



**Request for Proposals 2010-030**

**Supply of Temporary Off Campus Residence  
Accommodations**

**Student Community Services**

**February 18, 2010**

**CLOSING DATE:** Proposals must be received before 4:00:00 p.m. Atlantic Time, as designated by the office clock, Thursday, March 11, 2010.

**Note:** Proponents downloading this file, with the intention of submitting a Proposal, are required to register with the Dalhousie University Purchasing Department, at least three (3) days Atlantic Time, prior to the Proposal closing time and date, by emailing the Purchasing Department representative named in the Proposal document. Include your up-to-date contact information. Failure to do so may result in rejection of your Proposal.

**Dalhousie University  
Purchasing Department**

## Request for Proposals

**DATE:** February 18, 2010

**PROPOSAL NUMBER:** 2010-030/Supply of Temporary Off Campus Residence Accommodations

**CLOSING DATE:** Proposals must be received before 4:00:00 p.m. Atlantic Time, as designated by the office clock, Thursday, March 11, 2010.

**All to be in accordance with the following and the attached:**

1. Information to Proponents: (4 pages)
2. Specifications: (3 pages)
3. Terms and Conditions of Bidding: (1 page)
4. Proposal Summary Form: (4 pages)
5. Compliance Checklist: (5 pages)
6. Appendix A: (1 page)

Proponents are requested to submit one (1) original and one (1) exact copy of their Authorized Proposal, including the completed and signed original Proposal Summary Form, signed copy of each addendum (if any), and any other documentation requested throughout the Request for Proposals, or deemed relevant by the Proponent. Proposals must be submitted in a sealed envelope with the Proposal number clearly marked on the outside of the envelope. Electronic and facsimile Proposals will not be accepted.

**Failure to provide a completed and signed copy of the Proposal summary form attached will result in your proposal being rejected.**

**Proposal Forms and Sections must be completed in full or will be to the Proponents disadvantage.**

**Proponents are responsible for ensuring that they are aware of and have complied with any addenda by visiting [www.interuniversity.ns.ca](http://www.interuniversity.ns.ca) or contacting the Purchasing Representative named in the document. Addenda (attachments not necessary) must be signed and submitted with the Proposal. Addenda submitted by facsimile or electronic communication will not be accepted.**

It is the Proponent's responsibility to ensure Proposals arrive at the office of the Manager, Purchasing, no later than the closing date and time specified, at the following address:

- **DELIVER PROPOSALS TO:**  
Dalhousie University Purchasing Department  
RE: 2010-030/Supply of Temporary Off Campus Residence Accommodations  
1360 Barrington Street, Building B - Room B225  
Halifax, Nova Scotia B3J 1Z1
- **PROPOSAL DOCUMENTS MAY BE OBTAINED AT:**  
Dalhousie University Purchasing Department  
1360 Barrington Street, Building B - Room B225  
Halifax, NS B3J 1Z1

It is the Proponent's responsibility to clarify interpretation of any item in this Request for Proposals, before the closing date specified, by contacting:

**Proposal Detail:** Mike Drane, Director, Purchasing  
Phone (902) 494-2363; Fax (902) 494-1534; E-mail: [Mike.Drane@dal.ca](mailto:Mike.Drane@dal.ca)

**REQUEST FOR PROPOSALS #2010-030  
SUPPLY OF TEMPORARY OFF CAMPUS RESIDENCE ACCOMMODATIONS  
INFORMATION TO PROPONENTS**

**1. SCOPE OF WORK**

- 1.1 The Student Community Services of Dalhousie University is exploring the option to secure approximately 75 to 100 beds in both single and twin rooms in an offsite property to house undergraduate and graduate students from September 2010 to December 2010 with a possible extension to April 2011 for some requirements. It is not necessary for one proponent to supply the full requirements, if not available. Preference will be given to locations within 5km distance to the Dalhousie Campus.

**2. CLOSING DATE**

- 2.1 Proposals must be received before 4:00:00 pm Atlantic Time, as designated by the office clock, Thursday, March 11, 2010. Proposals received after this time shall be rejected. Electronic and facsimile Proposals will not be accepted.

**3. COMMENCEMENT/COMPLETION**

- 3.1 It is intended that a contract award be made as soon as possible following receipt of Proposals. Proponents shall state their earliest firm completion schedule on the Proposal Summary Form.

**4. TAXES**

- 4.1 All prices shall be Harmonized Sales Tax (HST) extra.  
4.2 Where applicable, the Proponent shall indicate HST as a separate item on all documentation. The successful Proponent shall provide their HST Registration Number on all invoices.

**5. DEFINITIONS**

In this Request for Proposals, the following words or phrases have the corresponding meanings:

- 5.1 “Contract Documents” means Dalhousie University Purchase Order and/or Contractual Agreement.  
5.2 “Proposal Summary Form” means a written and legal document signed, sealed and submitted by the Proponent for the consideration of Dalhousie University, containing the Proposal price, and completion/delivery time.  
5.3 “Proposal Documents” means this Proposal, those documents listed in the Proposal Form and Appendix A to Proposal.  
5.4 “Proposal Price” means monetary sum identified by the Proponent in the Proposal Form.  
5.5 “List Price” means a published or advertised retail price of something that can often be discounted by the seller.  
5.6 “Educational Price” means the pricing that has been discounted due to educational status.

**6. PROPOSALCALL**

- 6.1 Proposals signed and dated must be received in sealed envelopes, before the stipulated date and time specified in the Request for Proposals and marked as follows:

Dalhousie University Purchasing Department  
RE: 2010-030/Supply of Temporary Off Campus Residence Accommodations  
1360 Barrington Street, Building B-Room B225  
Halifax, Nova Scotia B3J 1Z1

- 6.2 Proposals submitted after the above time shall be considered noncompliant.
- 6.3 Proposal acceptance for award of contract will follow from a detailed review of the status and suitability of Proposals for the Project, which will be carried out by the Owner.
- 6.4 No facsimile or electronic Proposals, or amendments thereto, will be accepted.
- 6.5 Non-compliant Proposals will not be considered for the Project and the Proponent will be notified.

## **7. AMENDMENTS**

- 7.1 Amendments to a submitted Proposal will be permitted if received in writing, in a sealed envelope, prior to Proposal closing time and if endorsed by the same party or parties who signed and sealed the Proposal.

## **8. ALTERNATES/OPTIONS**

- 8.1 The original proposal form is to be completed to represent the specifications identified in the Request for Proposal document. Alternative(s) or option(s) must be clearly distinguished and identified with the words “Alternate/Option A” or “Alternate/Option B” etc.

## **9. PROPOSAL INELIGIBILITY:**

- 9.1 Proposals that are not provided in sealed envelopes, executed on the forms provided by the owner, unsigned, improperly signed, illegible, contain mathematical errors, erasures, and alterations, will be declared non-complaint. **The “Proposal Summary Form” must be signed as an acknowledgement of receipt and understanding of the documents (including Special Provisions and Addenda where applicable).**
- 9.2 Proposals submitted after the date and time specified will be declared non-compliant and will be returned to the Proponent unopened, or kept on file for Purchasing records at the discretion of the Purchasing Department.
- 9.3 Proposal Forms and Addenda submitted by facsimile transmission or email will be declared non-compliant.
- 9.4 Proposals that fail to include signed addenda will be declared non-compliant.
- 9.5 There will be no obligation to receive unsolicited information, whether written or oral, from any Proponent.

## **10. CONFIDENTIALITY OF INFORMATION**

- 10.1 All documents, information, specifications, tracings, or attachments provided by Dalhousie University and pertaining to this Proposal remains the property of the University and shall be treated in strict confidence by the Proponent. No part of this Proposal may be transmitted to, or discussed with a third party, nor reproductions made thereof, without prior written consent of the University, except for the purpose of this Proposal.

## **11. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

- 11.1 All documents, including Proposals, submitted to The Owner become the property of the Owner.

## **12. COMMUNICATION**

- 12.1 The University will not assume responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to their meaning, the Proponent shall notify the Purchasing Department, who may if necessary, send written addenda to all Proponents.
- 12.2 It is the Proponents responsibility to clarify interpretation on any item in these documents, by contacting the representatives in the Proposal. Clarifications requested by the Proponents must be submitted in writing by 1:00 p.m. Atlantic Time, three working days before the closing date. The reply may be in the form of an addendum, a copy of which will be forwarded to known Proponents no later than 1:00 p.m. Atlantic Time, two working days before the closing date.
- 12.3 The Proponent shall notify the Owner immediately upon finding discrepancies or omissions from the Proposal Documents.
- 12.4 Clarifications and alternates requested by the Proponents will be clarified in the form of an Addendum.

## **13. ADDENDA**

- 13.1 Addenda may be issued during the Proposal call.
- 13.2 All addenda become part of the Proposal documents. Include cost in the Proposal price unless otherwise stated. The Proposal price must include any changes or clarifications set out in the addenda.
- 13.3 Only written addenda shall be binding.
- 13.4 All addenda must be signed and submitted before closing date and time specified to be compliant. Signed addenda submitted by facsimile or electronic communication will not be accepted.

## **14. INDEMNITY**

- 14.1 The successful Proponent will be required to provide Dalhousie with proof that it owns all intellectual property rights in the equipment and software that is supplied and with an indemnity against claims regarding any violations of the intellectual property rights of third parties.

## **15. CORPORATE REFERENCES**

- 15.1 Proponents shall provide three corporate references along with information on the type and scope of business that you are providing these organizations. If you have been the Supplier for a contract similar in nature to the one envisaged in this Proposal, provide that information, along with the name and telephone number of a contact person. The University reserves the right to contact references without prior consent of the Proponent (Appendix A).

## **16. EVALUATION BY THE UNIVERSITY**

- 16.1 The University shall evaluate all valid Proposals and select the Proposal most attractive to the University and which, in the sole discretion of the University, is deemed to be in the best interest of the University.
- 16.2 Without limiting the meaning of the terms "most attractive" and "the best interest of the University", the following criteria normally will be included in the evaluation of Proposals:
- 16.2.1 Compliance to Proposal Specifications
  - 16.2.2 Compliance to Contractual Terms and Conditions
  - 16.2.3 Total evaluated cost
  - 16.2.4 Delivery/completion time
  - 16.2.5 Experience of Proponent on projects of similar size and scope
  - 16.2.6 Previous experience with the University
  - 16.2.7 Superior design features considered advantageous to Dalhousie
  - 16.2.8 Operating and maintenance costs (where applicable)
  - 16.2.9 Reliability/reputation of product being supplied (where applicable)
  - 16.2.10 Adaptability and modification potential to meet future University needs
  - 16.2.11 Ease of integration with current University operations
  - 16.2.12 Environmental impact
  - 16.2.13 Corporate Ethics Policy
- 16.3 Where the University has stated specifications that must meet a "minimum" standard, a Proponent may include a project or product which exceeds said standards provided there are advantages to the University in terms of operating or capital costs or other relevant factors.
- 16.4 The University reserves the right to clarify any portion of a Proposal with any Proponent, and to negotiate with one or more Proponents during the evaluation process.

## **17. SPECIAL CONDITIONS**

- 17.1 Smoking is not permitted on University property.
- 17.2 No overtime charges of any kind will be permitted unless authorized by the University prior to the start of the work.
- 17.3 The successful Proponent shall, at all times, comply with the requirements of:
- 17.3.1 Dalhousie Harassment Policy - <http://sexualharassment.dal.ca/dalpol.html>
  - 17.3.2 Dalhousie Safety Program - [http://fm.dal.ca/safety\\_program.htm](http://fm.dal.ca/safety_program.htm)
- 17.4 The successful Proponent shall ensure that Dalhousie's property is kept clean of any rubbish on surplus materials resulting from the performance of services on behalf of Dalhousie. All costs associated with the removal of the debris from the premises shall be the responsibility of the Proponents.

**REQUEST FOR PROPOSALS #2010-030**  
**SUPPLY OF TEMPORARY OFF CAMPUS RESIDENCE ACCOMMODATIONS**  
**SPECIFICATIONS**

**OVERVIEW/BACKGROUND**

Student Community Services (SCS) provides a diverse range of services for both Dalhousie's students and stakeholders. The department is charged with the management of the University's residences housing over 2100 students during the academic year. Students come to live on the University campus from all over the world. SCS is proud to provide accommodations to a diverse population comprised of both undergraduate (75%) and graduate (25%) students. We are exploring the option to secure off campus accommodations as per the following specifications.

**The following is a list of mandatory requirements:**

1. Securing approximately 75 to 100 beds in single/twin rooms (single or double occupancy respectively) off campus for Dalhousie undergraduate/graduate students from September 2010 – December 2010.
  - 1.1 Option to renew a percentage of the room inventory until the end of April 2011.
  - 1.2 It is not necessary for one proponent to supply the full requirements if not available.
  - 1.3 Preference will be given to locations within 5km distance to the Dalhousie Campus.
  - 1.4 Co-ed floors.
  - 1.5 Internet, cable TV and local phone service required per room/per student (as applicable for twin rooms) – wireless Internet service preferred and required for double occupancy.
  - 1.6 Rooms require a bed, desk, dresser and side table with bed side lighting per occupant.
  - 1.7 Dedicated and secure student floors – no guests other than Dalhousie students given access to the student floors/area.
  - 1.8 Full kitchen/kitchenette facilities preferred – minimum requirements: mini fridge and microwave per unit/room.
  - 1.9 Private bathroom per unit/room.
  - 1.10 Non-smoking, scent free environment.
  - 1.11 Bulletin boards available in student areas (# to be determined based on student population and layout of property) to post programming and notices/memorandums for students. Dalhousie on-site staff to manage bulletin board content.
  - 1.12 Ability to self-govern quiet hours in areas occupied by students. Please see current residence guidelines listed below for quiet time guidelines by category (for information only).
    - 1.12.1 Moderate floor/section
      - Sunday to Thursday from 11:00 p.m. until 8:00 a.m.
      - Friday and Saturday from 2:00 a.m. until 8:00 a.m.
    - 1.12.2 Low key floor/section
      - Sunday to Thursday \* from 8:00 p.m./10:00 p.m. until 8:00 a.m.
      - Friday and Saturday \* from 11:00 p.m./1:00 a.m. until 8:00 a.m.
      - \*each low key floor/section will determine the start time for their quiet hours.
    - 1.12.3 Quiet floor/section
      - Areas are designated 'Quiet Hours' 7 days a week, 24 hours per day.
      - Students on quiet floors or sections may opt for between 1-3 hours of "relaxed time" per day, determined at a floor/section meeting at the start of term.

- Additional flexibility may be possible on weekends.

## **STUDENT SERVICES**

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Basic student services will be required as part of any accommodations that are secured for Dalhousie students. The following list is meant to provide a guideline on what services will be most valued by Dalhousie students; however, the list is not meant to be inclusive and suggestions, alternatives are welcome. The list of preferred requirements is as follows:

1. 24 hour/7 days per week front desk service available to students.
2. Access to property management 24/7 for Student Community Services management as required.
3. Accept/manage/distribute mail to residents.
4. Formal Emergency Communications Protocol to be discussed and established with Student Community Services management and communicated with students residing on property.
5. Fire Procedures - clearly outlined for each occupant in each unit.
6. Linen exchange service via the Front Desk, if applicable.
7. Access to laundry facilities – coin operated system acceptable.
8. Access to basic food services 24/7 - minimum services required through well-stocked vending machines.
9. Detailed policy and procedures manual from the property for each resident upon arrival.
10. Welcome Reception to be hosted by property for all students in collaboration with SCS management – review policies/procedures and support services available.
11. Procedure for student arriving and moving out with luggage and boxes- detail support available to both students and SCS personnel. More specifically, formal check-in process for students and support system in place to manage large numbers of students arriving with baggage within a specified period – usually over 48 hours.
12. 24/7 technical systems troubleshooting assistance for students experiencing disruption of Internet services via property's ISP.
13. Procedure on how incidental fees will be monitored, managed and collected from individual students.
14. Procedure/protocol regarding how student residence staff (RAs) work with facility personnel.
15. Garbage removal and common area cleaning services to be outlined in detail.

## **SECURITY SERVICES**

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1. 24/7 access to onsite security services provided by the property; clarify support service available to onsite residence staff (security, hospitality services, front desk, etc.).
2. Disclosure of any property relevant policies and procedures.
3. Disclosure of procedure/compensation to students if something happened that they would have to move out of their room, or the property due to uncontrollable circumstances.
4. Secure floor – no access to area without authorization (card/key access); clarify how floor/area will be secured and managed.
5. Disclosure of emergency access protocol to student floor/units as required - for Dalhousie staff and property management.
6. Disclosure of security surveillance systems, procedures and policies.
7. Disclosure on policy on how fire alarms (false) are handled in the property and expectation of how false alarms will be handled originating from student areas.
8. Policy on how lost keys/cards will be handled by the property including details on service available to students as well as incidental costs associated with losing/replacing a key/card.

## **OPTIONAL VALUE-ADDED SERVICES – to be priced individually if not already included.**

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1. Linen included per bed to include 2 pillows, 2 pillow covers, 2 pillow protectors, 1 mattress protector, 1 set of sheets (mattress and top sheet), blanket and bedspread.
2. Hot breakfast service onsite from 07:00 am to 09:00 am daily.
3. Weekly cleaning of each unit to include: thorough cleaning of the bathroom, vacuuming and dusting of each room. Benefit would be that property staff would also be able to review the rooms on a regular basis.
4. Furnished common area/lounge for Dalhousie students including large screen TV with cable service, kitchenette, etc. Please include common area cleaning schedule.
5. Student parking availability, terms and rates.
6. Discount for students' family members who want to visit students and stay in the property.
7. Discount for students and family members at a property restaurant, if applicable.
8. Access/discount to meeting space to run student-led programming – outline booking procedures, costs and any limitations.
9. Access to athletic facilities and recreational areas for students.
10. Bulletin boards in each room, per student (as required) located by each desk.

### **11. PROPONENT INNOVATION**

- 11.1 The University encourages Proponent innovation. If a Proponent offers goods or services different than those specified in the Proposal, and, these may be of advantage to the University, Proponents are strongly encouraged to submit as many of these alternatives as they see fit. These should be clearly identified as alternatives and shall be considered at the sole discretion of the University.

## **TERMS AND CONDITIONS OF BIDDING**

### **1. PROPOSAL SUBMISSION**

- 1.1 These terms and conditions constitute an integral part of this Request for Proposals (Proposal Document) and the registered Proponent (Proponent) acknowledges acceptance by signing the Proposal Summary Form. Proposal Submissions (Proposals) are to be submitted on the forms provided and/or in the format specified in the Proposal Document. Furthermore, Proposals that do not include one signed copy of the Proposal Summary Form will be rejected.
- 1.2 All communication regarding this Proposal Document shall be directed to the University contact named in the Proposal Document. The University will not assume responsibility for verbal instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to the meaning of any part of the Proposal Document, the Proponent shall notify the University, who may issue written addenda to all Proponents.
- 1.3 The submission of a Proposal shall be deemed proof that the Proponent is satisfied as to all provisions of the Proposal Document. The University will not entertain claims based on assertion by the Proponent that it was uninformed or unaware of specifications, terms or conditions.
- 1.4 All Proposals shall be sealed and must be received in writing. Electronic Proposals (e.g., phone, fax, email), and amendments thereto, will not be considered unless expressly stated in the Information to Proponents section of the Proposal Document.
- 1.5 The Proposal Document number and title must appear on Proposals, including the outer packaging. The Proponent should initial each page of the Proposal.
- 1.6 All Proposals shall be in enough detail to allow the University to determine the Proponent's position from the documents received. The University may refuse to consider any Proposal that does not include documentation or other information specified in the Proposal Document.
- 1.7 All materials submitted in response to this Proposal Document shall become the property of the University.
- 1.8 All costs incurred in preparing a Proposal, or presenting or elaborating upon a Proposal, shall be borne solely by the Proponent.
- 1.9 The University will evaluate Proposal's based on the evaluation criteria specified in the Proposal Document. The lowest or any Proposal will not necessarily be accepted.

### **2. GENERAL**

- 2.1 The Proponent declares that the Proposal is not made in connection with any other Proponent submitting a Proposal for the same goods or services and is in all respects fair and without collusion or fraud.
- 2.2 The Proponent represents that it does not discriminate based upon race, color, religion, sex, marital status, age, national origin, or disability.
- 2.3 It is the responsibility of the Proponent to ensure that no representative extends entertainment, gifts, gratuities, discounts or special services, regardless of value, to an employee of the University, or any member of the University Board of Governors, Senate, Faculty or Departments. Proponents shall report to the Manager, Purchasing, any attempt to obtain such favours. Furthermore, Proponents shall disclose if any University employee is involved with the Proponent's company in any way.
- 2.4 All documents, information, specifications, tracings, or attachments provided by the University and pertaining to this Proposal Document remain the property of the University and shall be treated in strict confidence by the Proponent. No part of this Proposal Document may be transmitted to, or discussed with a third party, nor reproductions made thereof, without prior written consent of the University.
- 2.5 Proponents are advised that no commitment shall exist until such time as the successful Proponent receives official written notice from the University.
- 2.6 The University reserves the right to cancel the Proposal process at any time. In the event of any such cancellation, the University shall not be obligated to pay any costs, damages or claims of any type or kind to any Proponent or potential Proponent.
- 2.7 The successful Proponent shall agree to all University Terms and Conditions of Purchase Order.

**REQUEST FOR PROPOSALS #2010-030**  
**Supply of Temporary Off Campus Residence Accommodations**  
**PROPOSAL SUMMARY FORM**

**1. SCOPE OF WORK**

- 1.1 The Student Community Services of Dalhousie University is exploring the option to secure approximately 75 to 100 beds in both single and twin rooms in an offsite property to house undergraduate and graduate students from September 2010 to December 2010 with a possible extension to April 2011 for some requirements. It is not necessary for one proponent to supply the full requirements, if not available. Preference will be given to locations within 5km distance to the Dalhousie Campus.

**2. EXAMINATION**

- 2.1 The undersigned Proponent has carefully examined every part of the proposed contract, and thoroughly understands its stipulations, requirements, and provisions.

**3. PRICE DETAIL**

- 3.1 All prices shall include all fees, surcharges and mark-ups.  
3.2 If a Proposal is accepted, the successful Proponent may make no variation of any quoted prices except for changes due to increases or decreases in eligible government taxes or duties, governmental transportation tariffs, or decreases in the price of technology.  
3.3 All prices are assumed to be in Canadian Funds unless otherwise specified by the Proponent.

**4. VALIDITY OF OFFER**

- 4.1 Unless otherwise specified by the Proponent, Dalhousie will consider all Proposals irrevocable and valid for acceptance for a period of 120 days from the Proposal closing date.

**5. BASIS FOR AWARD**

- 5.1 It is the intention of the University that if awarded, to award the complete Proposal to one Proponent. In the event that the University's requirements can not be completely met, as determined by the University, the award may be split amongst multiple proponents to best meet the needs of the University.

**6. ARITHMETIC CHECKS**

- 6.1 In cases where the extended unit price is incorrect, the unit price on the original Proposal Summary Form will be used and the total corrected.

**REQUEST FOR PROPOSALS #2010-030  
SUPPLY OF TEMPORARY OFF CAMPUS RESIDENCE ACCOMMODATIONS  
PROPOSAL SUMMARY FORM**

**Pricing shall be provided where available, if a discount or otherwise is applicable please indicate this in the pricing fields and clearly identify such.**

Item	Description	Specify Quantity Available (Can quote more than 100 if available, current estimates are up to 75-100 rooms)	Meets Specification Requirements (Yes or No)	Comments (If NOT available provide explanation or alternative proposal where available)	List Unit Price (Excluding HST)	Bulk Booking Discount Price inclusive of Educational Discount or Educational Price	Final Net Unit Price (Excluding HST)
1	Pricing per room for <b>single rooms</b> inclusive of mandatory specifications requirements.	Specify: _____					
1	Pricing per room for <b>twin rooms</b> inclusive of mandatory specifications requirements.	Specify: _____					
1.1	Option to renew a percentage of the room inventory until the end of April 2011.	Specify: _____					
<b>OPTIONAL VALUE-ADDED SERVICES – to be priced individually if not already included.</b>							
1	Linen included per bed to include 2 pillows, 2 pillow covers, 2 pillow protectors, 1 mattress protector, 1 set of sheets (mattress and top sheet), blanket and bedspread.	1					
2	Hot breakfast service onsite from 07:00 am to 09:00 am daily.	1					

Item	Description	Specify Quantity Available (Can quote more than 100 if available, current estimates are up to 75-100 rooms)	Meets Specification Requirements (Yes or No)	Comments (If NOT available provide explanation or alternative proposal where available)	List Unit Price (Excluding HST)	Bulk Booking Discount Price inclusive of Educational Discount or Educational Price	Final Net Unit Price (Excluding HST)
3	Weekly cleaning of each unit to include: thorough cleaning of the bathroom, vacuuming and dusting of each room. Benefit would be that property staff would also be able to review the rooms on a regular basis.	1					
4	Furnished common area/lounge for Dalhousie students including large screen TV with cable service, kitchenette, etc. Please include common area cleaning schedule.	1					
5	Student parking availability, terms and rates.	1					
6	Discount for students' family members who want to visit students and stay in the property.	1					
7	Discount for students and family members at a property restaurant, if applicable.	1					
8	Access/discount to meeting space to run student-led programming – outline booking procedures, costs and any limitations.	1					
9	Access to athletic facilities and recreational areas for students.	1					
10	Bulletin boards in each room, per student (as required) located by each desk.	1					

**Please ensure you have addressed every section of the specifications.**

**We hereby declare that we are aware and confirm that if the required information in section 9 Proposal Ineligibility is not included with the Proposal submission it will be non-compliant:**

**TERMS OF PAYMENT (minimum 30 days)** \_\_\_\_\_

**NAME OF FIRM:** \_\_\_\_\_

**COMPLETE ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PRINTED NAME OF PRIMARY CONTACT PERSON WITH AUTHORITY TO COMMIT ON BEHALF OF THE PROPONANT:**

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**REQUEST FOR PROPOSALS 2010-030  
SUPPLY OF TEMPORARY OFF CAMPUS RESIDENCE ACCOMMODATIONS  
COMPLIANCE CHECK LIST**

1. Mandatory Requirements		Included and/or Meets Specification	Exceeds Specification	Does NOT Conform to Specification	Comments
1.	Securing 75- 100 beds in single/twin rooms (single or double occupancy respectively) off campus for Dalhousie undergraduate/graduate students from September 2010 – December 2010.				
1.1	Option to renew a percentage of the room inventory until the end of April 2011.				
1.2	It is not necessary for one proponent to supply the full requirements if not available.				
1.3	Preference will be given to locations within 5km distance to the Dalhousie Campus.				
1.4	Co-ed floors.				
1.5	Internet, cable TV and local phone service required per room/per student (as applicable for twin rooms) – wireless Internet service preferred and required for double occupancy.				
1.6	Rooms require a bed, desk, dresser and side table with bed side lighting per occupant.				
1.7	Dedicated and secure student floors – no guests other than Dalhousie students given access to the student floors/area.				
1.8	Full kitchen/kitchenette facilities preferred – minimum requirements: mini fridge and microwave per unit/room.				
1.9	Private bathroom per unit/room.				
1.10	Non-smoking, scent free environment.				

1.11	Bulletin boards available in student areas (# to be determined based on student population and layout of property) to post programming and notices/memorandums for students. Dalhousie on-site staff to manage bulletin board content.				
1.12	<p>Ability to self-govern quiet hours in areas occupied by students. Please see current residence guidelines listed below for quiet time guidelines by category (for information only).</p> <p>1.12.4 Moderate floor/section</p> <ul style="list-style-type: none"> <li>• Sunday to Thursday from 11:00 p.m. until 8:00 a.m.</li> <li>• Friday and Saturday from 2:00 a.m. until 8:00 a.m.</li> </ul> <p>1.12.5 Low key floor/section</p> <ul style="list-style-type: none"> <li>• Sunday to Thursday * from 8:00 p.m./10:00 p.m. until 8:00 a.m.</li> <li>• Friday and Saturday * from 11:00 p.m./1:00 a.m. until 8:00 a.m.</li> <li>• *each low key floor/section will determine the start time for their quiet hours.</li> </ul> <p>1.12.6 Quiet floor/section</p> <ul style="list-style-type: none"> <li>• Areas are designated 'Quiet Hours' 7 days a week, 24 hours per day.</li> <li>• Students on quiet floors or sections may opt for between 1-3 hours of "relaxed time" per day, determined at a floor/section meeting at the start of term.</li> <li>• Additional flexibility may be possible on weekends.</li> </ul>				

<b>2. Student Services</b> A guideline on what services will be most valued by Dalhousie students; however, the list is not meant to be inclusive and suggestions, alternatives are welcome. The list of preferred requirements is as follows:	<b>Included and/or Meets Specification</b>	<b>Exceeds Specification</b>	<b>Does NOT Conform to Specification</b>	<b>Comments</b>
1. 24 hour/7 days per week front desk service available to students.				
2. Access to property management 24/7 for Student Community Services management as required.				
3. Accept/manage/distribute mail to residents.				
4. Formal Emergency Communications Protocol to be discussed and established with Student Community Services management and communicated with students residing on property.				
5. Fire Procedures - clearly outlined for each occupant in each unit.				
6. Linen exchange service via the Front Desk, if applicable.				
7. Access to laundry facilities – coin operated system acceptable.				
8. Access to basic food services 24/7 - minimum services required through well-stocked vending machines.				
9. Detailed policy and procedures manual from the property for each resident upon arrival.				
10. Welcome Reception to be hosted by property for all students in collaboration with SCS management – review policies/procedures and support services available.				
11. Procedure for student arriving and moving out with luggage and boxes- detail support available to both students and SCS personnel. More				

	specifically, formal check-in process for students and support system in place to manage large numbers of students arriving with baggage within a specified period – usually over 48 hours.				
12.	24/7 technical systems troubleshooting assistance for students experiencing disruption of Internet services via property's ISP.				
13.	Procedure on how incidental fees will be monitored, managed and collected from individual students.				
14.	Procedure/protocol regarding how student residence staff (RAs) work with facility personnel.				
15.	Garbage removal and common area cleaning services to be outlined in detail.				

3. SECURITY SERVICES		Included and/or Meets Specification	Exceeds Specification	Does NOT Conform to Specification	Comments
1.	24/7 access to onsite security services provided by the property; clarify support service available to onsite residence staff (security, hospitality services, front desk, etc.).				
2.	Disclosure of any property relevant policies and procedures.				
3.	Disclosure of procedure/compensation to students if something happened that they would have to move out of their room, or the property due to uncontrollable circumstances.				
4.	Secure floor – no access to area without authorization (card/key access); clarify how floor/area will be secured and managed.				
5.	Disclosure of emergency access protocol to student floor/units as required - for Dalhousie staff and property management.				

6.	Disclosure of security surveillance systems, procedures and policies.				
7.	Disclosure on policy on how fire alarms (false) are handled in the property and expectation of how false alarms will be handled originating from student areas.				
8.	Policy on how lost keys/cards will be handled by the property including details on service available to students as well as incidental costs associated with losing/replacing a key/card.				

**Appendix A to Proposal Summary Form**

**INSTRUCTIONS: Complete this Form and submit.**

**REFERENCES**

Proponents shall provide three corporate references along with information on the type and scope of business that you are providing these organizations. If you have been the Supplier for a contract similar in nature to the one envisaged in this Proposal, provide that information, along with the name and telephone number of a contact person. The University reserves the right to contact references without prior consent of the Proponent.

Previous Scope & Product Supplied	Age	Contact/Telephone

**I declare that the information provided is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Name of Proponent

\_\_\_\_\_  
Signature