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## **Request for Proposal (RFP) – Coveralls**

The Ottawa Valley Waste Recovery Centre (OVWRC) is requesting proposals to have coveralls provided for a three-year period.

### **RFP Procedure:**

- Sealed proposals, plainly marked as to the contents, will be received by Mr. Daniel Burke, Finance & Support Services Supervisor, Ottawa Valley Waste Recovery Centre, 900 Woito Station Road, Pembroke, Ontario, K8A 6W5 until 1:00 pm local time, Thursday, January 31<sup>st</sup>, 2019.
- There will be no public opening for this RFP.
- The lowest net costing or any proposal will not necessarily be accepted.
- The OVWRC will be the sole judge of what does and does not constitute grounds for rejecting an RFP.
- Any collusion between individuals or corporations in the preparing of this proposal will be sufficient grounds for rejecting all RFP's affected.
- A submitted RFP may be withdrawn at any point prior to 1:00 pm local time, Thursday, January 31<sup>st</sup>, 2019 by verbal or written notice to Mr. Daniel Burke, Finance & Support Services Supervisor, to that effect.
- The OVWRC reserves the right to request written clarification on any submission and provide the opportunity for any submission to be amended in response to requests for clarification, even beyond the submission deadline, provided such amendments do not materially change the nature of the submission or disadvantage other proposals.

### **Background on the OVWRC**

The OVWRC operates facilities which require approximately 40 staff to wear various types of protective coveralls. The OVWRC's current contract with a coverall provider ends April 10, 2019 and any new provider must be able to have a full complement of coveralls available on that date. The OVWRC would prefer not to have a large up-front cost to purchase the coveralls. The OVWRC has a frequent turnover of staff and any provider would be expected to be responsive to requests for sizing changes.

### **Core RFP Specifications:**

- 4 sets of fire-retardant mechanic coveralls for full time staff (five changes a week)
- 1 set of fire-retardant mechanic coveralls for a management staff (two changes a week)
- 14 sets of high visibility coveralls for full time staff (five changes a week)
- 13 sets of high visibility coveralls for part time staff (three changes a week)
- 7 sets of high visibility coveralls for contract staff (five changes a week for May 1st – October 31st)
- 3 sets of high visibility coveralls for management/other staff (two changes a week)
- Services provided must include repairs and replacement as required

- Any bid should include a service guarantee for turnaround on new coverall orders and repairs
- The cost quoted in the RFP is not to increase more than 3% per year of the contract without explicit permission and right of cancellation provided to the OVWRC

#### Optional RFP Specifications

- There are a number of optional services which can be included in a provider's proposal; however, they will not be included in the evaluation of any proposal and may or may not be included in final services selected.
  - Floor mat rental/cleaning
  - Cleaning products

Thank you for your interest. Please submit any questions you may have to:

Daniel Burke, CPA, CA  
Finance & Support Services Supervisor  
Ottawa Valley Waste Recovery Centre  
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