



The Corporation of the Township of Plummer Additional

Request for Tender (RFT) – Janitorial Services
Township Office, Bruce Station Hall and Fitness Centre
(RFT 2025-03)

Proposals may be submitted by mail, e-mail, courier or in person to the following address:

Township of Plummer Additional
38 Railway Cres,
Bruce Mines, ON
P0R 1C0
Attn: Line Webster

lwebster@plummertownship.ca

All submittals must be received no later than: **Friday, December 5th, 2025, at 3:00 p.m.** (“Closing date and time”).

It is the sole responsibility of each Vendor to ensure that its Proposal is received on or before the closing date and time as stated in the Request for Proposals document. The closing time shall be determined by the National Research Council Canada Web Clock showing the official time for the Eastern Time Zone.

Proposals will be opened in accordance with the Township’s Procurement By-Law.

Questions regarding this proposal must be directed, in writing, to Line Webster via email at (lwebster@plummertownship.ca). Please include “Janitorial Services” in the subject line of the email.

The lowest or any proposal will not necessarily be accepted. The Township reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Township in its sole and unfettered discretion. All proposals will be forwarded to Council for review and consideration.

The Township of Plummer Additional is seeking proposals from qualified contractors to provide janitorial services for the Municipality. The contract will be for December 15, 2025, through December 15, 2026, with the potential for renewal based on performance.

The selected contractor shall provide janitorial services to clean the Bruce Station Hall and Fitness Centre twice weekly and the Township Offices once weekly, on Mondays and Thursdays.

Description of Undertaking:

- See attached Schedule “C” for description of required services to be provided.

Proposal Requirements:

- Company/individual name, address, and contact information
- Overview of experience with similar contracts
- Staffing plan and availability
- Response time commitment
- Proof of WSIB coverage
- Pricing
- References from recent clients

Evaluation Criteria:

- Experience and qualifications
- Availability and ability to work within stipulated hours
- Equipment and staffing
- Cost
- Completeness and clarity of proposal

The Township of Plummer Additional's Rights in Respect of the RFT:

The Township reserves the right to:

- Disqualify proposals not submitted in strict accordance with the terms and conditions contained herein;
- Cancel the RFT, at any time, without liability whatsoever to any Proponent;
- Reject any or all of the proposals;
- Accept any or all of the proposals;
- If only one proposal is received, elect to accept or reject it;
- Not accept the lowest fixed fee amount;
- Alter the schedule, RFT process, procedures or objective of the project or any other aspect of the RFT, as it may determine, in its sole and absolute discretion;
- Negotiate with one or more Proponents to reach a final agreement for the services; and
- Not entertain any proposals from Proponents involved in litigation.

This RFT does not constitute an offer of any nature or kind whatsoever by the Township to the Proponent. The Township does not bind itself to accept any proposals and may proceed as it determines, in its sole discretion, following receipt of the proposals. The Township reserves the right to accept any proposal in whole or in part, or to discuss with any Proponent different or additional terms to those envisaged in this RFT or in such Proponent's proposal. This RFT and/or the proposal in response to the RFT will not constitute a binding Contract but will only form the basis for the finalization of the terms upon which the Township and the chosen Proponent will enter a Contract and does not mean that the proposal is necessarily totally acceptable in the form submitted.

Negotiations:

The Township may award the Contract based on initial offers received, without discussion. Therefore, each initial offer shall contain the Proponent's best terms/information, including all required documentation as listed. The Township reserves the right to enter negotiations with the selected Proponent. If the Township and the selected Proponent cannot negotiate a successful Contract, the Township may terminate the negotiations and begin negotiations with the next selected Proponent. This

process will continue until a Contract has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Township arising from negotiations.

Proponent's Cost:

All costs and expenses incurred by a Proponent related to the preparation or presentation of its proposals shall be borne by the Proponent. The Township is not liable to pay such costs and expenses or to reimburse or to compensate a Proponent under any circumstances.

Municipal Freedom of Information and Protection of Privacy Act:

Materials supplied in response to the RFT become a record of the Township and are subject to the Municipal Freedom of Information and Protection of Privacy Act. The Township takes the position that such materials are not supplied in confidence and form part of the records made generally available upon request to the public. If you have any questions about this policy, please contact the Clerk, Liisa Cotnam at lcotnam@plummertownship.ca.

Schedule "A" (continued)

Submit your bid clearly marked:

JANITORIAL CONTRACT

Plummer Additional

RR#2

38 Railway Cres.

Bruce Mines ON POR ICO

DEADLINE: December 5th, 2025

I/We, have the authority to bind the Company:

Company Name:	
Address:	
Representative Authorized to bind the Company & Title (print)	
Phone:	
Fax:	
Email:	

I/We (contractor) hereby submit the following total all inclusive bid price for this contract;

Bid/per month \$ _____

Taxes if applicable \$ _____

Total per month \$ _____

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED
Project(s) subject to funding ability and/or council approval

I/We (contractor) hereby submit the above bid for this contract.

Date: _____

*Attach 3 work related references with your bid including a daytime phone number.

Schedule "B"

GENERAL CONDITIONS

1. TERM OF AGREEMENT

- a) This agreement shall commence on Jan 5, 2026 and shall terminate on the Dec 31, 2026.
- b) In the provisions of the services under this agreement it is expressly agreed that the Janitorial Services Provider and personnel under their supervision are acting as Independent Contractor(s) and not as an employee(s). The Janitorial Services Contractor acknowledges that this agreement does not create a partnership or joint venture between them and is exclusively a contract for services.

2. FEE FOR SERVICE

- a) The total aggregated sum for service for the period named in Section 1 shall be \$_____.00 in each year.
- b) It is understood and agreed that the fee for service will be rendered on a monthly basis of \$____.00 per month, made payable at the end of each month during the term of the agreement.

3. CONTRACTOR'S SUPERVISION

- a) The Contractor or his/her representative shall give personal and constant supervision to the work and he/she or his/her representative shall be available for periodic inspections.
- b) The Contractor shall at all times have on the premises a competent supervisor who is authorized to act on his/her behalf and to ensure that work is properly carried out.

4. OPERATIONS SCHEDULE

- a) The Contractor shall arrange with the Clerk or his/her designate, the schedule of cleaning operations to be carried out as per attached "Appendix 1" attached to and forming part of Schedule "A".
- b) The Contractor shall perform all janitorial services on Monday and Thursdays between the hours of 8:30 a.m. and 4:30 p.m. All work must be completed within this time frame unless otherwise approved in writing by the Client.

5. SERVICES PROVIDED FOR THE OWNER

- a) The Owner will supply light, heat, hot and cold water, lavatory supplies and light bulbs required for the performance of the contract. The Contractor will be expected to exercise adequate control over the dispensing of these supplies and to restock said supplies via purchase orders issued by the Owner.

6. PENALTY

- a) The Contractor will be advised, in writing, of failure to comply with the specifications. If appropriate action is not instituted, the Owner will make arrangements to have the work carried out by other, and the cost of such corrective action will be deducted from the monthly invoice.

7. EXTRA WORK

- a) The Owner must authorize extra work, which may be recommended by the Contractor or the Owner and for which payment will be claimed, in writing.

8. PREMISES - UNAUTHORIZED PERSONNEL

- a) During the hours when the Contractor's staff is occupying the building for the purposes of this agreement, they are responsible to ensure unauthorized personnel are not permitted within the building, and that all outside doors and windows are securely locked and alarm set at the time of their departure. The Owner shall secure all windows and doors before the Contractor starts evening work.

9. TERMINATION

- a) It is clearly understood that this agreement shall continue for a twelve-month period unless terminated either in full or in part. Either the contractor or the Owner shall have the right to terminate the contract giving the other party thirty (30) days written notice of its intention to do so and without reason.

10. CONTRACTOR'S RESPONSIBILITY

- a) The Contractor will be held responsible for the care of the work and whatever pertains thereto from the commencement of the same to its final completion.
- b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies, to Owner's property, equipment, building and building contents. The Contractor will make good any such damage to the satisfaction of the Owner. The Contractor shall employ such methods as necessary to avoid defacement or damage to the Owner's property.

11. CONTRACTOR'S LIABILITY

- a) The Contractor shall arrange and pay for protection accorded the Owner and himself/herself against loss or damage from any accident to workers engaged on the work under the Workers' Compensation Act and such certificate of insurance shall be filed with the Owner and shall be subject to its approval as to adequacy of protection.

12. SAFETY

- a) The Contractor shall be knowledgeable of and abide by the provisions of all legislative enactments, by-laws and regulations in regard to safety in the Province of Ontario.

13. SECURITY CLEARANCE

- a) All personnel assigned to perform janitorial services under this contract must undergo and maintain a satisfactory security clearance as required by the Owner. The contractor shall provide proof of such clearance prior to the commencement of work. The owner reserves the right to deny access to any individual who does not meet the required security standards. The contractor shall ensure that all employees comply with building security procedures at all times.
- b) A list of staff that are entering the premises must be pre-approved by the Township.

14. ASSIGNMENTS

- a) The Contractor shall not make any assignments or any sub-contact for the work without the written permission of the Owner.

15. OWNER'S INSPECTION & SUPERVISION

- a) The Owner will be the sole judge of the adequacy and completeness of the Contractor's work as spelled out by these Agreement Documents.

16. MATERIALS AND EQUIPMENT

- a) Materials and equipment required for the performance of the agreement such as mopping tanks, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrubbing brushes, cloths, scrapers, soaps, scouring supplies, detergents, deodorants, buffing agents, waxes, disinfectants are to be supplied by the Contractor.
- b) Scrubbing machines, polishing machines, are to be supplied by the Contractor.

17. RESPONSIBILITY FOR DAMAGES TO THE BUILDING CONTENTS

- a) The Contractor is reminded that while ample opportunity is afforded for the use of brand name products it is his/her sole and personal responsibility to ensure that such products are compatible with the surface on which they are used.
- b) The Contractor shall provide and maintain adequate and suitable means to save the building and its contents from injury, dust and defacement during the progress of the work by providing and using cloths, painter cloths, tarpaulins or other approved protection wherever necessary or directed.
- c) If, in the opinion of the Contractor or his/her representative, accelerated deterioration of any portion of the building will result from his cleaning operations because of faulty construction or faulty materials of construction or finish, he/she shall before commencing his/her work, advise the Owner in writing, failing which the provision for repairs or replacement above noted will hold.

18. INTERPRETATION

- a) Should dispute arise regarding the meaning or intent of the Agreement documents, the decision of the Owner shall be final.

Schedule “C”

SCHEDULE OF SERVICES

TWICE-WEEKLY

Upstairs Community Hall

1. Clean all washrooms
2. Clean Kitchen counter and sink area
3. Sweep and Mop kitchen floor and main wood Floor
4. Clean windows (Inside) twice a year or as needed.
5. Wash the dishcloths & tea towels after events.
6. Ensure all facility items are kept in stock, bathroom tissue, paper towel, cleaning supplies, floor maintenance supplies etc.
7. Clean mats as required.
8. Collects garbage and recycling and sets out on Monday for scheduled pick up on Tuesday.
9. Report any deficiencies/maintenance needs.

Basement Fitness Centre

- Clean 2 washrooms
- Sweep and mop all flooring, includes washrooms, entrance areas, workout zones.
- Disinfect high touch surfaces (Door handles, light switches, etc)
- Wipe down and sanitize gym equipment.
- Empty all garbage bins.
- Spot clean walls and remove visible debris or spills.
- Report any maintenance issues (damaged equipment, leaks, lighting issues, etc.)

SCHEDULE OF SERVICES

WEEKLY

Township Office

- Clean all three washrooms
- Clean kitchen counters and sink area
- Vacuum upstairs, downstairs, and throw carpets.
- Mop reception area, council chambers, side entrance and stairs to upper offices.
- Dust all surface areas such as, but not limited to, computers, printers, phones, shelves, cabinets etc.
- Empty garbage bins and package recycling for pick up on Tuesday morning.
- Clean council chambers table and chairs.

SEMI-ANNUALLY

- Clean all ground floor windows in municipal building inside and out.
- Steam clean all carpets.