

CITY OF SURREY

PRE-SOLICITATION NOTICE OF INTENT TO RELEASE REQUEST FOR PROPOSALS FOR THE PROVISION OF JANITORIAL AND CUSTODIAL MAINTENANCE SERVICES – ROYAL CANADIAN MOUNTED POLICE MAIN DETACHMENT INCLUDING ANNEX BUILDINGS, DISTRICT OFFICES AND RANMORE CENTRE

(RFP #1220-030-2013-024)

November 07, 2013

To All Interested Parties:

The purpose of this notice of intent is to announce the City of Surrey's (the "City") intention to issue a request for proposals (the "RFP") in or around November 2013 for the provision of janitorial and custodial maintenance services for the City's R.C.M.P. Main Detachment including Annex Buildings, District Offices and Ranmore Centre (the "Sites").

The description of the services and deliverables will include, but not be limited to the following:

1. Regular Cleaning Task Services (including Daytime Services);
 2. Project Cleaning Task Services (Periodic);
- and may also include,
3. Special Event and Extra Work Services.

This is not a request for proposal; this is for pre-solicitation/informational purposes only. No award will be made on the basis of responses received to this notice.

MANDATORY INFORMATION MEETING AND SITE TOUR(S) - The RFP process will include an upcoming proponent **MANDATORY** information meeting (the "**Information Meeting**") and a series of **MANDATORY** building site tours (the "**Site Tour(s)**") (**to be held on different dates and times**).

Interested parties wishing to submit a proposal to the planned RFP MUST complete the attached invitation response form. **The City must receive the invitation response form on or before November 25, 2013 at 3:00 p.m. (local time) (the "Closing Time")**. Invitation response forms received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time.

After the City has received a proponent's invitation response form and determined it is complete to its satisfaction, the City will provide further details about the mandatory Information Meeting and mandatory building Site Tour(s) including confirmation of assigned schedule, location(s) and RFP document access information to the proponent. In the event the City determines that the invitation response form is not complete, the City will return the response form to the proponent with any deficiencies noted and the proponent may amend and resubmit.

The City requests a maximum of one (1) representative from each proponent/company to participate in the Information Meeting and Site Tour(s). Please list the name of the representative in the space provided. Proponents will be asked to sign in with the City's Representative at the mandatory Information Meeting and mandatory Site Tour(s). Proponents forwarding submissions but did not attend the mandatory Information Meeting and the mandatory Site Tour(s) **SHALL** be declared non-compliant.

The upcoming mandatory Information Meeting will provide potential proponents with a high level overview of the City's requirements, and to give potential proponents an opportunity to ask questions.

Inquiries regarding the RFP cannot be answered until the RFP is released.

Release of this Pre-Solicitation Notice is not a commitment by the City neither to issue a RFP nor to award a contract. The City is not responsible for any costs incurred by a proponent as a result of this notice.

The City extends our sincere thanks for the participation of all interested parties.