



**DUE:**  
12:00 NOON LOCAL TIME  
MONDAY, SEPTEMBER 12, 2011

**DELIVER TO:**  
(and have delivery acknowledged)  
EAST ELGIN COMMUNITY COMPLEX  
531 TALBOT STREET WEST  
AYLMER, ON N5H 2T9  
ATTN: THERESA KLACHAN, GENERAL MANAGER

(P) (519) 773-5631

(F) (519) 773-5755

[www.eastelgincommunitycomplex.ca](http://www.eastelgincommunitycomplex.ca)

**East Elgin Community Complex  
RFQ – Paper Towels, Toilet Tissue, Hand Soap, Garbage Bags & Cleaning Products**

**Thursday, August 4, 2011**

**Purpose**

Sealed quotations for the supply and delivery of paper towels, toilet tissue, hand soap, garbage bags and janitorial cleaning products for the East Elgin Community Complex will be received at the East Elgin Community Complex, 531 Talbot Street West, Aylmer, ON. N5H 2T9 until 12:00 noon, local time on:

**Monday, September 12, 2011**

Quotations should include all the costs associated with the supply and delivery of all of the products. The quotation should also include all the costs associated with the supply and installation of all the paper towel, toilet tissue and hand soap dispensers required at the specified locations. *(HST would be in addition to the above costs).*

**Facility History**

Owned and operated by the Township of Malahide and the Town of Aylmer, the East Elgin Community Complex opened to the public on May 29, 2004. Situated on 17 acres, the East Elgin Community Complex includes a multi-purpose community hall that can accommodate up to 600 people for banquets and special events or be divided into 3 smaller halls, a hall on the mezzanine level overlooking the EastLink Arena that accommodates 178 people, meeting rooms, 2 NHL arenas, 13 dressing rooms and parking for 600 vehicles. With spectator seating for 756, the EastLink Arena is home to the Aylmer Spitfires Junior "C" Hockey Club. The Kinsmen Arena has bench style seating for 366 spectators.

**Requirements**

The bidders are requested to submit quotations on the following products or equivalent product:

PRODUCT NAME	UNIT SIZE	TOTAL ESTIMATED USAGE FOR 33 MONTHS August 28, 2008 to May 31, 2011
Bay West Centrepull White Paper Towel, 600'	6 rolls/cs.	457 cases
Bay West EcoSoft Jumbo 1 ply Toilet Tissue, 2000'	12 rolls/cs.	71 cases
<i>Note: totals include inventory on hand - 45 cases of paper towel &amp; 11 cases of toilet tissue</i>		

PRODUCT NAME	UNIT SIZE	TOTAL FOR 33 MONTHS August 28, 2008 to May 31, 2011
<b>Hand Soap</b>		
Refresh Foam Hand Soap	800ml - 6/cs.	33 cases
<b>Hand Sanitizer</b>		
Refresh Foam Instant Hand Sanitizer	800ml - 6/cs.	19 cases
<b>Garbage Bags</b>		
Oxy Degradable Garbage Bags - 35x50 x-strong	100/cs.	20 cases
Oxy Degradable Garbage Bags - 35x50 strong	125/cs.	270 cases
Oxy Degradable Garbage Bags - 24x22 regular	500/cs.	10 cases
<b>Cleaning Products</b>		
EW150	20 ltr. pail	2 pails
Neu Clean	20 ltr. pail	32 pails
Mint Condition	20 ltr. pail	6 pails
20% Restroom	1 ltr. - 12/cs.	100 cases
Glass cleaner	20 ltr. pail	11 pails
Eliminator	20 ltr. pail	17 pails
Diamondplate	20 ltr. pail	3 pails
Neu Clean Track Remover	20 ltr. pail	19 pails
Restore	4L - 4/case	5 cases
23% Bowl Cleaner	1 ltr. - 12/cs.	1 case
Stainless Steel Cleaner	19 oz. 12/cs.	24 cases
Furniture Polish	19 oz. 12/cs.	12 cases

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Magic Sponges	10/pkg	84 packages
Green/Yellow Sponges	each	68
20" Floor pads - RED	5/cs	5 cases
20" Floor pads - AQUA	5/cs	5 cases
20" Floor pads - BLUE	5/cs	4 cases
20" Floor pads - BLACK	5/cs	25 cases
20" Floor pads - BLACK HIGH FLOW	5/cs	1 case
20" Floor pads - WHITE	5/cs	1 case
Urinal screens	each	31
Island Fresh	19 oz. 12/cs.	26 cases
Earplugs	100/bx	11 boxes
Napkin liners	500/cs.	7 cases
Latex gloves - SMALL	100/bx.	19 boxes
Latex gloves - MEDIUM	100/bx.	32 boxes
Latex gloves - LARGE	100/bx.	94 boxes
Latex gloves - XLARGE	100/bx.	164 boxes
Lavo Bleach	case	
Clean Step Flood Cleaner	4/cs	1 case
<b>Green Cleaning Products</b>		
EP002 Neutral Cleaner	20 ltr. pail	
EP050 Bowl & Bathroom	1 ltr. - 12/cs.	
EP045 Bathroom Cleaner	4ltr. - 2/cs.	
EP001 Glass Cleaner	4ltr. - 2/cs.	
EP020 Floor Finish	20ltr. pail	
EP030 Restorer	4ltr. - 2/cs.	
EP025 Stripper	20ltr. pail	
<b>Miscellaneous Supplies</b>		
Vacuum Bags - Style LS, PN61820	3/package	4 packages
Large Mop Heads	1/package	8 packages
End Bac II	12/case	
White Facial Tissue	case	
T-Shirt rags	bag	

Bidders are required to include all the product size, length, dilution rates, and cost at diluted rate and cost per lineal foot for each applicable item.

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### Estimated Usage

The previously stated quantities are estimates only; they are based on a 33 month operational period. While these estimates provide a good indication of the anticipated consumption they are to be considered as estimates only and do not represent a firm commitment of the quantity that will be used in each of the contracted years. The East Elgin Community Complex has the right to order more or less without penalty.

### Dispensing Units

- a) Each Bidder is required to include the cost of the supply and installation of all the appropriate dispensers in the cost of the product.
- b) The successful bidder has to be prepared to install all the dispensing units in order that the contract can commence **September 29, 2011**.
- c) Each of the dispensing units is to be warranted for the duration of the contract. All repair work (vandalism excluded) is to be completed at no cost to the East Elgin Community Complex.
- d) If at the end of the contract, the paper product supplier is unsuccessful in retaining the contract, they are responsible for the removal of all of their dispensers.

### Contract

The term of the contract will be for a period of three (3) years commencing on Thursday, September 29, 2011.

### Pricing

The East Elgin Community Complex is seeking firm pricing for (2) years of the contract period. If you are unable to bid on this basis, state in full you're pricing terms on the Bid Sheet. In their submission the proponents are required to provide the escalation rate after Year 3.

### Site Visit

A site visit will be conducted on **Tuesday, August 23, 2011 10:00am**. While attendance at the site visit is not mandatory, it is strongly encouraged. Only one site visit will be conducted.

### Point of Contact

The primary contact is Theresa Klachan, General Manager (519) 773-5631

### Delivery

- a) Under normal circumstances product delivery is expected to be within 48 hours of the order date
- b) All delivery costs are to be included as a part of the bidder's submission.

### Cancellation Clause

- a) EECC reserves the right to cancel the supply contract with 30 days notice.
- b) The desire to cancel will only be enacted if in the opinion of the EECC management, the supplier has failed to fulfill their responsibilities outlined in the RFQ and Bidders response.

### Obligation

The RFQ does not obligate the East Elgin Community Complex to contract for any supply services expressed or implied.

### Current and Completed Contracts

List any current and completed contracts along with their approximate value that may be considered comparable to this project.

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**References**

Provide a list of at least three (3) references that EECC may contact.

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### **Non-Collusion Affidavit**

Submit a non-collusion affidavit signed by an official of the company. The affidavit must state that the bidder has not and/or has not caused another bidder to submit a collusive bid of any type.

### **Payment Terms**

Please state terms of payment. (Note: Early payment discounts will be considered in the award of the contract, and will apply after taxes.)

### **EECC Advertising**

The company selected to negotiate with, will be asked to participate in one of the many company sponsorship packages EECC has available. This participation will have a bearing on the selection process. Please provide the appropriate contact with your company.

### **Evaluation**

In order to assist with evaluation of each bid the following should be included with each Bidder's submission:

- Samples of each paper product
- Samples of each cleaning product
- Catalogue cut of each dispenser

### **Award of Contract**

- a) Although the intent is to award the supply contract to one supplier, EECC retains the right to split the contract with one supplier providing the paper product/bags and another contractor supplying the janitorial cleaning products.
- b) It is anticipated that award of the supply contract will be occur on or by **September 19, 2011**.
- c) Following the evaluation and award of the supply, each bidder will notified of the successful bidder and will be responsible for retrieving their samples from the East Elgin Community Complex.
- d) Samples will be retained for 30 days following the award of the contract award.

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**Required Dispensers**

<b>Location &amp; Room Number</b>	<b>Centre Pull Hand Towel Dispensers</b>	<b>Hand Soap Dispensers</b>	<b>Toilet Tissue Dispensers Twin Roll</b>
Main Floor Men’s Washroom	2	2	3
Main Floor Women’s Washroom	2	2	6
Main Floor F/S Washroom	1	1	1
Upper Level Men’s Washroom	2	2	1
Upper Level Women’s Washroom	2	2	4
Staff Washroom	1	1	1
Imperial Hall Men’s Washroom	2	2	2
Imperial Hall Women’s Washroom	2	2	5
Service Corridor Washroom	1	1	1
Kitchen	1	1	
Dressing Rooms, Referees’ Rooms, Coaches’ Rooms, First Aid Room	16	16	15
Concession – Main Floor	1	1	
Concession – Second Floor	2	1	
Blueline Room - Washrooms	2	2	3
Workshop	1	1	
Chief Operator Office, Refrigeration Room	2		
Imperial Hall Vestibule		1	
Main Entrance Vestibule		1	

**Submittals**

Bids in a sealed envelope should be received no later than **12:00 noon on Monday, September 12, 2011**. The bid should be sent or hand delivered to:

East Elgin Community Complex  
531 Talbot Street West,  
Aylmer, ON. N5H 2T9

Attention: Theresa Klachan, General Manager

The following is to be included with your proposal:

- Bid Sheet
- Samples of each paper product
- Samples of each cleaning product
- Catalogue cut of each dispenser

A quotation cannot be withdrawn once it has been formally submitted and opened. The cost associated with responding to the Request for Quotation is that of each Bidder. EECC does not accept responsibility for any costs incurred by the bidder during this process.

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**Bid Sheets**

The undersigned is an authorized signing officer of the bidder, and declare that no person, firm or corporation other than the one represented by the signature has any interest in this response to the request for quotation.

This bid is made without connection, knowledge, and comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.

The following Addenda items have been received and are included as part of this proposal:

Addendum numbers: \_\_\_\_\_

Paper Product	Dispenser Type	Product Size	Roll Length	Number per Case	Cost per Case	Escalation
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
Hand Soap	Dispenser Type	Unit size	Number per Case	Cost per Case	Escalation	
					Yr 3	
Garbage Bags	Size	Thickness	Number per Case	Cost per Case	Escalation	
		Regular			Yr 3	
		Regular			Yr 3	
		Regular			Yr 3	

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**Bid Sheets**

Cleaning Product	Unit Size	Dilution Rate	Diluted Product from Unit Size	Unit Cost	Number per Case	Escalation
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3
						Yr 3

Proposal Submitted By: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code/Zip Code \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_

Name (Please Print Or Type): \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Date: \_\_\_\_\_

Responses to this Request for Quotation, including a completed version of this page have to be submitted by **12:00 noon on Monday, September 12, 2011.**