



REQUEST FOR EXPRESSION OF INTEREST

Pre-School Program Information Package

Deadline for Submission is noon, Wednesday, December 14th, 2022

Mail: 5335 50 Ave, Box 130, Holden, AB, T0B 2C0

Or

Email: superintendent@holdenra.ca

For more information contact superintendent@holdenra.ca
or call 780-688-0232 ext 189

www.holdenruralacademy.ca

INFORMATION TO PROGRAM PROVIDERS

GENERAL & SUBMISSION

You are invited to submit an expression of interest for the operation of a preschool program at Holden Rural Academy, with details as specified on the attached "Expression of Interest Form," mailed in a sealed envelope or e-mailed and clearly marked "Holden Preschool Expression of Interest" to:

W. Oginski, Superintendent
Holden Rural Academy
Box 130, 5335 50 Ave, Holden, AB T0B 2C0
Or
Email: superintendent@holdenra.ca

Tenders will be received until **Noon Wednesday, December 14th, 2022**

Specific questions regarding this Expression of Interest should be directed to:

W. Oginski, Superintendent
Phone: 780-688-0232 ext 189
Email: superintendent@holdenra.ca

WORK INCLUDED

Generally, the provider will be responsible for supplying all program materials, staff with resources, and equipment at the location, as required for the operation of the play school program as specifically stated in this expression of interest document.

REPRESENTATIVE

Holden Rural Academy's representative will be the Principal of Holden Rural Academy (HRA or the Academy). Likewise, the successful provider will designate his/her representative for the service work location.

EXAMINATION OF LOCATION

Signing of the expression of interest documents shall be deemed to be certification by the provider that s/he has inspected the program location, has determined all conditions which may affect the program, and has taken these conditions into consideration in the program.

WITHDRAWAL OR QUALIFYING OF EXPRESSION OF INTEREST

The last expression of interest received shall supersede and invalidate all previously submitted expressions by the provider.

Expressions of interest may be withdrawn at any time up to the official closing time.

INFORMAL OR UNBALANCED EXPRESSIONS OF INTEREST

Expressions of interest which are incomplete, conditional, illegible, obscure, or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Expressions of interest that contain data, which appear so unbalanced as likely to affect the interest of the Academy, may be rejected. The Academy reserves the right to waive informalities at its discretion.

SCOPE OF WORK

The provider shall satisfy him/her as to the scope of the work possible at the Academy.

In particular, the attention of the tenderer is drawn to the fact that s/he must satisfy the Academy that s/he has sufficient staff, resources, and equipment under his/her control to undertake the program.

PAYMENT METHOD

The successful provider will enter into a lease agreement with HRA that covers the portion of the costs of custodial services and utilities for the space assigned.

Payment by the successful provider will be made by cheque in monthly installments from the start date of the program. The start date is flexible but the initial agreement would run to August 31, 2024.

SPECIFICATIONS FOR PROGRAM

SITE OF PROGRAM

The preschool program is to be carried out at Holden Rural Academy (5335 50 Ave, Holden, AB).

PROGRAM DESCRIPTION/PROVIDER EXPERIENCE

In the expression of interest, the provider shall submit a comprehensive description of the program and services to be provided if the lease is awarded. As well, the provider will complete Statement "A" of this document to illustrate experience in similar work.

USE OF PREMISES

The provider shall confine the storage of their program materials, resources, and equipment apparatus, and operation of program workers to the limits indicated by law, ordinances, and shall not reasonably encumber the site as determined by the Academy or its representatives. At no time, shall equipment be left outside the program area without prior approval of the Principal.

DAMAGE TO EXISTING FACILITIES – LIABILITY

The provider shall take all necessary precautions to prevent any damage to HRA property, stakeholders, or their property, and shall provide evidence of sufficient liability insurance upon request, in order to protect the agency from any loss due to any occurrence resulting from the program activities.

DURATION OF THIS TENDER

This tender is intended to encompass up to a 20 month commitment depending on the program start date. Potentially the program could run from January 1, 2023 (or as reasonably possible) to August 31, 2024. However, HRA can terminate this tender upon unsatisfactory services received from the provider. The Principal will, in all cases of complaints, contact the provider and discuss actions required.

If the successful program provider wishes to terminate the contract this must be done with a minimum 30 days notice.

WCB/LIABILITY INSURANCE

A WCB clearance letter and certificate of liability insurance will be required upon awarding the lease.

CONFIDENTIALITY AGREEMENT

A confidentiality agreement will be required to be signed upon awarding the lease.

EXPRESSION OF INTEREST FORM

Holden Rural Academy

Box 130, 5335 50 Ave, Holden, AB, T0B 2C0

I/WE _____
(PLEASE PRINT CLEARLY)

HAVING CAREFULLY EXAMINED THE LOCATION FOR THE
PROPOSED PROGRAM, THE INFORMATION TO PROVIDERS, AND
THE PROGRAM SPECIFICATIONS, OFFERS TO ENTER INTO THE
LEASE AGREEMENT WITH HOLDEN RURAL ACADEMY IS BASED
ON THE INFORMATION PROVIDED.

PROGRAM DETAILS

Holden Rural Academy (5335 50 Ave, Holden, AB T0B 2C0)

Please provide a description of:

Criteria	Description/Data
Proposed Program Description	
Qualifications/ Credentials/ Certificates	
Space Requirements	
Timeline/Calendar (Start date, hours, etc)	
Proposed Costs/Fees	

Dated at _____ the _____ day of 2022

Name of Witness Name of Tenderer

Signature of Witness

Signature of Tenderer

NOTE:

IF THE EXPRESSION OF INTEREST IS SUBMITTED BY OR ON BEHALF OF A CORPORATION, IT MUST BE DULY SIGNED IN THE NAME OF SUCH CORPORATION BY THE DULY AUTHORIZED OFFICERS AND THE SEAL OF THE CORPORATION MUST BE AFFIXED. IF THE EXPRESSION OF INTEREST IS SUBMITTED BY OR ON BEHALF OF AN INDIVIDUAL OR A PARTNERSHIP THE SIGNATURE OF THE INDIVIDUAL OR THE PARTNER MUST BE PRESENT.

STATEMENT 'A'

A provider is required to provide information to illustrate experience in similar service work. (Attachments accepted)

TENDERER'S EXPERIENCE: