C-FER Technologies

Request for Quotations

For

Janitorial Services

Request for Quotations No.: **MW1022 AB-2026-07070**

Issued: **October 22, 2026**

Submission Deadline: **November 11, 3:00:00 PM MST**

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

1.1.1 Invitation

This Request for Quotations (the "RFQ") is an invitation by C-FER (the "Company") to prospective respondents to submit quotations for **Janitorial Services**, as further described in Section A of the RFQ Particulars (Appendix A) (the "Deliverables").

C-FER is requesting quotes to provide the services required to maintain a clean and sanitary work environment for two locations (200 Karl Clark Road, 3712 Roper Road). Both locations are an office with workshop/laboratory setup with both areas requiring janitorial services. Access to the workshop/laboratory is required to access supplies and equipment required for cleaning, as well as disposing of garbage and recyclables.

1.1.2 Respondent must be Single Entity

The respondent must be a single legal entity that, if selected, intends to enter into the Agreement with The Owner. If the quotation is being submitted jointly by two (2) or more separate entities, the quotation must identify only one of those entities as the "respondent". The respondent will be responsible for the performance of the Deliverables.

1.1.3 Bidding System Registration

All respondents must have a vendor account with The Owner electronic bidding system at https://albertainnovates.bonfirehub.ca/projects/112683/details and must be registered as a plan taker for this opportunity. This will enable the respondent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their quotation electronically through the bidding system.

1.2 RFQ Contact

To contact The Owner in relation to this RFQ, respondents must initiate the communication electronically through the bidding system. The Owner will not accept any respondent's communications by any other means, except as specifically stated in this RFQ. Any questions regarding this RFP must be submitted through **Bonfire** before the deadline noted below.

https://albertainnovates.bonfirehub.ca/projects/112683/details

Respondents should only contact the RFQ Contact where specifically instructed to in this RFQ. All other communication in relation to this RFQ, up to and including the submission of the quotation, must be through the bidding system, as described above.

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of The Owner, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's quotation.

1.3 Agreement for Deliverables

1.3.1 Type of Agreement

The selected respondent will be requested to enter into an agreement for the provision of the Deliverables on the terms and conditions set out in the form of agreement attached as Attachment 1 to the RFQ (the "Agreement").

1.3.2 Term of Agreement

The term of the Agreement is to be for a period of **one (1) year** with an option in favour of C-FER to extend the Agreement on the same terms and conditions for an additional term of up to **four (4) years.**

1.4 RFQ Timetable

1.4.1 Key Dates

Issue Date of RFQ	October 22, 2026
Site Visit	October 28, 2026 @ 1:30pm MST
Deadline for Questions	November 4, 3:00:00 PM local time
Deadline for Issuing Addenda	November 8, 3:00:00 PM local time
Submission Deadline	November 11, 3:00:00 PM local time
Rectification Period	2 business days
Anticipated Execution of Agreement	December 11, 2026

The RFQ timetable is tentative only and may be changed by The Owner at any time.

1.4.2 Site Visit / Pre-Quotation Meeting (if applicable)

- Site Visit C-FER Main (200 Karl Clark Rd. NW, Edmonton AB.)
  Meet at: Main Reception, and tour Main then proceed to East.
  Provide own PPE if possible (Steel toe boots, hard hat, safety glasses)
- Site Visit C-FER East (3712 Roper Road, Edmonton AB.)

Site visits are mandatory

1.5 Submission Instructions

1.5.1 Submission of Quotations

Quotations must be submitted electronically through the bidding system at:

https://albertainnovates.bonfirehub.ca

Submissions by other methods will not be accepted.

In the event of any technical issues, respondents should contact the bidding system's technical support.

1.5.2 Quotations to be Submitted on Time

Quotations must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of quotations shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Respondents are cautioned that the timing of submission is based on when the quotation is received by the bidding system, not when a quotation is submitted by a respondent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, respondents should plan to submit quotations well in advance of the Submission Deadline to avoid submitting late due to technical issues. Respondents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the respondent advising when the quotation was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately.

1.5.3 Quotations to be Submitted in Prescribed Format

Quotation materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

1.5.4 Amendment of Quotations

Respondents may amend their quotations prior to the Submission Deadline. However, the respondent is solely responsible for ensuring that the amended quotation is received by the bidding system by the Submission Deadline.

1.5.5 Withdrawal of Quotations

At any time throughout the RFQ process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted quotation. Prior to the Submission Deadline, respondents may withdraw a submitted quotation through the bidding system. To withdraw a quotation after the Submission Deadline, a notice of withdrawal must be sent to the RFQ Contact and must be signed by an authorized representative of the respondent.

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

The Owner will conduct the evaluation of quotations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which quotations comply with all of the mandatory submission requirements. If a quotation fails to satisfy all of the mandatory submission requirements, The Owner will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. If the respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its quotation will be rejected. The Rectification Period will begin to run from the date and time that The Owner issues a rectification notice to the respondent. The mandatory submission requirements are set out in Section C of the RFQ Particulars (Appendix A).

2.3 Stage II – Mandatory Technical Requirements and Non-Price Rated Criteria

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Owner will review the quotations to determine whether the mandatory technical requirements as set out in Section D of the RFQ Particulars (Appendix A) have been met. If a quotation fails to satisfy all of the mandatory technical requirements, The Owner will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. If the respondent fails to satisfy the mandatory technical requirements within the Rectification Period, its quotation will be rejected. The Rectification Period will begin to run from the date and time that The Owner issues a rectification notice to the respondent.

2.3.2 Non-Price Rated Evaluation Criteria

The Owner will evaluate each qualified quotation on the basis of the non-price rated evaluation criteria as set out under Evaluation Criteria in Section F of the RFQ Particulars (Appendix A).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified quotation in accordance with the price evaluation method set out in Section G of the RFQ Particulars (Appendix A). The evaluation of price will be undertaken after the evaluation of the mandatory submission requirements, and the mandatory technical requirements and non-price rated evaluation criteria has been completed.

If The Owner has established a maximum pricing threshold for this procurement in Section G of the RFQ Particulars (Appendix A), then quotations with pricing exceeding that maximum pricing threshold will be rejected. Despite anything else in this RFQ, if the pricing in a quotation exceeds that maximum pricing threshold, then that pricing cannot be rectified so as to result in pricing that no longer exceeds that maximum pricing threshold. For greater clarity, The Owner will not issue the

respondent a rectification notice to provide the respondent an opportunity to rectify pricing so that it no longer exceeds that maximum pricing threshold.

In the event that a respondent's pricing appears to be abnormally low in relation to the Deliverables, The Owner may require the respondent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the respondent is unable to satisfactorily account for the abnormally low pricing, The Owner may reject the quotation. The Owner may also reject any quotation that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the agreement, offset by understated pricing for Deliverables to be provided or completed later in the agreement.

2.5 Stage IV – Selection of Top-Ranked Respondent

After the completion of Stage III, all scores from Stage II and Stage III will be added together and respondents will be ranked based on their total scores. Subject to the process rules contained in the Terms and Conditions of the RFQ Process (Part 3), the top-ranked respondent will be invited to enter into the Agreement in accordance with Part 3. In the event of a tie, the selected respondent will be the respondent with the lowest price. The selected respondent will be notified in writing and will be expected to satisfy any applicable conditions of this RFQ, including the pre-conditions of award listed in Section E of the RFQ Particulars (Appendix A), and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent and the selection of another respondent or the cancellation of the RFQ.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a quotation should reference the applicable section numbers of this RFQ.

A respondent who submits conditions, options, variations, or contingent statements either as part of its quotation or after receiving notice of selection, may be disqualified.

3.1.2 Quotations in English

All quotations are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the respondent's quotation should be submitted in a fixed format, and the content of websites or other external documents referred to in the respondent's quotation but not attached will not be considered to form part of its quotation.

3.1.4 Past Performance

In the evaluation process, The Owner may consider the respondent's past performance or conduct on previous agreements with The Owner or other institutions.

3.1.5 Information in RFQ Only an Estimate

The Owner and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.

3.1.6 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Quotation to be Retained by The Owner

The Owner will not return the quotation or any accompanying documentation submitted by a respondent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Agreement

The Owner makes no guarantee of the value or volume of work to be assigned to the successful respondent. The agreement with the selected respondent will not be an exclusive agreement for the provision of the described Deliverables. The Owner may enter into agreements with others for

goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFQ

3.2.1 Respondents to Review RFQ

Respondents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Owner is under no obligation to provide additional information, and the Owner is not responsible for any information provided by or obtained from any source other than the RFQ Contact or the bidding system. It is the responsibility of the respondent to seek clarification on any matter it considers to be unclear. The Owner is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

This RFQ may be amended only by addendum in accordance with this section. If the Owner, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum posted in the bidding system. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the Owner.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

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

3.2.4 Verify, Clarify, and Supplement

When evaluating quotations, the Owner may request further information from the respondent or third parties in order to verify, clarify or supplement the information provided in the respondent's quotation. The Owner may revisit, re-evaluate, and rescore the respondent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Respondents

Once an agreement is executed by the Owner and a respondent, the other respondents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFQ Contact and must be made within **ten (10) days** of such notification. The RFQ Contact will contact the respondent's representative to schedule the debriefing. Debriefings may occur in person at The Owner's location or by way of conference call or other remote meeting format as prescribed by The Owner.

3.3.3 Procurement Protest Procedure

Any respondent with concerns about the RFQ process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the respondent wishes to challenge the RFQ process, it should provide written notice to the RFQ Contact in accordance with applicable procurement protest procedures. The written notice must contain:

(a) a clear statement as to which procurement the respondent wishes to challenge;

(b) a clear explanation of the respondent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and

(c) the respondent's contact details, including name, telephone number and email address.

The Owner will send an initial response to acknowledge receipt of the respondent's notice and indicate the date by which The Owner will provide the respondent with a formal response.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

(a) in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

  (i) having or having access to confidential information of The Owner in the preparation of its quotation that is not available to other respondents;

  (ii) having been involved in the development of the RFQ, including having provided advice or assistance in the development of the RFQ;

  (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFQ;

  (iv) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process); or

  (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair;

(b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the respondent's other commitments, relationships, or financial interests:

  (i) could or could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or

(ii) could or could be seen to compromise, impair, or be incompatible with the effective performance of its contractual obligations; or

(c) the respondent is engaged in actual or reasonably apprehended litigation, or in any other dispute against or contrary to The Owner.

3.4.2 Disqualification for Conflict of Interest

The Owner may disqualify a respondent for any conduct, situation, or circumstances, determined by The Owner, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of The Owner may be precluded from participating in the RFQ process in instances where The Owner has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing agreements, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The Owner may disqualify a respondent, rescind a notice of selection, or terminate an agreement subsequently entered into if The Owner determines that the respondent has engaged in any conduct prohibited by this RFQ.

3.4.4 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Submission Form (Attachment 2).

3.4.5 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ Contact.

3.4.6 No Lobbying

Respondents must not, in relation to this RFQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful respondent(s).

3.4.7 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of The Owner; deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

3.4.8 Supplier Suspension

The Owner may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

(a) illegal or unethical conduct as described above;

(b) the refusal of the supplier to honour its submitted pricing or other commitments;

(c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or agreements, or engaging in conduct obstructive to a fair competitive process; or

(d) any conduct, situation, or circumstance determined by The Owner, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, The Owner will notify the supplier of the grounds for the suspension, and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by The Owner in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of The Owner

All information provided by or obtained from The Owner in any form in connection with this RFQ either before or after the issuance of this RFQ:

(a) is the sole property of The Owner and must be treated as confidential;

(b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent agreement for the Deliverables;

(c) must not be disclosed without prior written authorization from The Owner; and

(d) must be returned by the respondent to The Owner immediately upon the request of The Owner.

3.5.2 Confidential Information of Respondent

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by The Owner. The confidentiality of such information will be maintained by The Owner, except as otherwise permitted or required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by The Owner to advise or assist with the RFQ process, including the evaluation of quotations. If a respondent has any questions about the collection, use, or disclosure of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

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 RFQ will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and

(b) neither the respondent nor The Owner will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a quotation submitted in response to this RFQ.

3.6.2 No Agreement until Execution of Written Agreement

This RFQ process is intended to solicit non-binding quotations for consideration by The Owner and may result in an invitation by The Owner to a respondent to enter into the Agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and The Owner by this RFQ process until the execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in quotations will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the quotations and the ranking of the respondents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of The Owner to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Owner may cancel or amend the RFQ process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFQ Process (Part 3):

(a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);

(b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and

(c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – RFQ PARTICULARS

A. THE DELIVERABLES

Background Information

C-FER (the "Company") is requesting quotes to provide the services required to maintain a clean and sanitary work environment for two locations (200 Karl Clark Road, 3712 Roper Road). Both locations are an office with workshop/laboratory setup with both areas requiring janitorial services. Access to the workshop/laboratory is required to access supplies and equipment required for cleaning, as well as disposing of garbage and recyclables.

The facilities operate between the hours of 8am – 5pm, Monday to Friday, with the exception of some employees working after hours and during weekends. Janitorial services are to occur after 5pm during weekdays and 8am-8pm on statutory holidays and weekends. Should additional services be required at these times, they must be approved by the facilities team lead. Best efforts are to be made to not interrupt or interfere with employees working outside of normal business hours.

Building access is controlled via keycards (fobs) & passcodes; each janitor will require their own fob & passcode to access the building for security and rollcall purposes.

C-FER has basic equipment available and has dedicated storage areas for supplies but does not stock or purchase supplies directly.

C-FER Main Office

C-FER "Main", located at 200 Karl Clark Road, is situated in the Edmonton Research Park. The office areas are roughly 1,700 m^2 of office area split up over 3 levels and accessible by 5 stairwells and 1 elevator (within the 2 office levels).

Housekeeping supply closets are in the laboratory portion of the building where safety protocols must be adhered to (hard hat, safety glasses, steel toed shoes where applicable). This location has 2 cleaning supply storage closets c/w mop sinks.

This location hosts 70-100 employees and is made up of 27 single and double occupied offices, 20 cubicles, 7 meeting rooms, 1 lunchroom/kitchen, 2 coffee stations, 6 washrooms and 2 changerooms. 3 offices are accessed through the laboratory, and 1 office is located on the 3rd floor, accessed by stairs only. The mechanical room is also accessed on the 3rd floor.

The workshop at this location is 2 floors, 460 m^2 on level 1 and 950 m^2 on level 2, of concrete warehouse style flooring. Each level may have between 25-50% of floor space utilization at any given time.

Level 1 is at grade and level 2 has exterior access via an asphalt ramp to an overhead door. Ongoing project work may have areas inaccessible for durations up to months where floors are not accessible.

Best efforts shall be made to attend to the floors in these instances. Depending on weather, these floors are to be swept a minimum of twice per week and mopped as required (more often during rain/snow periods). There is also a total of 10 x 32–44-gallon garbage cans, between both levels, to be emptied if more than a quarter full.

Level 3 consists of an office and the HVAC/Building Mechanical equipment. Approximately 150 of this space requires attention.

C-FER East Office

C-FER "East", located at 3712 Roper Road, is in the Pylypow community of the city. The office area is 2 levels, accessible by 3 stairwells only. The office area for this location is 360 m^2, consisting of carpet tile, floor mats, vinyl plank (lunchroom & pantry) and tile (washrooms).

There are 3 housekeeping supply closets, 2 on level 1 each with a mop sink, and 1 on level 2. This location hosts 30-50 employees and is made up of 17 single and double occupied offices, 21 cubicles, 4 meeting rooms, 1 lunchroom, 1 mezzanine, 4 washrooms and 2 changerooms. 1 office is located in the laboratory/workshop, but a safe walkway is provided for access.

The workshop at this location is 1 floor at grade, approximately 2,500 m^2, of concrete warehouse style flooring. This space may have 30-60% utilisation at any given time. Ongoing project work may have areas inaccessible for short durations of 1-2 days where floors and garbage's are not accessible. Best efforts shall be made in these instances.

Depending on weather, these floors are to be swept a minimum of twice per week and mopped when required (more often during rain/snow periods). There is also a total of 6 x 32-44 gallon garbage cans to be emptied if more than a quarter full.

Laboratory floor cleaning is to be done using an automatic floor scrubbing machine, serviced and provided by the winning bidder. A dust mop (provided by C-FER) and wet mop (provided by the winning bidder) are also acceptable as supplements to the auto-scrubber.

Access to garbage and recycling dumpsters is through the laboratory/workshop where Personal Protective Equipment (PPE), hard hat, safety glasses and steel-toed shoes must be worn. Safe walkways are clearly marked where steel toed shoes are not required but closed-toed shoes are mandatory.

Janitorial carts, vacuums, dusters, cleaning cloths, mops and mop buckets are to be supplied and maintained by the winning bidder.

Bin liners are to be replaced as required but are not necessarily changed out daily if they can be decanted into a larger receptacle.

Cleaning Supplies and Equipment

Cleaning supplies will be ordered, stocked, and inventory managed by the winning bidder. No more than 1 month's supply is to be stored on site at each location. Chemical metering dispensers are available at each location, 1 per site, which are available to use by the winning bidder. A change or replacement of these systems is to be coordinated by the winning bidder. Chemicals used by the winning bidder must be approved by the Facility and Maintenance Officer prior to use. C-FER follows the WHMIS GHS (Workplace Hazardous Materials Information System Globally Harmonized System) and the winning bidder must also be familiar with and adhere to this too.

Note: Vendor must provide all equipment and supplies to successfully deliverable scope of work.

Site Orientation and Access

A site orientation video must be viewed by all sub-contracted parties prior to commencing work at C-FER. This can be viewed at anytime and must be seen annually.

Janitorial staff will receive an individual access key fob and Personal Identification Number (PIN), required for entering the electronically controlled access buildings and disarming the building security system. Entry, egress, arming and disarming procedure training will be provided by C-FER. C-FER will provide no more than 7 personnel (up to 4 daily janitors, 2 backup janitors, 1 supervisor) with access key fobs. All janitorial staff working on site must be either an access key fob holder or be with a representative of the company with an assigned key fob or with a C-FER employee while on site. Any lost or misplaced fob's must be reported to the Facilities and Maintenance Officer as soon as reasonably possible.

The successful Proponent will be required to provide satisfactory criminal record checks for all proposed personnel who will perform the Services, prior to such personnel commencing work. All costs associated with obtaining the criminal record checks will be the responsibility of the successful Proponent. Personnel who do not provide a satisfactory criminal record check may not be permitted to perform the Services.

Closure Days

Date	Event	Reason
January 1, 2027	New Years Day	Stat
February 15, 2027	Alberta Family Day	Stat
March 26, 2027	Good Friday	Stat
May 24, 2027	Victoria Day	Stat
July 1, 2027	Canada Day	Stat
August 2, 2027	Heritage Day	Stat
September 6, 2027	Labour Day	Stat
September 30, 2027	Truth & Rec. Day	Office Closure
October 11, 2027	Thanksgiving Day	Stat
November 11, 2027	Rememberance Day	Stat
December 25, 2027	Christmas Day	Stat
December 26, 2027	Boxing Day	Stat
December 29-31, 2027	Office Closure	Office Closure

Buddy System while on site

C-FER operates on the 'buddy system'; when a worker is on site performing their work duties, they must be accompanied by another worker, their 'buddy', who is also on site during the entirety of the duration. It is required to have two janitorial staff members on site at each location. The winning bidder may choose to utilize separate crews or to use the same crew to start at one location and finish at the other.

Janitorial staff for after-hour work, such as carpet cleaning, floor resealing, interior windows, must either be a current fob carrying staff member or be accompanied by a C-FER employee; typically, the Facility & Maintenance Officer or designate in their absence.

Quality Reviews and Touch Points

The Contractor shall participate in regular quality review meetings with the Client to assess service performance, address concerns, and identify opportunities for continuous improvement. At a minimum, monthly service touch points shall be conducted with the designated Client representative to review cleaning quality, discuss customer feedback, evaluate key performance indicators, and address any corrective actions required. Formal quality inspections may be conducted jointly by the Client and Contractor, with documented findings and action plans tracked to resolution. The Contractor shall respond promptly to identified deficiencies and provide updates on corrective measures. These touch points are intended to maintain open communication, ensure service standards are consistently achieved, and support a proactive approach to delivering a safe, clean, and well-maintained facility.

Acknowledgement of Issue communicated – **24 hours**

Resolution of communicated issues – **72 hours**

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Housekeeping Schedule

Area / Type of Duty	Frequency					
	Daily	*Daily/As Needed	Weekly	Monthly	Yearly	**As Requested
Flooring - Carpet, Tile, Slate, Concrete						
Dust Mop Lino/Tile Areas	x					
Damp Mop Lino/Tile Areas		x	x			
Spot Vacuum Carpet Areas (floor mats, hallways, offices)	x					
Vacuum All Carpet Areas			x			
Shampoo All Carpet Areas					x	x
Dust Mop Stair Wells	x					
Damp Mop Stair Wells			x			
Damp Mop Washroom Tile Floors	x					
Top-up P-Traps in Washrooms/Changerooms				x		
Lab Floor Autoscrub/Dust/Mop		x	x			
Wax/Sealant of Tile & Linoleum Flooring (main location only; entrance atrium, staff entrance, lab office, level 2 viewing, north stairwell)					x	
Debris Receptacles - Garbage, Recycling, Refundable						
Remove Garbage from Offices	x					
Remove Garbage from Common Areas (kitchen, lunchroom, coffee stations)	x					
Remove Recycleables from Offices		x				
Remove Recycleables from Common Areas (kitchen, lunchroom, coffee stations)	x					
Bottles & Cans		x				
Common Areas						
Site Walk-Through with Supervisor				x		x
Janitorial Supply Storage & Inventory (put away supplies upon arrival in designated areas)			x			
Complete Washroom Care (urinals & splash mats, toilets, sinks, mirrors, garbage, floor, replenish paper supplies and soap, replace air fresheners)	x					
Finger Print Control on Walls & Doors		x				
Disinfect Door Handles & Railings	x					
Table Top Disinfecting (kitchen, lunchroom, meeting rooms)	x					
Clean inside microwave		x				
Wipe down fridge & door handles		x				
Load, Run, Empty Dishwashers	x					
Reception Desk Cleaning	x					
Dust Silk Plants					x	
Dust Venetian Blinds				x		
Horizonal & Vertical Dusting under 6ft				x		
Horizonal & Vertical Dusting over 6ft					x	
Shampoo Lunchroom Chairs						x
Shampoo Boardroom/Meeting Room Chairs						x
Glass Cleaning						
Employee & Main Entrance Glass		x				
Reception Desk Glass		x				
Cubicle Partition Glass				x		
Office Partition Glass				x		
Wash Interior Windows					x	x
Wash Exterior Windows					x	x

*Daily/As Needed - Tasks could be as frequent as every day or as-needed at a minimum of twice a week.
**As Requested - Tasks are to be quoted separately upon request for the required service.

Flooring Schedule

C-FER Main Flooring Finish Schedule		
Area	**Flooring Type**	**Size (m2)**
Level 1		
Offices	Carpet	525.25
Atrium	Slate Tile	160.00
Kitchen	Lino/Vinyl Plank	90.00
Mens Washroom	Tile	18.00
Womens Washroom	Tile	11.25
Mens Change Room	Tile	54.00
Womens Change Room	Tile	28.00
Employee Entrance	Linoleum	30.38
Laboratory (Great Hall)	Concrete/Painted	460.00
Level 2		
Offices	Carpet	256.38
Viewing Area & Corridoors	Linoleum	27.00
Mens Washroom	Tile	15.75
Womens Washroom	Tile	12.38
Lab offices (techs & logistics)	Lino/Vinyl Plank	90.00
Cal Lab	Antistatic	36.00
Laboratory (Great Hall)	Concrete/Painted	960.00
Level 3		
Office	Carpet Tile	20.25
Mechanical Room	Concrete	150.00
Stairs		
South Office	Slate Tile	9.00
North Office	Slate Tile	9.00
South Stairwell in Lab	Vinyl Covered	9.00
South Stairwell lvl 2-3	Vinyl Covered	9.00
North Stairwell	Vinyl Covered	18.00
	Totals	2888.38
	Carpet	781.63
	Slate Tile	178.00
	Tile	139.38
	Lino/Vinyl	183.38
	Concrete	1570.00
	Antistatic	36.00

C-FER East Flooring Finish Schedule		
Area	**Flooring Type**	**Size (m2)**
Level 1		
Office	Carpet Tile	323.15
Kitchen	Vinyl Plank	38
Mens Wash/Ch. Rm	Tile	45.6
Womens Wash/Ch. Rm	Tile	33.75
Reception	Tile	52
Laboratory	Concrete	2520
Level 2		
Office	Carpet Tile	482.5
Pantry	Vinyl Plank	10.75
Mens Wash Room	Tile	5.2
Womens Washroom	Tile	4.8
Stairs		
Lab Stairs	Concrete	9
West Office Stairs	Lino/Vinyl	15.5
East Office Stairs	Lino/Vinyl	10
	Totals	1021.25
	Carpet Tile	805.65
	Vinyl Plank	48.75
	Tile	141.35
	Lino/Vinyl	25.5
	Concrete	2520

Consumable Schedule

Consumable	Product Mfg	Vendor Sku
Paper Towel	Tork PeakServe Continuous Hand Towel White H5	105065
Toilet Tissue	REGARD® Toilet Tissue, 1000', 2 Ply, White	9360004
Hand Soap	Purell® ES4 Healthy Soap™ Foam Soap, 1.2L	5085-02-CAN00
Hand Sanitizer	Purell® ES4 Advanced Hand Sanitizer, 1.2L	5060-02-CAN00
Wash-up Scrub	GOJO Cherry Gel Pumice Hand Cleaner, TDX Refill, 2000ml	7290-04
Dishwasher Tabs	Finish® Powerball® All in 1 Max Dish Detergent Tabs, Blue	CB204127
Air Freshener	Hospeco® AirWorks® Metered Aerosol Air Freshener, Fresh Linen Scented, 7oz.	7918
Garbage Bag Small	REGARD® Can Liners, Regular, 22" X 24", Black, HDPE	9360083
Garbage Bag Large	REGARD® Can Liners, Strong, 42" X 48", Black, LLDPE, Ecologo	9360038
Recycle Bag	Ralston Can Liner, 30" X 38", Strong, Blue	297308

Dispenser Count Schedule

Facility	Location	Paper	Soap	Sanitizer	
200 Karl Clark Rd.	Mens Change Rm.	2	1		
	Womens Change Rm.	1	1		
	Lab Washup Sink	1	1		
	Kitchen	1	1	1	
	Office Sinks Level 1	1	1		
	Office Sinks Level 2	2	2		
	Level 1 Mens Wash Rm.	2	1		
	Level 2 Mens Wash Rm	2	1		
	Level 1 Womens Wsh. Rm.	1	1		
	Level 2 Womens Wsh. Rm.	1	1		
	Conference Rm.			1	
	Employee Entrance			1	
		14	11	3	**Sub Total**
3712 Roper Rd.	Mens Change Rm.	1	1		
	Womens Change Rm.	1	1		
	Lab Washup Sink	1	1		
	Kitchen	1	1	1	
	Office Sink Level 1	1	1		
	Pantry Level 2	1	1		
	Level 2 Mens Wash Rm.	1	1		
	Level 2 Womens Wsh. Rm.	1	1		
	Conference Rm.			1	
	Reception			1	
		8	8	3	**Sub Total**
		22	19	6	**Total**

[End of the Deliverables]

B. MATERIAL DISCLOSURES

Elevator at the C-FER Main office (200 Karl Clark Rd.). No Elevator at C-FER East office (3712 Roper Road)

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form

Each quotation must include a Submission Form (Attachment 2) completed and signed by an authorized representative of the respondent.

2. Pricing Form

Each quotation must complete the Pricing Form that complies with the instructions set out below in Section G of this Appendix A.

If The Owner has established a maximum pricing threshold for this procurement in Section G of this Appendix A, then quotations with pricing exceeding that maximum pricing threshold will be rejected. Despite anything else in this RFQ, if the pricing in a quotation exceeds that maximum pricing threshold, then that pricing cannot be rectified so as to result in pricing that no longer exceeds that maximum pricing threshold. For greater clarity, The Owner will not issue the respondent a rectification notice to provide the respondent an opportunity to rectify pricing so that it no longer exceeds that maximum pricing threshold.

3. Other Mandatory Submission Requirements

Each quotation must include the following:

- A Non-Priced Rated Criteria Evaluation Response (PDF format)

D. MANDATORY TECHNICAL REQUIREMENTS

Each quotation must include the following:

- Not applicable

E. PRE-CONDITIONS OF AWARD

Within the timeframe specified in the notice of selection (which is typically not more than seven (7) days), the selected respondent must deliver the following documents to The Owner:

- A valid and current certificate(s) of insurance evidencing that the insurance required by the Agreement is in place and is in full force and effect

- A copy of a valid and current Certificate of Recognition (COR) in the name of the respondent issued by the Province of Alberta and a certifying partner certifying that the respondent has developed a health and safety program that meets all health and safety standards of the Province of Alberta for the respondent's industry

- Evidence of an account in good standard with the Workers' Compensation Board – Alberta (typically in the form of a clearance letter) or exemption letter for the respondent, dated no earlier than the date of the notice of selection

- Respondents must have and provide WHMIS certification.

F. EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated evaluation criteria of the RFQ. Respondents are encouraged to include enough relevant data and information under each section to ensure proper evaluation. Using the **submission form** identify the Contractor name; the name, address and telephone number of the representative responsible for the proposal; the name, address and telephone number of a contact person to be dealt with in the representative's absence; the date of the proposal.

Submissions will be evaluated and scored based on the quality of response to the requirements and provisions of this RFP. If the Eligible Contractors partially meet any requirements, clearly articulate how the requirements are only partially met.

Organize the Submission to present the required information clearly and succinctly. The respondents should include a table of contents that lists all topics and associated page numbers. Use the main headings and present the information in the order provided in the evaluation sheet format listed in (Appendix E – Format and Content of Response). Oral, telephoned, fax or hard copy responses will not be accepted nor acknowledged.

Submit the Submission as one PDF document through Bonfire with a file size not exceeding 10 MB. The RFP submission should be limited to fifty (50) single-sided, 8½" x 11" pages or equivalent (e.g., 11" x 17"-fold out sheets for charts, schedules, etc. count as 2 pages). The page limit excludes a cover letter, title page, table of contents and individual resumes. Respondents may include additional relevant information, but the maximum number of pages should not be exceeded. Respondents should use an easy-to-read font type and size, such as 11-point Arial or 12-point Times-Roman

Rated Evaluation Criteria Category	Weighting (Points)	Minimum Threshold
Non-Price		
a. Company Profile	15	N/A
b. Experience and Qualifications	15	N/A
c. Training Policy	15	N/A
d. Health and Safety Plan	15	N/A
e. Transition Plan	10	N/A
Pricing (see Section G below)	30	N/A
Total Points	**100**	N/A

IMPORTANT: Respondents must provide the information requested under each evaluation criterion in their quotation. The point value assigned to each criterion is identified to indicate its relative importance in the evaluation process. As evaluators will be scoring submissions directly within Bonfire, respondents should clearly identify where each response can be found and ensure that the information provided corresponds to the applicable criterion. To facilitate an efficient and accurate evaluation, respondents are strongly encouraged to use the same numbering and headings as outlined in this document. Failure to clearly organize and identify responses may make the submission more difficult to evaluate and could adversely affect the score assigned.

Suggested Content for Non-Price Rated Evaluation Criteria

a. Company Profile (15 points)

(i) Provide a brief overview of your company, including its history, years in business, ownership structure, office locations, number of employees, and experience delivering janitorial services for office, laboratory, workshop, warehouse, and industrial facilities similar to C-FER. (7.5 points)

(ii) Identify the key personnel, supervisors, and any subcontractors who will be assigned to this contract. Describe their specific roles and responsibilities, relevant qualifications, years of experience, and how they will contribute to successful service delivery at both C-FER locations. (7.5 points)

b. Experience and Qualifications (15 points)

(i) Describe three contracts completed within the last five years that are comparable in size, complexity, and operating environment to C-FER's facilities. Include client name, facility type, scope of services, contract duration, and outcomes achieved. (7.5 points)

(ii) Demonstrate your organization's experience working within active laboratory, industrial, manufacturing, research, or workshop environments where security requirements, PPE, WHMIS compliance, and after-hours access were required. Include examples of how operational disruptions were minimized. (7.5 points)

c. Training Policy (15 points)

(i) Describe your employee training program, including onboarding, WHMIS training, chemical handling, infection prevention, equipment operation, security awareness, and customer service training. Include the frequency and documentation of training activities. (7.5 points).

(ii) Explain how your organization ensures employees remain current with regulatory requirements, site-specific procedures, and health and safety standards. Describe any refresher training, competency assessments, and performance monitoring processes. (7.5 points).

d. Health and Safety Plan (15 points)

(i) Provide an overview of your Health and Safety Program, including hazard assessments, incident reporting, corrective action procedures, PPE requirements, and compliance with applicable occupational health and safety legislation. (7.5 points)

(ii) Describe how your organization will safely perform work within C-FER's office, laboratory, and workshop environments, including adherence to the buddy system, WHMIS requirements, chemical approval processes, controlled access procedures, and emergency response protocols. (7.5 points)

e. Transition Plan (10 points)

(i) Describe your proposed transition plan for assuming janitorial services at both C-FER locations. Include the timeline, initial site assessments, staffing deployment, inventory and supply management, equipment mobilization, and commencement of services. (5 points)

(ii) Explain how your organization will ensure uninterrupted service during the transition period and throughout the contract term. Include contingency plans for staff absences, turnover, emergency situations, and maintaining service levels at both facilities. (5 points)

G. PRICE EVALUATION METHOD

Evaluation of Pricing

Pricing is worth **thirty (30) points** of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form in the **Required Pricing Information Section**. Each respondent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

lowest price ÷ respondent's price × weighting = respondent's pricing points

Pricing for services requested that are in addition to the schedule above or included as an "as requested" service are to be included with the quote as a broken-out cost. Any additional services and costs not explicitly stated in this request may also be provided such as emergency mitigation responses (floods, fires, pandemic outbreaks, etc.), lighting replacements, ground works (grass cutting, snow removal, tree, etc.).

Maximum Pricing Threshold

Not Applicable

Instructions on How to Provide Pricing

(a) Respondents must their pricing information by completing the Pricing Form as required in the tables below in the **Required Pricing Information Section**. Failure to fill on the form in its entirety could result in disqualification for the RFP

(b) Rates must be provided in Canadian funds, exclusive of all applicable duties and taxes.

Unless otherwise indicated in the requested pricing information, rates quoted by the respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

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Required Pricing Information

Location	Monthly Price
C-FER Main Office	
C-FER Roper Road	

Extra Items	Price	UoM
Carpet Cleaning		Sq.ft
Exterior Window Cleaning		/pane
Interior Window Cleaning		/pane
Floor Refinishing – Strip and wax		Sq.ft
Floor Refinishing – Scrub and Recoat		Sq.ft
Floor Refinishing – Ceramic Tiles		Sq.ft
Fabric Chair		/chair
Executive Office Chair		/chair
Sofa Seat		/pc.
Loveseat		/pc.
Couch		/pc.
Snow Removal		/hour
Light Fixture Cleaning		/hour
Wall Washing		/hour
Clean and Dust Silk Plants		/each

Activity	Regular Price	After Hours	Overtime	Holiday
Biohazard Cleaning				
Fire/Water Damage				

[End of Appendix A]

ATTACHMENT 1 – FORM OF AGREEMENT

SERVICES AGREEMENT

THIS AGREEMENT made as of the _____ day of _____ 202_ (the "Effective Date").

BETWEEN:

C-FER TECHNOLOGIES (1999) INC.,
(the "Company")

- and -

FULL COMPANY NAME,
(the "Contractor")

The parties agree as follows:

Section 1 – Definitions and Interpretations

1.1 In this Agreement, including this Section, the following defined terms have the meanings indicated:

(a) "Confidential Information" means any and all confidential data or information of the Company communicated or disclosed to the contractor including but not limited to information obtained while at the Company's facility; all technical, scientific, financial, business, personal, and other information; all manufacturing, marketing, sales, and distribution data; all scientific and test data, documents, methods, techniques, formulations, operations, know-how, experience, skill, trade secrets, computer programs and systems, secret processes, practices, ideas, inventions, designs, devices, reports, samples, plans, and drawings;

(b) "record" means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record; and

(c) "Services" means the work and services set out and described in Schedule "A" hereto.

1.2 The following schedules are incorporated into and form part of this Agreement:

Schedule "A" – Services

Schedule "B" – Payment Schedule

1.3 All monetary amounts in this Agreement are in Canadian Dollars, unless expressly stated otherwise.

Section 2 – Services

2.1 The Company hereby engages the Contractor to perform the Services and the Contractor agrees to perform the Services as described in Schedule "A".

2.2 The Contractor shall commence work on the Services on the ___ day of _____ 20_, and shall complete the Services on or before _____.

2.3 The Contractor shall not be liable for any delay or failure in performance of the Services caused by circumstances beyond the Contractor's reasonable control. If Contractor will be delayed in the performance of the Services by more than five (5) days, the contractor shall promptly notify the Company, and the Company may within five (5) days thereafter elect to terminate the Agreement by written notice to the Contractor.

2.4 The Company may conduct inspections, performance reviews, and audits relating to the Services upon reasonable notice. The Contractor shall cooperate fully and provide access to records relating to staffing, training, WCB coverage, insurance, and service delivery performance.

Section 3 – Invoicing

3.1 The Contractor shall invoice the Company in accordance with Schedule ”B”. Each invoice shall show a statement of work completed and services provided during the preceding invoice period together with a statement of fees and expenses payable. Unless otherwise specified at the time of presentation, uncontested invoices presented by the Contractor are payable within 45 days of receipt by the Company.

3.2 The Contractor shall, in accordance with generally accepted accounting principles, keep statements, invoices, accounts, receipts, and other records relating to the costs and expenses incurred by it in providing the Services. Upon request, the Contractor shall provide the Company with copies of such statements, invoices, accounts, receipts, and other records. the Company may, at its own expense and upon giving reasonable prior notice to the Contractor, have the records and book of account related to the Services audited or examined by a duly authorized independent chartered accountant.

Section 4 – Warranties

4.1 The Contractor warrants that the Services shall be performed in a competent, thorough, and diligent manner, with the care, skills, and diligence reasonably to be expected of persons or firms similar to the Contractor, of ordinary competence measured by professional standards prevailing at the time the Services are performed. The Contractor shall ensure that all personnel assigned to the Services are appropriately trained, qualified, supervised, and competent to perform the Services. The Contractor shall perform the Services in accordance with the requirements set out in Schedule “A”.

4.2 The Contractor shall re-perform, at no cost to the Company, such Services as may be necessary to remedy a defect or deficiency which has been caused as a result of the Contractor’s breach of its standard of care as set out in Clause 4.1. Upon notification of a deficiency by the Company: (a) critical deficiencies affecting health, safety, security, or facility operations shall be corrected within twenty-four (24) hours; and (b) all other deficiencies shall be corrected within three (3) business days or such shorter period as may be specified by the Company.

4.3 The Contractor shall maintain a valid and current Certificate of Recognition (COR) in the name of the Contractor issued by the Province of Alberta and a certifying partner certifying that the respondent has developed a health and safety program that meets all health and safety standards of the Province of Alberta for the respondent's industry.

4.4 The Contractor shall maintain a valid and current WHMIS certification.

Section 5 – Confidentiality

5.1 The Contractor shall keep completely confidential and shall not disclose any Confidential Information received from the Company or which the Contractor has access to in connection with or in the conduct of the Services. The Contractor shall use reasonable efforts to ensure that Confidential Information is not disclosed to any other person, firm, or corporation.

5.2 The Contractor shall not, without the prior written consent of the Company, use the Confidential Information, directly or indirectly, for any purpose other than in connection with performing the Services.

5.3 Clause 5.1 shall not apply to Confidential Information:

(a) which is in the public domain at the time of the Contractor’s receipt thereof;

(b) which, after receipt thereof by the Contractor, becomes a part of the public domain through no act or omission of the Contractor;

(c) which, at the time communicated by the Company, was already lawfully in the Contractor's possession;

(d) which, subsequent to the time communicated by the Company as Confidential Information, was communicated to the Contractor by a third party free of any obligation of confidentiality to the Company;

(e) which is independently developed by the Contractor without access to or use of any Confidential Information; or

(f) is required to be disclosed pursuant any level of government having jurisdiction to make lawful demand hereunder, or pursuant to the *Access to Information Act* (Alberta) ("AITA"), or any other applicable law.

5.4 Notwithstanding Clause 5.1, the Contractor shall be permitted to disclose the Confidential Information to its employees, officers and directors who have a need to know of the information, who agree to maintain the confidentiality of same, and who are bound to the Contractor by written confidentiality obligations consistent with this Agreement. The Contractor shall be liable to the Company for any breaches of confidentiality caused by its representatives.

5.5 All records created, obtained, and maintained by the Contractor in respect of the Services may be subject to the protection and access provisions of the *Access to Information Act* (Alberta) ("ATIA"). If a request for information or records related to this Agreement is made, the Contractor shall cooperate and comply with the requests and direction of the Company to facilitate a proper response, which shall be decided by the Company in its sole discretion.

Section 6 – Ownership of Assets

6.1 Unless otherwise provided for in Schedule "A", all materials, equipment, and other assets acquired or purchased for the conduct of the Services shall be the property of the Company.

Section 7 – Liability and Hold Harmless

7.1 Subject to Clauses 7.2 and 7.3, each party shall assume and be liable for its own losses, costs, and expenses of any nature whatsoever which it may suffer, sustain, pay, or incur, by reason of any matter or thing arising out of, or in any way attributable to the Services, except where such losses, costs, and expenses are the result of any breach of any term hereof by the other party or the negligence or wilful misconduct of the other party, or the other party's agents or employees.

7.2 Neither party shall be liable to the other party for any consequential, incidental, or indirect losses or damages, including without limitation loss of revenue, loss of income, or loss of anticipated profits, which result from or are in anyway attributable to the Services or this Agreement.

7.3 The Contractor agrees to indemnify and hold harmless the Company, its employees and agents against and from any and all third-party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) for which the Contractor is legally responsible, including those arising out of negligence or wilful misconduct by the Contractor or the Contractor's employees or agents. This hold harmless provision shall survive this Agreement.

Section 8 – Insurance

8.1 The Contractor shall, at its own expense and without limiting its liabilities herein, be responsible for insuring its operation through third-party insurers or self-insurance in an amount not less than $2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. The Contractor shall also maintain automobile liability insurance including owned and non-owned vehicles in an amount not less than $1,000,000 inclusive.

8.2 The Contractor shall comply with the Workers' Compensation Act when the Act applies and shall, upon request from the Company, deliver to the Company a certificate from the Workers' Compensation Board showing that the Contractor is registered and is in good standing with the Workers' Compensation Board.

8.3 The required coverage must be maintained throughout the term of this Agreement. Evidence of the required coverage will be provided by the Contractor upon the request of the Company.

Section 9 - Publicity

9.1 The Contractor and the Company shall not originate any publicity, news release, public statement, or public announcement, whether written or oral, relating to the Services or this Agreement, without the prior written consent of the other party, which consent may not be unreasonably withheld.

9.2 The Contractor and the Company shall not use the other party's name in any advertising material without the prior written consent of the other party, which consent may be arbitrarily withheld.

9.3 Notwithstanding Section 5, Section 9, or anything else contained in this Agreement, the Contractor expressly agrees that the Company may publish, disclose, authorize disclosure of, or otherwise use: i) the name of the Contractor; ii) the title and general description of this Agreement; iii) and/or the value of this Agreement anywhere in the public domain in order to satisfy internal reporting policies, requirements, or guidelines as updated by the Company in its sole discretion, from time to time ("Disclosure"). Nothing herein shall prevent the Company from making such Disclosure without notice to the Contractor.

Section 10 – Termination

10.1 If:

(a) a party has breached any of its obligations pursuant to this Agreement and has failed to remedy such breach within ten (10) days after notice in writing from the other party; or

(b) a party becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors or makes any proposal, assignment or arrangement with its creditors, or any steps are taken or proceedings commenced by any person for the dissolution, winding up, or other termination of the party's existence, or the liquidation of its assets; or

(c) a trustee, receiver, receiver-manager, or like person is appointed with respect to the business or assets of a party;

then that party will be in default and the party not in default may, at its option, give written Notice to the other party in default terminating this Agreement, effective on the date the notice is deemed to have been received pursuant to Section 13.

10.2 The Company may terminate this Agreement at any time without reason or cause by giving five (5) days' notice in writing.

10.3 The Company shall pay to the Contractor compensation for the Services performed by the Contractor to the date of termination, together with compensation for any obligations incurred by the Contractor to permit the conduct of the Services, but such payments shall be without prejudice to any other remedies available to the parties.

10.4 Notwithstanding anything herein contained to the contrary, the provisions of Sections 1, 3, 4, 5, 6, 7, 9, 15, and 16 shall survive the termination or expiration of this Agreement.

Section 11 – Status of the Contractor

The Contractor shall provide the Services as an independent contractor and nothing in this Agreement shall be construed so as to constitute the Contractor or any of its agents or employees as an agent, employee, or representative of the Company. The Contractor shall be responsible for paying all amounts required to be paid by or on behalf of the Contractor pursuant to any act in force that relates to income tax, unemployment insurance premiums, or pension plan premiums in any jurisdiction under which such payments are required to be paid by or on behalf of the Contractor, including without limitation the *Income Tax Act* (Canada), the *Employment Insurance Act* (Canada), and the Canada Pension Plan.

Section 12 – Assignment and Subcontracting

12.1 The parties shall not assign this Agreement or any rights hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld.

12.2 The Contractor shall not enter into subcontracts for the performance of all or any portion of the Services without the Company's prior written consent. No subcontracting arrangement relieves the Contractor of its obligations under this Agreement, and the Contractor remains fully responsible for all acts and omissions of its subcontractors.

Section 13 – Notices

All notices, reports, invoices, payments and formal communications (collectively referred to as "Notices") required or permitted to be given hereunder shall be in writing and may be delivered personally, or sent by registered mail, certified mail, e-mail, or facsimile transmission to the following address or such other address as the relevant party may notify from time to time. Notices sent by registered or certified mail shall be deemed to have been received five (5) business days after mailing such notice by registered or certified mail to the address as provided in this Section 13. Receipt of any facsimile or e-mail messages sent to the number or e-mail address provided in this Section 13 shall be deemed to have been received on the next business day, provided no incomplete or bounce-back error transmissions are received by the sending party.

C-FER Technologies (1999) Inc.
200 Karl Clark Road
Edmonton, Alberta T6N 1H2
Contact Name:
Telephone: (780) 450-3300
Fax: (780) 450-3700
Email:

Full Name of Company
(complete address)
Contact Name:
Telephone:
Fax:
Email:

Section 14 – Security of Premises and Property Damage

11 14.1 The Contractor shall comply with all relevant health, safety and security policies and procedures imposed by the Company, and all applicable *Federal and Provincial Health and Safety Acts and Regulations*, when on the Company's premises.

12 14.2 The Company may reasonably require the removal of any the Contractor personnel from the Company's premises where such individual: (a) violates applicable laws, safety requirements, or security rules; (b) engages in misconduct; (c) fails to perform assigned duties satisfactorily; or (d) creates a health, safety, or security concern. The Contractor shall promptly replace such individual at no additional cost to the Company.

13 14.3 The Contractor shall maintain key fob, password, and security procedures reasonably required by the Company and shall immediately report any lost key fobs, security incidents, or suspected unauthorized access.

14 14.4 The Contractor shall immediately notify the Company of any damage to the facilities or Company property arising from or related to the performance of the Services. The Contractor shall, at its sole cost, promptly repair or replace damaged property to the Company's reasonable satisfaction.

Section 15 – Dispute Resolution

15.1 All claims and/or disputes arising out of or relating to this Agreement shall first be forwarded to the parties' senior management, who will undertake good faith negotiations in an effort to settle such disputes in a timely manner with as little impact on the performance of the Services as possible.

15.2 Should such efforts under Clause 15.1 fail to resolve the claim and/or dispute, then either party may submit the claim and/or dispute to arbitration by a single arbitrator in accordance with the *Arbitration Act* (Alberta), whose decision shall be final and binding upon the parties hereto.

Section 16 – General

16.1 Any amendment to this Agreement must be in writing and signed by the parties.

16.2 This Agreement shall enure to the benefit of and be binding upon the parties and their respective heirs, administrators, legal representatives, successors, and assigns.

16.3 If any provision or any part of any provision of this Agreement shall be held by a court of competent jurisdiction to be invalid, void, illegal, or otherwise unenforceable:

(a) such part of the provision or such provision shall be severed from this Agreement; and

(b) Contractor agrees that such holding shall not in any way affect or impair the validity of the remaining part of such provision or any other provision of this Agreement and the remaining part of such provision and the other provisions of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

16.4 This Agreement constitutes the entire agreement between the parties hereto and except as expressly written herein, there are no undertakings, representations, warranties, or covenants given by either party.

16.5 This Agreement may be executed in any number of counterparts with the same effect as if all parties had signed a single document. All counterparts shall be construed together and shall constitute one agreement. Each party shall be entitled to rely on the delivery of executed facsimile or electronic copies of counterpart execution pages of this Agreement and such facsimile or electronic copies shall be legally effective to create a valid and binding agreement among the parties.

16.6 This Agreement shall be governed by and interpreted in accordance with the laws in force in the Province of Alberta, and the parties hereby submit to the exclusive jurisdiction of the Courts of Alberta, Canada.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

C-FER TECHNOLOGIES (1999) INC.	**10 FULL COMPANY NAME**
Per: _____	Per: _____
Name:	Name:
Title:	Title:
Per: _____	Per: _____
Name:	Name:
Title:	Title:

Schedule "A"

SERVICES

The Services are described below as follows:

Schedule "B"

11 PAYMENT SCHEDULE

Fixed Price

In consideration of the Contractor performing and carrying out the Services, the Company shall pay to the Contractor a total sum of _____, exclusive of the Federal Goods and Services Tax. If and when applicable, Federal Goods and Services Tax shall be charged in addition to the above statement amount.

The Contractor shall invoice the Company on a _____ basis. Each invoice shall show a statement of work completed and services provided. If applicable, a statement of fees and expenses incurred shall be provided.

12 OR

Compensation is payable as follows:

1. $_____ due on acceptance of contract.

2. $_____ due on completion of Milestone, Deliverable or Specified Date.

3. $_____ due on completion of Service or Delivery.

13 OR

Time and Materials

In consideration of the Contractor performing and carrying out the Services, the Company shall pay to the Contractor compensation to a maximum of _____, exclusive of the Federal Goods and Services Tax. If and when applicable, Federal Goods and Services Tax shall be charged in addition to the above statement amount.

The Contractor shall invoice the Company on a _____ basis. Each invoice shall show a statement of work completed and services provided. If applicable, a statement of fees and expenses incurred shall be provided.

Compensation shall include, but not be restricted to the following:

1. Labour that includes:

- The Contractor's Fees

2. Materials and Supplies

1. All invoices are to be submitted to:

14 C-FER Technologies (1999) Inc.
15 200 Karl Clark Road
Edmonton, Alberta
T6N 1H2

Email to: invoices@cfertech.com

and must include:

(a) Contractor's Name;
(b) Rate of Contractor;
(c) Explanation of Services rendered;

(d) The Contract Number; and
(e) True copies of all receipts for expenses incurred.

2. All invoices are to be submitted upon completion of each task as referred to in Schedule ”A”.

3. Services performed under this Agreement which are being purchased by the Company are subject to the Goods and Services Tax or the Harmonized Sales Tax. Uncontested invoices presented by the Contractor shall be paid within 45 days of receipt by the Company.

4. Rates are fixed for the duration of the Term.

5. Any additional expenses that are beyond the Services as outlined in Schedule ”A” that will be incurred on behalf of the Company must be pre-authorized by the Company. The Company shall reimburse the Contractor for such authorized additional expenses at cost to the Contractor.

[End of Attachment 1]

ATTACHMENT 2 – SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The respondent acknowledges that the RFQ process will be governed by the terms and conditions of the RFQ, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Owner and the respondent unless and until the Owner and the respondent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The respondent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the rates set out in its quotation.

4. Non-Binding Pricing

The respondent has submitted its pricing in accordance with the instructions in the RFQ. The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The respondent is deemed to have read and considered all addenda issued by the Owner prior to the Deadline for Issuing Addenda.

6. Communication with Competitors

For the purposes of this RFQ, the word "competitor" includes any individual or organization, other than the respondent, whether or not related to or affiliated with the respondent, who could potentially submit a response to this RFQ.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the respondent declares that:

(a) it has prepared its quotation independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
   (i) prices;
   (ii) methods, factors or formulas used to calculate prices;
   (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
   (iv) the intention or decision to submit, or not to submit, a quotation; or
   (v) the submission of a quotation which does not meet the mandatory technical requirements or specifications of the RFQ; and

(b) it has not disclosed details of its quotation to any competitor and it will not disclose details of its quotation to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors

If the respondent has communicated or intends to communicate with one or more competitors about this RFQ or its quotation, the respondent discloses below the names of those competitors and the nature of, and reasons for, such communications:

_____

_____

_____

_____

7. No Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFQ.

8. Conflict of Interest

The respondent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFQ. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the quotation; **AND** (b) were employees of the Owner within twelve (12) months prior to the Submission Deadline.

Check the box of whichever of the statements below applies.

- ❑ The respondent declares that there is **no** actual or potential Conflict of Interest relating to the preparation of its quotation, and the respondent does **not** foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

- ❑ The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

_____

_____

_____

_____

_____

9. Disclosure of Information

The respondent hereby agrees that any information provided in this quotation, even if it is identified as being supplied in confidence, may be disclosed where permitted or required by law or by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this quotation by the Owner to the advisers retained by the Owner to advise or assist with the RFQ process, including with respect to the evaluation of this quotation.

_____
Signature of Respondent Representative

_____
Name of Respondent Representative

_____
Title of Respondent Representative

_____
Date

I have the authority to bind the respondent.

[End of Attachment 2]