



## **Request for Proposals (RFP)**

### **Introduction**

Ronald McDonald House Charities Atlantic (RMHC) is dedicated to creating, finding, and supporting programs that directly improve the health and well-being of children and their families. RMHC provides families with a place to stay, meals, and a supportive environment while their children receive medical treatment at nearby hospitals.

### **Purpose of the RFP**

Ronald McDonald House is seeking proposals from qualified suppliers to provide linens, soaps, shampoos, garbage cans, bags, cleaning supplies and carts for Ronald McDonald House in Halifax that has 36 suites, including washrooms, 11 kitchens, common rooms. The aim is to ensure a comfortable and hygienic environment for our guests.

### **Project Requirements**

The selected supplier will be responsible for delivering the following items:

1. **Linens:**
  - Bed sheet sets (8 single and 200 queen)
  - Zippered Mattress Protectors (6 single and 100 queen)
2. **Toiletries:**
  - Soaps (bar and liquid)
  - Shampoos
  - Conditioners
3. **Waste Management:**
  - Garbage cans (room-sized and larger bins for common areas)
  - Recycling bins
4. **Cleaning Supplies:**
  - Cleaning carts
  - Brooms, mops, and dustpans
  - Cleaning agents (disinfectants, glass cleaners, etc.)

### **Proposal Requirements**

Interested suppliers should include the following in their proposals:

1. **Company Information:**
  - Company name, address, and contact information
  - Brief company history and experience in supplying similar products
2. **Product Specifications:**
  - Detailed description and specifications of the products offered
  - Samples or images of the products, if available
  - Any certifications or standards met by the products (e.g., eco-friendly, hypoallergenic)

3. **Pricing:**
  - Itemized pricing for each product
  - Any bulk order discounts or special pricing considerations
4. **Delivery and Logistics:**
  - Estimated delivery timeline for the initial order
  - Information on how subsequent orders will be managed
  - Any shipping or handling charges
5. **References:**
  - Contact information for at least three references from organizations that have used your products and services
6. **Additional Information:**
  - Any additional information that may be relevant to your proposal

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Product quality and specifications
- Pricing and overall value
- Supplier's experience and references
- Delivery and logistics plan
- Additional benefits offered (e.g., eco-friendly products, customer support)

### **Submission Details**

All proposals must be submitted by July 26, 2024 to the following contact:

**Contact Information:** Alison Cogdon  
Director of Operations Atlantic  
Ronald McDonald House Charities Atlantic  
1133 Tower Rd.  
Halifax, NS, B3H 2Y7  
alison@rmhcatlantic.ca

### **Timeline**

**RFP Release Date:** July 26, 2024

- **Submission Deadline:** August 9, 2024

We look forward to receiving your proposal and working together to support the families who rely on Ronald McDonald House. Thank you for your interest and commitment to our mission.

Sincerely,

