



REQUEST FOR PROPOSALS (RFP): ATIKAMEKSHENG OFFICE CLEANING SERVICES

Submission Due Date: 4pm, August 25, 2022

(1) Invitation to Bid

The Ontario First Nation Technical Services Corporation (OFNTSC) invites submissions of a proposal for Office Cleaning Services for OFNTSC's office located at 609 Gabode Dr. on the Atikameksheng Anishnawbek according to the specifications, requirements and terms and conditions set forth in this Request for Proposal (RFP). OFNTSC continues to transform and evolve to serve and support the technical service needs of First Nations in Ontario.

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission from OFNTSC.

(2) Background

The OFNTSC was established in 1995 to provide expert technical advisory services to the First Nations of Ontario. At that time, it was the first Indigenous organization in Canada mandated to provide professional technical and advisory services to First Nations' communities and foster their technical self-reliance.

The OFNTSC opened a satellite office at 609 Gabode Dr. on the Atikameksheng Anishnawbek in April 2022. OFNTSC requires an individual or company to provide cleaning services on the days that the office is open.

Description of Office Space:

Main Floor:

- Living Room, Dining Room, Kitchen
- Hallway
- Hallway Closets
- Bathroom
- Executive Directors Office with Closet
- 2 other Office Spaces with closets

Lower Level:

Mississauga of the Credit First Nation

78 First Line Road
New Credit Commercial Plaza
Unit 202, Box 8
Hagersville, ON, N0A 1H0
Tel: 1-905-768-3399
Toll free: 1-888-535-3383
Fax: 1-905-768-1999

Brantford Service Centre

195 Henry Street
Building 4, Unit 3
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N3S 5C9
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Thunder Bay Service Centre

1159 Alloy Drive
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Atikameksheng Anishnawbek

609 Gabode Drive
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- Office Space with Closet
- Bathroom
- Open Space

Entry Way

- Stairs (treads, risers, handrails, guards)

For more information about OFNTSC, please visit www.ofntsc.org.

(3) Services Required

The OFNTSC is requesting proposals from qualified individuals or companies to provide Cleaning Services for the office located on the Atikameksheng Anishawbek. Proposals will be evaluated in accordance with the criteria set forth in this RFP.

Your proposal is expected to cover the following services:

Cleaning services for the building's interior offices, office space, bathrooms, entry way and hallway and all other spaces including closets. Cleaning frequency includes:

- Bathrooms, including floors and mirrors, daily
- Kitchen, including floors and dishes, daily
- Meeting rooms and offices, including surfaces, daily
- Empty all garbage bins, daily
- Desk surfaces, weekly
- Sweep and or dust all floors on all levels, including stair treads and risers, daily
- Wash Floors, weekly, or as required if especially dirty
- Interior windows, including those that are part of offices, monthly

(4) Timelines

- Deadline for responses to RFP: 4pm, August 25, 2022
- RFP evaluations: August 26 to August 30, 2022
- Issuing of contract for services: September 1, 2022
- Anticipated start date for services: September 6, 2022

Timelines subject to change

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(5) Proposal Contents

Please include the following in your response to this RFP:

- Summary of your firm's experience along with a description of the experience of the individual(s) who will be performing the work;
- Detailed costing for the requested services; and
- Client References of relevant not-for-profit, charity and/or First Nations clients the firm has served within the past three years.

(6) Qualifications

The successful candidate/organization for the provision of Cleaning Services will demonstrate:

- Prior experience in providing cleaning services;
- Value in providing cleaning services; and
- Cultural awareness and knowledge specific to Ontario First Nations.

Candidates must provide a signed statement confirming that the applicant is free from any conflicts of interest related to this project or prospective work with OFNTSC.

(7) Submission Deadline

Unless otherwise posted, all responses to this RFP must be submitted by **4pm, August 25, 2022**. Proposals submitted after the due date and time specified will not be accepted or considered.

Proposals shall be forwarded to:

Melanie Debassige, Executive Director
Ontario First Nations Technical Services Corporation
78 First Line Road
Unit 202, Box 8
Hagersville, ON, N0A 1H0
mdebassige@ofntsc.org

(8) Evaluation and Selection Criteria

Proposals will be evaluated by the OFNTSC's senior staff. All aspects of the submissions will be taken into consideration when evaluating the proposals.

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This includes the following:

- Proposed fees and costs. Value will be compared to cost and therefore the lowest cost proposal may not be selected;
- The firm's understanding of the scope of the proposed services as evidenced by the proposal submitted;
- The background and experience of the firm in providing similar services; and
- References.

OFNTSC reserves the right to reject any and all proposals at its discretion and to refuse any proposal that does not meet the information or timing requirement of this RFP.

(9) Questions/Inquiries

All questions regarding the RFP are to be submitted in writing to Melanie Debassige, Executive Director, **via email at mdebassige@ofntsc.org**. Any oral communications shall be considered unofficial and non-binding. Only written responses to written communication shall be considered official.

Questions regarding the RFP must be received no later than **4pm, August 23, 2022**. All answers will be provided as quickly as possible.

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