



**REQUEST FOR PROPOSALS
Kings Transit Authority
Bridgetown and Core Transit Bus Cleaning**

1.0 INVITATION

Kings Transit Authority (KTA) is seeking proposals from businesses of all sizes, especially those businesses owned by Black Scotian's or indigenous persons. KTA is also asking for a proposal on the cleaning work to be performed in order to keep the Transit fleet in an ordered appearance to assist in maintaining a safe, clean environment for our passengers.

KTA is considering new proposals for the cleaning of the Transit buses at the New Minas Maintenance Facility and the two active buses, and the spare bus located within the Bridgeton Yard, located at 62 Church Street, Bridgetown, Nova Scotia.

KTA is requiring a preliminary assessment of the proposed scope of work to ensure the appropriate actions are identified and then to receive a proposal to complete the work. The New Minas Facility has a wash bay area. The Bridgetown yard, does not.

All buses at all locations shall have a nightly clean, sweep; removal of garbage, spot mop and disinfecting the touch points to ensure the vehicle is free from contagions, providing a safe clean environment on a daily basis.

In both locations each vehicle used for service in the one-week period from Sunday to Saturday will be required to be special cleaned once within that week. The special clean schedule will also be determined with cooperation of the Bus Maintenance Coordinator.

Special clean involves, seats being steamed, windows being cleaned, and a complete a disinfectant process, including mopping of the floors.

A basic clean of the bus should take no more than 20 minutes, while a special clean should take no longer than one-hour.

All Buses will require to be power washed on the outside to remove grime and dirt, and salt in the winter months.

Submissions will be accepted at the Kings Transit Authority Office and Maintenance Facility, 29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7 until a closing time of **2:00 p.m. local time Friday, December 2, 2022.** Responses can be hand delivered or mailed to the General Manager, Kings Transit Authority at the address below.

"RFP-KTA-2022-03 Kings Transit Authority Bridgetown and Core Transit Bus Cleaning"

Reporting Responsibility
& Contact Person:

Michael Getchell
General Manager
manager@kingstransit.ns.ca
(902) 698-1844

Delivery and Mailing

Kings Transit Authority

Address:

29 Crescent Drive, New Minas, NS, B4N 3G7



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2.0 BACKGROUND

Kings Transit Authority (KTA) is a municipal organization providing fixed route public transit services to four municipalities in Kings County who partner in the organization. It also provides transit by contract to the municipalities of Annapolis County and Digby County, using a fleet of approximately a dozen diesel powered transit buses. These buses are all regularly cleaned, serviced, and maintained in the Terminal and Maintenance Facility on Crescent Avenue. The Maintenance Facility (known locally as the former Bonnyman Pontiac garage), is a steel building that contains three service bays and one wash bay.

2.1 BACKGROUND REFERENCE MATERIAL

KTA previously had a cleaner at the New Minas Facility, which would look after all cleanings of the buses and the building.

Kings Transit was using a contractor at the Bridgetown Yard location to maintain the cleanliness of the three buses located there.

We are now looking to see what other services are available to us through the RFP process.

2.2 PURPOSE

The intent of this RFP is to solidify a relationship with a contractor to support the cleaning of the buses at the New Minas Facility and at the Bridgetown Yard. The Bridgetown yard, is a mobile site where there is no housing infrastructure. There is no water supply for a power washer to clean the buses and the contractor will need to be able to have their own equipment to ensure the cleaning is complete to standard.

2.3 SCOPE OF THE PROJECT

Kings Transit Authority requires cleaning of all service buses at the end of the service period:

- a. Week is from Sunday to Saturday
- b. All buses used for service will require 1 special clean throughout the week
- c. All buses used for service will be required to be regularly cleaned each night
- d. Provide actions to perform work and schedule of work
- e. Provide confirmation of use of a mobile power wash equipment
- f. Class 2 or 2B license with Air Brake Endorsement considered and asset to be able to move buses, but not a requirement
- g. Costing to include supply, installation, start-up, training, maintenance manuals and anything else required to correctly producing the proper results.

2.4 OBJECTIVES: DELIVERABLES AND EXPECTATIONS

These objectives shall be used as a guide to develop proposals for the Kings Transit Authority Maintenance Facility;

- a. The Proponent will have attended the mandatory bidders meeting (**Friday, November 18, 2022**) and develop a good understanding of the issues and objectives for the project.
- b. Develop a proposed work plan with start dates and a strategy to address any delays.
- c. The successful proponent will supply a service that meets the needs of KTA as outlined in this proposal.

3.0 RFP PROPONENT CHECKLIST

Please ensure the following points have been addressed and are checked off to confirm compliance to the requirements:



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- [] Read and understand the scope of the RFP.

- [] A copy of the Proponent's Letter of Good Standing from the NSCSA, WCB Safety Certifying Partner, or CFCSA (as outlined in Section 5.0).

- [] A copy of the Proponent's Certificate of Good Standing from the Workers Compensation Board of Nova Scotia (as outlined in Section 5.0).

- [] The qualifications, ability, and experience of the company with similar projects, including references of other Commercial buildings proponent(s) have completed within the last 5 years.

- [] At least three references with contact information (please include current phone numbers).

- [] A statement outlining the timeline for completion of this project.

- [] A fee structure of the project cost. This fee structure must include all costs. Remember to cost out both the maintenance shop and wash bay area separately.

- [] All proposals are to be received at the Kings Transit Main terminal building by 2:00 p.m. on the closing date indicated in Section 1.0. Late proposals will not be accepted and will be returned unopened.

- [] Any questions should be directed to the General Manager at manager@kingstransit.ns.ca or (902) 698.1844.

4.0 PROPOSAL EVALUATION CRITERIA

Each RFP proposal will be evaluated using the following evaluation criteria as noted in Part 1 (Selection Criteria). Only those proposals which receive a minimum pass rate of 80% will move to the price criteria evaluation component (Part 2).



**Kings Transit Authority Bridgetown and Core Transit Bus Cleaning
Proposal Evaluation
<DATE>**

Company Name: _____

Evaluator's Name: _____

	Criteria	Ranking	Available Points	Score	Comments
PART 1	Evidence of the proponent's general ability to fulfill the services required as outlined in this RFP.	15	Significant evidence of ability	15	
		10	Average evidence of ability		
		5	Little evidence of ability		
		0	No evidence/not addressed in proposal		
	Has provided and met the required certifications.	10	All certifications are current and provided	10	
		5	Some certifications are current and present		
		0	Not addressed in proposal		
	Proposed methodology to initiate and complete the cleaning of KTA buses..	15	Extremely detailed and very realistic	15	
		10	Good detail and realistic		
		5	Little detail and somewhat realistic		
		0	Not realistic/not addressed in proposal		
	Demonstrated ability to provide a quality, cost effective solution.	15	Quality examples included and demonstrated a clear ability to meet the KTA needs.	15	
10		Examples provided and demonstrated an understanding of KTA needs.			
5		Examples don't align with proposed project and limited description of ability to meet KTA needs.			



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		0	Not addressed in proposal.				
	Proponents are requested to provide references from similar sized/types of projects completed within the previous five years.	5	References provided	5			
		0	No references provided				
	Proposed timeline with an anticipated completion date.	5	Realistic timeline	5			
		2.5	Timeline unrealistic				
		0	Not addressed in proposal				
	Overall clarity and quality of the proposal.	5	Extremely clear, concise, and thorough	5			
		2.5	Somewhat clear descriptions				
		0	Vague and unclear descriptions				
	Level of effort.			5			
	Locally based (NS) firms may be given preference if selection criteria values are within 5%.						
PART 2	COST/PRICE EVALUATION SHEET						
	$\frac{\text{Proposal price}}{\text{Subtotal score}} = \text{Price per weighted point}$ <p>Lowest ratio = 25 2nd lowest ratio = 20 3rd lowest ratio = 15 4th lowest ratio = 10 5th lowest ratio (and under) = 5 (Ratios will be adjusted to reflect more than 5 responses, as required)</p>					25	
	Total Score				100		



5.0 TERMS AND CONDITIONS

<u>Inquiries</u>	All inquiries to this RFP are to be directed to John Saunders (find contact information in Section 1.0).
<u>Clarification and Addenda</u>	Notify KTA not less than four (4) working days before RFP Closing of omissions, errors, questions, or ambiguities found in the Contract Documents. If KTA considers that correction, explanation, or interpretation is necessary; a written addendum will be issued. All addenda will form part of the Contract Documents.
<u>Level of Effort</u>	The level of effort for the RFP has not been set.
<u>H.S.T.</u>	Do not include applicable taxes in Proposal price.
<u>Proposal and Contract Security</u>	None required
<u>Insurance</u>	The Proponent shall affect and continuously maintain during the term of the Contract or any extension thereof a comprehensive general liability policy with limits of not less than two million dollars (\$2,000,000.00) with such coverage to be with such insurance company and contents acceptable to Kings Transit Authority. A copy of which must be submitted with proposal.
<u>Proponent's Indemnification</u>	The Proponent agrees to indemnify and save the Kings Transit Authority harmless against all claims, suits, demands, damages, expenses, disbursements and costs on a Solicitor and Client basis which the KTA may incur as a result of any act or omission by the Proponent. The Proponent acknowledges that it is not an employee of KTA but is an independent contractor.
<u>Amendment or Withdrawal of Proposal</u>	Proposals may be amended or withdrawn by letter, email, or facsimile. Amendment or withdrawal by letter, email, or facsimile must be postmarked prior to the date and time of closing. Amendments of individual unit prices is the only acceptable price amendment. Amendments shall not disclose either original or revised



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total price and should be submitted separately in a sealed envelope, marked:

Head amendment or withdrawal as follows: “(Amendment)/(withdrawal) of RFP for (Name of Project) (Contract Number)”. Sign and seal as required for RFP and submit at address given for receipt of RFP prior to time of RFP Closing.

Informal or Un-Balanced Proposals

Proposals which, in the opinion of the KTA, are considered to be informal or unbalanced, may be rejected.

Certifications

Proponents with a Standard Industry Code of 4001-4499 or 3551 must have a current and valid Letter of Good Standing issued by the Nova Scotia Construction Safety Association, or an approved WCB Safety Certifying partner, or from the Canadian Federation of Construction Safety Association (CFCSA), or from a recognized safety association which utilizes an external audit element. **A copy of which must be submitted with proposal.**

Proponent must supply a Certificate of Good Standing from the Workers Compensation Board of Nova Scotia. **A copy of which must be submitted with RFP.**

5.1 Privilege

This RFP neither expresses nor implies any obligation on the part of the KTA to enter into a contract with any party submitting a response or responses.

A table of evaluation criteria is included within this RFP document to be used as a guideline for proposers (see Section 4.0). KTA reserves the right to deviate from the evaluation criteria where it is in the best interests of the KTA.

The KTA reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. KTA may accept any proposal or any portion of any proposal that may be considered in the best interests of the KTA. The right is also reserved to waive formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.



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The KTA reserves the right to negotiate, after the RFP Closing Date, with any proposer to finalize service arrangements in the best interests of the KTA.

The KTA shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The KTA reserves the right to interpret any and all aspects of this RFP as may be most favorable to the KTA.

In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

6.0 PROJECT TIMELINES

1. Public Call for Proposals – November 8, 2022

Sealed Proposals Titled “**RFP-KTA-2022-03 Kings Transit Authority Bridgetown and Core Transit Bus Cleaning Contract**”, must be received at:

Kings Transit Authority

29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7

Telephone: (902) 698.1844

Prior to: 2:00 pm, December 2, 2022.

Public opening at 2:15pm, December 2, 2022, at the above address.

Fax submissions will not be accepted. Late submissions will remain unopened.

2. Review and selection of successful proponent: December 5, 2022 – December 10, 2022

Note: Proponents MAY be invited for a personal interview during this time.

Note: Final award will be subject to Kings Transit Authority approval process, as required.

3. Commencement of Project – On or before December 20, 2022.

Issue Date: November 8, 2022



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7.0 CLOSING INFORMATION

1. Kings Transit Authority is not liable for any costs or expenses or to reimburse or compensate the Proponents in any manner whatsoever or under any circumstances including, without limitation, in the event of rejection of all proposals or cancellation of the project.
2. This RFP neither expresses nor implies any obligation on the part of the KTA to enter into a contract with any party submitting a response or responses.
3. The Proponent must have the safety certification outlined in Section 5.0 and must always ensure public safety.
4. All work is to conform to the Occupational Health and Safety Act.
5. All work to be performed in a workmanlike manner according to standard procedures.
6. Recovery of H.S.T.
 1. Invoices shall indicate H.S.T. with appropriate registration number, indicated as a separate item.
7. All work undertaken shall conform to the standards of the Department of Labour and Advanced Education.
8. The Proponent agrees to comply with all legislation in effect from time to time, including any Federal, Provincial and Municipal legislation, regulations, or By-laws, which are applicable to the operations of the contractor respecting this Contract.
9. Should there be any questions regarding the interpretation of this Contract, the KTA's interpretation shall govern.
10. The Contractor shall at his/her expense remedy all deficiencies performed or provided under this contract for a period of one (1) year after date of acceptance by the KTA.
11. The Contractor shall warranty all material and equipment installed by him/her, or incurred under this contract, for a period as indicated in their proposal, after date of acceptance by the KTA.

Issue Date: November 8, 2022



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12. The Kings Transit Authority reserves the right to request that any or all proponents clarify and revise their proposal. The KTA may choose to meet with one, several, or all proponents to discuss aspects of their proposal. The KTA is not obligated to seek clarification from any proponent regarding any aspect of its proposal.
13. The KTA shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The KTA reserves the right to interpret all aspects of this RFP as may be most favorable to the KTA.
14. The Kings Transit Authority is not bound to accept any proposal. Further, the KTA reserves the right to accept or reject any proposal in whole or in part, waive any irregularities in the proposal process, and to discuss different or additional items to those included in this RFP, at its sole discretion. The KTA may invalidate this RFP and may issue a second RFP at its sole discretion.

Thank you for your response.