

RFEOI #5114

PUBLIC SCHOOLS BRANCH EXPRESSION OF INTEREST COMMERCIAL CLEANING CHEMICALS

BACKGROUND

The Public Schools Branch (PSB) is a Prince Edward Island (PEI) Crown Corporation, responsible for the management and maintenance of fifty-six schools across the Province. Recently, the PSB has been looking to change their line of commercial concentrated (dispensed) cleaning solutions and are interested in analyzing what is available to them. This document represents an “Expression of Interest” from the PSB for vendors to submit information on themselves and their products for review. Vendors will also be asked to provide a physical document/report upon submission and be prepared to perform an in-person presentation to representatives of the PSB. These presentations will take place at the PSB offices in Stratford, Prince Edward Island. Please note, this “Expression of Interest” does not constitute an obligation to order. After review of what is available, a decision will be made by the PSB whether or not a formal Request for Proposal/Tender will be initiated. **However, only those companies who submit a proposal and provide a presentation (from this “Expression of Interest”) will be considered/invited for future formal tenders/requests for proposals.**

PRODUCTS

The following commercial cleaning product categories are currently being used by the PSB:

- General Purpose/Neutral Cleaner
- Bathroom Cleaner
- Disinfectant Cleaner
- Sanitizer
- Hand Soap
- Floor Wax
- Floor Stripper

When submitting documents, please highlight these specific categories (as well, we will accept any information on products or categories outside of these that might be beneficial to our organization).

OTHER INFORMATION TO INCLUDE

Although we would like to leave information submission and presentation formats up to each vendor, there are some specific areas we ask are included and highlighted:

- Product descriptions and detailed specifications.

- Dispensing requirements.
- Information on the environmental friendliness/effectiveness of the products.
- Delivery information and lead times that can be expected.
- Samples of each product (if possible).
- Customer support.
- Product Training.
- Health and safety training as it relates to the products.
- Company information.
- Information on comparable customers (other school authorities, etc.).
- General product pricing.
- Describe the availability of any online product/process/safety training.

From our organization's Health and Safety department, the following requirements are considered mandatory and must be demonstrated/described:

- Ensure all products safety information is WHMIS (2015) compliant.
- Provide safe work practices for handling **each** product, ie. Gloving material, other recommended PPE, safe storage, safe handling and safe usage.
- Provide ready-to-use adhesive "workplace" labels compliant with WHMIS (2015) for decanted/diluted product.
- Provide "real world" exposure test results for the products supplied, if available.

SUBMISSION DETAILS

In a sealed package, Proponents should submit their proposal containing one (1) hard copy of their proposal and one (1) electronic copy saved as a Portable Document Format (PDF) on a USB flash drive, unless otherwise indicated. The file name on the electronic copy should include an abbreviated form of the proponent's name and RFEOI # (Request for Expression of Interest). If there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal shall prevail. In the interest of environmental sustainability, please refrain from using binders, binding, plastic covers, or similar fastening or presentation materials when submitting the proposal. Sealed packages should be prominently marked with:

- the RFEOI title and number
- the full legal name and return address of the proponent

Proposals must be submitted by Friday, September 14th at 2:00 PM AST. Late submissions will not be accepted. Proposals must be sent to:

PROCUREMENT SERVICES
95 Rochford Street
2nd Floor South, Shaw Building
Room 27, Charlottetown, PE, C1A 7N8

PRESENTATION INFORMATION

Once documents/submissions received, the PSB will contact vendors who submitted to set up in person one (1) hour maximum presentations (40 minute presentation and 20 minutes for questions/discussion). These presentations should highlight information contained in the company's proposal/document and the presenters should be prepared for questions. Members from the following PSB departments will be in attendance: Property Services, Financial Services, Corporate Services and Health and Safety.

These presentations are estimated to begin early October 2018.

Product samples provided at in person presentations are encouraged.

PUBLIC SCHOOLS BRANCH CONTACT INFORMATION

Fred Horreht – Public Schools Branch Property Services Coordinator – (902)-368-6961

Nathan MacLeod – Public Schools Branch Property Services Supervisor East – (902)-314-0464

Andrew McCardle – Public Schools Branch Property Services Supervisor West – (902)-626-9894