

District of Nipissing  
Social Services  
Administration Board



Conseil d'administration  
des services sociaux  
du district de Nipissing

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# REQUEST FOR PROPOSALS

## RFP 2022-19

### Linens and Laundry

**Date issued:** April 13, 2022

**Question Deadline:** April 27, 2022

**Closing Date and Time:** May 11, 2022 at 1:00pm

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**THESE INSTRUCTIONS DEFINE YOUR OBLIGATIONS AND LIMIT YOUR RIGHTS. READ CAREFULLY.****Article I. TERMS AND CONDITIONS OF THE PROCUREMENT PROCESS**

This Request for Proposals ("RFP") is an invitation by The District of Nipissing Social Services Administration Board to prospective Proponents or a consortium of Proponents to submit a Proposal to qualify, in accordance with the Process For The Determination Of The Preferred Proponent(s) (see Article III) and the Process for the Selection of the Successful Proponent (see Article IV) as the non-exclusive Vendor for the Scope of Work requested in Article II.

These standard Terms and Conditions govern this procurement, and Proponents agree to be bound by the terms and conditions set forth, except as may be amended by DNSSAB in writing.

**Section 1.01 DEFINITIONS**

In this RFP and any Addendum forming part thereof, words and expressions parenthetically defined shall have the meaning therein provided; however, all capitalized terms noted below shall have the following respective meanings regardless:

"Addenda" means a document made available by the Procurement Representative, which amends or clarifies the RFP document.

"AODA" means the Accessibility for Ontarians with Disability Act, 2005, S.O. 2005, Chapter 11, as may be amended from time to time and all regulations thereunder.

"Board" includes the District of Nipissing Social Services Administration Board.

"Business Day" means Monday to Friday inclusive, except statutory or civic holidays observed in the Province of Ontario and by DNSSAB.

"Business Hours" means 8:30 a.m. to 4:30 p.m. on a Business Day.

"CAO" means the Chief Administrative Officer of the District of Nipissing Social Services Administration Board or designate.

"Closing Date" means the date and time as set out in the RFP Timetable wherein the submission of a Proposal is due.

"Company" means any agency, corporation, business or entity of the Proponent and or associated with the Proponent.

"Confidential Information" means information including but not limited to a formula, pattern, compilation, program, method, technique or process, or information contained in a product, service, personal identifiable information, device or mechanism which is or may be used in the administration and delivery of DNSSAB programs and services, and which may have economic value from not being generally known, and is subject of efforts that are reasonable under the circumstances to maintain its secrecy.

"Conflict of Interest" includes, but is not limited to, situations in which a person associated with the Proposal or any member of his or her family can benefit financially from his or her involvement; and/or situations where a Proponent has an unfair advantage or engages in conduct, directly or indirectly that, may give it an unfair advantage in relation to the performance of its contractual obligations, the Proponent's other commitments, relationships or financial interests could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or could or could be seen to compromise, impair

or be incompatible with the effective performance of its contractual obligations.

"Contract" means the agreement, in writing, governing the performance of the Scope of Work and may include the terms and conditions contemplated by this RFP.

"DNSSAB" means District of Nipissing Social Services Administration Board and any other government or Company or Board on behalf of which DNSSAB is acting. For the purposes of this RFP, DNSSAB shall mean the entity negotiating and awarding the Contract.

"Evaluation Committee" means the relevant representation from DNSSAB, as selected by DNSSAB, which may include ad hoc consultants, that evaluate Proposals and recommends, to DNSSAB, a Preferred Proponent. The Evaluation Committee does not have the authority to bind DNSSAB.

"FIPPA" means the Freedom of Information and Protection of Privacy Act, R.S.O. 1990 C. F.11, as may be amended from time to time and all regulations thereunder.

"May/should" is used in this RFP to denote permissive (not mandatory).

"MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as may be amended from time to time and all regulations thereunder.

"Must/shall/will" is used in the RFP to denote imperative (mandatory). Proposals not satisfying compulsory (mandatory) requirements will be non-compliant and may not be considered further upon DNSSAB's sole discretion.

"Opposing Party," means a Proponent who has an outstanding, unresolved claim or legal proceeding against DNSSAB or a Proponent against whom the DNSSAB has an outstanding, unresolved claim or legal proceeding.

"Participating Entity/ies" means any other entities other than the Proponent who is included in the Proposal as either a sub-consultant, sub-contractor, subsidiary, distributor, dealer, and/or reseller necessary for the provision of the Proponent's Proposal of the requested goods and/or services.

"Party or Parties" means DNSSAB and/or the Proponent as the context may require.

"Personal Information" means any information about an identifiable individual which is required to be protected pursuant to MFIPPA or any other laws (including regulations and common law) pertaining to the protection of personal, health, or insurance information.

"Personnel" means board members, employees, partners, shareholders, directors, officers, agents, assigns, representatives, independent contractors, subcontractors, sub-service providers, sub-consultants, temporary agencies, volunteers or anyone for whom at law a Party is responsible in connection with or in any way related to the delivery or performance of this obligations under this RFP and/or Contract.

"PHIPA" means the Personal Health Information Protection Act, 2004, SO 2004, c. 3, as may be amended from time to time and all regulations thereunder.

"PIPEDA" means the Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5), as may be amended from time to time and all regulations thereunder.

"Preferred Proponent" means the Proponent(s) short-listed by the Evaluation Committee, who is then recommended to DNSSAB.

"Price or Pricing" means the charges, fees, and/or quotes provided by the Proponent in its Proposal as the actual cost for its goods and/or services.

"Procurement Representative" means the representative of DNSSAB, designated by DNSSAB, who is the primary contact person regarding this RFP, particularly its procurement aspects.

"Proponent" means a legal entity, being a person, partnership, firm or corporation that has obtained official procurement documents for the purpose of submitting or who has submitted a Proposal in response to this RFP. Proponent includes any entity affiliated or related to the Proponent (including any entity with the same directing mind as the Proponent) as determined by DNSSAB.

"Proposal" means the information, documents and/or forms requested under Article III which are completed by a Proponent as a response to DNSSAB request for the goods and/or services specified in the RFP and its Scope of Work.

"Qualified Proposal" means a Proposal and/or Proponent in compliance with Article III.

"Responsible Proponent" means a Proponent who can fully perform the contract requirements and has the integrity and reliability to assure performance of the contractual obligations.

"RFP" means the document describing the goods and/or services to be purchased and the terms upon which the goods and/or services are to be purchased and includes, without limitation, those documents referenced in the RFP and such Addenda as may be issued by DNSSAB from time to time.

"Scope of Work" means the goods and/or services to be provided by the Successful Proponent pursuant to Article II of this RFP and in any subsequent Contract.

"Successful Proponent" means the Proponent(s) selected by DNSSAB for contract negotiations.

"Vendor" means the Proponent(s) with an executed Contract for the services and/or goods requested through this RFP.

"WSIA" means the Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sch. A, as may be amended from time to time and all regulations thereunder.

"WSIB" means Workplace Safety and Insurance Board.

### **Section 1.02 Information in RFP Only an Estimate**

DNSSAB makes no representation, warranty, or guarantee regarding the accuracy of the information contained in this RFP or issued by Addenda. Any quantities shown or data contained in this RFP or provided by way of Addenda are estimates and guidelines only and are for the sole purpose of indicating to Proponents the general scale and scope of the work.

The Proponent's responsibility is to obtain all the information necessary to prepare a Proposal in response to this RFP. Nothing in the RFP is intended to relieve the Proponent from forming their own opinions and conclusions concerning the matters addressed in the RFP.

**Section 1.03 Incorporated Appendices**

The following Appendices shall be deemed to be incorporated herein by reference:

- APPENDIX A: NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS
- APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM
- APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM
- APPENDIX D: STAGE I - EVALUATION FORM
- APPENDIX E: STAGE II - PROPOSAL SUBMISSION FORM
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- APPENDIX O: STAGE VII - SCORING SHEET

To the extent that any provision of an Appendix conflicts with the terms and conditions of this RFP, the terms and conditions of this RFP shall control unless the RFP or Appendix expressly and specifically states requirements of a specific matter.

**Section 1.04 Procurement Representative**

The Procurement Representative is a member of the Evaluation Committee, who is a non-voting member. The Procurement Representative's role is to ensure the Evaluation Committee and Proponent(s) comply with DNSSAB's Purchasing Policy #CORP-01. The Procurement Representative acts as the sole representative to whom each Evaluation Committee member and/or Proponent(s) can contact for questions, concerns, or clarifications concerning the procurement documents and/or processes. For this RFP, DNSSAB's Contract & Purchasing Specialist is the Procurement Representative, who can be contacted by email at [dnssab.contracts@dnssab.ca](mailto:dnssab.contracts@dnssab.ca). Proponent(s) must only contact the Procurement Representative by email for all communication concerning this RFP.

**Section 1.05 Proponents to Follow Instructions**

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the appropriate section numbers of this RFP.

**Section 1.06 Language**

This RFP, Addendum and Proposals are to be has been drawn up in the English language. If this RFP, Addendum, and/or Proposal are provided and/or translated into another language, then the English-language version of the RFP, Addendum, and/or Proposal takes precedence over any other version.

**Section 1.07 Accessibility Standards**

Pursuant to Ontario Regulation 191/11 passed under the Accessibility for Ontarians with Disabilities Act, 2005, DNSSAB is required to incorporate accessibility designs, criteria and features when procuring or acquiring goods and/or services, except where it is not practicable to do so. When determining which Proposal will result in an award DNSSAB may, in its sole discretion and without limiting any of its other express or implied rights regarding the discretion to make an award, consider whether the goods and/or services to be provided incorporate accessibility designs, criteria and features.

**Section 1.08 No Incorporation by Reference**

The entire content of the Proponent's Proposal must be submitted in a fixed form and in the order requested. The content of websites or reference to external documents and links will not be considered part of a Proposal.

**Section 1.09 RFP Timetable**

ITEM	DATE	TIME
Issue Date	April 13, 2022	6:00 p.m.
Deadline for Questions	April 27, 2022	4:00 p.m.
Deadline for Issuing Addenda	May 4, 2022	4:00 p.m.
<b>Closing Date</b>	<b>May 11, 2022</b>	<b>1:00 p.m.</b>
Deadline to Submit Samples	May 18, 2022	4:30 pm

All proposals received at or after **1:01 p.m. on 11-May-2022** will not be accepted.

Proponents are cautioned that the timing of their submission is based on when the Proposal is received, not when a Proposal is submitted by a Proponent, as transmission can be delayed due to file transfer size, transmission speed or other technical factors. For the reasons above, DNSSAB recommends that Proponents allow sufficient time to email their submission and resolve any issues that may arise. The Closing Date shall be determined by DNSSAB's web clock.

Proponents should contact the Procurement Representative at least twenty-four (24) hours before the deadline if they encounter any problems.

The Procurement Representative will send a confirmation email to the Proponent advising that a Proposal was submitted successfully. If Proponents do not receive a confirmation email, they should contact the Procurement Representative immediately. The Proponent must assume full responsibility for receipt of the Proposal by the deadline.

**Section 1.10 Submission of Proposals**

Proponents must submit all written requirements electronically and all samples by mail as follows:

**a) Written Requirement**

Proponents must submit each of the following written components of their Proposal as six (6) separate pdf file attachments as follows:

- i. As one (1) pdf file: A response to Stage I (see Section 3.02)
- ii. As one (1) pdf file: A Response to Stage II (See Section 3.03)
- iii. As one (1) pdf file: A Response to Stage III (See Section 3.04)
- iv. As one (1) pdf file: A Response to Stage IV (see Section 3.05)
- v. As one (1) pdf file: A Response to Stage V (see Section 3.06)
- vi. As one (1) pdf file: A Response to Stage VI (see Section 3.07)

The written components of their Proposals must be submitted electronically to [dnssab.contracts@dnssab.ca](mailto:dnssab.contracts@dnssab.ca). The submission email should note "**RFP 2022-19: Linens and Laundry**" as the subject line and include the following in the body of the email:

- Proponent's Name
- Proponent's Address

**b) Sample Requirement**

Proponents must mail four (4) sample sets, of each item noted in Article II, which must be received by DNSSAB no later than five (5) days after the Closing Date and Time, to:



Matthew Campbell, Procurement Representative  
The District of Nipissing Social Services Administration Board  
200 McIntyre St E  
North Bay, ON P1B 8V6

Samples must be supplied at no cost to DNSSAB and clearly labelled with the following:

- Proponent's Name
- Product brand and part number

### **Section 1.11 No Amendment to Forms**

Other than inserting the information as requested on each form as set out in this RFP, Proponents may not make any changes to any of the form(s). Any Proposal containing any such changes or altered form(s), whether on the face of the form or elsewhere in their Proposal, may be disqualified.

### **Section 1.12 Joint Submission**

Joint submissions from two (2) or more Proponents are to be submitted as a single Proposal coordinated and submitted by the lead Proponent with the required information. The lead Proponent shall act as the Vendor in all contractual obligations of any resulting award.

### **Section 1.13 Participating Entities**

Unless otherwise stipulated in this RFP or any Addendum thereto, the Proponent is expected to be the sole source of responsibility for all goods and/or services.

If a Proponent includes goods and/or services from a sub-consultant, sub-contractor and/or uses distributors, dealers and/or resellers to supply the goods and/or services, the Proponent must identify all included in the Proposal. The Proponent must also address how the Participating Entity will provide the goods and/or services (i.e., describe the breakdown of responsibility within the network for the provision of goods and/or services).

Proponents shall indicate the name and addresses of all nominated Participating Entities that it proposes to use in the provision of the Scope of Work contemplated by this RFP using APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM. DNSSAB reserves the right to reject any Participating Entity so nominated, without penalty or liability to DNSSAB of any kind whatsoever.

No change shall be made to the list and responsibilities of the nominated Participating Entities after the Closing Date of the RFP, without the prior written approval of DNSSAB and only on such terms and conditions as DNSSAB, in the exercise of an absolute discretion, may require.

### **Section 1.14 Proposal Withdrawal**

A Proposal may be withdrawn at any time by emailing [dnssab.contracts@dnssab.ca](mailto:dnssab.contracts@dnssab.ca). A Proponent who has withdrawn its Proposal may submit a new Proposal, but only by or before the RFP's Closing Date.

### **Section 1.15 Questions/Enquiries**

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information by emailing the Procurement Representative on or before the Deadline for Questions. No such communications are to be directed to anyone other than the Procurement Representative.

DNSSAB is under no obligation to provide additional information. DNSSAB is not responsible for any information provided by or obtained from any source other than the Procurement Representative. It is the responsibility of the Proponent to seek clarification from the Procurement Representative on any matter it considers unclear. DNSSAB is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

The Procurement Representative, at their discretion, shall determine whether the query requires a response, and such responses will be made available to all known Proponents through the DNSSAB website ([www.dnssab.ca](http://www.dnssab.ca)) and will be incorporated into and form part of the RFP as an Addendum.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

### **Section 1.16 Addenda**

DNSSAB may issue Addenda during the procurement process until the Deadline for Issuing Addenda. Each Addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP.

Proponents are responsible for obtaining all Addenda issued by DNSSAB. All Addenda will be posted on DNSSAB's website and will not be delivered by any means to Proponents. Proponents should check the DNSSAB website ([www.dnssab.ca](http://www.dnssab.ca)) prior to submitting their Proposal up until the Deadline for Issuing Addenda in the event additional Addendums are issued.

In APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM, Proponents are required to confirm their receipt of all addenda by setting out the number of Addendum they have received and reviewed in the space provided. Proposals that do not contain evidence of all Addenda's receipt will be deemed incomplete and may not be accepted, at DNSSAB's discretion.

If DNSSAB determines that it is necessary to issue an Addendum after the Deadline for Issuing Addenda, DNSSAB may extend the Submission Deadline for a reasonable period of time.

### **Section 1.17 Solicitation of DNSSAB Staff and Board Members**

With the exception of the Procurement Representative, and except as otherwise specified by DNSSAB, Proponents shall not contact or communicate with any individuals working for or associated with DNSSAB in relation to this RFP. Any Proponent that the DNSSAB determines to circumvent or subvert this process may be disqualified at DNSSAB's absolute discretion.

### **Section 1.18 Political Letters of Reference and other Representations**

Letters of reference from elected individuals at any level of government and other such representations will not be accepted as part of the Proposal submission nor will they be given any weight in the deliberations about the relative merits of Proposals and the ultimate determination of the Successful Proponent.

### **Section 1.19 Influence**

No person, partnership, firm, corporation, or Proponent shall attempt in any way, directly or indirectly, either in private or in public, to influence the outcome of any DNSSAB evaluation or Proposal acceptance. The Proposal of any person, corporation or Proponent that attempts to influence the outcome of any DNSSAB purchasing process will be disqualified.

### **Section 1.20 No Collusion**

Under Canadian law, a Proponent's Proposal must be prepared separately and independently, without conspiracy, collusion or fraud. Therefore, no Proponent may discuss or communicate directly or indirectly the preparation or contents of its Proposal with any other Proponent or the agent or representative of any other Proponent, unless it is with regards to a joint submission. If DNSSAB discovers there has been a breach at any time, DNSSAB reserves the right to disqualify the Proposal or terminate any ensuing Contract.

### **Section 1.21 Conflict of Interest**

In its Proposal, the Proponent must disclose to DNSSAB any actual or potential Conflict of Interest that might

compromise its performance. If such a Conflict of Interest does exist, DNSSAB may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any DNSSAB employee/personnel or DNSSAB Board member having a financial interest in the Company and its nature. If such an interest exists or arises, DNSSAB may, at its discretion, refuse to consider the Proposal or withhold the awarding to the Successful Proponent until the matter is resolved to DNSSAB's sole satisfaction.

### **Section 1.22 Procurement Process Non-binding**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- a) This RFP will not give rise to any Contract A–based tendering law duties or other legal obligations arising out of any process contract or collateral contract.
- b) Neither the Proponent nor DNSSAB will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract or failure to award a contract.
- c) This RFP makes no guarantee of the value or volume of work to be assigned.
- d) This RFP does not create a legal relationship or obligation until the execution of a written Contract with a Successful Proponent, which has been mutually endorsed.

### **Section 1.23 Proponent Pricing Information**

While the Pricing information provided in Proposals will be non-binding prior to the execution of a written Contract, such information will be assessed during the evaluation of the Proposals and the ranking of Proponents and therefore each Proponent should be prepared to honour their Pricing for 90 days after the Closing Date. Any inaccurate, misleading or incomplete information, including withdrawn or altered Pricing, could adversely impact any evaluation or ranking when DNSSAB decides to enter into a Contract; therefore, DNSSAB reserves the right to reject said Proposal as incomplete or obscure.

The legislation and regulations governing the workplace in Ontario, including without limitation, Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.)), Immigration and Refugee Protection Act ( SC 2001, c. 27), Employment Standards Act, 2000, S.O. 2000, c. 41, Employer Health Tax Act, R.S.O. 1990, c. E.11, Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A, Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A may change at any time and may impact upon Proponent's pricing. In submitting its Proposal, each Proponent hereby acknowledges that it has considered any proposed changes to legislation and regulations, and any impact such changes, if any, may have on its pricing. Proponents are advised that DNSSAB will not entertain requests to change Pricing in any subsequent contract based on changes to the minimum wage or other legislative or regulatory amendments made under any statute. It is each Proponent's obligation to operate according to all applicable laws at all times. Therefore, each Proponent assumes all risk and responsibility for cost increases due to legislative and regulatory changes.

### **Section 1.24 Non-Exclusive**

This RFP will not be an exclusive Contract for the provision of the described goods and/or services as DNSSAB reserves the right to contract with others for goods and/or services of the same or similar nature and/or DNSSAB may obtain such goods and/or services internally.

Failure of the Vendor to deliver within the time specified or within a reasonable time as interpreted by DNSSAB or failure to make replacement of rejected goods and/or services when so requested, will constitute authority for DNSSAB to purchase in the open market to replace the goods and/or services rejected and/or not delivered.

**Section 1.25 Errors and Omissions**

No term or conditions within this RFP will be construed against or interpreted to the disadvantage of DNSSAB as DNSSAB has drafted the RFP. If there is any inconsistency or conflict in the RFP, the Proponent must notify DNSSAB prior to the Closing Date; if notification is provided after the Closing Date, DNSSAB reserves the right to include or reject the notification.

At no time shall the Proponent take advantage of any apparent error or omission in the RFP. Any work not specified which is necessary for the proper performance and completion of any part of the Scope of Work contemplated, which may be implied as included in the Scope of Work, shall be part of this RFP as if it had been specified and shall not be construed as a variation in the Scope of Work to be quoted, and shall be deemed as include in all Proponent's Pricing.

**Section 1.26 Cost of Proposals**

Preparation and submission of a Proposal in response to this RFP is voluntary; costs associated with a Proposal's preparation and submission and any associated meetings, negotiations, presentations, and/or discussions with DNSSAB are solely that of the Proponent submitting the Proposal.

**Section 1.27 No Claim**

DNSSAB will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

**Section 1.28 Ownership and Disclosure of Proposal Documentation**

The documentation comprising any Proposal submitted in response to the RFP, along with all correspondence, documentation and information provided to DNSSAB by any Proponent in connection with or arising out of this RFP, once received by DNSSAB:

- (a) Shall become the property of DNSSAB.
- (b) Will not be returned to the Proponent.
- (c) Shall become subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") and may be released under that Act.

Because of MFIPPA, Proponents are advised to identify any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. At a minimum, each Proponent's name, along with the Proposal's total cost, may be made public.

**Section 1.29 Ownership of DNSSAB Provided Data**

All correspondence, documentation and information provided by the Procurement Representative to any Proponent in connection with or arising out of this RFP is and shall remain the property of DNSSAB and must not be used for any purpose other than replying to this RFP and fulfilling any subsequent Contract.

**Section 1.30 Confidentiality of DNSSAB Provided Data**

Proponents shall not disclose any RFP documents to any third party without the prior express written consent of DNSSAB but may disclose RFP documents to its employees and potential sub-contractors on a need-to-know basis for the limited purpose of helping the Proponent consider or prepare a Proposal.

**Section 1.31 Publicity**

The Proponent, its affiliates, associates, third-party service providers, and sub-contractors shall not make any public comment, respond to questions in a public forum, release for publication any information, or carry out any activities to either criticize DNSSAB, another Proponent or Proposal or to promote publicly or advertise their qualifications, interest in or participation in the RFP, without prior written permission from DNSSAB.

**Section 1.32 Applicable Law**

This RFP shall be governed and construed in accordance with the laws of the Province of Ontario, the federal laws of Canada applicable therein, and applicable DNSSAB by-laws and policies.

**Section 1.33 Trade Agreements**

Proponents should note that procurements falling within the scope of Chapter five (5) of the Canadian Free Trade Agreement (CFTA) or Chapter 19 of the Canada European Union: Comprehensive Economic and Trade Agreement (CETA) or Chapter 13 of the Canada-United States-Mexico Agreement (CUSMA) are subject to that trade agreement but that the rights and obligations of the parties will be governed by the specific terms and conditions contained within this RFP.

**Section 1.34 Deemed Acceptance**

By responding to this RFP, Proponents agree to accept all terms and conditions, incorporated this RFP into their Proposal, and agree to abide by any decision of DNSSAB, including the evaluation of Proponent's qualifications, as final.

By submitting a Proposal, the Proponent also confirms that it has received, or has had the opportunity to obtain, independent legal advice in connection with Proponent's RFP review and Proposal preparation, and has read this RFP in its entirety, understands its content, and is submitting its Proposal freely and voluntarily (without duress or undue influence from any party) with full capacity and authority to do so.

**Section 1.35 Appeal of Decision**

There shall be no appeal of DNSSAB decisions concerning the RFP. DNSSAB decisions are final and binding.

**Article II. SCOPE OF WORK**

The District of Nipissing Social Services Administration Board is requesting proposals from qualified and experienced vendors to be the non-exclusive supplier and launderer of paramedic linens (thermo blankets, sheets, pillowcases and bath towels) for DNSSAB's five (5) paramedic locations.

DNSSAB is responsible for Paramedic Services for over 83,150 residents within the District of Nipissing (See Appendix A). DNSSAB Paramedic Services operates from five (5) stations located within Sturgeon Falls, North Bay, Mattawa, Temagami, and Whitney, with transportation to a number of health facilities.

In 2021, DNSSAB responded to approximately 24,000 requests for service throughout the District. For North Bay, Sturgeon Falls and Mattawa, Paramedic Services moved 12,976 persons with an average weekly total of moved patients being 50 for Sturgeon Falls, 12 in Mattawa and 200 in North Bay.

The vast number of transportations are to five (5) hospitals (Timiskaming Hospital, North Bay Regional Health Centre, West Nipissing General Hospital, St. Francis Memorial Hospital, and Mattawa Hospital) which are within and some external to the District.

**Section 2.01 Current Practices**

DNSSAB is in the process of moving to directly delivering Paramedic Services were once the services were contracted out to third parties. Therefore, DNSSAB does not have its own linen or any existing laundry services. All linen will be required and items to be laundered may either need their own pick-up bin and/or pick up of soiled linens may be in a mixed bag with the corresponding hospital. Therefore, Proponents must take into account in their Proposals that DNSSAB may not have its own linen and it may not have existing or independent pick-up bins at the following locations: North Bay - 50 College Dr, Mattawa - 217 Turcotte Park Rd, and West Nipissing - 725 Coursol Rd.

**Section 2.02 Product Expectations**

DNSSAB prefers a Proponent who can be the supplier of new linens under the following conditions:

- a) Linens provided by the Vendor must meet, or exceed industry standards, DNSSAB expectations, and the needs of paramedic services; with a product quality that is equivalent to what is being provided to other Ontario paramedic services clients.
- a) DNSSAB can order and own all linen items.
- b) DNSSAB will have no minimum order requirements and all purchases will be on an as-needed basis;
- c) All linen items are always available with a 100% fill rate.
- d) An initial order can be received by 1-Oct-2022 and all subsequent orders would be delivered within forty-five (45) days of the placement of an order.
- e) Linens can be purchased at lower prices and with better value than what they would ordinarily offer to single government entities, hospitals, or paramedic services.
- f) DNSSAB can secure a warranty, on all items, at the industry standard or better.
- g) All items will be free from foreign particles, contamination, discolorations, stains, holes, tears, cuts; natural rubber latex, DEHP and BPA.
- h) The sales team will be the primary source of communication with DNSSAB and between all Participating Entities.
- i) Line item pricing for each item (with both a listed and proposed price included) that is easily understandable (i.e., \$0.30 for 1 Blanket), complete and inclusive (i.e., administrative and delivery costs are to be included in the proposed price).
- j) Pricing will be honored throughout the contract term (no annual price increases during the contract).

**Section 2.03 Product Specifications**

DNSSAB is looking to purchase the noted quantity of linens with the preferred product specifications as follows:

ITEM	MATERIAL	COLOUR	SIZE	TYPE	QUANTITY
Flat Sheets	55% cotton 45% polyester	Navy Blue	66x104	Non-Hypoallergenic Healthcare grade T180 thread count	2000
Thermo Blankets	100% cotton 2.5lbs	Navy Blue	72x90	Healthcare grade weave Stabilizing band	1000
Bath Towels	100% cotton 5lbs.	Navy Blue	22x44	Non-Hypoallergenic	1000
Pillow Case	55% cotton 45% polyester	Navy Blue	42x34	Non-Hypoallergenic	1000
End of Life Linen Packages* (‘Airport Bundles’)	1 Blanket 2 Sheets 1 Pillow Case	No Preference	Same as above	Same as above	1000/year

\*With regard to the Airport bundle concept, DNSSAB is requesting that each bundle will be end-of-life items with 1 Blanket, 2 sheets, one pillowcase, and 1 towel in a sealed plastic bag at a specific cost. The concept is that this linen would otherwise be disposed of by the vendor, or cut into rags. Either way, it has no residual value, but would permit DNSSAB to have a product that could be used and then expected to lose (i.e., during aircraft transfers). It would not be DNSSAB’s linen that had reached end of life.

Furthermore, all items are to be branded (see image below) with the DNSSAB EMS logo; DNSSAB preference is to have the Paramedic Services logo clearly visible and imprinted (no preference for either heat-press, tag, stitch) on each item.



If Proponents are able to provide a lower price with alternative colours and/or materials, DNSSAB may consider alternatives. DNSSAB will not entertain alternatives to what is listed undersize, type and branding format.

#### **Section 2.04 Laundry Expectations**

DNSSAB prefers a Proponent who can launder the linens under the following conditions:

- b) Laundered items must meet or exceed DNSSAB’s cleaning standards and if not, Vendors shall agree to pick up, rewash, and return items at no extra cost to DNSSAB.
- c) All linens will receive a complete wash and rinse cycle in all instances.
- d) All cleaners/disinfectants used to clean linen must meet Health Canada standards.
- e) The Vendor must commit to using only washing solutions that ensure cleanliness and wholeness but without the need for accelerated wear or any decrease in the useful life of the items.

- f) The Vendor must have the means to safely pick up dirty linen in a timely fashion, as all linen should be handled in the same fashion with the assumption it has the possibility for communicable disease transmission.
- g) All items will be laundered in accordance with the best practices for infection prevention and control as some items may contain traces of blood, fecal matter and/or urine.
- h) All laundered items shall be fully dried, folded, pressed, and returned inside the same laundry bag they were picked up in.
- i) All laundered items shall be properly labelled, identified and bagged by location and type of linen.
- j) Vendor will be expected to replace all linens if they become worn or stained, at the same line item Pricing quoted by the Proponent within their submitted APPENDIX K: STAGE V - PRICING SUBMISSION FORM.
- k) Vendor will ensure that DNSSAB maintains a fourteen (14) day supply of linen at all times, at each location, as follows:
  - a. At the North Bay Location: 1100 Flat Sheets, 550 Thermo Blankets, 550 Bath Towels, and 550 Pillowcases
  - b. At the Mattawa Location: 100 Flat Sheets, 50 Thermo Blankets, 50 Bath Towels, and 50 Pillowcases
  - c. At the Sturgeon Falls Location: 300 Flat Sheets, 150 Thermo Blankets, 150 Bath Towels, and 150 Pillowcases
- l) Vendor will have a strategy to track and replace loss and/or destroyed linen.
- m) Vendor will deliver and put away all clean linen in the designated areas at each delivery location.
- n) Vendor will adhere to the agreed-upon pick-up and delivery schedule and any schedule changes are to be approved by DNSSAB in writing. Please note that access to sites will be arranged by DNSSAB and communicated to the Vendor via notice upon contract award.
- o) The Vendor will prepare and provide, at the request of DNSSAB, a report indicating the temperature of the water, the product used, the equipment used, the frequency and the duration of the washing cycles, rinsing, laundering, neutrality, softening and any other information needed by DNSSAB to assess quality control.

**Section 2.05 Laundry Locations**

The following represents each of the address to which linen are expected to be pick-up for cleaning and then drop-off once cleaned:

**Pick-up Details**

	<b>NORTH BAY</b>	<b>MATTAWA</b>	<b>STURGEON FALLS</b>
<b>Locations</b>	50 College Dr  1715 Seymour Street	217 Turcotte Park Road	725 Coursol Rd, West Nipissing  168 Ethel St, Sturgeon Falls
<b>Laundry Bin</b>	Required at all locations	Required at Location	Required at all locations

**Drop-off Details**

<b>Locations</b>	1715 Seymour Street	217 Turcotte Park Road	168 Ethel St, Sturgeon Falls
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**Section 2.06 Infection Outbreaks**

In the case of increased laundry service being required due to factors such as an influenza outbreak, it is possible that extra pickups and delivery of linen may be required. For infection control purposes all soiled laundry picked up and



placed in carrying vehicles must be separated by a physical barrier from the clean laundry and not come into contact with the clean laundry being delivered. Adequate separation of clean and dirty linen is required to ensure no opportunity for mixing clean and dirty linens. Linen transportation must be done to prevent cross-contamination.

**Section 2.07 Environmentally Responsible**

Goods and/or services considered environmentally responsible are preferred. Proponents should propose environmentally responsible goods and/or services regardless if DNSSAB has directly called for green goods and/or services.

**Section 2.08 Defective, Damaged or Unsuitable Goods and/or Services**

Any good and/or service requested under this RFP, which is later found to be defective, flawed, damaged, does not meet accepted specifications and/or is unsuitable for their intended use, shall be returned to the vendor forthwith. Such goods and/or services will be subject to replacement or 100% refund of the purchased price, at DNSSAB's discretion. All returned items are to be picked up at the Vendor's own expense.

The Vendor shall be responsible for all damages caused by faulty workmanship, defective materials, flaws, or other such reason by which their failure or the failure for whom those are responsible. The Vendor will agree to hold DNSSAB safe and harmless from any such property damage; or claims by individuals or third parties; including any legal costs incurred by DNSSAB in connection therewith on a solicitor/client basis.

### Article III. PROCESS FOR THE DETERMINATION OF THE PREFERRED PROPONENT(S)

Each Proponent and/or Proposal, which has not been disqualified by the Evaluation Committee under Section 3.11, will be evaluated by each member of the Evaluation Committee through a multi-stage evaluation process that will determine the Preferred Proponent(s).

#### Section 3.01 Multi-Stage Evaluation Process

Each Qualified Proposal will be evaluated in seven (7) stages as follows:

- a) At Stage I, each Proposal and Proponent is evaluated on a pass/fail basis according to the Mandatory Requirements as outlined in Section 3.02.
- b) At Stage II, Proponents who meet Section 3.02 requirements, and have submitted a complete response to the Scope of Work, will have their response evaluated by the Evaluation Committee to determine the Proponent's *Scope Score* as outlined in Section 3.03.
- c) At Stage III, Proponents who meet Section 3.03 requirements, and have submitted a complete Quality Submission Form and the required samples, will have their products and samples evaluated by the Evaluation Committee to determine the Proponent's *Quality Score* as outlined in Section 3.04.
- d) At Stage IV, Proponents who meet Section 3.04 requirements, and have submitted a complete Schedule Submission Form, will have their pick-up and delivery schedule evaluated by the Evaluation Committee to determine the Proponent's *Schedule Score* as outlined in Section 3.05.
- e) At Stage V, Proponents who meet Section 3.05 requirements, and have submitted a complete Pricing Submission Form, will have their Pricing reviewed to determine the Proponent's *Pricing Score* as outlined in Section 3.06;
- f) At Stage VI, Proponents who meet Section 3.06 requirements, and have submitted a complete Reference Submission Form, will have their references contacted to determine the Proponent's *Reference Score* as outlined in Section 3.07.
- g) At Stage VII, Proponents who meet Section 3.07 requirements will have their Scope Score, Quality Score, Schedule Score, Total Pricing Score, and Reference Score totaled together to determine the Proponent's *Cumulative Score* as outlined in Section 3.08.

To ensure accurate/optimal scores, the Proponent should include sufficient detailed information that addresses each evaluation criteria, as evaluations are based on the information provided by the Proponent. Proponents shall assume that DNSSAB has no prior knowledge of their area of operation, experience or understanding of their Proposal and will base the evaluation on the information presented.

#### Section 3.02 Stage I: Mandatory Requirements

Each Proponent is required to submit a complete APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM and APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM to be considered for Stage I review.

Each APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM and APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX D: STAGE I - EVALUATION FORM.

Stage I will be evaluated on a pass/fail basis as to whether the Proponent meets all Mandatory Requirements of this RFP. Proponents who do not achieve a 'pass' for all of the Mandatory Requirements will not move forward to Stage II and will be given no further consideration.

#### Section 3.03 Stage II: Scope Evaluation

Only those Proponents who have satisfied Stage I requirements will be considered for Stage II. Proponents must have submitted a completed APPENDIX E: STAGE II - PROPOSAL SUBMISSION FORM to be considered for Stage II evaluation.

Each APPENDIX E: STAGE II - PROPOSAL SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX F: STAGE II – EVALUATION FORM.

After the Evaluation Committee has evaluated each APPENDIX E: STAGE II - PROPOSAL SUBMISSION FORM, the Evaluation Committee will combine each member's score to determine the Proponent's Scope Score ("Scope Score"). Only those Proponents with a Scope Score of 60% or greater will be eligible to participate in Stage III; Proponent(s) who have not received a Scope Score of 60% or greater will be given no further consideration.

#### **Section 3.04 Stage III - Quality Evaluation**

Only those Proponents who have satisfied Stage II requirements will be considered for Stage III. Proponents must have submitted a completed APPENDIX G: STAGE III - QUALITY SUBMISSION FORM and the four (4) sample sets of each item will participate in Stage III review.

Each APPENDIX G: STAGE III - QUALITY SUBMISSION FORM and samples submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX H: STAGE III - EVALUATION FORM.

After evaluating each APPENDIX G: STAGE III - QUALITY SUBMISSION FORM and sample, the Evaluation Committee will combine each member's score to determine the Proponent's Quality Score ("Quality Score"). Only those Proponents with a Quality Score of 60% or greater will be eligible to participate in Stage IV; Proponent(s) who have not received a Quality Score of 60% or greater will be given no further consideration.

#### **Section 3.05 Stage IV - Schedule Evaluation**

Only those Proponents who have satisfied Stage III requirements will be considered for Stage IV. Proponents must have submitted a completed APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM to be considered for Stage IV evaluation.

Each APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX J: STAGE IV – EVALUATION FORM.

After the Evaluation Committee has evaluated each APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM, the Evaluation Committee will combine each member's score to determine the Proponent's Schedule Score ("Schedule Score"). Only those Proponents with a Schedule Score of 60% or greater will be eligible to participate in Stage V; Proponent(s) who have not received a Schedule Score of 60% or greater will be given no further consideration.

#### **Section 3.06 Stage V - Price Evaluation**

Only those Proponents who have satisfied Stage IV requirements will be considered for Stage V. Proponents must have submitted a completed APPENDIX K: STAGE V - PRICING SUBMISSION FORM to be considered for Stage V evaluation.

Each APPENDIX K: STAGE V - PRICING SUBMISSION FORM submitted will be evaluated by the Evaluation Committee using the formula and scoring outlined in APPENDIX L: STAGE V - EVALUATION FORM.

After calculating the Proponent's Product Pricing Score, Laundry Pricing Score, and Schedule Pricing Score using the formulas outlined in APPENDIX K: STAGE V - PRICING SUBMISSION FORM, the Evaluation Committee will combine each to determine the Proponent's Total Pricing Score ("Total Pricing Score"). Only those Proponents with a Total Pricing Score of 50 or greater will be eligible to participate in Stage VI; Proponent(s) who have not received a Total Pricing Score of 50 or greater will be given no further consideration.

### **Section 3.07 Stage VI - Reference Evaluation**

Only those Proponents who have satisfied Stage V requirements will be considered for Stage VI. Proponents must have submitted a completed APPENDIX M: STAGE VI - REFERENCES SUBMISSION FORM to be considered for Stage VI evaluation.

The Procurement Representative will conduct all reference checks. Stage VI will be evaluated using the scoring outlined in APPENDIX N: STAGE VI - EVALUATION FORM. After all references checks have been completed, the Procurement Representative will combine the scores from each reference for each Proponent to determine the Proponent's overall Reference Score ("Reference Score"). Proponents must receive a Reference Score of 60% or greater to participate in Stage VII. Proponent(s) who have not received a Reference Score of 60% or greater will be given no further consideration.

Please note that the Procurement Representative will only make two (2) attempts to contact your reference(s) – once by email and the second by phone, if necessary (if there has been no response to the initial email inquiry within two Business Days). If there is no reply or response from the reference after two (2) Business Days, from the initial email, this reference will be allocated a score of zero (0) points.

### **Section 3.08 Stage VII - Cumulative Ranking**

Only those Proponents who have satisfied Stage VI requirements will be considered for Stage VII. At this Stage, the Evaluation Committee will combine each participating Proponent's Scope Score, Quality Score, Schedule Score, Pricing Score and Reference Score to determine the Proponent's weighted cumulative score ("Cumulative Score") as outlined in APPENDIX O: STAGE VII - SCORING SHEET and based on the following weighted score averages:

<b>SCORE</b>	<b>WEIGHT</b>
Scope Score	15%
Quality Score	20%
Schedule Score	20%
Pricing Score	40%
Reference Score	5%
<b>Cumulative Score</b>	<b>100%</b>

This Cumulative Score will provide the Evaluation Committee with its final ranking of the Proponent(s), which will then inform the Evaluation Committee as to their recommendation(s) for a Preferred Proponent (s). The Preferred Proponent(s) will be submitted to the Consortium for final approval and determination of the Successful Proponent(s) in accordance with Article IV.

### **Section 3.09 Tie Bids**

If two or more Cumulative Scores are equal, the Evaluation Committee will offer an opportunity to the tied Proponents to re-bid.

If a tie persists, the Evaluation Committee may give preference to a Proponent on one or more of the following factors:

- (a) Delivery date/launch date
- (b) Documented service record

**(c) Past performance record with DNSSAB**

If the above does not break the tie, the Procurement Representative, in conjunction with the Director of Corporate Services or designate, will conduct a lottery draw to determine the Preferred Proponent. The Procurement Representative will schedule a meeting and inform the Proponents involved of the situation. Proponents will be asked to sign a Tie Bid Declaration Form to verify their participation in resolving the tie bid situation and waive any legal rights they may pursue due to participating or not participating in the process.

Those opting not to participate will forfeit their opportunity to continue and will not participate further in the process, be given no further consideration, and have no legal rights against DNSSAB.

The respective Proponents will be requested to participate in a fair and open draw process as follows:

- (a) Each Proponent's name will be placed in a container.
- (d) The Director of Corporate Services or designate will draw one name from the container.
- (e) The Proponent whose name is drawn will be recommended as the Preferred Proponent.
- (f) The result is recorded on the Tie Bid Declaration Form, copies of which will be provided to each Proponent.

**Section 3.10 Clarifications**

During the evaluation process, and at its sole discretion, the Evaluation Committee may request clarification from a Proponent of any aspect of a Proposal to assist the Evaluation Committee's interpretation and evaluation of a Proposal, including requesting additional information on Pricing breakdown. The Evaluation Committee reserves the right to consider and rely on such further information and clarifications in evaluating a Proposal and selecting a Preferred Proponent(s). It shall not be considered as an alteration of a Proposal nor be constituted as negotiation or re-negotiation.

The right to clarify does not impose upon the Evaluation Committee a requirement to clarify any part of a Proposal where the Proposal is deficient (i.e., where the Proponent did not respond), inconsistent, or otherwise not acceptable in any aspect. All requests for clarification and responses will be conducted through the Procurement Representative and shall be in writing. Any such request does not constitute an acceptance of a Proposal.

**Section 3.11 Disqualification of Proposals**

Proponents may be excluded from eligibility to submit, or a submitted Proposal may be summarily rejected, where the Evaluation Committee, in their sole, final, binding opinion, has determined that either the Proponent or Proposal, as per the context, fits the circumstances of one or more of the following disqualification items:

- (a) Proposal is one of two or more Proposals submitted by the same Proponent, whether under the same or different names or whether as multiple options within a Proposal; Proposal will be disqualified unless additional Proposal(s) make it clear that the work in the extra Proposal (s) is a 'joint' submission with another Company.
- (b) Proponent did not attend the mandatory site meeting (if applicable).
- (c) Proposal was submitted and received after the Closing Date.
- (d) Proposal is submitted in any way other than electronically through an email to dnssab.contracts@dnssab.ca.
- (e) Proposal was submitted by a Proponent that colluded with one or more other Proponents.
- (f) Proposal was submitted by a Proponent that has a Conflict of Interest.
- (g) Proposal was submitted by a Proponent that is not a Responsible Proponent.
- (h) Proposal was submitted by a Proponent that is an Opposing Party.
- (i) Proposal was submitted by a Proponent that proposes an Opposing Party as a Participating Entity.
- (j) Proposal was submitted by a Proponent that is not at arm's length from an Opposing Party.
- (k) Proposal is incomplete, conditional, illegible, obscure or limited in any way.

- (l) Proposal prices appear to be as unreasonable and/or unbalanced as to likely affect the interest of DNSSAB adversely.
- (m) Proposal is executed by a person who does not have the authority to bind the Proponent's Company.
- (n) Proposal was submitted by a Proponent, or any person on behalf of a Proponent, who has initiated communication about this RFP after it was issued and before it is terminated or before one or more Contracts are entered in respect to this RFP, which are its subject, with:
  - (i) Any member on any one of the Board
  - (ii) An employee of DNSSAB other than the Procurement Representative, or
  - (iii) Media.
- (o) The Proposal contains a limitation or qualification on the DNSSAB'S right to publicly disclose any Successful Proponent's name and, if applicable, any Proposal price/score.
- (p) Proponent's past performance or past conduct during a previous procurement process and/or contract that resulted in higher ultimate costs, unsatisfactory results/performance, difficulties, and/or did not provide the best value to DNSSAB.

By responding to this RFP, Proponents will be deemed to have agreed that any decision by the Evaluation Committee to disqualify a Proposal will be final and binding.

### **Section 3.12 Rectification**

If a Proponent or Proposal is deemed to be non-compliant with any item noted in Section 3.11 and/or has failed to satisfy all of the Mandatory Requirements noted in Section 3.02, the Evaluation Committee may issue a rectification notice identifying the deficiencies and providing the Proponent with an opportunity to rectify the deficiencies within three (3) Business Days. The three (3) Business Day period commences from when the Evaluation Committee issues a rectification notice to the Proponent.

If the Proponent fails to rectify within the three (3) Business Days, the Proponent and the Proposal shall be disqualified.

**Article IV. PROCESS FOR THE SELECTION OF THE SUCCESSFUL PROPONENT(S)****Section 4.01 Right to Accept**

Once DNSSAB receives from the Evaluation Committee its recommendation for Preferred Proponent(s), DNSSAB reserves the right to select a Successful Proponent, who, in its opinion, has submitted a Proposal that:

- a) Meets DNSSAB's requirements under this RFP, and
- b) In is DNSSAB's best interest, and
- c) Which provides the best overall value to DNSSAB.

Any Successful Proponent will not necessarily be the Proponent(s) who:

- i. Had been recommended as a Preferred Proponent(s); and/or
- ii. Had the highest Cumulative Score; and/or
- iii. Had the lowest RFP Price Evaluator; and/or
- iv. Had complied with the Mandatory Requirements of this RFP.

For greater clarity, the recommendation of a Preferred Proponent(s) by the Evaluation Committee will not oblige the DNSSAB to negotiate or execute a contract with the Preferred Proponent(s).

DNSSAB also reserves the right to select either one (1) Proponent or multiple Proponent(s) for the entire Scope of Work and/or on any division of the Scope of Work, based on DNSSAB's sole discretion, all without liability.

**Section 4.02 Past Performance or Past Conduct**

DNSSAB reserves the right to thoroughly review all Proponent(s) and/or Proposal(s), which review may include and be influenced by, without limitation, any of the following:

- a) The Proponent(s) illegal or unethical conduct during a prior procurement process or Contract.
- b) The refusal of the Proponent to honour its submitted Pricing or other commitments during a prior procurement process or Contract.
- c) The Proponent has not complied with and/or satisfactorily performed the requirements of a previous Contract.
- d) A negative review from references provided by Proponents and those obtained by DNSSAB independently.
- e) Unsatisfactory past completion history (including completion of the full contract term, late or extended completion of the contract and late delivery of goods and services) of contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- f) Litigation and claims history of the Proponent (including previous, existing or potential litigation with any member of DNSSAB or others and construction liens filled by Proponent or subcontractors).
- g) Delivery of incorrect services on contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- h) Problematic and/or difficult customer service and responsiveness on contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- i) History of bidding unrealistic Pricing during a prior procurement process between any member of DNSSAB and Proponent, and/or Proponent and third parties.

DNSSAB reserve the right to reject a Proposal after it reviews any of the above if, in DNSSAB's sole opinion, the Proponent and/or Proposal may result in higher ultimate costs, other difficulties or unsatisfactory results and/or would not provide the best value to DNSSAB.

**Section 4.03 Negotiations**

DNSSAB retains its absolute discretion to negotiate with any Proponent(s), and such process can continue with any other Proponent(s) until an executed Contract or DNSSAB cancels this RFP. DNSSAB shall incur no liability if it exercises its right to negotiate, and Proponent(s) agree that DNSSAB has full authority to choose whom it can negotiate with.

DNSSAB shall have the right, but not the obligation, to negotiate on such matter(s) as it chooses with a Proponent(s).

For clarity, DNSSAB may, during negotiations, adjust, refine, reprioritize or rewrite the Scope of the Work, funding/pricing/budget amounts, and any other terms and conditions it deems necessary.

If DNSSAB, in its sole and absolute discretion, is of the view that there is no reasonable prospect of concluding a Contract with a Proponent, DNSSAB may terminate the negotiations with the Proponent and negotiate a Contract with another Proponent or cancel the RFP process and not enter into a Contract with any of the Proponents.

#### **Section 4.04 Failure or Default of Successful Proponent**

If the Successful Proponent, for any reason, fails or defaults in respect of any matter or thing that is an obligation of the Proponent under the terms of the RFP, DNSSAB may disqualify the Successful Proponent from the RFP and may, at its option:

- (a) Consider that the Successful Proponent has withdrawn any offer made or abandoned the Contract if the offer has been accepted, after which the acceptance, if any, of DNSSAB shall be null and void.
- (b) Consider that the Successful Proponent has abandoned any Contract and requires the Successful Proponent to pay DNSSAB the difference between its Proposal and any other Proposals which DNSSAB accepts if the latter is for a greater amount.
- (c) Consider that the Successful Proponent has abandoned any Contract and requires the Proponent to pay DNSSAB any costs which DNSSAB may incur because of the Proponent's failure or default.
- (d) Consider that the Successful Proponent has abandoned any Contract wherein the Proponent shall indemnify and save harmless DNSSAB, its officers, employees and agents from all loss, damages, liability, costs, charges, and expenses howsoever suffered, incurred or sustained as a result of such default or failure of the Proponent.

The Successful Proponent shall be ineligible to submit a new Proposal for any RFP or bid that DNSSAB is required to reissue due to the Successful Proponent's failure or default or where DNSSAB deems that the Successful Proponent has abandoned the Contract.

#### **Section 4.05 Right to Reject and Cancel**

DNSSAB retains the right to reject any or all Proposals, even if there is only one received, and cancel this RFP, at any time, either before or after the receipt and review of Proposals.

Following the cancellation of the RFP, DNSSAB reserves the right to proceed, without limitation and as it determines in its sole discretion, all without liability, as follows:

- a) negotiate with one or more Proponent(s) for the same or similar Scope of Work; and/or
- b) negotiate with any other person, Company, agency and/or entity for the same or similar Scope of Work; and/or
- c) issue a new RFP for the same or similar Scope of Work on the same or modified terms.



**Article V. AFTER SELECTION****Section 5.01 Notifications**

Once DNSSAB has selected a Successful Proponent, it will send an electronic notification asking the Successful Proponent to commence contract negotiations. DNSSAB makes no commitment to the Successful Proponent until a Contract has been executed between DNSSAB and the Successful Proponent. The Successful Proponent acknowledges that the commencement of any discussion or negotiations for a Contract does not create any contractual obligations between members of DNSSAB and the Successful Proponent.

Non-award letters will be issued electronically to all unsuccessful Proponents once the contract award procedures with the Successful Proponent have been fulfilled.

**Section 5.02 Contract Award**

The Successful Proponent(s) may enter into a formal Contract with DNSSAB for a three (3) year term, with the option, at DNSSAB's discretion, of up to two (2) additional one-year extensions.

The Contract's award and/or extension is subject to the receipt of sufficient funding, budgetary approval, appropriate staff, and CAO/Board approval. If exercised, there shall be no Contract extension beyond the second one-year extension option.

DNSSAB will reserve the right to terminate the Contract or parts thereof for any reason, without penalty or obligations to DNSSAB, upon providing thirty (30) days' written notice to the Vendor.

## Article VI. DEBRIEF

For all competitive procurements, Proponents who participate in the procurement process are entitled to request a debriefing within sixty (60) days following the issuance of the non-award letters. The Procurement Representative will schedule a meeting with each Proponent separately and inform each Proponent involved of the date and time for their debrief meeting. At the meeting, the Procurement Representative or designate will introduce and describe the process that will occur, including what type of information will be shared. At the debrief, a Proponent is entitled to the following information:

- (a) Their final evaluation score
- (b) Their evaluation ranking (i.e. third of five proposals)
- (c) Which evaluation stage(s) under Article III were considered.
- (d) The final evaluation score of the Successful Proponent
- (e) The name of the Successful Proponent (organization/company name)
- (f) The strengths of their Proposal (non-evaluative items only)
- (g) The areas of weakness within their Proposal (non-evaluative items only)

Debriefings requested beyond sixty (60) days shall be at the discretion of the Procurement Representative but are not required.

### Section 6.02 Rules for Debriefings

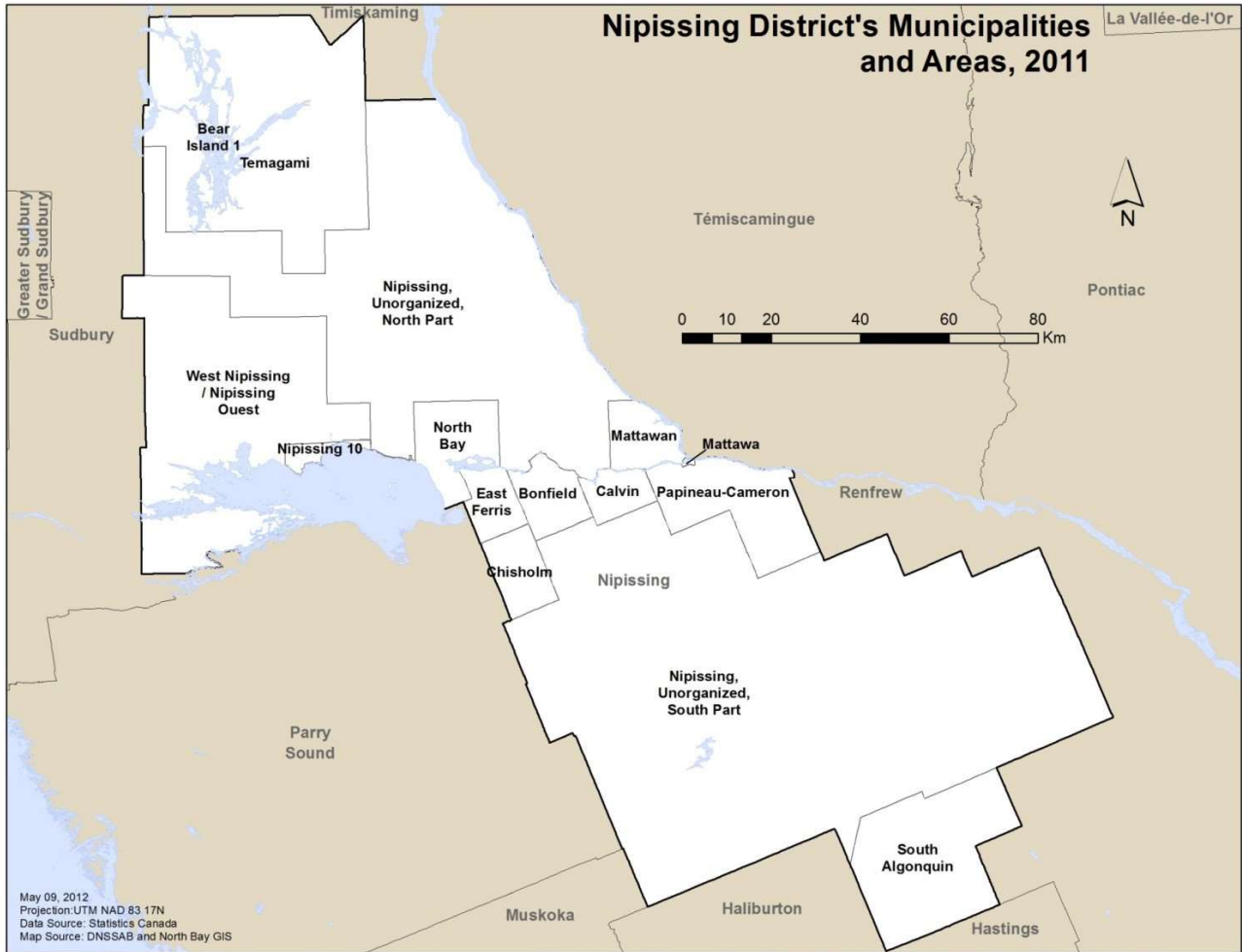
- (a) A debriefing must be attended by the Procurement Representative and at least one other Evaluation Committee member.
- (b) Proponents are not entitled to see individual scores for each evaluation section; they are only permitted to know their final evaluation score.
- (c) Questions unrelated to the evaluation or selection process will not be responded to during the debriefing and noted as out of scope.
- (d) Questions or comments concerning other Proponents will not be discussed during a debrief process. If a Proponent makes a request for information related to confidential third-party organization proprietary information subject to the mandatory third-party exemption under the MFIPPA, they will be advised that a formal Freedom of Information (FOI) request can be submitted to the DNSSAB or NDHC Freedom of Information and Privacy representative.

### Section 6.03 Procurement Protest

A Proponent with a concern relating to the procurement process must follow the below-outlined process. It is not appropriate to contact members of the DNSSAB Board before following the process for addressing a concern.

- a) If any Proponent voices a concern, regarding a procurement process they are involved in, they will document their concern in writing and submit it to the Procurement Representative.
- b) The Procurement Representative shall respond to the Proponent in writing within fourteen (14) Business Days.
- c) If the concern cannot be resolved to the Proponent's satisfaction, it shall be escalated to the Director of Corporate Services or designate.
- d) The Director of Corporate Services or designate will review the concern and respond in writing to the Proponent as required/appropriate within thirty (30) Business Days. The response may be provided during a debriefing process. Verbal follow-up and communication may be required to complete the response.
- e) If a face-to-face meeting is requested/required, the Director of Corporate Services or designate will arrange the meeting at a mutually convenient time, including the Procurement Representative.
- f) If the Proponent is not satisfied with the response from the Director of Corporate Services, the issue will be referred to the CAO.
- g) The CAO may meet with the Proponent or review the Proponent's concerns presented in writing at the CAO's sole discretion.
- h) The decision of the CAO is final.

## APPENDIX A: NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS



## APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM

### Proponent Information

Company (s): \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email/Phone: \_\_\_\_\_

### Proponent's Declaration

Please initial beside each statement with which you agree. For DNSSAB's purpose, only those Proponents who have accepted (initialed) each statement of the Proponent's Declaration will be considered; failure to agree to any statement will disqualify your Proposal.

\_\_\_\_\_  
I/WE have read, reviewed and understand all terms and conditions outlined in this RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

\_\_\_\_\_  
I/WE agree to be bound by the terms and conditions contained in the RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

\_\_\_\_\_  
I/WE agree to provide all goods and/or services outlined in this RFP, its Appendices, and/or any Addendum, including but not limited to the Scope of Work, Pricing and other specifications, within the terms and conditions as defined herein.

\_\_\_\_\_  
I/WE declare that the Proposal submitted has been made entirely in accordance with the terms and conditions outlined in this RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

\_\_\_\_\_  
I/WE declare that this Proposal is the only Proposal submitted. No other Proposal was submitted under the same or different names or as multiple options within the same Proposal.

\_\_\_\_\_  
I/WE declare that any potential and/or actual conflict of interest has been disclosed to DNSSAB.

\_\_\_\_\_  
I/WE declare that this Proposal was submitted by a Proponent with the capacity to contract (not a minor and of sound mind)

\_\_\_\_\_  
I/WE declare that this Proposal was submitted by a Proponent (and all subcontractors) who is not an Opposing Party in a legal action against DNSSAB.

\_\_\_\_\_  
I/WE declare that this Proposal is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Company, firm or persons making a submission and is in all respects fair and without collusion for fraud.

\_\_\_\_\_  
I/WE declare that the undersigned is empowered by the Proponent to negotiate all matters with DNSSAB's representatives relative to this Proposal and any future Contract, and the person named below has the authority to submit this Proposal on behalf of the Corporation, Company, Company, or Partnership.

\_\_\_\_\_  
I/WE declare that no persons associated with the Proposal have initiated communication about this RFP after it was issued and before the Closing Date or before one or more contracts are entered in respect of the Scope of Work, which is its subject, with any member of the DNSSAB Board, DNSSAB Staff, and/or the media.

\_\_\_\_\_  
I/WE declare that no person associated with the Proposal has been convicted of a criminal offence, including but not limited to fraud or theft.

\_\_\_\_\_  
I/WE declare that no person associated with the Proposal has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, DNSSAB employees, or the general public.

\_\_\_\_\_  
I/WE declare that no person associated with the Proposal has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.

\_\_\_\_\_  
I/WE declare that if any future Contract is to be negotiated with DNSSAB regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.

\_\_\_\_\_  
I/WE, including Non-Resident Proponent, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws, which in any way pertain to the Scope of Work outlined in this RFP or to the employee of the Proponent.

\_\_\_\_ I/We, including Non-Resident Proponents, shall charge applicable HST for Ontario.

I/WE agree that any and all employees or personnel subject to the provision of the goods and/or services completed by this RFP will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all work shall be in compliance with the Act's regulations.

\_\_\_\_ I/WE agree to hold DNSSAB safe and harmless from any property damage; or claims by individuals or third parties; including any legal costs incurred by DNSSAB in connection therewith, on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services.

### Acknowledgment of Addendums

We acknowledge receipt of \_\_\_\_\_ addendums; and agree that the addendum/addenda form part of the RFP.

### Proposal Requirements

Please ensure to answer all questions below as either a Yes or No based on your Proposal. Please note that if any question has an answer of No, the Proposal may be disqualified.

YES	NO	BLANKETS
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can confirm that we will meet the 1-Oct-2022 deadline for the initial order of linens.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can confirm that we will honour a forty-five (45) delivery deadline for all subsequent orders.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can guarantee that all linen items will be available with a 100% fill rate.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE agree that Pricing will be honoured throughout the contract term with no annual price increases during the contract term, including extensions.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE confirm that the sales team will be the primary source of communication with DNSSAB and between all Participating Entities.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE agree that all laundered items will meet or exceed DNSSAB's cleaning standards and if not, I/WE agree to pick up, rewash, and return items at no extra cost to DNSSAB.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE agree that all linens will receive a complete wash and rinse cycle, in all instances.

### Required Documents

Proponents are required to submit each of the following document(s) with this form. Failure to provide the required documentation will result in disqualification, and your Proposal will receive no further consideration.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a copy of a current Business License (which confirms five or more years of business).
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted verification of General Liability (Damage and Liability) Insurance coverage of at least \$5 000 000.00.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted Professional Liability Insurance coverage verification of at least \$2 000 000.00.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a current and valid copy of our Letter of Good Standing (Schedule 2) from the Workplace Safety and Insurance Board or verification of employer's liability insurance or submission of a letter of Good Standing from WSIB that confirms status as Independent Operator status along with an identification number.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a current and valid copy of our Certificate of Clearance (Schedule 1) from the Workplace Safety and Insurance Board or verification of employer's liability insurance.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE ensure staff assigned for pick up/drop off at hospitals/Paramedic Service Stations have appropriate Police Checks or Clearance Certificates for hospitals.

### Completed by:

Name: \_\_\_\_\_

Signature of Authorized Officer \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM**

Participating Entity agreements made by the Proponent will not release the Proponent from any obligation to DNSSAB concerning the performance of its obligations under the contract. DNSSAB will not be responsible for payment to the Proponent's partners, subcontractors, or suppliers if the Proponent defaults on its responsibilities. It is the responsibility of the Proponent to communicate this information to its partners, subcontractors and suppliers.

**Proponent's Declaration**

Please initial beside the statement which best describes how Participating Entities are associated with your Proposal:

<p><u>      </u> Yes</p>	<p>If Participating Entities are associated with this Proposal, provide details on the subcontractor using the table below.</p>
<p><u>      </u> No</p>	<p>If by own forces, state so here (initial)</p>

**If Yes above, provide a list of all subcontractors you will be using to undertake the work (add as many rows as necessary)**

<b>ROLE</b> <i>(goods and/or services involved with)</i>	<b>PARTICIPATING ENTITY</b>			
	<b>Company</b>	<b>Address</b>	<b>Contact Person</b>	<b>Type</b>
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other

**Completed by:**

\_\_\_\_\_  
**Company and/or Corporate Name**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

**APPENDIX D: STAGE I - EVALUATION FORM**

ITEM	PASS	FAIL
<b>APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM</b>	<input type="checkbox"/>	<input type="checkbox"/>
Proponent's Declaration	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgment of Addendums	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	<input type="checkbox"/>	<input type="checkbox"/>
<b>APPENDIX C: STAGE 1 - PARTICIPATING ENTITY SUBMISSION FORM</b>	<input type="checkbox"/>	<input type="checkbox"/>

Mandatory Requirements	Proponent's	Need	%
		Pass	NA
<i>Must receive a Pass to be considered for Stage II</i>			

**Decision Form**

- Accept the Proposal (Pass)
- Disqualify the Proposal (has at least one fail)
- Send Rectification Request (see below)

Details of Rectification Request	Date Sent	Date Due

**Reviewed by:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### APPENDIX E: STAGE II - SCOPE SUBMISSION FORM

All Proponents must provide a detailed response to the Scope of Work by fully answering each of the questions noted below. *If you deem a question to be not applicable to you, you must explain or outline why it is so.* Please see APPENDIX F: STAGE II – EVALUATION FORM for the evaluation form being used to assess your responses.

1. Please provide a brief history of your firm; include details of your firm's location, purpose, structure, relevant policies (accountability, sustainability, accessibility, and confidentiality), its history of working with paramedic services or hospital entities, and a listing of the experience and qualification of each Personnel associated with this Proposal.

2. Describe how your firm can ensure that DNSSAB meets its current and future needs at a high level.

3. At a high level, address how you will meet the expectations outlined in section 2.02.

4. Confirm if and how your linen selection will meet the needs of paramedic services. Ensure to confirm if product quality is equivalent to what is being provided to other Ontario paramedic service clients.

5. Confirm if DNSSAB will be able to purchase your linens at lower prices and with better value than what you would ordinarily offer to single government entities, hospitals, or paramedic services.

6. Describe the type of warranty DNSSAB will secure on all items.

7. Confirm if and how your linens will be free from foreign particles, contamination, discolorations, stains, holes, tears, cuts; natural rubber latex, DEHP and BPA.

8. At a high level, address how you will meet the expectations outlined in s. 2.04 and s. 2.05.

9. Describe your laundering process, especially with regards to handling, cleaning agents used, procedures used in dealing with soiled lines, bacteria, blood-soaked linens, pathogens, and any other type of contaminated lines.



10. Confirm if the cleaners/disinfectants used to clean linen meet Health Canada standards.

11. Confirm if and how your washing solutions ensure cleanliness and wholeness but without the need for accelerated wear or any decrease in the useful life of the items.

12. Describe how linen items will be laundered in accordance with the best practices for infection prevention/control and reduce transmission of communicable diseases, as some items may contain traces of blood, fecal matter and/or urine.

13. Confirm if and how you will ensure laundered items will be fully dried, folded, pressed, and returned inside the same laundry bag they were picked up in.

14. Confirm if and how you will label, identify and bag clean linen by location and type of item. Provide examples of your labelling for review.

15. Confirm if and how you will identify worn or stained items and how this will be communicated to DNSSAB.

16. Describe how you will ensure DNSSAB maintains a fourteen (14) day supply of linen's, at all times, at each location.

17. Describe your strategy to address DNSSAB's loss rate – ensure to include tactics or procedures you would use to track and replace loss and/or destroyed linen.

18. Confirm if and how you will deliver and put away all clean linen in the designated areas at each delivery location.

19. Confirm if and how you will prepare and provide, at the request of DNSSAB, a report indicating the temperature of the water, the product used, the equipment used, the frequency and the duration of the washing cycles, rinsing, laundering, neutrality, softening and any other information needed by DNSSAB to ensure quality control of services. Please provide an example.

20. Confirm if and how you can immediately increase laundry service due to factors such as an influenza outbreak.

21. Confirm if and how you mitigate cross-contamination during transport.

22. Confirm if and how your linen can be considered environmentally responsible.

**Completed by:**

\_\_\_\_\_  
**Company and/or Corporate Name**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

## APPENDIX F: STAGE II – EVALUATION FORM

### STAGE II: PROPOSAL SCORE

SCORING LEGEND		
Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

	Exceeds	Meets	Did Not	No Response
Question 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposal Score	Proponent's Points	Total Points	%
		/ 66 * (# of Evaluators)	
<i>Must receive a combined score of 60% or greater to participate in Stage III</i>			

Evaluated by:

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Date**

**APPENDIX G: STAGE III - QUALITY SUBMISSION FORM**

Please confirm details regarding your proposed products, along with the product type and brand name. The Evaluation Committee will independently review and evaluate the product/brand name to ensure it will provide the best value, is reliable, and meets all requirements. In addition, you are asked to provide four (4) sample sets of each item for review. Please see APPENDIX H: STAGE III - EVALUATION FORM for the evaluation form being used to assess your responses and products.

<b>Product Type/Brand</b>				
	<b>Flat Sheets</b>	<b>Thermo Blankets</b>	<b>Bath Towels</b>	<b>Pillow Case</b>
<b>Product Brand/Code</b>				
<b>Proposed Colour</b>				
<b>Proposed Size</b>				
<b>Proposed Fabric Blend</b>				
<b>Proposed Logo Imprinting Method</b>				
<b>Product Weight (lbs)</b>				

**Required Samples**

Proponents are required to submit each of the following samples(s) with this form. Failure to provide the required samples will result in disqualification, and your Proposal will receive no further consideration.

**YES NO**

IWE have submitted four (4) samples of the proposed Flat Sheets

IWE have submitted four (4) samples of the proposed Thermo Blanket

IWE have submitted four (4) samples of the proposed Bath Towel

IWE have submitted four (4) samples of the proposed Pillow Case

## APPENDIX H: STAGE III - EVALUATION FORM

SCORING LEGEND		
Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

### Product Type/Brand Evaluation

Flat Sheets	Exceeds	Meets	Did not	No Response
Product Brand/Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Colour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Fabric Blend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Logo Imprinting Method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Weight (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermo Blankets				
Product Brand/Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Colour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Fabric Blend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Logo Imprinting Method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Weight (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bath Towels				
Product Brand/Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Colour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Fabric Blend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Logo Imprinting Method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Weight (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Case				
Product Brand/Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Colour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Fabric Blend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Logo Imprinting Method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Weight (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Sample Evaluation

Flat Sheets	Exceeds	Meets	Did not	No Response
Softness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shape Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resistance to Shrinkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resilience to Pilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seam/Stitching/Weave Durability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colour Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermo Blankets				
Softness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shape Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resistance to Shrinkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resilience to Pilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seam/Stitching/Weave Durability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colour Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Bath Towels</b>				
Softness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shape Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resistance to Shrinkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resilience to Pilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seam/Stitching/Weave Durability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colour Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pillow Case</b>				
Softness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shape Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resistance to Shrinkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resilience to Pilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seam/Stitching/Weave Durability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colour Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Proponent's Points</b>	<b>Total Points</b>	<b>%</b>
<b>Quality Score</b>		<b>/ 156 * (# of Evaluators)</b>	
<i>Product Type/Brand Evaluation</i>		<i>/ 72 * (# of Evaluators)</i>	
<i>Sample Evaluation</i>		<i>/ 84* (# of Evaluators)</i>	
<i>Must receive a combined score of 60% or greater to participate in Stage IV</i>			

**Evaluated by:**

Name

Date

**APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM**

Please provide details about your proposed laundry schedule for regular/normal service. Your response for each item will be scored using the noted scoring legend. Please see APPENDIX J: STAGE IV – EVALUATION FORM for the evaluation form being used to assess your responses

LOCATION	FREQUENCY <i>(i.e., every four days, every week, every month, etc.)</i>	
	PICK-UP (SOILED)	DELIVERY (CLEANED)
North Bay- 50 College Dr		
North Bay - 1715 Seymour Street		
Mattawa - 217 Turcotte Park Road		
West Nipissing - 725 Coursol Rd		
Sturgeon Falls - 168 Ethel St		

**Completed by:**

\_\_\_\_\_  
**Company and/or Corporate Name**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

### APPENDIX J: STAGE IV – EVALUATION FORM

SCORING LEGEND		
Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

North Bay- 50 College Dr	Exceeds	Meets	Did Not	No Response
PICK-UP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

North Bay - 1715 Seymour Street	Exceeds	Meets	Did Not	No Response
PICK-UP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELIVERY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mattawa - 217 Turcotte Park Road	Exceeds	Meets	Did Not	No Response
PICK-UP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELIVERY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

West Nipissing - 725 Coursol Rd	Exceeds	Meets	Did Not	No Response
PICK-UP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sturgeon Falls - 168 Ethel St	Exceeds	Meets	Did Not	No Response
PICK-UP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELIVERY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule Score	Proponent's Points	Total Points	%
		/ 24 * (# of Evaluators)	
<i>Must receive a combined score of 60% or greater to participate in Stage V</i>			

Evaluated by:

\_\_\_\_\_

Name

\_\_\_\_\_

Date



### APPENDIX K: STAGE V - PRICING SUBMISSION FORM

Pricing note below is based on line item pricing for each item with the condition that DNSSAB will have no minimum order requirements and all purchases can be done on an as-needed basis. Prices quoted are complete, easy to understand and inclusive of all incidental costs, including, but not limited to labor, equipment (i.e., bins), supplies, travel time, transportation, customs duties, brokerage fees, excise taxes, shipping/freight, insurance, fuels, energy costs, etc.

No claim for extra expenses or costs will be entertained and any additional work, goods, and/or services will only be authorized in writing prior to provisioning. If the Proponent intends to manufacture or fabricate any part of the goods and/or arrange for services outside of Canada, it shall be arrange its shipping procedures representative or sales agent in Canada is the importer of record for customs purposes. Pricing should be inclusive based on expectations as noted under Article II.

All costs must be in Canadian dollars with H.S.T. excluded. All costs submitted shall be considered firm for the length of any Contract, including for any extensions.

PRODUCT COST					
	Flat Sheets	Thermo Blankets	Bath Towels	Pillow Case	End of Life ("Airport" Bundle)
Quantity	2000	1000	1000	1000	1000
Listed - Unit Price					
Proposed - Unit Price					

Laundry Cost	
Price Per Pound Rate	

Pick-Up / Delivery Costs (flat-rate)					
	North Bay 50 College Dr	North Bay 1715 Seymour St	Mattawa 217 Turcotte Park Rd	West Nipissing 725 Coursol Rd	Sturgeon Falls 168 Ethel St
Pick-up Costs					
Delivery Costs					
Extra/Additional Pickup Costs					
Extra/Additional Delivery Costs					

Completed by:

\_\_\_\_\_  
Company and/or Corporate Name  
  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature  
  
\_\_\_\_\_  
Title

## APPENDIX L: STAGE V - EVALUATION FORM

### Product Pricing Score

SCORING LEGEND		
Points	Name	Definition
50	Lowest	Lowest Product Price Evaluator.
35	Low	1 to 10% higher than the lowest Product Price Evaluator amount
25	Average	11% to 20% higher than the lowest Product Price Evaluator amount
10	High	21% to 30% higher than the lowest Product Price Evaluator amount
0	Highest	31%+ higher than the lowest Product Price Evaluator amount

**Product Price Evaluator = Flat Sheet Price (2000\*Proposed Price) + Thermo Blankets Price (1000\*Proposed Price) + Bath Towels Price (1000\*Proposed Price) + Pillowcase Price (1000\*Proposed Price) + Airport Bundle Price (1000\*Proposed Price)**

### Laundry Pricing Score

SCORING LEGEND		
Points	Name	Definition
30	Lowest	Lowest Laundry Price Evaluator.
20	Low	1 to 10% higher than the lowest Laundry Price Evaluator amount
15	Average	11% to 20% higher than the lowest Laundry Price Evaluator amount
5	High	21% to 30% higher than the lowest Laundry Price Evaluator amount
0	Highest	31%+ higher than the lowest Laundry Price Evaluator amount

**Laundry Price Evaluator = Price per Pound \* (2021 Patient Totals \* Bundle Weight)**

2021 Patient Totals is the amount of patients from North Bay, Mattawa, and Sturgeon Falls that were moved – this number is 12, 976.

Bundle Weight is the combined weight, in Lbs, of 2 Flat Sheets, 1 Thermo Blanket, 1 Bath Towel and 1 Pillow Case calculated from the weight declared for each item by the proponent under Appendix G.

### Schedule Pricing Score

SCORING LEGEND		
Points	Name	Definition
20	Lowest	Lowest Schedule Price Evaluator.
15	Low	1 to 10% higher than the lowest Schedule Price Evaluator amount
10	Average	11% to 20% higher than the lowest Schedule Price Evaluator amount
5	High	21% to 30% higher than the lowest Schedule Price Evaluator amount
0	Highest	31%+ higher than the lowest Schedule Price Evaluator amount

**Schedule Price Evaluator = Pick-up Pricing + Delivery Pricing + Additional Pick-up Pricing + Additional Delivery Pricing**

**Pick Up Pricing** = North Bay - 50 College Dr (Annualized Frequency \* pick up rate) + North Bay - 1715 Seymour St (Annualized Frequency \* pick up rate) + Mattawa - 217 Turcotte Park Rd (Annualized Frequency \* pick up rate) + West Nipissing - 725 Coursol Rd (Annualized Frequency \* pick up rate) + Sturgeon Falls - 168 Ethel St (6 \* pick up rate)

**Delivery Pricing** = North Bay - 1715 Seymour St (Annualized Frequency \* delivery rate) + Mattawa - 217 Turcotte Park Rd (Annualized Frequency \* delivery rate) + Sturgeon Falls - 168 Ethel St (Annualized Frequency \* delivery rate)

**Additional Pick Up Pricing** = North Bay - 50 College Dr (12 \* pick up rate) + North Bay - 1715 Seymour St (6 \* pick up rate) + Mattawa - 217 Turcotte Park Rd (6 \* pick up rate) + West Nipissing - 725 Coursol Rd (12 \* pick up rate) + Sturgeon Falls - 168 Ethel St (6 \* pick up rate)

**Additional Delivery Pricing** = North Bay - 1715 Seymour St (6 \* delivery rate) + Mattawa - 217 Turcotte Park Rd (6 \* delivery rate) + Sturgeon Falls - 168 Ethel St (6 \* delivery rate)

Annualized Frequency means the frequency rate declared under APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM by the Proponent – annualized by DNSSAB.

### Total Pricing Score

**Total Pricing Score = Product Pricing Score + Laundry Pricing Score + Schedule Pricing Score**

<b>Pricing Score</b>	<b>Proponent's RFP Price Evaluator</b>	<b>Lowest RFP Price Evaluator</b>	<b>% (from Lowest RFP Price Evaluator Amount)</b>	<b>Proponent's Points</b>
<i>Product Price Evaluator</i>				
<i>Laundry Price Evaluator</i>				
<i>Schedule Price Evaluator</i>				
<b>Total Pricing Score</b>				
<i>Must receive Total Pricing Points of 50 or higher to participate in Stage VI</i>				

**Evaluated by:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

**APPENDIX M: STAGE VI - REFERENCES SUBMISSION FORM**

Please provide a minimum of three (3) unique references from companies (DNSSAB excluded) for whom you have supplied, installed, and/or supported within the same or similar scope and magnitude of work requested in this RFP within the past five (5) years.

Description	Reference No. 1	Reference No. 2	Reference No. 3
Company Name			
Reference Full Name			
Reference Job Title			
Reference phone number and extension			
Reference's Email Address			
Value of Work Performed by Bidder (\$)			
Work Begin Date (month & year)			
Work End Date (month & year)			
Description of work performed			
Work Completed on Time?			
Work Completed on Budget?			
Has the Reference been Informed?			
Additional Comments about the job			

**Completed by:**

\_\_\_\_\_  
Company and/or Corporate Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

### APPENDIX N: STAGE VI - EVALUATION FORM

SCORING SCALE		
Score	Name	Definition
4	Very satisfied	The referee was very satisfied with Proponent
3	Satisfied	The referee was satisfied with Proponent
2	Neither	The referee was neither satisfied nor dissatisfied with Proponent
1	Dissatisfied	The referee was dissatisfied with Proponent
0	Very dissatisfied	The referee was very dissatisfied with Proponent

REFERENCE #1: SCORING SHEET	Very satisfied	Satisfied	Neither	Dissatisfied	Very dissatisfied
Question about experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about work quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service (re – type of service received)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about customer service/communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFERENCE #2: SCORING SHEET					
Question about experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about work quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service (re – type of service received)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about customer service/communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFERENCE #3: SCORING SHEET					
Question about experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about work quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service (re – type of service received)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about customer service/communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference Score	Proponent's Points	Total Points	%		
Reference 1		/28			
Reference 2		/28			
Reference 3		/28			
<b>Total</b>		<b>/84</b>			
<i>Must receive a combined score of 60% or greater to participate in Stage VII</i>					

Evaluated by:

Name

Date

## APPENDIX O: STAGE VII - SCORING SHEET

TYPE	EVALUATION RESULTS			WEIGHTED SCORE	
	Available Points	Proponent's Points	Proponent's %	Weighted %	Proponent's Weighted Score
Scope Score	/ 66 * (# of Evaluators)		Proponent's Point's / Available Points	15%	(Proponents % * Weighted %)
Quality Score	/ 156 * (# of Evaluators)		Proponent's Point's / Available Points	20%	(Proponents % * Weighted %)
Schedule Score	/ 24 * (# of Evaluators)		Proponent's Point's / Available Points	20%	(Proponents % * Weighted %)
Pricing Score	/ 100		Proponent's Point's / Available Points	40%	(Proponents % * Weighted %)
Reference Score	/ 84		Proponent's Point's / Available Points	5%	(Proponents % * Weighted %)
<b>Cumulative Score</b>					

Prepared by:

Name

Date