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|  | SCHEDULE B – FORM OF QUOTATION |

RFQ Title: **Surrey Sport and Leisure Child Care Operator**

RFQ No: 1220-040-2023-003

**Organization Structure and Status**

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**Business Website:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s)**

**Please State Reason for the Departure(s):**

The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);
2. City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
3. If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
4. If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   1. Provide year of incorporation
   2. Provide a copy of your certificate of incorporation and/or non-profit status and charitable registration.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

**Please State Reason for the Departure(s):**

The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

**Requested Departure(s)**

**Please State Reason for the Departure(s):**

**Organization Current Operations**

*(use the spaces provided and/or attach additional pages, if necessary)*

Contractors should provide information on each of the childcare centres currently operated by your organization including:

1. Centre Name
2. Centre Address
3. Hours and Days of Operation
4. Number of years it has been operated by your organization
5. Total number of part time childcare spaces
6. Total number of full time childcare spaces

Contractors should provide information on the types of childcare services and programs that your organization offers;

Description of policies and practices which demonstrate a commitment to quality, affordability and accessibility in providing childcare services to a diverse range of children and families;

Length of services of existing employees;

Any existing mechanisms for parental input about their childcare services that are in place;

Description on the process used to evaluate service levels and parent satisfaction;

Examples of building positive and collaborative relationships with the community, City and other levels of government;

Examples of the Contractor’s engagement with other child development service providers in service planning and coordination of service delivery; and

If applicable, please provide the relationship or level of involvement between your organization and the party who has contracted you to provide childcare services.

**Experience related to Childcare Planning and Set-up**

*(use the spaces provided and/or attach additional pages, if necessary)*

Describe your organization’s experience providing consultation to third parties on planning for daycare operations. Please describe your organization’s experience related to the opening and operating of a new daycare centre.

**Resources**

*(use the spaces provided and/or attach additional pages, if necessary)*

Contractor’s capital contributions to the site, equipment resources, capability and capacity as relevant (including equipment resources under the Contractor’s control, fundraising efforts for the purchase of additional equipment resources to be purchased).

Contractors should identify and provide the background, training and experience of all key personnel who will be involved in the opening and operation of the proposed child care facility. Include the below information for each individual:

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Length of Service and dates employed: |  |
| Daycare/Project Name: |  |
| Responsibilities: |  |

**Financial Viability**

*(use the spaces provided and/or attach additional pages, if necessary)*

Provide a letter of reference from your financial institute along with the last three years of Audited Financial Statements.

**References**

*(use the spaces provided and/or attach additional pages, if necessary)*

Contractor's references (name, email and telephone number) who can comment on the service and quality of your childcare services. The City's preference is to have a minimum of three references from:

* one parent who has obtained childcare services from your organization;
* a third party for whom you operate on-site childcare (if applicable) OR a second parent who has obtained childcare services from your organization; and
* a licensing officer

Previous clients of the Contractor may be contacted at the City’s discretion.

**Experience, Reputation and Resources:**

*(use the spaces provided and/or attach additional pages, if necessary)*

Provide a narrative that illustrates an understanding of the City’s requirement for the Goods and Services.

Organization and Childcare Philosophy:Describe your organization’s vision for high quality, inclusive and affordable childcare program philosophy, sample child development program plan, and pedagogy/curriculum.

**City of Surrey and Parental Involvement:** The Contractor will be an independent party not related to the City. However, it is expected that the Contractor will develop an appropriate governance model that will allow the City and the parents of the daycare to have a voice in the ongoing operation and services provided either through representation on a board structure or through another similar body. The Contractor should provide a description of a proposed model to be used to achieve this desired level of involvement.

The Contractor should also provide examples within current operations that support parental involvement or visits on-site during daycare hours.

**Staff Training & Development:** Please describe your organization’s ongoing commitment to development of employees in terms of investment in time and dollars.

**License and Operating Agreement:** Describe your experience in handling similar to the Sample License and Operating Agreement as attached as Attachment 1 including: proposed payment of share of common area costs including and without limitation, applicable utilities. Identify any special terms and conditions that the Contractor wishes to include in the Sample License or Operating Agreement should also be outlined.

**Start Up Budget:**  Provide a sample start-up budget including costs related to furnishing, equipment, and start-up operational costs. Any recommendations for City grants or funding should be outlined by the Contractor.

**Operating Budget:** The Contractor should:

1. provide a sample consolidated budget and a separate operating budget for the 30 months to 5 years program. The operating budgets should identify: Labour Costs, Facilities/Maintenance Costs, Program Costs, and Administration Costs;

1. provide an outline of proposed daycare fees (monthly, waitlist, deposit, late fees, etc.) and options for daycare services provided (i.e., full-time, part-time, etc.)

1. identify any services or supplies that are included or excluded in the proposed fees (i.e., snacks, lunch, diapers, etc); and

1. provide sample staffing levels

**Implementation Plan:** Describe an implementation plan including all activities necessary of the Services start-up meeting the operational deadline as outlined in Schedule A. Such activities may include, but not limited to:

1. Ordering all necessary equipment and supplies which may include furnishing, toys, manipulatives, etc.;

1. Staff hiring, training and development to work onsite at the Daycare;

1. Marketing and promoting the new Daycare in partnership with the City;

1. Establishing and implementing necessary administrative policies and procedures relating to Daycare operations, Daycare Security;

1. Implementing health and safety guidelines, including all protocols related to COVID-19; and

1. Establishing Daycare educational model, Daycare wait-list policy.

**Innovation:** Describe any specific aspects of your programming or service delivery that sets your organization apart from other childcare providers.

**Community:** Explain your level of understanding and current involvement within Surrey.

**Capacity for Expansion:** Explain how your organization would be able to accommodate possible future growth and explain of licensed childcare programs.

**Compliance**

1. provide information that demonstrates your ongoing level of compliance with provincial childcare licensing requirements. The Respondent should also identify how it intends to comply with the City of Surrey policies relating to inclusive and accessibility; and

1. describe the Respondent’s ability to demonstrate expertise, examples of inclusive practices, outcomes for families and children/accessible practices, customer experience on access and affordability strategies, how do current practices promote and support choices for families and additional support for children with special needs.

**Value Added Services:** The Respondent should provide a description of value added, innovative ideas and unique services that the Respondent can offer to implement the City’s requirements relevant to the scope of Services described in this RFQ. Unless otherwise stated, it is understood that there are no extra costs for these goods and services.

**Environmental and Social Responsibility:** Describe your commitment to environmental stewardship initiatives, recycling practices and carbon footprint reduction.

I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Contractor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |