

**THE CORPORATION OF THE TOWNSHIP OF
BLACK RIVER-MATHESON**



**REQUEST FOR PROPOSALS
RFP NUMBER ADM2025-005**

Janitorial Cleaning Services

Sealed Proposals, clearly marked:
“Sealed Proposal – Janitorial Cleaning Services – Do Not Open”

Closing Date:	2:00PM on Dec 1st 2025
Proposal Opening:	2:15PM on Dec 1st 2025

Lowest or any Proposal not necessarily accepted.

The Corporation of the Township of Black River-Matheson
P.O. Box 601, 421 Fifth Ave
Matheson, ON P0K 1N0
Email: hlei@twpbrm.ca
Phone: 705-273-2313

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The Corporation of the Township of Black River-Matheson will accept proposals for the provision of janitorial services for the following municipal buildings:

1. Township Administration Office – 421 Fifth Avenue
2. Public Works -1115 Vimy Ridge Road
3. Matheson Fire Hall – 422 Sixth Avenue
4. Spring Cleaning of Administration Office
5. Other Incidental Occurrences

1. Introduction

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit qualified service providers to supply janitorial and cleaning services for one or more municipal facilities owned and operated by the Township of Black River-Matheson.

Proponents are invited to submit proposals on an hourly rate basis, with all cleaning supplies and materials provided by the Township. Services will include regular cleaning, sanitation, and maintenance of municipal facilities as identified in Sections 1 through 5 of this RFP.

The Township seeks to establish a service agreement effective **January 3rd, 2026**, which may incorporate the successful proponent's proposal, subject to Council approval. The intent is to secure reliable, consistent, and high-quality janitorial services that ensure all Township facilities are maintained in a clean, safe, and presentable condition for staff and the public.

1.2 Terms and Conditions

Submission of a proposal in response to this RFP constitutes agreement to all terms and conditions contained herein or in any addenda issued. The Township reserves the right to amend or cancel the RFP, reject any or all proposals, or accept the proposal that best serves the Township's interests, whether or not it is the lowest priced.

The successful Contractor shall provide a valid WSIB Clearance Certificate prior to contract execution and maintain it in good standing for the duration of the contract.

1.3 Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Qualifications and Experience
- Methodology and Service Approach
- Pricing Structure
- References and Service History
- Demonstrated Understanding of Township Needs

The Township is under no obligation to explain why a proposal was accepted or rejected.

1.4 Proposal Amendments and Withdrawals

Proposals may be amended or withdrawn prior to the submission deadline by written request. After the closing date, proposals are irrevocable unless withdrawn by mutual written agreement with the Township.

1.5 Proponents' Expenses

All costs incurred in the preparation, submission, or presentation of a proposal, including any travel or negotiation activities, are the sole responsibility of the Proponent.

1.6 Currency and Taxes

All pricing must be quoted in Canadian dollars, excluding HST. Taxes must be shown separately on the pricing form.

1.7 Conflict of Interest

Proponents must declare any actual or potential conflicts of interest. Individuals or organizations involved in preparing this RFP are not eligible to respond. The Township reserves the right to reject any proposal where a conflict is identified.

1.8 Proposal Acceptance and Contract Award

Acceptance of a proposal does not create a binding agreement. A legally binding contract shall only be formed upon execution of a formal agreement, subject to all necessary approvals, including Council authorization and funding availability.

The Township reserves the right to:

- Reject any or all proposals
- Accept a portion of any proposal
- Negotiate with one or more proponents
- Cancel the RFP at any time

1.9 Failure to Perform

If, in the Township's opinion, the Proponent fails to commence work, deliver services as required, or meet professional standards, the Township may terminate the contract upon written notice. Continued delays or deficiencies may result in contract cancellation without penalty to the Township.

1.10 Labour, Materials, and Equipment

The Proponent shall provide all materials, equipment, and labour necessary to perform the services described in this RFP. Adequate staffing and supervision must be maintained at all times.

1.11 Personnel Requirements

All personnel must comply with applicable laws regarding employment, health and safety, minimum wage, and accessibility. Staff assigned to Township facilities must have appropriate training, be bonded if required, and be subject to criminal background checks.

1.12 Fraud, Bribery, or Misconduct

Any attempt to offer bribes, gifts, or inducements to Township officials or staff, or to engage in fraudulent practices, will result in disqualification. If awarded, such conduct will be grounds for immediate termination of the contract and potential legal action.

1.13 Compliance with Laws

The Proponent must comply with all federal, provincial, and local laws, including but not limited to:

- MFIPPA
- AODA
- Occupational Health and Safety Act
- Workplace Safety and Insurance Act
- Procurement policies of the Township

Documentation may be requested at any time to demonstrate compliance.

1.14 Accessibility

The Proponent must comply with the Accessibility for Ontarians with Disabilities Act (AODA). Upon request, documentation describing training policies, procedures, and participant records must be provided. Non-compliance may result in termination or disqualification.

1.15 Liability and Indemnity

The Contractor shall, within ten (10) days of executing an Agreement with the Corporation, provide the Corporation with proof of liability insurance subject to a minimal limit of Two Million (\$2,000,000) Dollars per occurrence.

The Contractor shall protect itself from and against all claims which might arise from the provision of its services by itself or by any other employee or agent, for bodily injury including personal injury, death, property damages caused and for this purpose shall maintain comprehensive liability insurance referred to above.

The Contractor agrees that the Corporation shall not be liable for any injury or damage (including death) to any person or any employee or agent of the Contractor or in a manner based upon, occasioned by or in any way attributed to the provision of services by the Contractor in any of the premises provided for herein unless the injury, loss or damages was caused by the negligence of the Corporation or any officer or employee of the Corporation.

Contractor agrees that it shall at all times indemnify and save harmless the Corporation, its officers employees and agents from and against all claims, demands, losses, cause, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or attributable to anything done by the Contractor, its employees or agents in connection with the provision of service on the premises provided for herein, purportedly performed or required to be performed by the Contractor under this Agreement.

The Certificate of Insurance referred to above shall include a provision requiring the insurer to give prior notice to the Corporation in the manner set forth in the policy conditions in the event the policy is changed or cancelled.

1.16 Confidentiality and Use of Information

All information acquired by the Proponent during the RFP process and performance of services must be treated as confidential and may not be disclosed without written authorization. This RFP, and all associated documents, may not be used for any purpose other than submitting a proposal to the Township.

1.17 Freedom of Information

All proposals are subject to the provisions of MFIPPA. Proponents should clearly mark any confidential or proprietary information. While the Township will take reasonable steps to protect such information, confidentiality cannot be guaranteed if access is requested.

1.18 Disclaimer

While every effort has been made to ensure accuracy, the Township makes no representation or warranty, expressed or implied, as to the accuracy or completeness of the information in this RFP. Proponents are solely responsible for conducting their own investigations and due diligence.

2. Nature of Services Requested

The Township of Black River-Matheson is seeking proposals from qualified contractors for the provision of **janitorial and cleaning services** at various municipal facilities. Services shall be performed to a professional standard and in accordance with the schedules, frequencies, and conditions outlined below. The Contractor will be required to submit a **proposed cleaning schedule** for review and approval upon award of the contract, which will be incorporated into the service agreement.

2.1 General Requirements

The Contractor shall provide all labour necessary to maintain the identified facilities in a clean, sanitary, and orderly condition. Cleaning supplies and equipment will be provided by the Township unless otherwise agreed to. All janitorial services must be completed at times mutually agreed upon by the Contractor and the Township to avoid disruption to municipal operations.

2.2 Facility-Specific Cleaning Requirements

a) Administration Office and Council Chambers – 421 Fifth Avenue

- Cleaning to occur daily, Monday to Friday, for a maximum of 10 hours per week.
- Areas include administration offices, lunchroom, washrooms, basement, Council Chambers, main entrance/foyer, stairways, and rest areas.
- Tasks include:
 - Cleaning and polishing of desks, tables, cabinets, telephones, and counters.
 - Emptying waste baskets and disposing of refuse.
 - Cleaning and disinfecting washrooms and kitchen areas daily.
 - Sweeping, mopping, or vacuuming all floors; carpeted areas to be vacuumed minimum twice weekly.

- Cleaning of all interior glass, windows, doors, hardware, and blinds as required.

b) Council Chambers and Office – 421 Fifth Avenue

- Cleaning to occur bi-weekly (once every two weeks) for a maximum of 2 hours per visit.
- Areas include Council Chambers, offices, washrooms, and entrance areas.
- Tasks as listed in Section 2.2(a) above, performed to the same standard and scope.

c) Public Works Office – 1115 Vimy Ridge Road

- Cleaning to occur daily, Monday to Friday, for a maximum of 5 hours per week.
- Areas include the manager's office and all washrooms (main and second floor).
- Tasks include:
 - Cleaning and polishing all furniture and surfaces.
 - Disinfecting washrooms.
 - Sweeping and washing all floor surfaces as required.

d) Fire Hall – 422 Sixth Avenue

- Cleaning to occur bi-weekly (once every two weeks) for a maximum of 3 hours per visit.
- Areas include the main (upstairs) floor, offices, meeting area, kitchen, washrooms, stairways, and rest areas.
- Tasks include:
 - Cleaning and polishing furniture and fixtures.
 - Cleaning and disinfecting washrooms and kitchen.
 - Cleaning interior windows, doors, and hardware.
 - Sweeping, mopping, and vacuuming all floor surfaces.

2.3 Seasonal Cleaning ("Spring Cleaning")

Once annually, typically in spring or fall, the Township may require a comprehensive cleaning of the Administration Office and Council Chambers, including but not limited to:

- Washing all interior and exterior windows.
 - Shampooing carpets.
 - Stripping and waxing floors.
 - Cleaning ceiling and wall fixtures, doors, hardware, and blinds.
- Work to be scheduled at a mutually convenient date.

2.4 Building Security

The Contractor shall ensure building security following each cleaning session, including:

- Locking all doors and windows.
- Securing vaults or storage areas (if applicable).

- Switching off all non-essential lights.
- Checking water taps, drains, and toilets for leaks or issues, and reporting any urgent concerns immediately to Township staff.

2.5 Personnel and Access

Upon contract award, the Contractor shall provide the Township with the names of all employees entering municipal facilities and a valid criminal background check for each. No person may access Township property without prior written approval from the Township.

2.6 Storage and Supplies

All municipal cleaning supplies and equipment shall be stored in the designated storage rooms provided at each facility. The Township will supply the necessary materials and equipment required to perform the janitorial duties unless otherwise agreed to in writing.

3.0 Site Visit

Proponents are encouraged to conduct an optional site visit to familiarize themselves with the facilities, layout, and scope of cleaning services required under this RFP. The site visit will provide an opportunity to ask questions and assess site conditions prior to preparing a proposal.

Details:

Site visits will be arranged individually with the Township at a mutually convenient time. Proponents wishing to inspect any of the facilities included in this RFP must contact the Township to schedule a visit prior to submitting their proposal.

Arrangements:

Proponents may coordinate site visits by contacting the Clerk's Office at 705-273-2313 or by email at hlei@twpbm.ca.

Each visit will be conducted under Township supervision, and proponents are responsible for familiarizing themselves with site conditions before submitting a proposal. Failure to inspect the facilities will not relieve the successful proponent of any obligations under the resulting contract.

Attendance is not mandatory, but highly recommended. Each proponent shall be responsible for familiarizing themselves with all existing site conditions before submitting a proposal. Failure to inspect the sites shall not relieve the successful proponent of any obligations under the contract.

Any questions arising from the site visit must be submitted in writing by email to the Township Clerk, as outlined in the *Inquiries* section of this RFP.

3. Evaluation/Selection Process

3.1 Minimum Qualifications

To be considered for this Request for Proposals (RFP), proponents must demonstrate the ability, experience, and resources necessary to perform the required janitorial and cleaning services. At a minimum, proponents shall provide:

- Experience: A minimum of three (3) years of experience providing janitorial or cleaning services of similar size and scope.
- References: At least three (3) client references from within the past three years. Preference may be given to municipal or institutional clients.
- Staffing: A description of key personnel who will perform the work, including relevant experience and any applicable certifications (e.g., WHMIS, health and safety training).
- Past Projects: A brief list of similar contracts completed in the last five (5) years, including the client name, duration, and type of facility serviced.

3.2 Evaluation Process

Township management staff will conduct a preliminary review of all submitted proposals to ensure compliance with the RFP requirements. Proposals that are incomplete or non-compliant may be disqualified from further consideration.

All compliant proposals will be evaluated by a staff review committee based on the criteria outlined below. The committee will assess each proposal for technical merit, service quality, and overall value to the Township.

The Township reserves the right to eliminate proposals submitted by firms or individuals currently engaged in litigation with the Township, where such litigation may interfere with the ability to establish or maintain an effective working relationship.

3.3 Acceptance of Terms

By submitting a proposal in response to this RFP, the Proponent acknowledges and agrees to all terms and conditions contained within this document. The proposal shall be considered a binding offer, valid for the duration specified in the RFP.

The Proponent further certifies, by signing the cover letter, that they accept all terms and conditions in full, without reservations, assumptions, restrictions, or qualifications, except for those expressly stated and justified in the submitted proposal.

Any addenda issued during the RFP process must be acknowledged in writing and submitted with the final proposal package.

4. Proposal Format

4.1 Overview

To ensure a fair and efficient evaluation process, all Proponents are required to follow the instructions and structure outlined in this section. While the Township discourages overly lengthy or elaborate proposals, submissions must provide enough detail to demonstrate a comprehensive understanding of the Township's needs and to allow a full assessment of qualifications, experience, and approach.

4.2 Basic Submission Requirements

Proposals must include the following elements:

- Contact information including business name, mailing address, phone number, email, and designated contact person
- A brief company profile outlining history, clientele, service offerings, and staff capacity
- A detailed Work Plan addressing all requested services
- Description of experience with similar projects
- References
- Any additional supporting documentation or information
- The location of the office that will serve the Township

Submissions must be clear and complete. Incomplete responses or missing sections may result in disqualification. Respondents are encouraged to address each item point-by-point and use a tabbed format to facilitate review.

4.3 Required Copies

One (1) original copy of the proposal, clearly marked "Original," must be submitted along with one (1) complete duplicates. Additionally, an electronic PDF copy may be submitted by email if requested by the Township during evaluation.

4.4 Submission Instructions

Proposals must be submitted in a sealed envelope clearly marked with the Respondent's name, address, and the label:

"JANITORIAL CLEANING SERVICES – SEALED PROPOSAL – DO NOT OPEN"

Submissions must be received no later than the date and time specified on the cover page of this RFP. Late submissions will not be considered and will be returned unopened.

4.5 Rights Reserved by the Township

- a. The Township of Black River-Matheson reserves the right to:
- b. Publicly disclose the names of all Respondents
- c. Request clarification or supplementary information from any Respondent
- d. Verify references beyond those provided
- e. Disqualify any Respondent who provides misleading or inaccurate information
- f. Disqualify any Respondent engaged in prohibited conduct or under

- disqualifying conditions
- Select a Proponent offering best value rather than lowest cost
- g. Cancel the RFP at any stage
- h. Waive minor irregularities that do not compromise fairness or the intent of the RFP
- i. Accept or reject any proposal, in whole or in part
- j. Reject a sole proposal and negotiate directly or cancel the RFP
- k. Reject proposals that:
 - Are incomplete or fail to meet material requirements
 - Present actual or perceived conflicts of interest
 - Include qualifications or conditional responses
 - Are negatively influenced by reference checks or other information

4.6 Closing Date, Time, and Delivery Instructions

All proposals must be received by the Township no later than:

Date: 2:00 PM on Dec 1st, 2025

To: Township of Black River-Matheson

421 Fifth Ave, PO Box 601

Matheson, ON P0K 1N0

Attention: Hongji Lei - Clerk

Email: hlei@twpbrm.ca

Late proposals will not be considered. The timestamp on incoming emails or physical delivery receipts will be deemed the official time of submission.

4.7 Inquiries

All inquiries regarding this RFP must be submitted in writing by email to:

Hongji Lei, Clerk

Phone: 705-273-2313 ext. 311

Email: hlei@twpbrm.ca

Please include "RFP-2025-005" in the subject line of your email. Inquiries made through other channels will not be considered official.

Reference checks may be used to validate a Proponent's experience, service quality, and ability to meet deadlines and performance expectations. Poor or incomplete references, or failure to provide references, may negatively affect the proposal's evaluation score. Proponents acknowledge that submission of this information grants the Township permission to contact the named references. The Township may also consider other known engagements with the Proponent not listed herein.



TOWNSHIP OF BLACK RIVER-MATHESON
REQUEST FOR PROPOSAL (RFP) – JANITORIAL CLEANING
SERVICES - RFP ADM2025-005

SUBMISSION FORM

Contractor/Firm: _____

Address: _____

Telephone: _____ Email: _____

Contact Person: _____ Position: _____

Description of Work:

Item No.	Description of Services	Hourly
1	Daily Cleaning – Township Administration Office	
2	Daily Cleaning – Public Works Office	
3	Bi-Weekly Cleaning – Matheson Fire Hall	
4	Annual Spring Cleaning – Township Administration Office	
5	Incidental Cleaning Services (any facility as required)	

An Itemized Quotation Must Be Attached or Included in the Proposal Package

The Contractor is required to provide the Township with proof of insurance in the amount of \$2,000,000, and is responsible for all issues relating to WSIB, insurance, etc. for their employees with relation to this contract.

By signing below, I acknowledge that I have read and understand this Request for Proposal ADM2025-005 and I agree to abide by the terms and conditions contained herein.

Authorized Signature: _____

(I have authority to bind the corporation)

Name: _____ (Please Print or Type)

Date: _____

Witness: _____

Date: _____