



**REQUEST FOR PROPOSAL
CUSTODIAL CONTRACT 2026**

Issued: January 9, 2026

Proposal Submission Deadline: February 4, 2026 at 1:00 P.M. (Alberta Time)

NOTE: RESPONSES WILL NOT BE OPENED PUBLICLY



Key Dates

RFP posted on APC (Alberta Purchasing Connection) and Athabasca County Website	January 9, 2026
Mandatory Pre-Proposal Meeting	January 21, 2026 at 1:00 p.m. (Alberta Time)
Deadline for Proponent's questions	January 22, 2026 at 4:00 p.m. (Alberta Time)
If Required, Final Addendum posting	January 27, 2026 at 4:00:00 p.m. (Alberta Time)
Submission Closing Date & Time	February 4, 2026 1:00:00 p.m. (Alberta Time)
If Required, Proponent's Proposal clarifications	February 5 to 18, 2026
Successful Pre-Qualified Proponent(s) notification	February 19, 2026
Successful Pre-Qualified Proponent(s) 3-year Term	April 1, 2026 to March 31, 2029

***All dates and times are subject to change.**



1. INSTRUCTIONS TO PROPONENTS

1.1 Introduction

The objective of this Request for Proposal (RFP) is to solicit Proposals from qualified consultants for the provision of Custodial Services that are required by Athabasca County (the “County”).

1.2 Preparation of Proposals

All Proposals received will be subject to all terms and conditions contained in this RFP. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specifications and other documents enclosed herewith (herein collectively referred to as the “RFP”). The Proponent shall make all inquiries and investigations necessary for the preparation and submission of proposals and shall be deemed to have made same prior to submitting the proposals.

The County will not be responsible for any costs incurred by a proponent in preparing and submitting a proposal.

No Guarantee of Volume of Work or Exclusivity of Contract!

While the County may award a Contract, it is under no obligation to do so and may, in its sole and absolute discretion, choose not to proceed with a Contract. Any Agreement entered into will not be an exclusive Contract. The County may contract with others for the same or similar Deliverables to those described in this RFP or may obtain the same or similar Deliverables internally.

1.4 Offer and Acceptance Period

A response to the RFP shall be deemed to be an offer to contract with the County based upon the terms, conditions and specifications contained in this RFP. Proposals shall constitute offers which are irrevocable for a period of sixty (60) days after the RFP’s Closing Date and Time. If in the County’s sole opinion, a Proponent’s Proposal does not meet these requirements, the County may reject the Proposal.

1.5 Definitions

Terms used in this RFP have the meaning set out below unless otherwise indicated.

“Agreement” means a written document between the County and the Proponent(s) to perform the tasks, duties and responsibilities, as described in this RFP.

“Alberta Time” means Mountain Standard Time or Mountain Daylight Saving Time as provided for in the Daylight Saving Time Act of Alberta.

“APC” means Alberta Purchasing Connection and is the Government of Alberta’s official web site where this competitive process is posted. Please see the following website for additional information: <http://www.purchasingconnection.ca>.

“Contract Administrator” means the County’s representative responsible for the day-to-day administration of the contract. The Contract Administrator is the Proponent's primary County contact for all matters relating to the contract and service delivery.



“Must” means a requirement that is to be met in a substantially unaltered form for a Proponent’s Proposal to be considered.

“Primary Contact” means the individual a Proponent (that has submitted a Proposal), designates to represent the Proponent during the competitive process associated with this RFP. There can be only one (1) Primary Contact.

“Proponent” means the firm or individual who has obtained a copy of this RFP or has registered as an Interested Proponent on APC for this competitive process.

“Proposal” means the Proponent’s response to this RFP.

“Services” means everything done or performed by or through the Proponent that is within the scope of the RFP, including preparation and submission of any deliverables required by the Agreement.

1.6 Pre-Proposal Meeting

There will be a **mandatory** site visit and briefing at **1:00 p.m. Alberta Time, January 21, 2026** at the County Administration Building (3602-48 avenue Athabasca, AB). Proponents must make themselves available for this site(s) visit.

1.7 Inquiries

Email inquiries will be accepted up to and including **4:00:00 p.m. Alberta Time, January 22, 2026**. No telephone inquiries will be accepted.

At the County’s sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

All inquiries shall be sent to the County personnel listed below. Do not contact any other County employees or Proponents regarding any aspect of this RFP process, procedural or technical.

For the purposes of this procurement process, the “County Contact” is:

Jamie Percy, Operations Manager

Email: opsmanager@athabascacounty.com

When submitting an inquiry, identify “RFP – Custodial Contract 2026” in the subject line of the email. Additionally identify your organization name and address.

All inquiries received will be reviewed by the County. Inquiries that may contain proprietary or confidential information, in the County’s sole opinion, may be answered exclusively to the submitting Proponent directly via e-mail (not posted on APC or County website) provided the response does not 1) require a modification to this RFP document, or 2) potentially provide the Proponent with an undue advantage in the competitive process. If the County believes that either of these situations may reasonably arise, it reserves the right to request the Proponent to reword and resubmit the inquiry or not provide a response.

All other inquiries will be compiled and answered in the form of written Addenda issued by the County and posted on APC and the Athabasca County website. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by the County will be provided verbatim to Proponents.

Prior to the Closing Date and Time, if the County requires clarification pertaining to an inquiry



submitted by a Proponent, the County will direct the request for clarification to the Proponent's representative that submitted the inquiry.

After the Closing Date and Time, the County will direct all correspondence regarding this competitive process to the Proponent's Primary Contact as identified in its Proposal. It is the Proponent's responsibility to notify the County personnel listed above—in writing and in advance—of any change in the Proponent's Primary Contact information; this is especially critical for an e-mail address change.

The County assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFP.

1.8 Addenda

Any changes to this RFP as well as the response(s) to all inquiries received (subject to section 1.7) will be issued in the form of written Addenda. The final written Addenda will be issued no later than **4:00:00 p.m. Alberta Time, January 27, 2026.**

The final written Addendum to non-proprietary or non-confidential inquiries will be posted on APC and the Athabasca County website no later than the above noted date and time. The final written Addenda to proprietary or confidential inquiries will be e-mailed directly to the Proponent's representative that submitted the inquiry no later than the above noted date and time.

The date and time for issuing the final written Addendum may be amended at the sole discretion of the County.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check APC or the Athabasca County website for any updates or Addenda pertaining to this competitive process, and to maintain current and accurate user profile information on APC. The County will not be liable to any Proponent for any damages, direct or indirect, or lost profits arising out of the Proponent's use of APC or the Athabasca County website. By registering as an Interested Proponent on APC for this competitive process, the Proponent agrees to be bound by the terms and conditions set out in the APC website.

The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix E with the Proposal. The County shall have the sole authority to resolve any discrepancies, omissions, or conflicts in this RFP.

1.9 Closing Date and Time

The Closing Date and Time for this RFP is **February 4, 2026, at 1:00:00 p.m. Alberta Time.**

The Closing Date and Time may be amended at the sole discretion of the County.

For RFP closing purposes, the official time of receipt of Proposals shall be as determined by the time recorder clock—located at the County's Administration Building Front Reception—used to date and time stamp Proposals upon submission to the County.

Failure to clearly identify Proposals as outlined in Section 1.10 – Submission of Proposals, Proposals being delivered to the County's Administration Building Front Reception just prior to the Closing Time, and/or Proposals not being delivered directly to Front Reception may result in



delays in date and time stamping of Proposals. Proposals that are date and time stamped after the Closing Date and Time will not be evaluated and will be returned unopened.

1.10 Submission of Proposals

The Proponent shall submit three (3) printed copies and one digital copy in .PDF format on USB of their complete Proposal in a **sealed package clearly marked and identified as follows:**

RFP:	RFP for Custodial Contract 2026
CLOSING DATE:	February 4, 2026
CLOSING TIME:	1:00:00 p.m. Alberta Time
ADDRESSED TO:	Jamie Percy 3602-48 avenue Athabasca, AB T9S 1M8
FROM:	(Proponent's Name)

The above information must appear on the outside of all packages or boxes containing the Proponent's Proposal. If multiple packages or boxes are being submitted, clearly indicate the number, e.g., 1 of 3, 2 of 3, etc.

- 1.10.1 Faxed or electronically submitted Proposals will not be accepted;
- 1.10.2 Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company;
- 1.10.3 Proposals received after the Closing Date and Time will not be evaluated and will be returned unopened;
- 1.10.4 Delivery service disruptions will not be acceptable conditions for late Proposal submissions;
- 1.10.5 At any time prior to the RFP Closing Date and Time, a Proponent may withdraw its Proposal. No Proposal shall be altered, amended or withdrawn after the Closing Date and Time unless the Proponent is requested to do so by the County;
- 1.10.6 There will be no public opening of Proposals;
- 1.10.7 Persons or firms submitting Proposals shall be actively engaged in the line of work required by the RFP and shall be able to refer to work of a similar character performed by them;
and,
- 1.10.8 The County will retain for its records all copies of Proponents' Proposals and related documents.

1.11 Exceptions

For the Proponent to be considered for possible exemption from the application of any of the terms and conditions or specifications contained in the RFP, the County requests the Proponent's Proposal specifically address the term, condition, or specification in question by referring to the



corresponding RFP page number and paragraph containing the term, condition or specification and, if applicable, providing proposed revised wording.

The acceptability of any proposed exemption will be determined by the evaluation team. The extent of any proposed exemption(s) may be a factor in whether the County will accept or reject a Proponent's Proposal.

1.12 Reservation

Notwithstanding anything to the contrary herein, the County reserves the right in its sole discretion to:

- 1.12.1 Accept or reject any or all Proposals.
- 1.12.2 Add, delete and/or negotiate with a Proponent an Agreement containing different and/or additional items or terms without reference to other Proponents or Proposals.
- 1.12.3 Disqualify a Proponent in the event that, in the sole discretion of the County, its Proposal does not contain sufficient information to permit a thorough analysis.
- 1.12.4 Verify the validity of the information supplied and to reject any Proposal where the contents appear to be incorrect or inaccurate in the County's estimation.
- 1.12.5 Award the contract to more than one Proponent without invalidating the Proposals.
- 1.12.6 Accept Proposals in whole or in part.
- 1.12.7 Accept a non-compliant Proposal.
- 1.12.8 Waive compliance with any requirement of this RFP for any one or more Proponents at any time without notice.
- 1.12.9 Accept or reject any Proposal where the County believes the County staffing levels required to implement and maintain a Proponent's proposed solution are unacceptable.
- 1.12.10 In the event that:
 - Financial circumstances of the County change;
 - Political, economic or technical conditions change;
 - Any other unforeseen event or circumstance occurs which is beyond the control of the County; or,

the County reserves the right, in its sole discretion, to cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents.

- 1.12.11 The County may contract with others for the same or similar Deliverables to those described in this RFP or may obtain the same or similar Deliverables internally.

1.13 Protection of Privacy Act and Access to Information Act

Protection of Privacy Act (POPA) and Access to Information Act (ATIA) are defined collectively here as "*Privacy Legislation*".

All documents submitted to the County will be subject to the protection and disclosure provisions of the *Privacy Legislation*. *Privacy Legislation* allows persons a right of access to



records in the County's custody or control. *Privacy Legislation* also prohibits the County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 19 and 20 of the ATIA. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Proponents that any portion of the Proposals can be kept confidential under the *Privacy Legislation*.

All information in the possession or control of the County, including any information provided, obtained or under the custody or control of the County as a result of this competitive process, is subject to the *Privacy Legislation*. Should the County receive a request for any records that are under the control of the County and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the County.

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the *Privacy Legislation*.

1.14 Conflict of Interest

Proponents must fully disclose, in writing to the County on or before the Closing Date and Time of this RFP, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The County shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

1.15 Governing Law

This RFP shall be governed by the laws of the Province of Alberta, and the forum for all disputes shall be the Courts of the Province of Alberta.

2 PROJECT DESCRIPTION AND SCOPE OF WORK

The County invites the submission of Proposals from interested consultants for the provision of custodial services as follows:

I) Administration Building 3602-48 avenue, Athabasca, AB- Scope of work includes the cleanliness of the Administration Building (~20,500 sq ft) as follows:

Daily

- Complete pre-job safety paperwork.
- Mop all hard floor surfaces.
- Vacuum all rugs and carpets.
- Clean carpet protecters and underneath the carpet protecters.
- Wipe off all counters, tables, desk/hutch surfaces (as available), window ledges, light switches and shelves.
- Clean washrooms, sinks, toilets, urinals, stall walls/doors.



- Refill soap dispensers and sanitizer dispensers; change batteries as required.
- Refill all toilet paper and paper towel dispensers and sanitary napkin dispensers.
- Replace urinal pucks as required.
- Clean kitchens (3):
 1. Wipe all surfaces.
 2. Clean coffee maker tray in main lunchroom.
 3. Clean coffee maker burners in Council lunchroom.
 4. Clean microwave ovens (3) inside.
 5. Load and start, then empty dishwashers after they are run.
- Clean water fountain.
- Empty Garbage (All) (leave desk recycling bins alone).
- Spot clean walls, doors, trim, etc.
- Clean glass on main doors and lobby windows.
- Ensure the vault door is locked, and in the event that it is open contact the County.
- Ensure the front gate is locked.
- Report any maintenance problems or unsafe conditions to the County.

Weekly

- Clean windows as required.
- Wipe leather/vinyl Meeting room and Council chamber chairs.
- Take all cardboard from main copy room, kitchen, and warehouse to the outside yellow bin.
- Clean door windows.
- Clean base boards.
- Clean ash trays.
- Tidy janitorial area and inventory supplies.

Semi-annually As scheduled by the County

- Clean outside surface of all windows in early spring and late fall.
- Empty the fridge/freezer, clean the interior, and put the food back.

Annually As scheduled by the County

- Dust, wash floors and vacuum in the vault, dead vault, computer server room and warehouse.
- Carpet shampooing.
- Strip and wax all tile flooring.

II) FCSS Building – 3598-48 Avenue, Athabasca, AB - Scope of work includes the cleanliness of the FCSS Office (~6,000 sq ft) as follows:

Daily

- Complete pre job safety paperwork
- Mop all hard floor surfaces as required.
- Clean Family Center mats, fold them up and place on the couches. Wash the floor underneath. Move couch sections and rolling shelves and clean underneath.
- Clean carpet protecters and underneath carpet protecters.
- Vacuum all rugs and carpet



- Wipe off all counters, tables, desk/hutch surfaces (as available), window ledges, and light switches.
- Clean washrooms: sinks, toilets, stall walls/doors, diaper change table.
- Refill all toilet paper and paper towel dispensers.
- Refill soap dispensers and hand sanitizer dispenser; change batteries as required.
- Clean kitchens (2):
 1. Wipe all surfaces.
 2. Clean coffee maker.
 3. Clean microwave ovens inside.
 4. Empty dishwashers after they are run.
- Spot clean walls, doors, trim, etc.
- Clean glass on main doors and lobby doors/windows.
- Empty Garbage (All).
- Report any maintenance problems or unsafe conditions to the County.

Weekly

- Clean windows as required.
- Clean door windows.
- Clean base boards.
- Wipe leather/vinyl meeting room chairs.
- Take all cardboard from photocopy room to the outside yellow bin.
- Tidy janitorial area and inventory supplies.

Semi-annually As Scheduled by the County

- Clean outside surface of all windows in early spring and late fall.
- Empty the fridge/freezer, clean the interior, and put the food.
- Deep cleaning of tile flooring and vinyl flooring.
- Carpet shampooing.

Annually As Scheduled by the County

- Dust, wash floors and vacuum in the server room, mechanical room, and storage rooms.

III) PW YARD – 4901 Wood Heights Road, Athabasca, AB - The scope of work includes the cleanliness of the County Public Works Office (~3,000 sqft) and two washrooms in the West Wing Shop building.

Daily

- Complete pre job safety paperwork.
- Mop all hard floor surfaces.
- Vacuum all rugs.
- Wipe off all counters, tables, desk/hutch surfaces (as available), window ledges, light switches and shelves.
- Clean washrooms, sinks, toilets, urinals, stall walls/doors.
- Refill soap dispensers and sanitizer dispensers; change batteries as required.
- Refill all toilet paper and paper towel dispensers.



- Replace urinal pucks as required.
- Clean kitchens (3):
 1. Wipe all surfaces.
 2. Clean coffee maker tray.
 3. Clean microwave oven inside.
- Spot clean walls, doors, trim, etc.
- Clean glass on main doors and lobby windows.
- Empty Garbage (All).
- Report any facility maintenance issues to the County.

Weekly

- Clean windows as required.
- Tidy Janitorial area and inventory supplies.
- Clean ash trays.

Semi-annually As Scheduled by the County

- Clean outside surface of all windows in early spring and late fall.
- Empty the fridge, clean the interior, and put the food back on the same shelf it came from. This includes the freezer.
- Stripping and waxing of floor surfaces.

IV) POTENTIAL INFRASTRUCTURE BUILDINGS

The County is currently in the process of procuring two buildings at 664036 RR 195.5, which is approximately 26km east of the Town of Athabasca. If the sale proceeds, then the County will require cleaning of these buildings. There will be no site tour; however, the general requirements will be as follows:

Infrastructure Building 1 – Office area ~7600 sqft

Areas requiring cleaning include all areas outside of the shop area as follows: 15 offices, lobby, reception, clerical space, open work area, lunch rooms X2, meeting rooms, storage room, washrooms X6, hallways, stairs, common areas.

Daily

- Complete pre-job safety paperwork.
- Mop all hard floor surfaces.
- Vacuum all rugs and carpets.
- Clean carpet protectors and underneath the carpet protectors.
- Wipe off all counters, tables, desk/hutch surfaces (as available), window ledges, light switches and shelves.
- Clean washrooms, sinks, toilets, urinals, stall walls/doors.
- Refill soap dispensers and sanitizer dispensers; change batteries as required.
- Refill all toilet paper and paper towel dispensers and sanitary napkin dispensers.
- Replace urinal pucks as required.
- Clean kitchens (2):
 1. Wipe all surfaces.



2. Clean coffee makers (2).
 3. Clean microwaves (2).
 4. Clean Toaster oven inside.
 5. Load and start, then empty dishwasher after they are run.
- Empty Garbage (All).
 - Spot clean walls, doors, trim, etc.
 - Report any maintenance problems or unsafe conditions to the County.

Weekly

- Clean windows as required.
- Wipe leather/vinyl Meeting room chairs.
- Clean door windows.
- Clean base boards.
- Clean ash trays.
- Tidy janitorial area and inventory supplies.

Semi-annually As scheduled by the County

- Clean outside surface of all windows in early spring and late fall.
- Empty the fridge/freezer, clean the interior, and put the food back.

Annually As scheduled by the County

- Dust, wash floors and vacuum in the maintenance room and parts room.
- Carpet shampooing.
- Strip and wax all tile flooring.

Infrastructure Building 2 – Office area (not shop area) ~1200sqft

Areas requiring cleaning include: 4 offices and a lobby outside of the shop area and two washrooms inside the shop area.

Daily

- Complete pre-job safety paperwork.
- Mop all hard floor surfaces.
- Vacuum all rugs and carpets.
- Clean carpet protecters and underneath the carpet protecters.
- Wipe off all counters, tables, desk/hutch surfaces (as available), window ledges, light switches and shelves.
- Clean washrooms, sinks, toilets, urinals, stall walls/doors.
- Refill soap dispensers and sanitizer dispensers.
- Refill all toilet paper and paper towel dispensers and sanitary napkin dispensers.
- Replace urinal pucks as required.
- Empty Garbage (All).
- Spot clean walls, doors, trim, etc.
- Clean coffee maker and microwave.
- Report any maintenance problems or unsafe conditions to the County.



Weekly

- Clean windows as required.
- Clean base boards.
- Clean ash trays.

Semi-annually As scheduled by the County

- Clean outside surface of all windows in early spring and late fall.

Annually As scheduled by the County

- Carpet shampooing.
- Strip and wax tile flooring.

V) GENERAL CONDITIONS OF WORK FOR ALL BUILDINGS

- Security: Immediately upon entering the building lock the doors and ensure that the entire perimeter of the building is secure. This procedure must be repeated upon leaving the building. Upon leaving the premises, all lights except the main entry area must be turned off and the security alarm system must be activated if no other personnel are in the building.
- Hours: The contractor will carry out the duties required when the County Office is closed to the general public. Normal hours of cleaning will be between 5:00 p.m. and 12:00 p.m., Monday through Friday, and anytime Saturday or Sunday, although other times may be negotiated. There may be occasional events in the FCSS or Administration building that will alter the hours it is available; however, at least 72 hours notice will be provided.
- Supplies and Equipment: the County will provide cleaning supplies and equipment which the County deems necessary to carry out the duties related to the daily and weekly Custodial Contract. **The Contractor will provide the equipment and supplies required for: external window cleaning, carpet shampooing, floor deep cleans, and floor stripping and waxing.** The contractor will be held accountable for proper use of all equipment and supplies.

3 PROPOSAL EVALUATION PROCESS

3.1 Screening

Upon receipt of the Proposals, an evaluation team will screen each Proposal to ensure the Proponent’s compliance with the requirements of this RFP. After the Proposal has passed the initial screening, the evaluation team will then undertake a detailed analysis of the Proponent’s Proposal.

3.2 Evaluation Process

The main areas of consideration and the weighting in the evaluation process are as follows:

Criteria	Weight (out of 100)
Corporate Profile, Qualifications, Experience	10%
Key Staff Qualification, Experience	20%



Pricing	40%
Client References x3	25%
Health and Safety Framework	5%

***Non-Compliant Proposals will be eliminated without further evaluation**

At any time during the evaluation process, the County may request written clarification concerning any aspect of a Proponent’s Proposal. If the County is not satisfied as to the reliability of any proposed solution, the Proposal may be rejected, at the sole discretion of the County.

3.3 Safety Prequalification Requirement

Proponents shall fill out Appendix B’s Health and Safety Contractor Pre-Qualification form.

3.4 Availability

Proponents must be available to begin services April 1, 2026.

3.5 Award Strategy

The successful Proponent(s) will be notified as soon as possible after acceptance of its Proposal. Selection of a successful Proponent(s) does not obligate the County to negotiate or execute an Agreement.

3.6 Proponent Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the RFP process. All requests must be via email to the County Contact and must be made within thirty (30) days of notification of the outcome of the selection process.

3.7 The Workers’ Compensation Act

As a part of the screening and evaluation process, the proponent is to provide a clearance letter to ensure compliance with the requirements of the Workers’ Compensation Act. The County will not enter into an Agreement with a Proponent who is not compliant with the Worker’s Compensation Act.

3.8 Outstanding Issues Negotiation

After the Proposal Evaluation, but prior to notifying Proponents of the successful Proponent(s), the County may, starting with the highest-ranking Proponent, enter into sequential negotiations in an attempt to resolve outstanding issues. If necessary, the County may enter into sequential negotiations with other Proponent(s) in order of ranking. If the County is unable to successfully conclude negotiations, the County reserves the right, in its sole discretion, to:

- Cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents; or,
- Reissue to compliant Proponents updated competitive process documents, in whole or in part, and request compliant Proponents to resubmit Proposals, in whole or in part.



4 PROPONENT RESPONSE INSTRUCTIONS

4.1 Introduction

This Section outlines the information the County requests the Proponent to provide in its Proposal. Failure to provide all the information may result in disqualification from the competitive process.

4.2 Proposal Organization

The County requests the Proponent's Proposal be organized as outlined below. This will facilitate the County's evaluation.

Proponents shall build their respective Proposals in the following format:

4.2.1 Corporate Profile, Qualifications and Experience

- Corporate information, experience, profile, history and suitability for providing the services related to this RFP;
- Project management and quality assurance processes;
- Clearly identified management and reporting structure including structure or process for escalation concerns;
- Proponents to confirm availability to begin services April 1, 2026.

4.2.2 Key Staff Qualification, and Experience / Resources

- Identify key staff's qualifications and experience (i.e. resumes). This includes people performing custodial duties and people managing those performing the custodial duties.
- Note: only those persons approved by the County may perform the custodial duties; therefore, changes to key staff must be made known to the County for approval.

4.2.3 Fixed Pricing and Estimated hours

Pricing must be provided as follows excluding GST in Canadian dollars:

	Administration Building	FCSS Building	Public Works Yard (2 buildings)	Estimate for 2 Potential Infrastructure Buildings
Monthly Lump Sum (includes daily and weekly tasks) (\$)				
Semi-Annual Tasks (\$)				
Annual Tasks (\$)				
Total Annual cost (\$)				

The pricing above includes all time, materials (as noted for semi-annual and annual tasks), mileage,



etc. The County will only provide supplies for the daily and weekly cleaning.

As the purchase has not been completed for the two Infrastructure Buildings the County is asking for an estimate of that cost. The two Infrastructure Buildings will likely not be in an initial Agreement but can be an addendum at a later time if the purchase is completed.

Estimated hours must be provided as below:

	Administration Building	FCSS Building	Public Works Yard (2 buildings)	Estimate of Potential Infrastructure (2 Buildings)
Estimated monthly hours (includes daily and weekly tasks)				
Estimated semi-annual task hours				
Estimated annual task hours				

4.2.4 Client References

The Proponent shall include a list of three (3) references. Each of the references shall include the client name, contact person complete with title, phone number including area code, date services were provided, and an overview of the projects/services provided. Response for pre-qualification and provision of references constitutes authorization for the County to contact references. The County therefore reserves the right to contact references without further permission from the consultant.

4.2.5 Health, Safety and Environment Framework

Describe the proponents Health, Safety and Environment framework

APPENDIX A – CERTIFICATION

APPENDIX B – SAFETY AND WCB (this includes the documents listed below)

- A copy of the WCB clearance letter
- A copy of a completed Health and Safety Contractor Pre-Qualification

APPENDIX C – INSURANCE REQUIREMENTS

APPENDIX D- PRICING

APPENDIX E– ADDENDA ACKNOWLEDGMENT



APPENDIX A – CERTIFICATION

Proponents are requested to sign and return this form with their Proposal

Failure to complete, sign and submit this certification, with the Proposal package, shall disqualify this Proposal.

We _____
(Legal Company Name)

Of _____
(Business address)

(Telephone number) (E-mail Address)

Having examined and read the Proposal documents for *RFP: Custodial Contract 2026* as issued by Athabasca County, do hereby bid and agree to provide the services/products in accordance with the Proposal/RFP documents, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this _____ day of _____, 20

Signature of authorized representative

(Print or Type) name and status of authorized representative

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.



APPENDIX B – WCB and Health and Safety Contractor Pre-Qualification

The Health and Safety Contractor Pre-Qualification form is provided separately.



APPENDIX C – Insurance Requirements

Proponents shall sign and return this form with their Proposal

Generic Requirements:

General Liability Insurance with a policy limit of at least \$5,000,000 per occurrence. The policy must:

1. List the County as an additional insured
2. Contain a cross liability clause
3. Contain a contractual liability clause
4. Contain a non-owned automobile clause
5. Include a waiver of subrogation in favour of the County
6. Be endorsed to provide the County with 30 days' written notice of cancellation
7. Have a deductible not exceeding \$5,000, with the Consultant to be responsible for payment of all deductibles

Automobile Liability Insurance on all vehicles owned, operated, or licensed in the consultant's name, with limits of not less than \$2,000,000 per occurrence.

Proof of Coverage

Proof of coverage is required in the form of a certificate of insurance that lists the County as an additional insured and specifically states that the policy includes a 30-day cancellation clause.

INSURANCE

INSURANCE BROKER (AGENT): _____

ADDRESS: _____

TELEPHONE NO.: _____

EMAIL ADDRESS: _____

By signing below as a requirement of the County, the successful proponent(s) agree to maintain the minimum insurance requirements as stated above throughout the duration of the Consulting Services Pre-Qualified term (April 1, 2026 to March 31, 2029).

Signature of Respondent Representative

Name and Title

I have authority to bind the respondent

Date: _____



APPENDIX D –RFP PRICING SUBMISSION FORM

The pricing is to include all costs necessary to complete the “Project” including but not limited to: time, materials, mileage, etc.

Pricing listed should be before taxes and in Canadian dollars.

Fixed Pricing for the “Project” (as described in section 2)

	Administration Building	FCSS Building	Public Works Yard (2 buildings)	Estimate for 2 Potential Infrastructure Buildings
Monthly Lump Sum (includes daily and weekly tasks) (\$)				
Semi-Annual Tasks (\$)				
Annual Tasks (\$)				
Total Annual cost (\$)				

 Name of Proponent

 Signature of Company Officials



Appendix E - ADDENDA ACKNOWLEDGMENT

The following Addenda have been received. The modifications to the RFP documents noted therein have been considered and the effects are included in the Proposal prices.

Note: The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix E with the Proposal.

<u>Addendum #</u>	(check)	<u>Received</u>	<u>Date of Acknowledgement</u>
Addendum # 1		Received	
Addendum # 2		Received	
Addendum # 3		Received	
Addendum # 4		Received	

Signature of Respondent

Printed Name of Respondent

Date