



THE CORPORATION OF THE  
TOWNSHIP OF ESSA  
5786 County Rd. 21  
Utopia, ON  
L0M 1T0

**REQUEST FOR QUOTATION  
FOR  
JANITORIAL SERVICES  
ESSA ADMINISTRATION CENTRE, Thornton OPP,  
Angus OPP &  
PUBLIC WORKS BUILDING**

PUBLIC

*The lowest or any proposal not necessarily accepted.*

**PROPOSALS DUE:  
4:30pm LOCAL TIME  
Wednesday April 19, 2023**

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP’S FACILTIEIS**

**TABLE OF CONTENTS**

1.0	<b>SUMMARY</b> .....	3
1.1	Definitions.....	3
2.0	<b>INSTRUCTION TO PROPONENTS</b> .....	3
2.1	Submission – Bidder Site Visit.....	3
2.2	Inquiries and Amendments .....	4
2.3	Proponents Requirements.....	4
3.0	<b>TERMS AND CONDITIONS</b> .....	5
3.1	Validity of Offer .....	6
4.0	<b>PROPOSAL REQUIREMENTS AND EVALUTION</b> .....	6
4.1	Understanding the Project .....	6
4.2	Work Plan Methodology .....	6
4.3	Qualifications and Experience .....	6
4.4	Project Team .....	7
4.5	Costing Submission.....	7
4.6	Proposal Submission Format.....	8
5.0	<b>TERMS OF PAYMENT</b> .....	8
6.0	<b>TERMS OF REFERENCE</b> .....	8
6.1	Project Objectives.....	8
6.2	Scope of Work.....	8
6.3	Township Responsibilities .....	8
7.0	<b>HEALTH AND SAFETY</b> .....	9
8.0	<b>TOWNSHIP NOT EMPLOYER</b> .....	9
9.0	<b>CONTRACT AUTHORITY SIGNATURES</b> .....	9
10.0	<b>BID FORM</b> .....	10
11.0	<b>WSIB COVERAGE</b> .....	10
12.0	<b>LIABILITY COVERAGE</b> .....	10
	APPENDIX “A” – Administration Building.....	11
	APPENDIX “B” – Public Works Building.....	13
	APENDIX “C’ – Angus OPP Office .....	14
	Appendix “D” Thornton OPP Office .....	15

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**1. SUMMARY**

The Township of Essa is a lower tier municipality located in the southern portion of the County of Simcoe, southwest of the City of Barrie. Essa is predominantly a rural community with three urban settlement areas, Angus, Baxter and Thornton. The population is approximately 21,083 and growing steadily.

Essa Township has a five-member Council operating under a Committee of the Whole system. Council and Committee meet on the first and third Wednesday of each month.

The Township of Essa operates the following departments:

Administration	Treasury
Public Works	Clerks/By-law Enforcement
Parks and Recreation	Planning and Development
Building and Planning	Fire and Emergency

**1.1 Definitions**

The Township:	The Corporation of the Township of Essa
The RFQ:	This request for quotation.
The Proponent:	The company submitting a proposal in response to this RFQ.
The Project:	The work and services that are described in the Scope of Work of this Request for Quotation.
The Contract:	The Township shall enter into a contract with the successful Proponent. Final terms of the contract may be negotiated with the likely successful proponent prior to award of the contract.

**2.0 INSTRUCTION TO PROPONENTS**

**2.1 Submission**

The proponents shall submit two (2) copies of the sealed proposal, clearly marked with the name of the project. The proposals are to be submitted to:

Township of Essa  
5786 County Rd. 21  
Utopia, ON  
L0M 1T0

Attention: Jason Coleman  
Manager Parks and Recreation

No later than Wednesday April 19, 2023 at 4:30pm local time.

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

Proposals shall be submitted in a sealed envelope. The envelope shall be clearly marked as to its contents. Submissions received in an unsealed envelope, or which do not have the envelope clearly marked, may not be accepted, and may be returned to the Bidder. The final decision on whether to accept late or incomplete proposals is at the Township's discretion.

Proponents are advised there will not be a public opening for this or any RFP. Submissions received by the deadline, will be opened administratively by specific members of the Township and at a time after the closing.

**Bidder Site Visit – March 23 – 1pm Commencing at Admin Centre**

Due to the importance of maintaining the Corporation's level of service, it is essential that prospective Bidders have a clear understanding of the Work.

Each Bidder must satisfy themselves by a personal inspection of the site respecting the conditions existing or likely to exist in connection with the execution of the works, as to the practicability of completing the work successfully. If the bidder does not attend the site visit, there will be no consideration for any claim after submission of quotations that there is a misunderstanding with respect to the conditions imposed by this Quotation.

**2.2 Inquiries and Amendments**

All inquiries are to be directed to:

Jason Coleman  
Manager of Parks and Recreation  
5786 County Rd 21  
Utopia, ON  
L0M 1T0  
705-424-9917 ext. 141

To ensure consistency and fairness to all proponents, all firms who have received the Request for Quotation will receive any information with respect to significant inquiries.

Verbal explanations or instructions will not be binding.

**2.3 Proponents Requirements**

Upon being advised of the award to the successful proponent, the following shall provide to the municipality:

- i. Proof of registration with the Worker's Safety Insurance in Ontario prior to commencement of the project.
- ii. The successful proponent must provide proof of insurance in the amount of \$5,000,000.00.
- iii. Mandatory Police Check

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

NOTE: Employees under the contract must have the ability to pass an OPP background security investigation, which may include fingerprinting.

Employees under the contract must have the ability to pass an OPP background security investigation, which may include fingerprinting. If I am the successful bidder, I shall arrange for the necessary finger printing for contract worker(s).

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**3.0 TERMS AND CONDITIONS**

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all terms and conditions of the Request for Quotation.
- The Township will not make any payments for the preparation of a response to this Request for Quotation. All costs incurred by a proponent will be borne by the proponent.
- This is not an offer. The Township does not bind itself to accept the lowest price, the highest scored, or any quotation submitted.
- The Township has the right to cancel this Request for Quotation at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Township as a result of the cancellation or reissuance of the Request for Quotation.
- The Township will not be responsible for any proposal that does not indicate the Request for Quotation reference, and the proponent's name.
- The Township will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFQ.
- If a contract is to be awarded as a result of this Request for Quotation, it will be awarded to the proponent whose proposal, in the Township's opinion, provides the best potential value to the Township and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Township decided to award a contract based on a submission received in response to the Request for Quotation, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- In the event of any inconsistency between this Request for Quotation, and the ensuing contract, the contract shall govern.
- An evaluation committee will review each proposal. The Township reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to the closing date and time.

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

- Proposals will be evaluated as soon as practicable after the closing time. At the time of closing no detail of any proposal will be made public except the names of all parties submitting proposals. The final evaluation scoring and cost may be made public at the time of presentation of the evaluation results to Township Council.
- The term of the contract shall be for three (3) years from June 1, 2023, to December 31, 2026. Either the Janitorial Services Contractor or the Corporation of the Township of Essa may terminate the contract upon giving sixty (60) days written notice of termination to either party.

**3.1 Validity of Offer**

Proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Quotation.

**4.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The requirements of this project are outlined in the **Section 6** – Terms of Reference.

**4.1 Understanding of the Project**

The proponent should demonstrate an understanding of the objectives of the work, constraints, selection of resources, and any special considerations associated with this project.

**4.2 Work Plan Methodology**

The proponent shall provide a detailed work plan. The work plan should demonstrate the proponents understanding of the services required and its challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

**4.3 Qualifications and Experience**

The proponent must demonstrate previous experience on projects of a similar scope and scale. A description of projects completed up to a maximum of five (5) shall be included. The project descriptions should demonstrate the proponent's experience on similar projects. Descriptions of projects shall be limited to two single sided pages each including photographs and graphics.

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

The project descriptions should include:

- Description of the project,
- Client reference.

**4.4 Project Team**

The proponent shall present the key personnel, including their roles and responsibilities and backup personnel for each of the key team members.

References may be obtained from the description of similar projects as part of Qualifications and Experience.

**4.5 Costing Submission**

The costing submission form shall be completed as part of proponent's submission.

Evaluation of Proposals

Ratings details will be confidential and will not be released to any of the proponents. The overall scoring of each submission may be made available to the public by the Township.

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

Table 1 EVALUATION RATING TABLE
------------------------------------

Rating Factors	Weight Factor
1. Understanding of the Objectives	5
2. Qualifications and Experience of Firm	5
3. Past Performance and References	15
4. Cost of Services	75
<b>TOTAL</b>	<b>100</b>
<b>MAXIMUM TOTAL POINTS</b>	<b>100</b>



**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**4.6 Proposal Submission Format**

Submissions shall meet the following formatting, or they may not be evaluated.

- Paper Size – 8 ½ “x 11”;
- Minimum font size – Arial - 11 point or equal.
- Minimum margins – 12 mm top, bottom, left, and right.

**5.0 TERMS OF PAYMENT**

The proponent shall be reimbursed monthly for works completed.

The proponent shall submit an invoice to the Township Administration Centre, which shall include the contract title, and a description of the work completed.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the proponent is responsible.

**6.0 TERMS OF REFERENCE**

**6.1 Project Objectives**

1. To provide a safe healthy workplace for the Township of Essa and visitors.
2. To protect and prolong the useful life of the facility.
3. To report maintenance and repair needs of the facility.

**6.2 Scope of Work**

The scope of services to be completed by the proponent as part of this project is summarized in the attached list of duties and marked as Appendices “A”, “B”, “C”, and “D” to this document.

Contractors Responsibilities

The contractor’s responsibilities will include, but not be limited to:

- a. Meet with the Township Staff to discuss project requirements.
- b. Fulfill the requirements of the contract listed in Appendices “A”, “B”, “C” and “D”.

**6.3 Township Responsibilities**

The Township’s responsibilities will include:

- a. Review proposals and select successful proponent.
- b. Enter into negotiations and execute the contract with the successful proponent.

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**7.0 HEALTH AND SAFETY**

All work performed under this contract must be carried out in accordance with the terms and conditions of the *Occupational Health and Safety Act*.

All Township information obtained in connection with this Request for Quotation is the property of the Township and shall be treated as confidential and not used for any other purpose other than for replying to this Request for Quotation, and for fulfillment of any subsequent contract.

The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any proponent on such basis.

**8.0 TOWNSHIP NOT EMPLOYER**

The Proponent agrees that the Corporation of the Township of Essa is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful proponent will act as an independent contractor. Also, in accordance the *Occupational Health and Safety Act*, the successful Proponent herewith agrees to be the "constructor" as defined under this Act.

**9.0 CONTRACT AUTHORITY SIGNATURES**

By my signature hereunder, it shall be understood that I have read, understood and agree to abide by the instructions, terms, conditions and specifications contained in this Request Document, including the Proponent Information Package and any or all Special, Standard, and/or Supplementary Instructions and Terms.

Note: The Contract to be entered into between the parties will not form part of this document. It will be executed subsequent to the award of the tender.

**CONTACT INFORMATION**

Name of Bidder \_\_\_\_\_  
(If a registered corporation, please provide registered corporate name)

Contact person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

Cell No: (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

**10.0 BID FOR CLEANING SERVICES:**

I/we have read the Tender Document and Understand the Requirements of the proposed Cleaning Contract. I/we agree to provide cleaning services to the Township at a fixed price of:

\$ \_\_\_\_\_ Per month

\$ \_\_\_\_\_ applicable taxes

\$ \_\_\_\_\_ TOTAL BID PER MONTH

**11.0 WSIB COVERAGE**

I/we have Workers Safety Insurance Board Coverage and, if I/we am the successful bidder, will provide written proof prior to the awarding of this contract. If I/we am unable to provide WSIB coverage, I/we understand that the Township may at its option award this contract to another bidder who is able to provide this coverage.

**12.0 LIABILITY INSURANCE COVERAGE**

I/we have a minimum \$5,000,000 in General Commercial Liability Insurance and, if I/we am the successful bidder, will provide written proof to the Township prior to the awarding of this contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bidder  
(I have the authority to bind the Company/Corporation)

***(Failure to sign here may result in rejection of this submission.)***

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**APPENDIX "A"**

**Administration Building – Required work to be done after normal business hours unless stated otherwise. No cleaning work to be undertaken in the Council Chambers or Upstairs Foyer during meeting.**

**The janitorial services work that is to be carried out shall include but not be limited to the following requirements:**

**1. MAIN AREAS - DAILY**

- Sweep foyer floors (upper and lower levels), including employee entrance and all stairs
- Dust and Clean lighting in main lobby and offices
- Glass entrance doors (upper and lower levels) are to be wiped clean of marks and fingerprints
- Remove cobwebs between rungs on stair rail

**2. MOP FLOORS – DAILY**

- Kitchen \*Wax every three months
- Foyers (upper and lower levels, including employee stairwell)
- Office / Meeting areas
- Washrooms

**3. VACUUM ALL CARPETED AREAS – THREE TIMES PER WEEK**

- Vacuum all carpeted areas including hallways, open office areas and individual offices.

**4. WASHROOMS – DAILY**

- Remove garbage
- Clean and disinfect sinks and toilets
- Restock materials for paper towel dispenser, toilet paper dispenser, hand sanitizer, soap dispenser, waste receptacle, etc.
- Clean mirrors
- Washroom Partitions – monthly

**5. KITCHEN / KITCHENETTES (3) – DAILY**

- Wash / sanitize sinks
- Clean tables, counters, cupboards

**6. STAFF FRIDGE, MICROWAVE, CONVECTION OVEN – MONTHLY**

- Clean inside and outside

**7. OFFICE SPACE, MEETING ROOM (TWICE PER WEEK)**

- Clean front countertops (upper and lower levels)
- Empty garbage and recycling receptacles
- Sweep and wash floors in meeting room
- Disinfect (doorknobs, etc.)

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**8. COUNCIL CHAMBERS - MONTHLY**

- *Clean and dust desk areas and stacked chairs*
- *Vacuum carpet as well as under/between chairs)*
- *Wipe window ledges*

**9. DESKTOPS AND COMPUTERS -WEEKLY ON WEEKENDS**

- *Wash/Clean/Dust all cleared desktops*
- *Clean computer screens, keyboards, and towers (with appropriate cleaning products)*

**10. GARBAGE AND RECYCLING (ALL LOCATIONS INCLUDING MEETING ROOM)**

- *Empty garbage receptacles at workstations* *Three Times per week*
- *Collect and place at curb the night before collection for Wednesday morning pickup* *Once per week*
- *Garbage can and blue boxes to be brought back in after pickup* *Once per week*

NOTE: Recycle bins are **not** to be removed from workstations/areas but collected and put in outside bins located at the bottom of the stairs at the staff entrance.

**11. UPSTAIRS COMPUTER ROOM – WEEKLY**

- *Swept and dusted*

**12. OTHER DUTIES AS REQUIRED**

- *Semi-Annual Cleaning – (twice a year preferably Spring & Fall)*
- *Cleaning all windows, inside and out*
- *Cleaning all blinds*
- *Cleaning all air/heat vents*
- *Cleaning all light panels and removing bugs*
- *Cleaning all carpets*
- *Plaques throughout the office cleaned once per year, dusted often.*
- *Roll file cabinets to be dusted.*
- *Shelf in photocopy room upstairs and downstairs cleaned as needed.*
- *Dusting/wiping down all picture frames and office furniture.*
- *Picture frames be removed and cleaned – once per year.*
- *Cleaning vault floors – arrange during the normal workday – once per year*
- *Washing all walls*

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**APPENDIX "B"**

**Public Works Building – Required work to be done after normal business hours unless stated otherwise.**

The janitorial services work that is to be carried out shall include but not be limited to the following requirements:

- 1. WASHROOMS (2) – TWICE PER WEEK**
  - *Remove garbage*
  - *Clean and disinfect sinks and toilets*
  - *Restock materials for paper towel dispenser, toilet paper dispenser, hand sanitizer, soap dispenser, waste receptacle, etc.*
  - *Clean mirrors*
  - *Washroom Partitions – monthly*
  
- 2. SUPERVISOR'S OFFICE – TWICE PER WEEK**
  - *Clean office window (inside and outside)*
  - *Empty garbage and recycling receptacles*
  - *Sweep and wash floors*
  - *Disinfect (phones, doorknobs, etc.)*
  
- 3. UPSTAIRS LUNCHROOM / LOCKER ROOM – TWICE PER WEEK**
  - *Wash / sanitize sink*
  - *Clean table, counter, and cupboards*
  - *Clean windows and wipe ledges*
  - *Mop floors in lunchroom and locker room*

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

**APPENDIX "C"**

OPP Offices – Unless stated otherwise, frequency of work to be done is as follows:

- Angus OPP Office (8505 County Road 10, Angus) – three times per week
- Thornton OPP Office (34 Robert Street, Thornton) – once per week

Work is to be done after normal business hours.

Janitorial service works to be carried out shall include but not be limited to the following:

1) *Sweep Floors Main Areas*

- lighting in offices, dust, and clean fixtures (replace burnt out light bulbs)
- glass entrance doors to be cleaned of marks & fingerprints
- doors, handles & doorways to be wiped clean of marks & fingerprints

2) *Mop Floors*

- all floors as often as needed

3) *Vacuum All Carpeted Areas*

**- once per week**

4) *Washrooms*

**- three times per week**

- remove garbage
  - sinks
  - toilets
  - re-stock materials
  - clean mirrors
  - washroom partitions
- cleaned & disinfected
  - cleaned & disinfected
  - paper towels, hand sanitizer, paper bags, soap, etc.
- monthly**

5) *Kitchens*

**- daily**

- wash/sanitize sink – with comet or like cleaner
- clean table, counter and cupboards

6) *Staff Fridge, microwave, convention oven*

**- once a month**

- clean inside and outside – if existing

7) *Office Space*

**-twice a week**

- clean front countertops
- empty garbage
- empty recycling
- disinfect (phones, doorknobs, etc.)

8) *Desktops and computers*

- wash/clean/dust all cleared desktops **- once a week on weekends**
- clean Computer screens, keyboard, and tower (with appropriate cleaning products)

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES  
FOR TOWNSHIP'S FACILTIEIS**

9) *Garbage & Recycling – (Both locations)*

- empty garbage receptacles at workstations – **twice a week**
- collect and place at curb the night before collection
- **once a week at curb- for WEDNESDAY morning pickup**
- garbage can & blue boxes to be brought back in after pick up.

NOTE: recycle bins are **not** to be removed from workstations/areas but collected and put in a bin for outside.

11) *OTHER DUTIES AS REQUIRED*

Semi-Annual Cleaning – (twice a year preferably Spring & Fall)

- Cleaning all windows, inside and out
- Cleaning all blinds
- Cleaning all air/heat vents
- Cleaning all light panels and removing bugs
- Cleaning all carpets
- Plaques throughout the office cleaned once per year, dusted often.
- File cabinets to be dusted.
- Dusting/wiping down all picture frames.
- Picture frames be removed and cleaned – once per year.