

City of Coquitlam

Request for Proposals  
RFP No. 17-06-01

Janitorial Supplies

Issue Date: July 28, 2017

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**[PROPOSAL SUBMISSION FORM](#)**

## DEFINITIONS

**“Agreement” “Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City”** means City of Coquiltam.

**“Price”** means the amount that will be paid by the City to the Vendor for delivery and acceptance of goods.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met.

**“Vendor”** means the successful Proponent awarded the contract for supply of goods and services.

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1 Description

The City of Coquitlam (“City”) requests proposals from experienced qualified Vendors to supply and deliver **Janitorial Products, Sanitary Paper Products, Hand Soap & Dispensers, and Bulk Cleaning Products and Dispensers** on an “as needed and when requested” basis.

Where options exist, the City requests that Proponents highlight an environmentally friendly or natural product that does not compromise efficacy, efficiency and overall value. Scent free soap products are preferred.

Hand soap dispensers must require minimal force or strength and dexterity to dispense soap product.

There are currently **50** bulk cleaning product dispensers installed in various City facilities. The successful Proponent will be responsible for installing their dispensing system in to the facilities with existing dispensing systems.

Refer to:

- **Appendix A – Janitorial Products Info and Pricing Worksheet**
- **Appendix B – Paper, Soap & Dispensers Current Product Info and Usage**
- **Appendix C – Paper, Soap & Dispensers Products Info and Pricing Worksheet**
- **Appendix D – Bulk Cleaning Products & Dispensers Info and Pricing Worksheet**

Product quantities provided are actual usage from 2016 and are not a guarantee or commitment by the City. Actual order quantities may vary.

### 1.2 Obtaining RFP Documents

RFP documents are available for downloading from the City of Coquitlam website: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

The City’s Procurement Guidelines establish a transparent and efficient framework for fair and open access to bid opportunities in compliance with the governing trade agreements; Canadian Free Trade Agreement (CFTA), North West Partnership Trade Agreement (NWPTA) and North American Free Trade Agreement (NAFTA).

1.3 Price

All prices shall include delivery to the City of Coquitlam Facilities, primarily the Service Centre – 500 Mariner Way, but may also be specified at the time of order for delivery to one of the facility locations. Prices are to be firm and quoted in Canadian Funds.

1.4 Term

The initial term of the contract shall be two (2) years, with option to extend for additional terms subject to mutual agreement of all parties.

1.5 Closing Date & Time

Proposals will be received on or before 2:00 pm (local time)

**Tuesday, August 22, 2017**

Proposals will not be opened in public.

1.6 Instructions for Proposal Submission

Proposal submissions are to be consolidated into one pdf file and uploaded electronically through QFile, the City's file transfer service accessed at [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and Send**  
(Ensure your web browser remains open until you receive two emails from Qfile to confirm upload is complete.)

Proposal submitted shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received for any reason, including technological delays or issues by either party's network or email program and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept proposals received after the Closing date and time but is under no obligation to evaluate.

Should assistance be required, phone 604-927-3060.

### 1.7 Enquiries

Questions are to be submitted in writing three business days prior to the closing date and sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) quoting the RFP name and number.

The City at its sole discretion will determine which enquiries require response, which will be provided to all interested parties by issue of written addenda and posted on the City's website before the Closing Date.

If a change or additional information is warranted, the City's response will be communicated to all Proponents by written Addenda that will be posted on the City's website prior to the Closing Date.

### 1.8 Addenda

**Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website address: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)**

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City website, and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the City's original file copy shall prevail.

### 1.9 Withdrawal of Proposals

Proposals may be withdrawn by written notice of an authorized representative of the company sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

### 1.10 Freedom of Information and Protection of Privacy Act

Proponents are advised that submissions are subject to the *Freedom of Information and Protection of Privacy Act* and the contents of proposals may be disclosed if required to do so, pursuant to the Act.

1.11 No Claim

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.12 No Contract

By issue of this RFP document, the City intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze Proposals, select preferred Proponents and negotiate with or cancel this RFP process as the City considers desirable.

This is not a tender process. No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.13 Non-Solicitation

Proponents and their agents will not contact any member of the City Council or staff, other than outlined in section 1.10, with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.14 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.15 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.



1.16 Extension of Offer

The Vendor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Vendor for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered by the

Vendor to the City of Coquitlam with possibly minor changes negotiated. This is intended to be means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Vendor.

1.17 Irrevocability & Acceptance of Proposals

The City requests that proposals remain open for acceptance for a period of not less than 90 days from the closing date and time.

The City reserves the right to accept or reject any or all proposals or cancel the RFP at any time. The lowest price proposal may not necessarily be accepted. All proposals will be evaluated to determine best overall value to the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

1.18 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing Proposals and for any meetings, negotiations or discussions with the City or its representatives relating to or arising from this RFP.

## 2. GENERAL CONDITIONS

### 2.1 Notification of Award

The City will notify the successful Proponent (“Vendor”) in writing of its decision to award the contract by issue of a City Purchase Contract.

All information in this RFP Document, Specifications, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

### 2.2 Insurance Requirements

The Contractor shall submit, upon award by the City of Coquitlam, a **Certificate of Insurance** signed by the Insurance Company certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** shall be named as additional insured;
- b) The Contractor shall provide Commercial General Liability (CGL) Insurance satisfactory to the City in the amount of **TWO MILLION DOLLARS (\$2,000,000.)** inclusive per occurrence.
- c) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration.
- d) Form of insurance shall be provided as:  
[Certificate of Insurance – Consultant Form](#)

### 2.3 Business License

The Contractor shall maintain a valid Tri Cities Intermunicipal or City of Coquitlam Business License. For information, contact the City’s License Department (Tel: 604-927-3085).

2.4 WorkSafeBC Coverage

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

The Contractor is responsible for having the site secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

2.5 Substitutions

The substitution of products and/or materials will not be accepted unless it conforms to the City's specifications and is equal or better in performance, durability, availability and value. A substitution must be authorized in writing by the City before it is provided.

2.6 WHMIS

All products purchased by the City are considered to be required for use in the workplace. All products are required to be labelled as a hazardous or controlled product and a material safety data sheet (MSDS) is to accompany the shipment and is required as a condition of purchase. Shipment of goods which do not comply will be returned to the Contractor at their expense.

2.7 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Vendor, if the successful Vendor:

- Fails to make delivery of the products/services
- Fails to perform within a reasonable amount of time if no time is specified, as determined by the City
- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

## 2.8 Cancellation

The contract may be cancelled by either party for any reason without cause or penalty upon 30 days written notice.

The Contractor would be compensated for work provided at the date of notification.

## 2.9 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be within metro Vancouver area, British Columbia. Each party will bear its own costs of participating in the mediation.
- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation. The place of litigation shall be within metro Vancouver area, BC.

## 2.10 Confidentiality

The Contractor agrees that proprietary City information obtained in providing the services will be treated as confidential and not disclosed.

2.11 Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

2.12 Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.13 Payments – Invoicing

The Contractor will submit invoices for goods, services and deliverables that have been provided to the City.

Payment will be made to the Contractor for goods, services and deliverables upon receipt, acceptance and approval by the City.

- a) Invoices are to be sent in .pdf format sent to email:  
[apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- b) All invoices shall include the Purchase Order number as provided by the City.
- c) The Contractor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d) Invoices shall show taxes separately.

### 3. EVALUATION AND SELECTION

#### 3.1 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

##### Corporate Experience and Resources

- Demonstrated successful performance providing goods and services of similar size, scope and complexity to municipal or similar customers
- References

##### Technical

- Delivery lead times
- Suitability and ease of use of proposed dispensers and bulk dispensing equipment
- Cleaning products preferences are Eco-logo and odour free
- Completeness of the Proposal Submission Form, Appendices, and products proposed
- Warranties where applicable

##### Financial

- Product Pricing
- No charge dispensers for life of contract
- Sustainable benefits
- Value added benefits

##### **And, upon selection of one or more lead proponent(s):**

- Bulk Cleaning System Demonstration will be requested
- Sample hand soap, toilet paper, and paper towel dispensers and products will be requested
- References may be contacted

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

Proposals will be reviewed and evaluated by an Evaluation Committee comprised of City staff.

The Evaluation Committee will do an evaluation of the proposals to select one or more lead Proponent(s).

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

The evaluation will be confidential and no totals, scores or prices will be provided to any Proponent.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

### 3.2 Demonstration

The City may request demonstrations of equipment and/or products offered and would contact lead proponent(s) at that time.

The City may request an on-site visit to a customer of the Proponent's to observe a demonstration of the proposed equipment/product.

### 3.3 Negotiation

The City reserves the right to accept or reject any or all Proposals or, prior to award, to concurrently negotiate changes to the scope of Services, including pricing with one or more Proponents, proposing the "best value" without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes.

The City may enter into a changed or different scope of Services with the Proponent proposing "best value", without liability to Proponents that are not awarded the Contract.

### 3.4 Award to Multiple Vendors

The City currently has three (3) separate contracts for the following categories:

1. Janitorial Cleaning Products
2. Sanitary Paper Products, Hand Soap, and Dispensers
3. Bulk Cleaning Products and Dispensers

The City intends to award all of the products in each category to one vendor, but may award multiple categories to one or more suppliers in order to obtain best value. Proponents may submit for more than one category, but each category should be complete

## Appendix A - Janitorial Products Info and Pricing Worksheet

**Complete and submit with the Proposal Submission Form**

**Vendor Name:** \_\_\_\_\_

Quantities quoted must be of equal or greater quality than current products listed.

Quantities provided are based on annual historical usage and are not a commitment by the City. Actual quantities may vary based on future needs.

Line #	Item #	Description	Current Product Information and Usage					Proposed Products					
			Manufacturer	Supplier Part #	Unit of Issue	Unit of Purchase (UOP)	Package Qty	2016 Usage (UOP)	Description (if different)	Manufacturer	Supplier Part #	Package Qty (UOP)	Quoted Price per (UOP)
1	0088	WASTE BASKET - BLACK 28QT	RUBBERMAID	RM02959	EA	EA	1	11					
2	0089	WASTE BASKET - BLACK 41QT	RUBBERMAID	RM02964	EA	EA	1	10					
3	0090	WASTE BASKET - BLACK 13QT	RUBBERMAID	RM02954	EA	EA	1	26					
4	0169	BOTTLE - PLASTIC 24 OZ WHIMIS	CONTINENTAL MFG CO.	CN00924	EA	EA	1	55					
5	0184	BROOM - PUSH MEDIUM FIBRES 24"	ATLAS GRAHAM	AG07124	EA	EA	1	2					
6	0186	BROOM - PUSH STIFF FIBRES 24"	ATLAS GRAHAM	AG07224	EA	EA	1	3					
7	0187	BROOM - STREET 14"	ATLAS GRAHAM	AG07414	EA	EA	1	62					
8	0188	BROOM - WHISK	ATLAS GRAHAM	AG07507	EA	EA	1	43					
9	0189	BRUSH - BOWL	ATLAS GRAHAM	AG00823	EA	EA	1	24					
10	0190	BRUSH - DECK STIFF RED NO HANDLE 11"	ATLAS GRAHAM	AG00321	EA	EA	1	7					
11	0191	BRUSH - DUSTING COUNTER	ATLAS GRAHAM	AG00085	EA	EA	1	3					
12	0197	BRUSH - HAND SCRUB 9"	ATLAS GRAHAM	AG00150	EA	EA	1	15					
13	0198	BRUSH - TAR HEAD ONLY	ATLAS GRAHAM	AG00253	EA	EA	1	9					
14	0200	BRUSH - 5" ROUND TEMPICO BOAT BRUSH	ATLAS GRAHAM	AG00653	EA	EA	1	18					
15	0237	CAN - GARBAGE PLASTIC/RUBBER 20 GAL LID SEPARATE	RUBBERMAID	RM02621	EA	EA	1	62					
16	0367	CLEANER - GENERAL PURPOSE SPRAY 19 OZ	K-G PACKAGING INC.	KG11206	EA	EA	12	25					
17	0368	CLEANER - GLASS & WINDOW SPRAY 19 OZ	SPRAYWAY INC.	NK12630	EA	EA	12	112					
18	0375	CLEANER - MILDEW STAIN REMOVER 1L	TILEX	CL12438	EA	CASE	9	1					
19	0377	CLEANER - OVEN PUMP SPRAY 18 OZ	M-CHEM	KG10293	EA	EA	1	28					
20	0380	CLEANER - FURNITURE POLISH SPRAY 18 OZ	BUCKEYE INTERNATIONAL INC.	BK00952	EA	CASE	12	0					
21	0382	CLEANER - STAINLESS STEEL SPRAY 14 OZ	M-CHEM	KG11201	EA	EA	1	114					
22	0384	CLEANER - LIQUID DRAIN 1L	AVMOR	AV06003	EA	CASE	12	3					
23	0575	DISINFECTANT - SPRAY 19 OZ	SPRAYWAY INC.	CM00015	EA	CASE	12	6.5					
24	0576	DEODORANT - SPRAY 6.35 OZ	M-CHEM	KG11219	EA	EA	1	31					
25	0577	DEODORANT - URINAL SCREEN	IMPACT PRODUCTS INC.	MN00002	EA	CASE	50	7					
26	0582	DETERGENT - DISH LIQUID 6L	SUNLIGHT	LV00006	EA	EA	1	52					
27	0596	DUSTER - FEATHER LONG HANDLE 9"	ATLAS GRAHAM	AG00308	EA	EA	1	4					
28	0597	DUSTER - WOOLY WONDER	ATLAS GRAHAM	AG00311	EA	EA	1	12					
29	0598	DUSTPAN - LOBBY LONG HANDLED	RUBBERMAID	RM02531	EA	EA	1	22					
30	1003	LID - GARBAGE CAN PLASTIC BRUTE	RUBBERMAID	RM02619	EA	EA	1	9					
31	1071	HANDLE ONLY- BROOM TAPERED END 5'	ATLAS GRAHAM	AG02513	EA	EA	1	83					
32	1075	HANDLE ONLY- MOP PLASTIC HEAD	ATLAS GRAHAM	AG01674	EA	EA	1	12					
33	1078	HANDLE ONLY - PUSH BROOM JUMBO 5'	ATLAS GRAHAM	AG02532	EA	EA	1	7					
34	1080	HANDLE ONLY - BROOM THREADED STEEL END 5'	ATLAS GRAHAM	AG02510	EA	EA	1	37					
35	1515	MOP - DOODLE BUG C/W HANDLE & PAD	RUBBERMAID	SW02504/AG00166/TM00426	EA	EA	1	6					
36	1518	MOP - HEAD CHALLENGER LOOPED EX- LARGE	ATLAS GRAHAM	AG01604	EA	EA	1	27					
37	1519	MOP - HEAD CHALLENGER LOOPED LARGE	ATLAS GRAHAM	AG01603	EA	EA	1	10					
38	1520	MOP - HEAD CHALLENGER LOOPED MEDIUM	ATLAS GRAHAM	AG01602	EA	EA	1	39					
39	1521	MOP - HEAD WAX 20 OZ	ATLAS GRAHAM	AG04420	EA	EA	1	40					
40	1522	MOP - SPONGE W/HANDLE 10" ATLAS	NATIONAL WIRE AND METAL	PW00050	EA	EA	1	0					
41	1585	PAD - SCOURING GREEN (10/PK) 10PK/CASE	3M CANADA	TM00436	PK	CASE	10	10					
42	1586	PAD - SCRUB DODDLE BUG BLACK 4 5/8" X 10"	3M CANADA	TM00426	EA	BX	5	13					
43	1587	PAD - SCRUB DODDLE BUG BLUE 4 5/8" X 10"	3M CANADA	TM00422	EA	BX	5	13					
44	1588	PAD - SCRUB DODDLE BUG WHITE 4 5/8" X 10"	3M CANADA	TM00424	EA	BX	5	5					
45	1597	PAIL - PLASTIC GREY 3 GAL	CONTINENTAL MFG CO.	CN08115	EA	EA	1	45					



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**Appendix A - Janitorial Products Info and Pricing Worksheet**

**Complete and submit with the Proposal Submission Form**

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Quantities quoted must be of equal or greater quality than current products listed.  
 Quantities provided are based on annual historical usage and are not a commitment by the City. Actual quantities may vary based on future needs.

Line #	Item #	Description	Current Product Information and Usage					Proposed Products					
			Manufacturer	Supplier Part #	Unit of Issue	Unit of Purchase (UOP)	Package Qty	2016 Usage (UOP)	Description (if different)	Manufacturer	Supplier Part #	Package Qty (UOP)	Quoted Price per (UOP)
46	1652	DUSTPAN	RUBBERMAID	RM02005	EA	EA	1	7					
47	1720	PLUNGER - TOILET BOWL	ATLAS GRAHAM	AG01150	EA	EA	1	4					
48	1749	BLADE - SQUEEGEE REPLACEMENT 18"	ETTORE	AG36618	EA	EA	1	0					
49	1778	REMOVER - CHEWING GUM	M-CHEM	KG10294	EA	EA	1	8					
50	1779	REMOVER - GRAFFITI PAINT SPRAY 18 OZ	M-CHEM	BT11214	EA	EA	1	2					
51	2179	SPONGE - CELLULOSE GIANT CELL	MARINO	L090307	EA	EA	1	9					
52	2191	SQUEEGEE - FLOOR STRAIGHT 30"	MALLORY	MN55630	EA	EA	1	7					
53	2192	HANDLE - BRASS FOR WINDOW SQUEEGEE	ETTORE	MN60000	EA	EA	1	2					
54	2193	SQUEEGEE - WINDOW CHANNEL & RUBBER ONLY 18"	ETTORE	AG36518	EA	EA	1	6					
55	2206	STIR STICK - WOOD FOR COFFEE 1000/BX	POLYKING PRODUCTS%	PD80410	BX	BX	1,000	4					
56	2232	SWAB - BOWL NYLON	ATLAS GRAHAM	AG00909	EA	EA	1	43					
57	2285	TOWEL - CELLULOSE DISP 13 1/2"X24" 100/BX	JOHNSON & JOHNSON	PD08506	CASE	CASE	100	5					
58	2291	TRIGGER - FOR SPRAY BOTTLE BLUE/WHITE 7"	CONTINENTAL MFG CO.	CN00922	EA	EA	1	94					
59	2546	CLEANER - UNIVERSAL CLEANER & POLISH 1L 12/CASE	M-CHEM	SV52112	EA	CASE	12	38					
60	3012	FOAM GUN - BUCKEYE	BUCKEYE INTERNATIONAL INC.	BK04012	EA	EA	1	22					
61	3357	STRIPPER - FLOOR 18.9 L	BUCKEYE INTERNATIONAL INC.	BK50255	EA	EA	1	3					
62	3359	FINISH - FLOOR 5 GAL	BUCKEYE INTERNATIONAL INC.	BK51315	CASE	CASE	1	17					
63	3527	BROOM - CORN JANITOR MODEL	ATLAS GRAHAM	PC00008	EA	EA	1	24					
64	3752	SANITIZER - HAND INSTANT 4OZ 24/CASE	Go Jo Industries	GJ09651	EA	CASE	24	21					
65	3951	DUST MOP - SLIP-ON REFILL 36"	MARINO	MN05002	EA	EA	1	7					
66	4011	DE-ICER - WINDSHIELD ICE MELT SPRAY 16 OZ 12/CASE	SPRAYWAY INC.	SW00001	EA	CASE	12	10					
67	4080	CLEANER - SANITIZER DISINFECTANT QUATROMYCIDE 2 5L	DUSTBANE	DUS52891	EA	EA	4	1					
68	4086	BOTTLE - SPRAY QUATROMYCIDE 2 LABEL 1L	DUSTBANE	DUS-QUATROMBOTTLE	EA	CASE	12	1.5					
69	4143	CLEANER - ORGANIC DEGREASER 1 GAL	M-CHEM	SV11122	EA	EA	1	277					
70	4157	DETERGENT - VEHICLE WASH 5 GAL	M-CHEM	SV00171	EA	EA	1	9					
71	4297	REMOVER - GRAFFITI SPRAY 22OZ 6/CASE	MOTSENBOKER	PC41104	EA	CASE	6	2					
72	4312	BUCKET - MOP WITH DOWN PRESS WRINGER COMBO YELLOW 26-35 QT	RUBBERMAID	RM07583	EA	EA	1	9					
73	4469	CLEANER - BLEACH CHLORINE 12% 4L	Advance Chemicals Ltd.	ML00010	EA	EA	1	83					
74	4485	SANITIZER - HAND PURELL REFILL SACK 1L	GOJO INDUSTRIES INC.	GJ02156	EA	EA	1	103					
75	4486	DISPENSER - HAND SANITIZER PURELL 1L	GOJO INDUSTRIES INC.	GJ02120	EA	EA	1	10					
76	4710	SQUEEGEE - WINDOW CHANNEL & RUBBER ONLY 14"	ETTORE	AG36514	EA	EA	1	1					
77	4762	BAG - WAXED PAPER SANITARY 7"X10" 500BG/CASE	Rochester Midland Creative Chemistry	HP00260	CASE	CASE	500	17					
78	4894	BROOM - LOBBY COMPLETE	ATLAS GRAHAM	AG00792	CASE	EA	1	54					
79	4913	SOAP - BAR WRAPPED 120/CASE X90G	PROCTOR & GAMBEL INC.	PG30467	CASE	CASE	120	4					
80	5035	CLEANER - SHOWER SENSE SAFE ACID FOAMING 3.78L 4/CASE	M-CHEM	SV16234	EA	EA	1	74					
81	5036	CLEANER - TAKE OFF FOAMING SHOWER 3.78L 4/CASE	M-CHEM	SV44004	EA	EA	1	0					
82	5107	HAND DUSTER - SWIFFER 6 HANDLES/30 REFILLS PER CASE	PROCTOR & GAMBEL INC.	PG11804	BX	CASE	6	40					
83	5108	AIR DUSTER 10 OZ	K-G PACKAGING INC.	KG30811	EA	EA	1	100					
84	5116	DETERGENT - LAUNDRY HE MAX LIQUID 3.78 L	M-CHEM	SV12694	EA	EA	1	109					

City of Coquitlam RFP NO. 17-06-01 - Janitorial Supplies  
**Appendix A - Janitorial Products Info and Pricing Worksheet**

**Complete and submit with the Proposal Submission Form**

**Vendor Name:** \_\_\_\_\_

Quantities quoted must be of equal or greater quality than current products listed.  
 Quantities provided are based on annual historical usage and are not a commitment by the City. Actual quantities may vary based on future needs.

Line #	Item #	Description	Current Product Information and Usage					Proposed Products					
			Manufacturer	Supplier Part #	Unit of Issue	Unit of Purchase (UOP)	Package Qty	2016 Usage (UOP)	Description (if different)	Manufacturer	Supplier Part #	Package Qty (UOP)	Quoted Price per (UOP)
85	5350	CLOTH - MICROFIBRE GENERAL PURPOSE GREEN 16"X16" 10/BX	UNGER	UG40202	BX	BX	10	24					
86	5351	CLOTH - MICROFIBRE GENERAL PURPOSE RED 16"X16" 10/BX	UNGER	UG40200	BX	BX	10	46					
87	5352	CLOTH - MICROFIBRE GENERAL PURPOSE YELLOW 16"X16" 10/BX	UNGER	UG40201	BX	BX	10	33					
88	5353	CLOTH - MICROFIBRE GLASS SURFACE BLUE 16"X16" 10/BX	UNGER	UG40203	BX	BX	10	30					
89	5354	CLOTH - MICROFIBRE BAR WIPE WHITE 17"X20" 16/PK	UNGER	RJ10001	PK	PK	16	25					
90	5370	NEUTRALIZER - FLOOR CONDITIONER	ATLAS GRAHAM	AG01060	EA	EA	1	71					
91	5543	HAND WIPES - DISINFECTANT FULL SPECTRUM SIZE 6" X 7" 180/PK	TOTAL SOLUTIONS	PC01616	PK	PK	180	20					
92	5635	CLEANER/DEODORIZER - OXYGENIC 3.78L 4/CASE	MAXIM TECHNOLOGIES INC.	SV15300	EA	EA	1	43					
93	6045	CLEANER - DEGREASER/EOODORIZER BIO-BAC2 (4X4L)/CASE	DUSTBANE	DUS-53762	CASE	CASE	4	17					
94	6096	CLEANER - FLOOR ARMOR ACE RESTORER 3.78L	MAXIM TECHNOLOGIES INC.	SV00204	EA	EA	1	108					

**Appendix B - Paper, Soap & Dispensers Current Product Info and Usage**

Item #	Coquitlam Stock #	Product Description	Product Dispenser (Stock #)	Manufacturer's Name	Manufacturer's Part#	Vendor's Part #	Packaging	Sheets/ft per RL/PK	Total Sht/ML/L/Gal/ FT/CS per UOP	UOP	Usage/Replacements Yearly Average based on last 3 years
1	5115	SOAP - HAND FOAM REFILL 1250 ML	4932	BUCKEYE	90111120	BK90111	6X1250ML	n/a	1250ML	Each	856
2	4576	SOAP - HAND BULK I-C-E PEARL (ECO LOGO CERTIFIED NO ADDED PERFUME)	N/A	MCHEM	I-C-E PEARL 3.78 L	SV14494	4X3.78L	n/a	3.78L	Each	668
3	4588	TISSUE - TOILET 2 PLY #61990	N/A	BAYWEST	61990	BW61990	36RL/CS	865SHT/RL	31,140SHT	CS	186
4	4589	TISSUE - TOILET JUMBO 2 PLY #01125	4930	BAYWEST	1125	BW01125	12RL/CS	1,000'/RL	12,000FT	CS	785
5	4590	TISSUE - FACIAL GREEN SEAL #15000	N/A	BAYWEST	15000	BW15000	30BX/CS	160SHT/BX	4,800SHT	CS	71
6	4587	TOWEL - PAPER ROLL BROWN #31300	4931	BAYWEST	31300	BW03136	6RL/CS	800'/RL	4,800FT	CS	1085

Item #	Coquitlam Stock #	Additional Items									
7	4591	NAPKINS - DISPENSER #0650		SCOTT PAPER	8100	PD00650	12PK/CS	750/PK	9000/CS	CS	4
8	4592	PADS - NAPKIN #4		STAYFREE	NATURELL PLUS MAXIPAD W/WINGS	HP00004	1 CS	n/a	200/CS	CS	3
9	4593	TAMPONS - FEMININE TAMPONS		TAMPAX	TAMPAX TAMPONS	HP00006	1 CS	n/a	200/CS	CS	60

Item #	Coquitlam Stock #	Dispenser Information	Product used in this Dispenser - Coq. Stock #	Currently Installed Dispenser Count (includes 10% extra)	Manufacturer's Name	Manufacturer's Part#	Vendor's Part #	UOP			Usage/Replacements Yearly Average based on last 3 years
10	4932	DISPENSER - HAND SOAP FOAM	5115	336	BUCKEYE INT.	SYMMETRY SMOKE 1250ML	BK990001	Each			56
11	5296	DISPENSER - SOAP LOTION (STAINLESS STEEL)	4576	n/a	BOBRICK	B4112	BW04112	Each			9
12	4930	DISPENSER - TOILET PAPER SIDE BY SIDE	4589	322	BAYWEST	88900	BW88900	Each			35
13	4931	DISPENSER - TOWEL HANDS FREE	4587	340	BAYWEST	86800	BW86800	Each			60

### Appendix C - Paper, Soap & Dispensers Products Info and Pricing Worksheet

Complete and Submit with Proposal Submission Form

Vendor: \_\_\_\_\_

													Packaging							
1 & 2	Hand Wash Soap	Description	Vendor's Part #	Manufacturer's Name	Manufacturer's Part #	Colour	Scented Yes/No	Size x Qty	ml/cs			Dispenser Model	Unit of Purchase (eg. Case)	Price per Unit of Purchase	Price/ml	Comments				
1																				
alternate product																				
2																				
alternate product																				
3 & 4	Toilet Tissue	Description	Vendor's Part #	Manufacturer's Name	Manufacturer's Part #	Colour/Grade	Recycled Content	Sheet Size (W" X L")	Sheets/Roll	Rolls/Case	Sheets (Feet)/Case	Dispenser Model	Unit of Purchase (eg. Case)	Price per Unit of Purchase	Price/Sheet (Foot)	Comments				
3																				
alternate product																				
4																				
alternate product																				
5	Facial Tissue	Description	Vendor's Part #	Manufacturer's Name	Manufacturer's Part #	Colour		Sheet Size	Sheet/Pk	Pks/Cs	Sheets/Cs		Unit of Purchase (eg. Case)	Price per Unit of Purchase	Price/Sheet	Comments				
5																				
alternate product																				
6	Roll Towel	Description	Vendor's Part #	Manufacturer's Name	Manufacturer's Part #	Colour/Grade	Recycled Content	Roll Width (Sheet Size)	Feet/Roll	Rolls/Case	Feet/Case	Dispenser Model	Unit of Purchase (eg. Case)	Price per Unit of Purchase	Price/Ft	Comments				
6																				
alternate product																				

													Packaging							
7-9	Additional Items	Description	Vendor's Part #	Manufacturer's Name	Manufacturer's Part #	Colour			ea/pkg	pks/box	Bx/case		Unit of Purchase	Price per Unit of Purchase	Price/ea	Comments				
7	Dispenser Napkins																			
alternate product																				
8	Feminine Hygiene Pads																			
alternate product																				
9	Feminine Hygiene Tampons																			
alternate product																				

### Appendix C - Paper, Soap & Dispensers Products Info and Pricing Worksheet

Complete and Submit with Proposal Submission Form

Vendor: \_\_\_\_\_

10-13		Description and "Features" Information	Vendor's Part #	Manufacturer's Name	Manufacturer's Part #	Colour	Locking Device (Yes/no)	Packaging				Designed for which Product	Unit of Purchase (eg. Each)	Price per Unit of Purchase	Manual or Automatic	Comments
Dispensers								Dispenser Size (W" X H" X D")	Dispenser Wt. Each							
10	Soap Dispenser															
	alternate product															
	alternate product															
11	Soap Dispenser Stainless Steel															
	alternate product															
	alternate product															
12	Toilet Tissue Dispenser															
	alternate product															
	alternate product															
13	Roll Towel Dispenser															
	alternate product															
	alternate product															

## Appendix D - Bulk Cleaning Products & Dispensers Info and Price Worksheet

**Complete and submit with the Proposal Submission Form**

Vendor name: \_\_\_\_\_

Quantities provided are based on annual historical usage and are not a commitment by the City. Actual Quantities may vary based on future needs.

Current Product Information and Usage								Proposed Products				
Item #	Description	Manufacturer	Supplier Part #	Issue Unit	Package Qty	Unit of Purchase (UOP)	2016 Uasge (UOP)	Description	Manufacturer	Supplier Part #	Package Qty (UOP)	Quoted Price per UOP
N/A	<b>**BULK CLEANING PRODUCT DISPENSER</b>	DUSTBANE	n/a		n/a	n/a	50					
4476	CLEANER - NEUTRAL EXCELSIOR 7 4 x 4L	DUSTBANE	DUS-50211	CS	1	CS	46					
4475	CLEANER - HEAVEY DUTY DEGREASER EMERALD 4 X 4L	DUSTBANE	DUS-50206	CS	1	CS	32					
4075	CLEANER - GLASS AZURE 4 X 4L	DUSTBANE	DUS-50201	CS	1	CS	11					
4074	CLEANER - DISINFECTANT QUAT PLUS 4 X 4L	DUSTBANE	DUS-50232	CS	1	CS	187					
4082	BOTTLE - SPRAY QUAT PLUS LABEL 1L C/W TRIGGER SPRAYER	DUSTBANE	DUS-QUATPLUSBOTTLE/CON-KA902RW	EA	12	CS	6					
4481	BOTTLE - SPRAY EXCELSIOR LABEL 1L C/W TRIGGER SPRAYER	DUSTBANE	DUS-EXCELSIORBOTTLE/CON-KA902R	EA	12	CS	1					
4084	BOTTLE - SPRAY AZURE GLASS LABEL 1L C/W TRIGGER SPRAYER	DUSTBANE	DUS-AZUEBOTTLE/CON-KA902RW-9	EA	12	CS	4					
4083	BOTTLE - EMERALD LABEL 1L C/W TRIGGER SPRAYER	DUSTBANE	DUS/LABELS/CON-KA902RW-9	EA	12	CS	1					

**\*\* - wall mounted sealed lockable dilution control system is preferred**



**City of Coquitlam  
REQUEST FOR PROPOSALS  
RFP No. 17-06-01**

**JANITORIAL SUPPLIES**

**Proposals will be received on or before 2:00 pm local time on**

**Tuesday, August 22, 2017**  
(Closing date and time)

Instructions for Proposal Submission

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at:  
[qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and Send**  
(Ensure your web browser remains open until you receive two emails from Qfile to confirm upload is complete.)

Proponents are to allow ample time to complete the Proposal Submission process.

If assistance is required, phone 604-927-3060.

**PROPOSAL SUBMISSION FORM**

**Complete and return this Proposal Submission Form complete with:**

1. Appendix A – Janitorial Products Info and Pricing Worksheet
2. Appendix C – Paper, Soap & Dispensers Products Info and Pricing Worksheet
3. Appendix D – Bulk Cleaning Products & Dispensers Info and Pricing Worksheet

**Submitted by:** \_\_\_\_\_  
(Company name)

## 1. PRICE

All prices quoted must be firm including delivery, freight prepaid FOB: to various locations within the City of Coquiltam as specified at the time of order.

**Refer to:**

- **Appendix A – Janitorial Products Info and Pricing Worksheet**
- **Appendix B – Paper, Soap, & Dispensers Current Product Info and Usage**
- **Appendix C – Paper, Soap, & Dispensers Product Info and Pricing Worksheet**
- **Appendix D – Bulk Cleaning Products & Dispensers Info and Pricing Worksheet**

Proponents are to complete and submit with their proposal:

- **Proposal Submission Form**
- **Appendix A – Janitorial Products Info and Pricing Worksheet**
- **Appendix C – Paper, Soap, & Dispensers Products Info and Pricing Worksheet**
- **Appendix D – Bulk Cleaning Products & Dispensers Info and Pricing Worksheet**

## 2. LEAD TIME FOR DELIVERY

Proponents are to confirm delivery lead times upon placement of an order.

<b>Product Type</b>	<b>Lead Time (from date of order)</b>
Janitorial Products	
Paper Products, Hand Soap & Dispensers	
Bulk Cleaning Products & Dispensers	



### 3. DEMONSTRATION OF BULK DISPENSING SYSTEM

The City may request a demonstration of the bulk dispensing system being proposed either in the form of a demo or visit to an existing local customer.

<b>Bulk Dispensing System Locations:</b>	<b>Name of Company</b>	<b>Address</b>	<b>Contact Name and email</b>
1)			
2)			

### 4. WARRANTY AND DAMAGED DISPENSERS

Provide a summary of how your firm intends to handle damaged/vandalized dispensers and any warranty for defective dispensers. (Attach Manufacturer warranty information if applicable.)

Confirm that defective equipment would be replaced with new equipment (not refurbished) at no cost to City.

### 5. ADDITIONAL DISPENSERS

The City's preference is for all dispensers (soap, paper towel, toilet paper and bulk dispensing systems) to be provided at no cost to the City (**not including stainless steel dispensers**). Confirm or provide details on how your firm would handle the City's requirements for additional dispensers due to new buildings, renovations, etc.

## 6. SERVICE CALLS TO COQUITLAM FACILITIES

Describe how service calls to Coquitlam Facilities for repairs, replacements, or servicing will be handled. Confirm that this service will be at **no cost** to the City.

## 7. SUSTAINABLE BENEFITS

**Distributor/Manufacturer** – Provide information on corporate initiatives, programs and product choices that could be considered environmental, financial/economic, social/ethically sustainable value and would be of benefit to the City.

## 8. VALUE ADDED BENEFITS

Provide information on Value Added benefits available to the City.  
(i.e. Bulk Cleaning Dispenser training at City facilities, custom logos on dispensers, etc.)

## 9. PRODUCT RETURNS

Upon completion of the contract, the City prefers the following:

- all un-installed dispensers be returned to the supplier at no cost to the City,
- any unopened and unused products be returned for credit,
- all used dispensers will be collected by the supplier from one City location for recycling/disposal within one week of request for pickup from the City

Provide details on these processes.

**10. EXPERIENCE AND REFERENCES**

Vendors shall be competent and capable of delivery, supply installation and commissioning of the new equipment and performing the services requested. Contracts indicated below should be of a similar size and scope with other public entities.

Proponents agree that by providing information below, the City has permission to contact references provided. Information obtained from references will not be discussed with any proponents.

<b>Supply Contract Description</b>	
<b>Effective Start Date</b>	
<b>Approximate Value</b>	
<b>Customer/Municipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

<b>Supply Contract Description</b>	
<b>Effective Date</b>	
<b>Approximate Value</b>	
<b>CustomerMunicipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

<b>Supply Contract Description</b>	
<b>Effective Date</b>	
<b>Approximate Value</b>	
<b>Customer/Municipality Name</b>	
<b>Reference Contact</b>	
<b>Telephone / Email</b>	

**11. KEY CONTACTS**

Vendors shall provide contact information for key account representatives that would be assigned to the City.

	<b>Name, Title and Position</b>	<b>Role and Responsibility</b>	<b>Email address and Phone Number</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

**12. COMPLIANCE**

Proponents shall describe any deviations to the RFP they would be unwilling to comply with and propose conditions to be added.

--

**13. ACCEPTANCE**

The City requests that proposals remain open for acceptance for a period of not less than 90 days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of \_\_\_\_\_ days.

**14. CONFLICT OF INTEREST**

Proponents must disclose information regarding relationships that may be perceived to be a conflict of interest in doing business with the City.

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**15. ADDENDA**

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

**16. AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
	<b>Signature:</b>
<b>Date:</b>	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.