

# ST. ALBERT SCHOOL DIVISION



**St. Albert**  
**PUBLIC SCHOOLS**

## **REQUEST FOR PROPOSAL TO ACT AS THE DIVISION'S PRINCIPAL COURIER**

### **CONTENTS:**

Part 1	Information and Instructions (Page 2)
Part 2	Terms and Conditions (Pages 3-6)
Part 3	Overview (Pages 6-7)
Part 4	Requirements (Pages 7-8)
Schedule A	List of Names and Locations of St. Albert Public Schools Facilities (Page 9)

### **IMPORTANT:**

Vendors should carefully read the following instructions, specifications, terms and conditions prior to submitting a proposal, as once a proposal has been submitted, a Vendor will be bound by these conditions.

Proposals that do not strictly comply with the following instructions, specifications, terms and conditions are subject to rejection.

### **CONFIDENTIALITY:**

These Request for Proposal documents shall remain the property of St. Albert School Division (St. Albert Public Schools) and are provided to Vendors for the exclusive purpose of preparing and submitting a proposal. Reproduction and/or distribution in whole or in part without the expressed written consent of St. Albert Public Schools is forbidden.

## PART 1

### INFORMATION AND INSTRUCTIONS

St. Albert Public Schools requests a proposed rate for the provision of courier service on a five year basis. **The term of appointment for the Division's Principal Courier will begin October 1, 2025.** The appointment is typically for a five year period, in this case from October 1, 2025 to September 30, 2030. The following instructions, terms, conditions and specifications will apply.

- 1.1 PROPOSAL ISSUE DATE** **July 17, 2025**
- 1.2 COMMODITY** **Courier Contract Service**
- 1.3** For further information regarding this Request for Proposal

Contact: Mr. Michael R. Brenneis, CPA, CA, BComm, CSBO  
Associate Superintendent of Finance, Secretary-Treasurer  
Phone: 780-460-3712  
Email: michael.brenneis@spschools.org

**1.4 PROPOSAL CLOSING DATE**

Envelopes containing proposals for the supply and delivery of the services specified shall be sealed and addressed to the following, namely:

ST. ALBERT PUBLIC SCHOOLS  
ASSOCIATE SUPERINTENDENT OF FINANCE  
60 SIR WINSTON CHURCHILL AVENUE  
ST. ALBERT, ALBERTA T8N 0G4

and shall also be plainly marked as follows:

“PROPOSAL TO ACT AS DIVISION PRINCIPAL COURIER”

Vendors are required to submit **TWO (2)** copies of their proposal.

All such sealed proposals shall be delivered to the above address no later than 1:00 p.m., local time.

**Thursday, July 31, 2025**

**Upon arrival at St. Albert Public Schools' division office, 60 Sir Winston Churchill Ave, St. Albert, AB, call 780-460-3712, x334 or press the reception doorbell to deliver your proposal. The doors are locked for summer vacation.**

It shall be the sole responsibility of the Vendor to ensure that the proposal is received at the aforementioned location. Proposals received after the specified time for closing, as shown on the “Request for Proposal” **WILL NOT** be considered and will be date and time stamped and returned unopened, courier collect, to the Vendor.

---

## PART 2

### TERMS AND CONDITIONS

#### 2.1 ACCEPTANCE OF PROPOSALS

St. Albert Public Schools (hereinafter called the “Purchaser”) reserves to itself the right not to accept any or all proposals, and further reserves the right to eliminate any term or condition that may be deemed undesirable or unnecessary. Should only one proposal be received the Purchaser reserves the right to accept or reject that proposal.

No proposal will be considered unless submitted in writing in accordance with the instructions, terms, conditions and specifications governing this proposal.

This Request for Proposal should **not** be construed as a contract or order to purchase goods and services.

The lowest proposal price will not necessarily be accepted.

The issuance of this Request for Proposal does not constitute a commitment by the Purchaser to award a contract nor to pay any costs incurred in the preparation of a response to this Request.

Electronically transmitted proposals are **not** acceptable unless otherwise stated.

#### 2.2 AMENDMENTS AND WITHDRAWAL OF PROPOSALS

An application by a Vendor to alter, amend or withdraw its entire Proposal or any part or parts thereof shall be delivered to the Purchaser at the address set out on page 2 **prior to the closing date and time** stipulated herein. Electronically transmitted amendments or revisions will not be accepted.

Only written addenda or corrections issued by Financial Services of the Purchaser shall become a part of these conditions and instructions of this Request for Proposal (other sources of addenda or corrections shall not be considered.)

#### 2.3 EVALUATION CRITERIA

The following criteria will be considered in the evaluation:

<u>Criteria</u>	<u>Point Weighting</u>
• Company profile including organizational chart to include all staff and an overview of company assets.	50
• List of school board(s) for which the contractor has provided service (references).	100
• Expertise and qualifications of the contractor in courier service.	150
• Each contractor’s ability to provide services in St. Albert.	100
• Price.	500

- Insurance including theft, WCB coverage, criminal records check for the driver, and related policies. 100

Total Points 1000

## **2.4 DEFAULT VENDOR**

In case of default of the successful Vendor in providing the services agreed to in a contract with the Purchaser entered into pursuant to this Request for Proposal, the Purchaser may procure the articles or services from other sources and hold the Vendor responsible for any excess costs occasioned thereby.

## **2.5 SAMPLES OF MATERIAL**

Samples of items, when required, must be furnished free of expense, prior to the opening of the Proposal and if not consumed in testing, will upon request be returned at the expense of the Vendor submitting the proposal. If samples are not requested, the Purchaser reserves the right to view products or request demonstrations for the purpose of evaluation prior to finalizing awards.

## **2.6 ALTERNATE PROPOSALS**

Alternate proposals from the same Vendor will be considered unless otherwise stated. If alternate proposals are offered, please submit the information in the same format as a proposal.

## **2.7 DELIVERY**

The Vendor shall supply and deliver the items, equipment, or services on the dates and to the location or locations stipulated.

## **2.8 GOODS & SERVICES TAX AND DUTY**

Proposals must be G.S.T. excluded and duty included unless stated otherwise. Where duty exemptions apply, exemption forms will be issued when requested. Applicable G.S.T. will be paid when invoiced as required by current legislation.

## **2.9 PAYMENT TERMS**

The Vendor acknowledges and agrees that, in the event their proposal is accepted by the Purchaser and delivery of the items or services proposed on is made by the Vendor in accordance with the terms and conditions hereof and of the written order or orders of acceptance, payment for such items or services shall be made by the Purchaser within thirty (30) days following the date of actual receipt of the items or services by the Purchaser.

## **2.10 SIGNING OF PROPOSALS BY VENDOR**

Each and every proposal shall be signed by the Vendor or its employees, servant or agent who shall be a person who has full and complete knowledge of all of the matters set forth

therein and who shall be duly authorized and responsible for the signing and approving of such proposal.

## **2.11 LIABILITY FOR ERRORS**

While the Purchaser has used considerable efforts to ensure an accurate representation of information of this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate by the Purchaser, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Vendors from forming their own opinions and conclusions in respect of the matters addressed in this Request for Proposal.

## **2.12 NEGOTIATION OF A CONTRACT**

Subsequent to the submission of proposals, interviews and negotiations may be conducted with any of the Vendors, but there shall be no obligation to receive further information, whether written or oral, from any Vendor nor to disclose the content of any proposal received. The Purchaser reserves the right to modify the terms of the Request for Proposal at any time in its sole discretion. The Purchaser shall not be obligated in any manner to any Vendor whatsoever until a written agreement has been duly executed relating to an accepted proposal. The successful Vendor will be required to enter into a written agreement with the Purchaser. The Vendor shall not assign, transfer, or subcontract any of its rights, burdens, duties, or obligations under this agreement without the prior written permission of the Purchaser.

## **2.13 CONFIDENTIALITY**

The Request for Proposal documents shall remain the property of the Purchaser and are provided to Vendors for the exclusive purpose of preparing and submitting a quotation. Reproduction and/or distribution in whole or in part without the expressed written consent of the Purchaser is forbidden.

## **2.14 FIRM PRICING**

Prices quoted in the proposals shall remain firm and open for acceptance by the Purchaser for sixty (60) days after the submission deadline.

## **2.15 OWNERSHIP OF PROPOSALS**

All documents submitted to Financial Services become the property of St. Albert Public Schools.

## **2.16 COMPLIANCE WITH LEGISLATION**

When applicable, the successful Vendor, at the quoted price, shall give all notices and obtain all licenses and/or permits required for performing the work specified. The Vendor shall comply with all legislation applicable to the performance of the Contract, including but not limited to Workers' Compensation and Occupational Health and Safety.

All Vendors must comply with legislation governing Workplace Hazardous Material Information System and Transportation of Dangerous Goods when dealing with St. Albert Public Schools.

## **2.17 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

The *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, F-25*, as amended from time to time, imposes an obligation on public bodies, such as school jurisdictions, to protect the personal information of individuals that is in its custody and control. As such, the Vendor will be required to protect the confidentiality and privacy of each individual's personal information accessible to the Vendor or collected under the contract.

---

### **PART 3**

### **OVERVIEW**

#### St. Albert Public Schools

St. Albert Public Schools is responsible for the education of over 9,700 students in 15 schools and 1 outreach location within the city of St. Albert. The division is governed by a Board of five trustees elected every four years by the school electors of St. Albert. Each year the Board elects from its members a chair and a vice-chair. The Superintendent of Schools, the division's Chief Executive Officer, is hired by the trustees.

The division employs approximately 1,300 full and part time staff. The operating budget for the 2024/2025 school year is \$117 million. Ninety per cent of the division's revenue comes from the provincial government. The remaining revenue comes from fees, rentals and other sources. Approximately seventy two per cent of the division's expenditures are on salaries and benefits.

#### Courier Service

The requirement for Courier Service is as follows:

##### Twice Weekly (Tuesday & Friday):

- at approximately 1:00 p.m., a trip from Division Office to each school and Facilities Services (names and addresses of each location listed in Schedule "A", a copy of which is attached hereto) and return to Division Office, and then
- at approximately 3:30 p.m., a trip from Division Office to the St. Albert Post Office on Perron Street.

##### Materials to be delivered include:

- 3 totes (22" x 17.5" x 5") that hold accordion files (15" x 9") for each location
- occasional library books from school to school
- occasional boxed items (up to 25 lbs)
- occasional technology lending library totes (up to 20 lbs)

Occasionally Required Trips to:

- City of St. Albert
- Greater St. Albert Catholic School Division Office
- St. Albert Public Library
- 5 residential homes (addresses of each location listed in Schedule “A”, a copy of which is attached hereto)

The work schedule will be reduced (or eliminated) during:

- Spring break (one week at the end of March/early April),
- Christmas break (two weeks in late December/early January), and
- Summer break (months of July and August)

The exact work schedule during the above school breaks will be determined before each interval and provided. Prorated fees will apply.

We also require an “on call” rate for courier trips into Edmonton and extra courier trips within St. Albert.

---

## **PART 4**

### **REQUIREMENTS**

In order to obtain the maximum degree of comparability, interested courier contractors are asked to organize their proposals in a manner similar to the following outline:

1. Title Page

Show the request for proposal subject, the name of the proposer’s firm, local address, telephone number, name of contact person, and the date.

2. Table of Contents

Include a clear specification of the material by section and by page number.

3. Letter of Transmittal

Limit to one or two pages.

- (a) Reference the criteria listed under section 2.3.
- (b) Briefly state the proposer’s understanding of the work to be done and make a positive commitment to perform the work within a specific time period.
- (c) Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.

4. Pricing Arrangements

The fee proposal should including the following:

- (a) Monthly fee for each year of the term.
- (b) Any adjustments that would apply during the quoted multiple year term.
- (c) The availability of staff and on-call rates for trips into Edmonton and extra trips within St. Albert.

## **SELECTION PROCESS**

The following is the established selection process:

1. **Review of Submissions**

Following the closing date, a selection committee will review all submissions.

2. **Verbal Presentations**

Invitation **may** be made, from the selection committee, to all or some of the firms short-listed to make verbal presentations. Invited Vendors will then make on site or technologically assisted remote presentations.

3. **Recommendations**

Recommendations from the selection committee will be made to Administration of the Purchaser.

4. **Appointment**

The Purchaser then approves the courier service contract.

The jurisdiction will endeavor to select the successful proponent within fifteen calendar (15) days of the closing date.



## SCHEDULE A

### List of Names and Locations of St. Albert Public Schools' Facilities

(All locations are within the City of St. Albert)

<b>Name of Facility</b>	<b>Address</b>
Division Office	60 Sir Winston Churchill Avenue
Facilities Services	48 Riel Drive
Bellerose Composite High School	49 Giroux Road
Cherot School (New school expected be built within three years.)	Cherot
Elmer S. Gish School	75 Akins Drive
Hillgrove School	50 Grosvenor Blvd
Joseph M. Demko School	200 Jensen Lakes Boulevard
Kinosayo Elementary School	40 Woodlands Road
Leo Nickerson Elementary School	10 Sycamore Avenue
Lois E. Hole Elementary School	120 Everitt Drive North
Lorne Akins Junior High School	4 Fairview Blvd
Muriel Martin Elementary School	110 Deer Ridge Drive
Outreach High School	50 Sir Winston Churchill Ave
Paul Kane High School	12 Cunningham Road
Ronald Harvey Elementary School	15 Langley Avenue
Sir Alexander Mackenzie School	61 Sir Winston Churchill Avenue
Wild Rose Elementary School	58 Grenfell Avenue
William D. Cuts School	149 Larose Drive

**Please note: An additional school location may be added during the term of the agreement subject to government capital funding announcements.**

### List of Residential Address's (Locations May Change over the Term of the Contract)

<b>Address</b>
3 Glacier Place
64 Flint Crescent
26 Eastpark Drive
5 Dunewood Place
39 Willoughby Drive