

CLEANING PRODUCTS RFQ: REQUIREMENTS

BACKGROUND

The Facilities Management Division of the *U of S*, as part of its mandate of ongoing stewardship of *University* buildings and infrastructure, is seeking to enter into a contract for the supply of Custodial Cleaning Supplies as listed in “Schedule A.”

Proponents are requested to indicate their part number, description and product count per case along with the price per case, pail etc.

The University of Saskatchewan is looking to enter into a five (5) year contract period. Proposed pricing will be firm for two years. After that, product price increases will only be considered at the anniversary date (May 1) of the contract and may not be implemented at any other time of the year.

All products are to be available on an “as required” basis for shipment within seven (7) days upon receipt of verbal or faxed orders placed by Facilities Management.

Equals or Alternatives: Products other than those specified may be used in base bid, provided that the proposed alternatives are equal in quality, specification and performance to those identified in Schedule A. **Alternate products should have already been tested by the University of Saskatchewan in order to be considered.**

Proponent Requirements Summary:

- Proponents must provide quotes for each of the products listed
- Proponents must quote cleaners that are Canada’s Environmental Choice or US Green Seal Certified at the time of submission
- Proponents must provide Materials Safety Data Sheets (MSDS) for all products bids for both concentrate and ready-to-use product.
- Instructions for use of the product, including dilution rates (ml/L please).
- Include “Fact Sheet” detailing all of the properties of the product quoted. e.g., percentage non volatile material, color, odor, time between recoats, resistance to alkaline and/or acidic cleaners, etc.

Samples & Testing:

- The University of Saskatchewan Facilities Management Division will request samples of products for further evaluation and testing purposes. **Samples to be provided at no charge and only at the request of the University of Saskatchewan, Facilities Management Division.**

Training:

- The product manufacturer, their distributor or a third party must offer onsite training and training materials that are consistent with Environmental Choice and Green Seal standards for institutional and industrial cleaners

Packaging:

- Packaging should be compliant with Green Seal and Environmental choice standards and should be appropriate for individual dispensing units or R.T.D. (Ready to dispense / Use).
- Required Documentation – Bidders must specify packaging and any recyclable materials, and any percentages of recycled content (Particularly postconsumer). Include a description of any return or collection programs and identify any measures to reduce the amount of overall packaging.

Dispensing Equipment:

- Desirable – It is desirable that bidders provide an option for dispensing equipment that reduces worker exposure to chemicals and promotes the appropriate use of the cleaners
- Required Documentation – Bidders must provide a description of available equipment and information on the features that reduce risk and exposure. A detailed description of the recommended dilution and / or dispensing system, including benefits, should be included.

Pricing offered on this quotation is to be extended to other University of Saskatchewan departments if they desire to take advantage of this arrangement.