
Development and Infrastructure Department

REQUEST FOR QUOTATION

Contract # ID-02-2026

Sealed Quotations for: Custodial Services

As Described Herein and Addressed:

**Attention Clerk, Ramara Township
By Courier or Drop off
Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0**

Please submit completed proposal in person or by mail in a sealed envelope quoting the above quotation number and closing date.

Electronic Submissions will also be accepted and may be forwarded to both clerks@ramara.ca and infrastructure@ramara.ca, and shall include all pages of the tender, as well as all supporting documentation. Please include the Contract ID in the subject line of the email.

BID SUBMISSION DEADLINE

DATE: March 18, 2026

TIME: 10:00 AM Eastern Local Time

**QUESTION SUBMISSION DEADLINE:
March 12, 2026
11:00 AM Eastern Local Time**

PUBLIC OPENING: No

**LOCATION: Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0**

LATE SUBMISSIONS WILL NOT BE ACCEPTED

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

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INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

The following definitions apply to the interpretation of the Request for Quotation;

1. **“Addendum”** means a written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid site meeting/conference or as a result of a specification or work scope change to the solicitation.
2. **“Bidder”** means a person or legal entity that is submitting a Tender in response to the Tender Process.
3. **“Bid Form”** is the standard forms provided by the Township. Bidders must complete and submit the forms in order to provide the necessary information for the evaluation of the bids and to create a legally binding bid.
4. **“Bid Price”** means the total price proposed by a Bidder in its Bid Submission for the performance of the Work.
5. **“Bid Submission”** means the information submitted by a Bidder in response to this Request for Tender, also referred to as Bid or Submission.
6. **“Bid Submission Deadline”** is the closing date and time that is provided in the Call for Bid document that a Bidder’s submission must be received by the Township.
7. **“Cleaning”** refers to the systematic process of removing dirt, dust, debris, stains, litter, organic material, and other unwanted substances from surfaces, fixtures, furnishings, equipment, and environments. Cleaning activities may include, but are not limited to, dusting, sweeping, vacuuming, mopping, wiping, disinfecting, sanitizing, waste collection and removal, restocking consumables, and maintaining washrooms, common areas, and workspaces in a safe, hygienic, and orderly condition.
8. **“Common Area(s)”** means the areas of a building that are common to either the public or employees. This may include, but is not limited to, entry ways, hallways, storage areas, printer areas, etc.
9. **“Constructor”** means the successful person or company engaged in the construction business.

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10. **“Contract”** means an agreement to be signed between the Owner and a Successful Bidder pursuant to the tender process.
 11. **“Contractor”** means the Successful Bidder pursuant to the Tender Process that has extended a contract.
 12. **“Contract Administrator”** means a person authorized or appointed by the Township to act on behalf of the Owner in any particular capacity.
 13. **“Closing Time”** Time and Date of Tenders has the meaning ascribed thereto in section ii of these instructions to bidders.
 14. **“General Manager, Development and Infrastructure”** means `the General Manager, Development and Infrastructure for the Township of Ramara or such other person, partnership or corporation as may be authorized by the Council to act on their behalf in any particular capacity.
 15. **“Month”** means the calendar month.
 16. **“OPS”** means the current Ontario Provincial Standards published by the Ontario Standards organization.
 17. **“Request for Tender”** means the Call for Bid document issued by the Township.
 18. **“Semi-Annually”** means twice per calendar year, approximately 6-months apart.
 19. **“Start Work Order”** means the document in writing, referred to in the tender, form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.
 20. **“Successful Bidder(s)”** means a Bidder whose Bid(s) has been awarded by the Township.
 21. **“Tender”** means the tender documents issued by the Owner in respect of a specific opportunity and also refers to the documents submitted by a Bidder in response to this Tender Process.
 22. **“Tender Documents”** means the documents listed in section iii of these Instructions to Bidders.

23. “Week” means the 7-day cycle starting on Sunday and ending on Saturday. The cycle shall not be repeated no less than 5 days apart or no more than 10 days apart.

24. “Work” means the work to be performed by a Contractor pursuant to a Contract issued as a result of this tender as described in the Contract Documents and includes, but is not limited to, the work generally described in Section ii of these Instructions to Bidders.

2. GENERAL OVERVIEW

INTRODUCTION

The Corporation of the Township of Ramara is seeking quotations from qualified contractors to provide custodial services at various Township owned facilities. The purpose of this request is to secure professional services for the cleaning and maintenance, in accordance with Township requirements.

FORM OF TENDER

All quotations must be on the Bid Forms provided, clearly marked with **2026 Custodial Services**.

TIMELINE

Steps in RFQ process	Date	Time (if applicable)
Bid Posting	March 2, 2026	
Mandatory Site Meeting	March 10, 2026	10:00 a.m.
Deadline for Questions	March 12, 2026	11:00 a.m.
Deadline for Addenda	March 13, 2026	4:30 p.m.
Deadline for Submission	March 18, 2026	10:00 a.m.
Anticipated Start Date	Mid-April 2026	

SITE MEETING

A mandatory site meeting will be held to review the facilities under this scope of work. Please meet at the Township Administrative Office, 2297 Highway 12, Brechin, ON, on March 10, 2026, at 10:00 a.m. and all facilities will be toured. Photographs may be taken of the spaces with the following exceptions – no photographs of staff and/or public conducting business during the tour shall be taken nor any photographs of security measures within the facilities. No videos may be taken.

All attendees shall be dressed appropriately, including steel-toed CSA approved boots or shoes.

No questions will be answered on-site. All questions must be submitted in writing to clerks@ramara.ca and infrastructure@ramara.ca. All answers will be made in writing to all bidders through the addenda process. Any verbal information provided at the time of the site inspection does not constitute official information and will not be considered as part of the request for quotation.

TENDER DEPOSIT

A tender deposit is not required for this Quotation.

FREEDOM OF INFORMATION

All submissions to the Township become the property of the Township and such are subject to the *“Municipal Freedom of Information and Protection of Privacy Act.”*

BRIBERY/FRAUD

Should any bidder or any of their agents give or offer any gratuity or attempt to bribe any employee of The Township, or to commit fraud, the Township shall be at liberty to cancel the prospective bidder’s submission or contract.

PURCHASING PREFERENCE

No preference will be given to any business for goods and/or services provided to the Township.

INSURANCE

The Successful Bidder(s) shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. The coverage shall include premises and all operations liability to be performed by the bidder. This insurance coverage shall be subject to limits of not less than **Five Million Dollars (\$5,000,000.00)** inclusive **per occurrence** for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include **The Corporation of the Township of Ramara** as an additional insured in respect of all operations performed by or on behalf of the Bidder.

The Bidder(s) shall be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The Insurance Policy shall not be altered, canceled or allowed to expire or lapse, without thirty (30) days prior written notice to the Township.

The Liability Insurance shall not contain any exclusion of limitations in respect of shoring, underpinning, rising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause.

Where applicable the bidder(s) shall carry standard automobile and non-owned automobile liability insurance and shall protect them against all liability arising out of the use of owned or leased vehicles, used by the Bidder(s), its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than **Two Million Dollars (\$2,000,000.00)** per occurrence.

WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful bidder(s) shall supply a Certificate from the Workplace Safety and Insurance Board prior to the start of the contract indicating that all of the assessments the bidder(s) or subcontractor(s) is liable to pay under *Worker's Safety Insurance Board Act* or successor legislation have been paid and they are in good standing with the Board.

Effective January 1, 2013, Bill 119 legislates that all Contractors and Sub-Contractors categorized under class G: construction, shall have WSIB account and clearance coverage prior to commencing any contract.

Alternatively, if the successful Bidder(s) is an Independent Operator and is not categorized under Class G: Construction, the Bidder(s) shall submit a letter, from the WSIB, confirming that s/he has Independent Operator Status under the WSIB Act for work to be carried out for the Township of Ramara. If the Bidder(s) does not have Independent Operator Status, the Bidder shall.

- I. Complete an Independent Operator Status Questionnaire upon being awarded the contract; and,
- II. Fund all costs associated with any appeal of a determination by WSIB that the Bidder is not an Independent Operator; and,
- III. Provide proof of Employer's Liability Insurance (provided either by WSIB or the Contractor's insurance provider.

The Bidder(s) acknowledges and agrees that the Township is not hiring an employee(s) to perform the work associated with this Tender. As such the Township reserves the right to terminate all Contracts associated with this Tender if all appeals have been exhausted and the

bidder(s) are determined by WSIB or court or tribunal of competent jurisdiction to be an employee. Any and all monies to be paid to the bidder(s) shall be returned regardless of the extent of work that has been completed to that point, and all material and documents associated with the Tender, as well as Township property, shall be returned to the Township.

The bidder(s) acknowledges and agrees that any work completed to the date the appeal process has been completed, and an unfavorable determination is made will be provided to the Township for free and without any expectation of compensation. The risk associated with completing any work while there is an appeal process underway is entirely born by the bidder(s).

LIABILITY AND DAMAGES

The Contractor shall take full responsibility for any and all damages caused during the execution of the work, whether to private property, public property, municipal infrastructure, utilities, roadways, or landscaping.

- The Contractor shall, at their own expense, make good any such damage to the satisfaction of the Township.
- If the Contractor fails to make good on damages within a reasonable timeframe, the Township reserves the right to carry out the repairs and deduct the costs from monies owed to the Contractor.
- The Contractor shall indemnify and hold harmless the Township, its officers, employees, and agents from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or resulting from the Contractor's performance of the work.

ACCESSIBILITY

The Bidder(s) shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act 2005*, S.O. 2005, chapter 11 and the Regulations with regard to provision of the goods and/or services contemplated herein, including, without limitation, section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, as amended. The Bidder(s), when applicable, shall ensure that its employees, agents, volunteers and representatives receive training regarding the provision of the goods and services to person with disabilities. The Bidder(s) acknowledges that the Corporation of the Township of Ramara, in deciding to purchase goods or services through its procurement process, is required to consider the accessibility for persons with disabilities, when applicable and practical to do so.

HEALTH & SAFETY

All work performed under this contract must be carried out in accordance with the terms and conditions of the Ontario Occupational Health and Safety Act (OHSA or the Act), applicable Regulations, applicable standards, and other applicable legal requirements.

Unless otherwise stated, the successful bidder, for the purposes of the Act, shall be designated as the 'Constructor' for this project. The constructor has complete control of the work on behalf of the Township and is responsible for regulatory compliance and safe work procedures on the job site.

Any requirement for a Notice of Project to be submitted to the Ministry of Labour (MOL) is the sole responsibility of the constructor.

The Constructor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act, applicable Regulations, Standards, Environmental Protection Act, other legal requirements, and/or their own Health & Safety Policies and Procedures whether by the Constructor or any of its subcontractors may result in:

- The termination of the contract,
- The immediate removal of the Constructor and/or sub-contractor's equipment from the site,
- The forfeiture of all sums owing the constructor/or sub-contractor by the Township of Ramara.

The Constructor's health and safety responsibilities will include the following:

- where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful bidder shall ensure that the requirements of the Occupational Health and Safety Act, applicable Regulations and environmental requirements are complied with,
- ensure workers are aware of the hazardous substances that may be in used at the workplace,
- ensure workers are provided with and wear the appropriate personal protective equipment required for the area when engineering controls aren't practicable,
- demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation,
- The Constructor acknowledges that they are familiar with the Occupational Health and Safety Act, applicable Regulations, applicable Standards and other legal requirements that applies to the work being conducted,

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- The Contractor covenants and agrees to observe strictly and faithfully the provisions of the Occupational Health and Safety Act, applicable Regulations, and rules circulated there under together with the Constructor's Health and Safety Policies and Procedures.
 - The Constructor agrees to indemnify and save the Township of Ramara harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and other applicable legal requirements.
 - The Constructor agrees to have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
 - The Constructor shall allow access to the work site on demand to representatives of the Township of Ramara to inspect work sites.
 - The Constructor agrees that any damages or fines that may be assessed against the Township of Ramara by reason of a breach or breaches of the Occupational Health and Safety Act and applicable Regulations by the Constructor or any of its sub-contractors will entitle the Township of Ramara to off-set the damages so assessed against any monies that the Township of Ramara may from time to time owe the Constructor under this contract or under any other contract whatsoever.
 - Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Constructor agrees that the provisions of this section (**Health & Safety**) will apply to the sub-contractor and the Constructor will enforce said provisions.
 - The Township of Ramara may consider previous OHSa violations as grounds for rejection and the Township of Ramara may terminate any contract arising from this document if the Bidder is continuously in violation of OHSa requirements.

Proof of the above may be required by the Township at any time from tendering to project completion.

Township staff reserve the right to stop work if safety concerns are identified.

ASSIGNMENT OF CONTRACT

The Successful Bidder(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his/her power to execute such contract, to any other person, company or City, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

SPECIFICATIONS

SCOPE OF WORK

The Contractor is responsible for notifying the Township of any unsafe condition in a building in a reasonable fashion. Emergency or urgent matters shall be communicated immediately through verbal notification.

The Contractor may be required to complete various checklists and record keeping, as the Township requires. As per the *Occupational Health and Safety Act, O. Reg. 480/24 – Washroom Facilities*, the Contractor shall complete the washroom checklists as directed by the Township.

The Township reserves the right to conduct audits and/or inspections of services rendered at any point. All deficiencies shall be addressed by the Contractor at their cost (i.e., no additional payment will be made for time required to complete the task to the Township's requirements).

There are two (2) parts required with differing hours and scopes of work. Each bidder is invited to bid on either Part 1 and/or Part 2. The Township reserves the right to award the contracts to the same or different bidders, based on the evaluation. This evaluation will be completed separately for Part 1 and Part 2.

Part 1 – Municipal Facilities

The Contractor shall be responsible for providing custodial services to clean the various facilities on the frequency determined by the Township. Cleaning shall refer to the systematic process of removing dirt, dust, debris, stains, litter, organic material, and other unwanted substances from surfaces, fixtures, furnishings, equipment, and environments. Cleaning activities may include, but are not limited to, dusting, sweeping, vacuuming, mopping, wiping, disinfecting, sanitizing, waste collection and removal, restocking consumables, and maintaining washrooms, common areas, and workspaces in a safe, hygienic, and orderly condition.

The Township shall provide the Contractor with all necessary equipment and supplies to complete this work, including, but not limited to, cleaners, disinfectants, mops, brooms, vacuum cleaners, rags, and consumable paper products used to refill appropriate dispensers. The Contractor shall advise the Township, with reasonable notice, if any items require repair and/or replenishment. Any required Personal Protective Equipment (PPE), such as disposable/chemical handling gloves and masks, will not be provided by the Township. The Contractor will be responsible for supplying all required PPE for their employees.

The Contractor is responsible for maintaining a clean and safe worksite throughout their operations, including any waste storage areas, custodial supply storage areas, etc.

The Township requires that the successful Contractor be available for cleaning these facilities on the following schedule.

Site No.	Site	Address	Business Hours	Maintenance Schedule (each defined in the Scope of Work)		
				Daily Cleaning	Weekly Cleaning	Semi-Annual Cleaning
A	Administrative Building	2297 Highway 12	M – F 9:00 am to 4:30 pm	5x / week	4x / month	2x / year
B	Works Yard 1	3853 Highway 12	M – F 6:00 am to 5:00 pm	2x / week	2x / month	2x / year
C	Works Yard 2	3290 County Road 47	M – F 6:00 am to 5:00 pm	2x / week	2x / month	2x / year
D	Works Yard 3	7305 County Road 169	M – F 6:00 am to 5:00 pm	2x / week	2x / month	2x / year
E	Fire Hall 1	3290 County Road 47	M – F 9:00 am to 4:30 pm	1x / week	1x / month	1x / year
F	Fire Hall 2	85 Patricia Drive	M – F 9:00 am to 4:30 pm	1x / week	1x / month	1x / year
G	Fire Hall 3	7305 County Road 169	M – F 9:00 am to 4:30 pm	1x / week	1x / month	1x / year
H	Medical Building	3242 Ramara Road 47	M – F 9:00 am to 4:30 pm	2x / week	1x / month	2x / year
I	Ramara Centre (including Library)	5482 Highway 12	M – F 9:00 am to 4:30 pm	5x / week	4x / month	2x / year

Site No.	Site	Address	Business Hours	Maintenance Schedule (each defined in the Scope of Work)		
				Daily Cleaning	Weekly Cleaning	Semi-Annual Cleaning
J	Brechin Community Centre	3219 Ramara Road 47	Occupation varies; to be cleaned M – F, after 4:30 pm	1x / month	1x / month	2x / year
K	Canine Control Building	3290 County Road 47	M – F 9:00 am to 4:30 pm	2x / week	2x / month	2x / year

Notes about locations

The areas requiring cleaning shall include all of the common areas, lunchrooms, kitchens, washrooms, showers, changing rooms, training rooms, meeting rooms, office areas, and storage areas. For greater clarity, the equipment storage areas at the Works Yards and Fire Halls are not to be included in this contract.

Daily Maintenance

The Daily Maintenance shall include the following work:

- Empty all waste management receptacles and place in designated area for collection. This task includes appropriate separation for garbage, recycling, and organics collection.
- All washrooms are to have all basins, bowls, urinals, and partitions cleaned and sanitized. All mirrors are to be cleaned. All dispensers are to be refilled, as required.
- Counters are to be disinfected and cleaned.
- All lunchrooms/kitchen areas are to include wiping/disinfecting the tables, chairs, and appliance faces.
- Cleaning all offices, conference rooms, and other meeting areas, including wiping/disinfecting of desks, workstations, conference tables, or surfaces. Any offices that are locked are to be left as is. Materials on the desk such as personal items, and paperwork, are not to be disturbed.
- Floors are to be cleaned appropriately, including vacuuming all carpets and mats, sweeping and mopping tiled flooring, and sweeping any concrete floors.
- Disinfect all door handles and push/pull plates on all doors.

Weekly Maintenance

The Weekly Maintenance shall include the following work:

- Clean and disinfect all showers.

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- Clear all cobwebs from corners in all rooms.
 - Clean all front door and entryway windows.
 - Clean all glass doors.
 - Clean all waste receptacles.

Semi-Annual Maintenance

The Semi-Annual Maintenance shall include the following work:

- Wash and clean all inside windows.
- Clean all walls, including baseboards.

General Notes

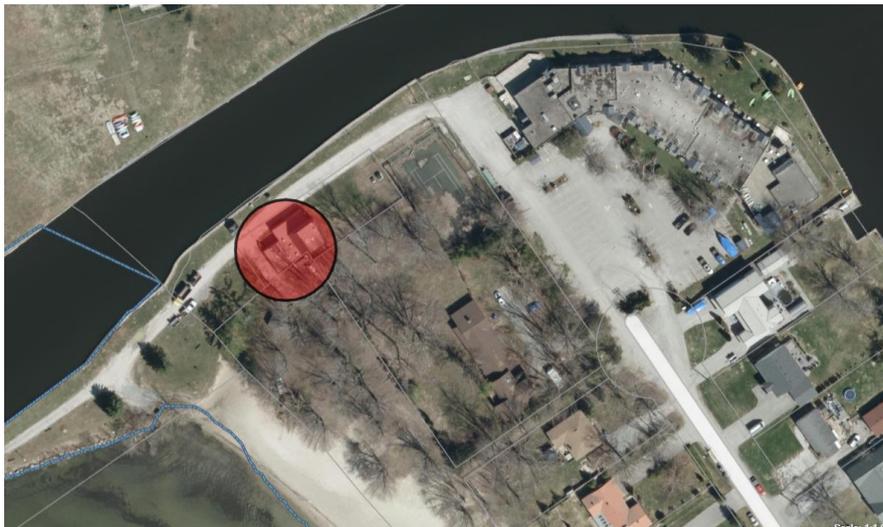
The Contractor shall be responsible for providing these services after normal business has been concluded for each facility. If staff are working outside of these hours, the Contractor may complete their duties, as required. The Contractor will be responsible for advising any staff onsite that they are completed to ensure that the facility is left secure.

The Contractor shall be responsible for securing the facility at the completion of their work. This will include turning any lights off, locking doors that were unlocked while completing the work, and arming any security system.

The Administrative Building is closed during the Winter Holiday season each year. The closure begins at approximately noon on December 24th and reopens on the first business day beyond January 1st. Cleaning must be completed prior to the facilities re-opening after January 1st.

Part 2 – Lagoon City Parks and Waterways Commission Private Beach Washrooms

The Township, on behalf of the Lagoon City Parks and Waterways Commission (LCPWC), operates a washroom block located at 2A Poplar Crescent, shown below in the circle:



These facilities are operated from 8:00 a.m. to 7:00 p.m. on the following rotation:

- Weekends from May long weekend until June 30;
- Daily from July 1 to Labour Day (Monday);
- Weekends from Labour Day to Thanksgiving Day.

Weekends include Saturday, Sunday, and any statutory holiday Monday.

The scope of the work includes, but is not limited to,

- Opening and closing the facility at the required times;
- Stocking the facility with the requisite toilet paper, hand soap, hand sanitizer and garbage bags;
- Cleaning the facility including the sinks, toilets, floors, walls, handles, etc.;
- Emptying and removal of the waste receptacles.

These facilities include one male washroom and one female washroom.

The Contractor shall be expected to check the washrooms at least once per day, outside of opening and closing.

The toilet paper, hand soap and hand sanitizer will be supplied by LCPWC, however, all other cleaning supplies, including garbage bags, are to be supplied by the Contractor. Please note that there is no storage area at the site and the Contractor will be required to bring all necessary supplies and PPE. There is a garbage bin located at the South Public Beach area that is designated exclusively for the LCPW and can be used for disposing of garbage collected from the public washrooms.

SPECIAL REQUIREMENTS

The Contractor shall ensure that all of their staff are familiar with the safe operation of all equipment provided by the Township and the safe and appropriate use of the chemicals used in the performance of their work. The Township utilizes SDS Risk Assist for Part 1 - Municipal Facilities. The Contractor can access the necessary SDS through the use of a QR code and an internet-connected device (phone/tablet). The Contractor will be responsible for managing all necessary SDS for the products utilized for Part 2 – LCPWC Private Beach Washrooms.

If the Contractor causes any damages to the building, equipment, or furnishings during their work, they must be repaired at no cost to the Township, to the satisfaction of the Township.

Included in the pricing schedule is an hourly rate to provide additional services not covered by this contract. There is no guarantee for any quantity of additional services but will be considered as part of the evaluation.

AWARD OF QUOTATION

1. The Corporation reserves the right, in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.
2. Notwithstanding and without restricting the generality of the statement immediately above, the Township of Ramara shall not be required to award or accept a tender, and may choose to either cancel the call for tenders or recall the tenders at a later date:
 - a. when only one bid has been received as the result of a tender call;
 - b. where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
 - c. when all bids received fail to comply with the specifications of tender terms and conditions;
 - d. when a change in the scope of work or specifications is required.

Quotations will be evaluated on the basis of the following weighted criteria. The Township reserves the right to reject any or all quotations and is not obligated to accept the lowest price.

There are two (2) bid components included in this RFQ. Bidders may submit a proposal for Part 1, Part 2, or both. Submitting for both parts does not provide any additional consideration or advantage in the evaluation process. Each part will be evaluated independently. The Township reserves the right to award one or both parts to the same Contractor or to separate Contractors, based on the evaluation criteria outlined below.

EVALUATION CRITERIA	Weighting
Compliance with RFQ requirements (submission completeness, insurance, WSIB, certifications, references, etc.)	PASS/FAIL
Price (overall competitiveness of unit rates)	50%
Contractor experience and qualifications (demonstrated municipal experience, references, equipment availability, certifications)	40%
Overall quality and professionalism of submission	10%
Total	100%

Notes:

- Contractors must achieve a minimum overall score of 70% in order to be considered for award.
- Contractors must achieve a PASS in the Compliance category in order to proceed to full scoring. Submissions that fail to meet this requirement will be deemed non-compliant.
- The Township may request clarification or additional information from contractors during evaluation.

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- The Township reserves the right to consider past performance on municipal contracts when scoring.

PAYMENT

Payment at the Quotation price shall be paid upon submission of invoice, no more frequently than once per month per location, and upon review and approval by the Township.

HOURS OF WORK

The Contractor is expected to carry out operations as listed above in the Scope of Work. Work on Statutory or Civic Holidays, is allowed, at no additional cost to the Township.

Emergency work hours will be determined at the discretion of the Township.

TERM OF CONTRACT

The Township intends to award the contract for term ending December 31, 2026.

Additional Conditions shall apply to this contract:

- **Failure to Respond:** The Township reserves the right to engage alternate cleaning service contractors if the Contractor is unable to meet required timeframes, or if the Contractor declines work assigned.
- **Performance Reviews:** The Township will periodically review Contractor performance, safety practices, and responsiveness. Continued poor performance may result in non-renewal or early termination of the contract.
- **Termination:** The Township reserves the right to terminate the contract at any time, without penalty, by providing thirty (30) days written notice.
- **No Guarantee of Volume:** The Township may add or delete Township facilities as their uses/needs change. Any additional facility will require the Contractor to provide pricing a minimum of thirty (30) days before beginning the cleaning schedule and shall be agreed upon by an amendment to the Contract. The Township will provide thirty (30) days written notice before any facility is deleted.
- **Retention of Rights:** The Township further reserves the right, during the contract term, to seek separate quotations or retain alternate contractors for additional services, regardless of the pricing submitted under this RFQ.

QUALIFICATIONS

The Successful Bidder shall be a company of recognized standing at least three (3) years' experience in this type of work and have the necessary skilled labour to carry out the work adequately.

SUB-CONTRACTORS

1. List of Subcontractors

The Tenderer shall provide with their submission a complete list of all subcontractors proposed to be employed in the performance of the Work, including the nature and scope of each subcontract. The Owner reserves the right to reject any proposed subcontractor and require the Tenderer to substitute an acceptable subcontractor at no additional cost.

2. Changes to Subcontractors

No changes to the list of subcontractors will be permitted without the prior written consent of the Owner. Such consent shall not be unreasonably withheld.

3. Responsibility

The Tenderer acknowledges that they remain fully responsible for the acts and omissions of their subcontractors and for the satisfactory performance of all work, regardless of subcontracting arrangements.

4. Submission Form

The Tenderer shall complete the "Subcontractor Information Form" attached to the Form of Tender. Failure to provide the list of subcontractors at the time of tender submission may result in the Tender being declared informal or non-compliant.

3. SUBMISSION FORMAT AND CONTENTS

GENERAL FORMAT OF SUBMISSION

The Township **will not** accept any other format of the Schedule I Items and Prices other than that provided within this Request for Quotation. Schedule I Items and Prices are to be completed **in full** as provided in this document with no modifications, additions or deletions. **Failure to complete Schedule I as stipulated, may result in disqualification of the Bid Submission.**

CONTENTS OF SUBMISSION

The Request for Tender Bid Submission MUST include the following information and shall be submitted in the same sequence provided:

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- I. Tender Bid Package**
 - II. Completed Bidder Information Form**
 - III. Provide all mandatory information as requested within Schedule I**
 - IV. Ensure Schedule I is initialed and dated**
 - V. Sub-Contractor Information Form**
 - VI. Completed Schedule II – Ability and Experience Form**
 - VII. Provide a completed Declaration of Accessibility Compliance form.**
 - VIII. Health and Safety:**
 - Provide a current and valid certificate of clearance from WSIB.
 - Provide a copy of the current Workplace Health and Safety Policy.
 - IX. Addenda:**
 - Include an initialed copy of the addenda form, if required.
 - X. Additional Information:**
 - Schedule (required)
 - Corporate Profile (recommended)
 - Other information to support the proposal

BID FORM

THE CORPORATION OF THE TOWNSHIP OF RAMARA

2026 CUSTODIAL SERVICES

DOCUMENTS TO BE ENCLOSED WITH THIS FORM INCLUDING BUT NOT LIMITED TO:

- i. Tender Bid Package (Pages 1 – 19)**
- ii. Bidder Information Form**
- iii. Schedule I – Items and Prices**
- iv. Sub-Contractor Information Form**
- v. Schedule II – Ability and Experience Form**
- vi. Declaration of Accessibility Compliance Form**
- vii. Health & Safety Information**
- viii. Addenda Form, if applicable**
- ix. Additional Information Bidder believes relevant to the Tender or scope of work – i.e., Corporate Profile**

BIDDER INFORMATION FORM

**BIDDERS MUST COMPLETE THIS FORM AND INCLUDE WITH THEIR SUBMISSION
PLEASE ENSURE ALL INFORMATION IS LEGIBLE.**

Company Name	
Bidder's Main Contact Individual	
Address (Including postal code)	
Office Phone #	
Toll Free#	
Cellular#	
Fax#	
E-Mail Address	
Website	
HST Account #	

**I CERTIFY THAT ALL PRICES IN SCHEDULE I CONSTITUTE THE OFFICAL BID
SUBMISSION AND PRICING.**

NAME: _____
(PRINT)

AUTHORIZED SIGNATURE: _____

DATE: _____

SCHEDULE I – ITEMS AND PRICES

Any modifications of this form will result in the bid being disqualified. This Bid Form must be completed in full.

Sum all Total Prices in each section and include as Subtotal. HST is only to be included where described.

PART 1 – MUNICIPAL FACILITIES (BY SITE PER YEAR)

Site A: Administrative Building

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	250	\$	\$
2	Weekly Maintenance	Each	48	\$	\$
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site B: Works Yard 1

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	104	\$	\$
2	Weekly Maintenance	Each	26	\$	\$
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site C: Works Yard 2

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	104	\$	\$
2	Weekly Maintenance	Each	26	\$	\$
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site D: Works Yard 3

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	104	\$	\$
2	Weekly Maintenance	Each	26	\$	\$
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site E: Fire Hall 1

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	52	\$	\$
2	Weekly Maintenance	Each	12	\$	\$

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
3	Semi-Annual Maintenance	Each	1	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site F: Fire Hall 2

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	52	\$	\$
2	Weekly Maintenance	Each	12	\$	\$
3	Semi-Annual Maintenance	Each	1	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site G: Fire Hall 3

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	52	\$	\$
2	Weekly Maintenance	Each	12	\$	\$
3	Semi-Annual Maintenance	Each	1	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site H: Medical Building

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	104	\$	\$
2	Weekly Maintenance	Each	12	\$	\$
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site I: Ramara Centre

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	260	\$	\$
2	Weekly Maintenance	Each	48	\$	\$
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site J: Brechin Community Centre

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	12	\$	\$
2	Weekly Maintenance	Each	12	\$	\$

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Site K: Canine Control Building

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Daily Maintenance	Each	52	\$	\$
2	Weekly Maintenance	Each	12	\$	\$
3	Semi-Annual Maintenance	Each	2	\$	\$
4	Hourly Rate	Each	1	\$	\$

Subtotal \$

Totals – Part 1 – Municipal Facilities

Site	Subtotal (from above)
A Administrative Building	\$ _____
B Works Yard 1	\$ _____
C Works Yard 2	\$ _____
D Works Yard 3	\$ _____
E Fire Hall 1	\$ _____
F Fire Hall 2	\$ _____
G Fire Hall 3	\$ _____
H Medical Building	\$ _____
I Ramara Centre (including Library)	\$ _____
J Brechin Community Centre	\$ _____
K Canine Control Building	\$ _____
Subtotal	\$ _____
HST (13%)	\$ _____
TOTAL ALL SITES	\$ _____

Initials: _____ Date: _____

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

**PART 2 – LAGOON CITY PARKS AND WATERWAYS PRIVATE BEACH WASHROOMS
(PER YEAR)**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Opening, closing, and cleaning	Day	95	\$	\$
2	Hourly Rate	Each	1	\$	\$

Subtotal \$

HST (13%) \$

TOTAL \$

Initials: _____ Date: _____

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

SUB-CONTRACTORS INFORMATION FORM

(To be completed for all sub-contractors representing a portion of this Bid Submission)

Sub-Trade	Proposed Sub-Contractor	Address / Phone #	Approximate Value of Sublet Work

SCHEDULE II – ABILITY AND EXPERIENCE FORM

The Bidder shall provide below three (3) separate References, **not including the Township of Ramara**, having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

REFERENCE #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

REFERENCE RELEASE FORM

I _____ (authorised signatory for the submitting firm) authorize the Township to contact the person and/or organization listed on the ABILITY & EXPERIENCE FORM, for the purpose of obtaining information relating to the bidder.

The Township reserves the right to call references if in its sole discretion finds a need to do so. The Township reserves the right to check other references other than listed herein.

DECLARATION OF ACCESSIBILITY COMPLIANCE FORM

Company Name: _____
Print Name: _____
Title: _____
Date: _____

I acknowledge that I am required to comply with the accessibility requirements set out in the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) made under the *Accessibility for Ontarians with Disabilities Act, 2005*. I confirm that my employees, agents, volunteers and representatives who are required to receive training under the Act have completed the required. I will provide to The Corporation of the Township of Ramara any further documentation that confirms this training upon its request.
I will indemnify the Corporation of the Township of Ramara from and against any costs, expenses, fines, penalties, damages or losses that may arise or may be incurred as a result of my failure to comply with these requirements.

I declare that I have read, understood and will meet all enacted accessibility standards as amended from time to time.

I further declare that if applicable I will undertake to ensure any sub-contractors hired by

(insert company name)
for the completion of work contracted by the Township will also comply with the above requirements.

Authorized Signature
I have authority to bind the Corporation

Date

ADDENDA

This form is to be included only if any addenda have been issued as part of this Request for Quotation.

I declare that I have read, understood and that addenda numbers ___ through ___ shall apply to this contract and form part of the scope of work.

(insert company name)

Initials: _____ Date: _____