam-room walls are to be washed and left streak-less. All entrance ways will be policed for litter and kept in a neat and tidy manner. All air-intake grills, air diffusers, and light diffusers will be washed annually.

Community Hall

All areas of the Community Hall have to receive janitorial services twice a week.

Floors

All non-carpeted floor surfaces are to be swept and wet-mopped. Rugs and carpeted areas are to be vacuumed and spot-cleaned as required. All non-carpeted floor surfaces spray-buffed biweekly (monthly as a minimum) or waxed to restore shine as not to trap dirt.

Furniture and Fixtures

All horizontal surfaces are to be cleaned and polished. Vertical surfaces are to be cleaned and washed monthly.

Washroom

All fixtures and body-contact points are to be cleaned, polished and disinfected. Soap dispensers, toilet paper and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned. Walls, partitions and doors are to be washed and disinfected monthly.

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot-cleaned, and contents disposed of in an outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

General

All windows (interior, exterior and screens) are to be washed and left streak-less. All entrance ways will be swept, policed for litter, and kept in a neat and tidy manner. All air intake grills, air diffusers, and light diffusers will be washed annually. All appliance (refrigerator, range and coffee maker) interiors are to be washed and disinfected monthly. All kitchen countertops, sinks, cupboard doors, and kitchen surfaces are to be washed and disinfected biweekly. All cupboard interiors are to be washed and disinfected bi-monthly.

Arena Kitchen and Bathroom (November – March)

The arena has to receive janitorial services twice a week during the winter season (November– March).

Washrooms

All fixtures and body-contact points are to be cleaned, polished, and disinfected. Soap dispensers, toilet paper, and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot-cleaned as necessary, and all contents disposed of in the appropriate outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

Youth and Elder Centre

All areas of the Youth and Elder Centre will have to receive janitorial services twice a week.

Floors

All non-carpeted floor surfaces are to be washed. Rugs and carpeted areas are to be vacuumed and spot-cleaned as required.

Furniture and Fixtures

All horizontal surfaces are to be cleaned and polished. Filing cabinets, pictures, plaques, and light fixtures are to be dusted. Vertical surfaces are to be cleaned and washed monthly. Photocopier/fax machine and computers are to be dry-dusted only. All upholstered furniture is to be vacuumed monthly. Coffee machine is to be cleaned monthly. Refrigerator interior is to be washed and disinfected monthly.

Washrooms

All fixtures and body-contact points are to be cleaned, polished, and disinfected. Soap dispensers, toilet paper, and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot-cleaned as necessary, and all contents disposed of in the appropriate outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

General

All windows and steam-room walls are to be washed and left streak-less. All entrance ways will be policed for litter and kept in a neat and tidy manner. All air-intake grills, air diffusers, and light diffusers will be washed annually.

Baseball Diamond Bathrooms (Seasonal June – August Inclusive)

Both the Men's and Women's washrooms will have to receive janitorial services twice a week.

Washrooms

All fixtures and body-contact points are to be cleaned, polished, and disinfected. Soap dispensers, toilet paper, and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot-cleaned as necessary, and all contents disposed of in the appropriate outdoor receptacle. All waste and recycling receptacles are to be washed and disinfected monthly.

General

All entrance ways will be policed for litter and kept in a neat and tidy manner. All air-intake grills, air diffusers, and light diffusers will be washed annually. All walls will be washed monthly.

Appendix C

The purpose of Appendix “C” is to define the specifications for the provision of Janitorial Services within the Town of Norman Wells on an “As & When” Basis.

“As and When” services will be provided at a cost per hour, with a minimum billing of 3 hours.

Staff Houses

Staff houses will be serviced on an As Needed basis. The Contractor will be informed of the need to service staff houses by the Senior Administrative Officer or Delegate.

Floors

All non-carpeted floor surfaces are to be swept and wet-mopped. Rugs and carpeted areas are to be vacuumed and spot-cleaned. Rugs and carpeted areas may need to be steam-cleaned.

Washroom

All fixtures and body-contact points are to be cleaned, polished, and disinfected. Soap dispensers, toilet paper, and paper towel dispensers are to be refilled. All surfaces are to be spot-cleaned.

Furniture and Fixtures

All horizontal surfaces are to be cleaned and polished. Pictures, plaques, and light fixtures are to be dusted. Coffee area is to be washed and polished. Vertical surfaces are to be cleaned and washed. All upholstered furniture is to be vacuumed. Coffee Machine is to be cleaned. Refrigerator interior is to be washed and disinfected. Cupboard interiors will be cleaned and disinfected.

Waste Receptacles

All waste and recycling receptacles are to be emptied, liners replaced, spot cleaned, disinfected, and contents disposed of in an outdoor receptacle.

General

All windows are to be washed and left streak-less. All entrance ways will be policed for litter and kept in a neat and tidy manner. All air-intake grills, air diffusers, and light diffusers will be washed. Bedding will be washed and remade. Any other soiled linen will be washed and replaced in cupboards.

All non-carpeted floor surfaces will require stripping, sealant, and to have two coats of floor finish applied twice per year in the months of May and November.

All carpeted areas and rugs are to be steam-cleaned twice per year, in the months of June and October.

Steam-cleaning and floor waxing will be required for the following facilities;

- Town Office
- Town Shop, Office Area
- Fitness Centre
- Community Hall
- Arena
- Youth and Elder Centre

Section V – Evaluation of Proposals

Proposals will be assessed on the following:

1. Proposed Proponent's experience, understanding and expertise in relevant work;
2. Quality of the proposal;
3. Expected ability to deliver services that meet Agency standards;
4. Contract price.

The award shall be made to the Proponent whose proposal is deemed to be in the best interests of the Owner.

Submitted proposals do not in any way constitute a binding agreement between the Owner and any Proponent. The Owner shall not be obligated in any manner to any Proponent, unless and until a written contract has been duly executed between the Owner and the successful Proponent.

Any Proposal submitted which does not comply with the provisions and requirements of this RFP, is incomplete, ambiguous, or which contains errors, alterations or irregularities of any kind ("Error") may be rejected and disqualified at the discretion of the Owner. The Owner reserves the right in its sole discretion to waive any Error and proceed to consider the Proposal involved for award notwithstanding any such Error or Errors. The Owner reserves the right to reject any and all proposals.

Where no satisfactory proposal is received, the Owner reserves the right to cancel this RFP process, request re-bids, or negotiate a contract for the whole or any part of the provision of the required service as outlined in this RFP.

- a) Notice of selection will be in writing in the form of an award letter.
- b) The successful Proponent shall execute an Agreement within 5 calendar days of notice of selection. If a selected proponent fails to execute the Agreement within five calendar days of notice of selection the Owner may, in its sole and absolute discretion and without incurring any liability, rescind the selection of that proponent and proceed with the selection of another provider. This provision is solely to the benefit to the Owner and may be waived at its sole discretion.
- c) A Proponent who receives and accepts an award will consent to the publication by the owner of its name as the successful Proponent.
- d) All unsuccessful proponents will be notified by the Owner in writing of the outcome of the procurement process, including the name of the successful proponent.

Section VI -Terms and Conditions

6.1 Contract Award

a) Issuance of this RFP does not obligate the Owner to accept one or any of the Proposals received and the Owner reserves the right to reject any or all of the Proposals submitted in response to this RFP, without reason or cause. This RFP is not a contract, nor an order, nor an offer to buy. The Owner is under no obligation of any nature whatsoever including any obligations in contract or tort (including negligence) to the parties receiving or responding to this RFP. By submitting a proposal to provide any services to the Owner the Proponent waives and releases any claims it has or may hereafter have against the Owner or any affiliate of the Owner or any of their affiliates, officers, employees or agents which arise from or which relates to this RFP or the selection of any Proponent. Neither the lowest-priced Proposal nor any Proposal need be accepted.

b) The RFP and Proponent's Proposal will be contract documents and will be referenced in the final Agreement which will set out the overall conditions and relationship between the Proponent and the Owner.

c) The Owner reserves the right to cancel this RFP, in whole or in part, at any time prior to or after making an award, for any reason or no reason, without liability to any Proponent.

d) The Owner will not reimburse, nor be responsible for reimbursing, any Proponent for any cost or expense of any kind whatsoever incurred in the preparation or submission of any Proposal in response to this RFP, or incurred in any evaluations or inspections requested by the Owner in accordance with the terms of this RFP.

6.2 Confidentiality

Any and all information relating to the Owner, which is made known to the Proponent, its agents or employees in the course of providing service to the Owner, shall remain confidential to all parties. The RFP process in its entirety shall also remain confidential to all parties. The Proponent, its agents and employees

shall abide by all applicable Provincial and Federal laws and regulations concerning the handling and disclosure of private and confidential information.

6.3 Indemnification

a) The Proponent shall hold the Owner, its Board of Directors and employees harmless and shall indemnify any and all awards and costs related to any claim or action brought against any of them for property damage, bodily injury, death or other causes, as a result of responding to this RFP or a service provided to the Owner by the Proponent. The Proponent is responsible for ensuring that it has proper and adequate insurance to cover all services provided to the Owner and all claims or action that may be brought against the Owner, its Board of Directors and employees, as a result of a service provided to the Owner by the Proponent.

b) The Owner shall have no liability in contract, tort (including negligence) or under any other theory for any inaccurate or incomplete information provided to the Proponent.

6.4 Ownership

All data, documentation, information, notes, completed questionnaires, reports, analyses, intellectual property or other material produced for or in conjunction with, created as a result of, or otherwise associated with Owner and the services to be provided under this RFP and the contract made hereafter, shall remain the property of the Owner.

6.5 Assignment

The Proponent shall not assign or transfer all or any part of its rights or obligations under this agreement without the prior written consent of the Owner.

6.6 Governing Law

This Agreement shall be governed and construed in accordance with the laws of the Northwest Territories.

Section VII**Appendix D – Form of Offer**

I/we the undersigned agree to supply and deliver the services as per the RFP #2024-2025-011 for the price stated below to the Town of Norman Wells.

Pricing Table:

Contract	Fee per month	Annual Fee
-----------------	----------------------	-------------------

Year 1: January 1, 2024-December 31, 2024:

Year 2: January 1, 2025-June 30, 2025:

Total GST:

Total 18 Month Price:

Additional Hourly Rate for Services out of Scope:

The Proposal, including all prices therein constitute a firm offer open for acceptance for 14 days from delivery of the Proposal document.

Statement by Bidder:

I/we have read and understand all the terms and conditions of this RFP.

I/we understand that if our proposal is successful, all requirements of the successful Proponent as outlined in this RFP will be completed by the time and in the format required.

I/we agree to the publication of the successful proponent's name and award.

We hereby certify that the information given in this Proposal is correct and that if it is accepted, we will supply the services as described for the price quoted herein.

Received from

Proponent Name:

Authorized Representative:

Title:

Date:

Signature: