

## Financial Proposal

### 1. General

The Financial Proposal must be submitted separate email and shall contain the following:

- Title Page
- Table of Contents
- Financial Capacity
- Disclosure Statement
- Proposal Bonds
- Insurance Certificates
- Pricing Schedules

### 2. Description of Elements

#### 1. Financial Capacity

NRC requires assurance that Proponents have the corporate financial resources and financial stability necessary to meet the cash flow requirements of the resulting contract. In order to demonstrate its financial capacity, the Proponent must include the following with its proposal:

- a) Audited Financial Statements, if available, or Unaudited Financial Statements for the company's last three (3) years, Statement of Earnings and Income Statement as of December 31, 2018.
- b) Confirmation letter from the Proponent's banking institution indicating the value of the total lines of credit granted and the amounts available and not drawn upon as of December 31, 2018.
- c) All financial information provided with the Proposal must be certified by either the Chief Financial Officer or the signing officer of the Proponent's company.
- d) NRC, at its discretion, reserves the right to request additional financial information or conduct an on-site review of the Proponent's financial information as part of the evaluation process. Proponents must make their facilities and all appropriate supporting documentation and records available for such an on-site visit.

#### 2. Disclosure Statement

The Proponent must provide a clear statement setting out the nature and extent of any material litigation pending against the Proponent.

#### 3. Bonds and Insurance Certificates

Proponents must insert their Bond and Insurance Certificates as part of their Financial Proposal.

4. Pricing Schedules

Proponents must submit as part of their Financial Proposal the pricing schedules.

5. A letter of Good Standing must be submitted for the following:

- Workers Compensation Board
  - Canada Revenue Agency
  - Insurance
  - NB Labour Board
- appen

**Pricing Schedules**

The Proponent must include all of the following completed schedules in their financial package;

1. Costs for "Routine Building Cleaning Operations" for each building
2. Costs for Labour Rates on a "As and When Requested" basis.
3. Material percentage mark-up.
4. Costs for Project, On-Demand and Post-Construction cleaning operations.

**PROJECT CLEANING, ON-DEMAND CLEANING AND POST-CONSTRUCTION CLEANING OPERATIONS**

- Unit or hourly rates are to be used for Project Cleaning, extra cleaning, On-Demand cleaning requests or changes to Scope of Contract. The costs for services shall be inclusive of all associated labour, material and equipment costs for the requested services.
- Rates indicated herein remain fixed for a period of one year and will be adjusted annually using the Consumer Price Index (CPI) for the Region as published by Statistics Canada.
- The prices below are not to be part of the Contractor's total cost of the detailed prices tendered. Please provide your prices for extra cleaning, when extra cleaning is ordered, it will be paid according to the prices quoted.

Project Cleaning

- Cost for scrubbing floors \$ \_\_\_\_\_ per/m2
- Cost for stripping and refinishing floors \$ \_\_\_\_\_ per/m2
- Cost for steam cleaning carpets \$ \_\_\_\_\_ per/m2
- Cost for a cleaner to carry-out cleaning as directed \$ \_\_\_\_\_ per/hour
- Cost for a cleaner to provide re-lamping as directed \$ \_\_\_\_\_ per/hour
- Costs for a cleaner to pick-p and empty the black Mini-bin and blue recycling container from individual Office areas and empty them at the central recycling station \$ \_\_\_\_\_ per/hour

One-time Cleaning Operations

- Cost for steam cleaning a sofa \$ \_\_\_\_\_ per/unit
- Cost for steam cleaning a chair \$ \_\_\_\_\_ per/unit
- Cost for washing inside a refrigerator \$ \_\_\_\_\_ per/unit
- Cost for washing inside a microwave \$ \_\_\_\_\_ per/unit

Construction Cleaning Operations

This work may include the following:

- Picking up garbage/removing of material
- Dusting high/low areas
- Interior washing of windows
- Washing or stripping and refinishing a floor
- Washing doors, walls, partitions
- Washing or dusting of individual work stations
- Cleaning before a client moves into a building or the space

Minimum cost \$ \_\_\_\_\_ per/ m2  
 Hourly rate \$ \_\_\_\_\_ per/hour