



## REQUEST FOR PROPOSAL RE-2026-01-RP

### Janitorial Services

80 McGonigal St W, Arnprior, ON K7S 1M3

**ISSUED: January 26, 2026**

**MANDATORY SITE VISIT (80 McGonigal): February 06, 2026 –  
09:30am, Local Time**

**SUBMISSION DEADLINE: February 26, 2026 – 2:00 pm, Local Time**

**THE CORPORATION OF THE COUNTY OF RENFREW  
DEVELOPMENT AND PROPERTY DEPARTMENT**

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## Table of Contents

1.	PROJECT SUMMARY	4
2.	PROPERTY DESCRIPTION	4
3.	PROJECT DELIVERABLES	4
4.	PROJECT SCHEDULE	4
5.	PROPOSALS	5
6.	EVALUATION CRITERIA	5
7.	OPTION TO EXTEND	6
8.	DOCUMENTATION	6
9.	MISCELLANEOUS	7
10.	REQUEST FOR PROPOSAL CLOSING	8
	INSTRUCTION TO TENDERERS	9
1.	REVIEW OF THE SPECIFICATIONS	9
2.	EXAMINATION OF PREMISES	9
3.	ADDENDA	9
4.	PROPOSAL SUBMISSION PROCESS	10
5.	AGREEMENT	11
	GENERAL CONDITIONS	12
1.	DEFINITIONS	12
2.	DOCUMENTS	13
3.	MATERIALS	13
4.	LABOUR	14
5.	SUPERVISION AND CO-ORDINATION	15
6.	SAFETY AND PROTECTION	15
7.	DAMAGES AND RESPONSIBILITIES	15
8.	LIABILITY INSURANCE	15
9.	INDEMNIFICATION	16
10.	CHANGE IN THE WORK	16
11.	TAXES	16
12.	PAYMENTS	17
13.	PERMITS AND BY-LAWS	17

14.	NON-CONFORMANCE CLAUSE	18
15.	COMMENCEMENT AND TERMINATION	18
16.	ASSIGNMENTS	19
17.	INSPECTION OF THE WORK	19
18.	LIGHTS, HEAT, POWER AND WATER	19
19.	INTERPRETATION	19
20.	WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)	19
	<b>APPENDIX A</b>	<b>21</b>
	Schedule of Services	21
	GENERAL	21
	SUPERVISOR WEEKLY INSPECTION	21
	MONTHLY SUPERVISOR REPORT	21
	TIME ALLOTMENT AND WORK FREQUENCIES	21
	SCOPE OF WORK	22
	STORAGE SPACE	22
	CLEANING FUNCTIONS	22
	<b>APPENDIX B</b>	<b>30</b>
	Agreement Between Owner and Contractor	30
	<b>APPENDIX C</b>	<b>33</b>
	TENDER BID FORM	33
	<b>APPENDIX D</b>	<b>35</b>
	ACCESSIBILITY DECLARATION	35
	<b>APPENDIX E</b>	<b>36</b>
	CONFIDENTIALITY AGREEMENT	36
	<b>APPENDIX F</b>	<b>38</b>
	FLOOR PLAN	38

## 1. PROJECT SUMMARY

The County of Renfrew is requesting proposals for Janitorial Services for the County owned facility at 80 McGonigal Street West, Arnprior.

The intent of this Request for Proposal is to secure consistent, reliable, and professional janitorial services that maintain a high standard of cleanliness, safety, and appearance across all facilities.

The initial term of the Contract shall be for one (1) year, commencing April 1, 2026. At the sole discretion of the County, the Contract may be extended for up to three (3) additional one-year terms, to a maximum end date of March 31, 2030, subject to satisfactory performance and annual approval.

## 2. PROPERTY DESCRIPTION

### Schedule A – Office / Administrative Facility

80 McGonigal Street is a County-owned administration building that currently accommodates a VTAC clinic and additional leased tenant space, resulting in regular public and staff occupancy.

## 3. PROJECT DELIVERABLES

The Contractor shall provide all labour, supervision, equipment, and supplies required to deliver janitorial services in accordance with the applicable Schedule(s).

All work shall be carried out in compliance with:

- Ontario Occupational Health and Safety Act
- WHMIS requirements
- All applicable municipal, provincial, and federal regulations

## 4. PROJECT SCHEDULE

- RFP for Janitorial Services Issued .....January 26, 2026
- Mandatory Site Visit .....February 06, 2026
- RFP Closing (02:00pm).....February 26, 2026
- RFP for Janitorial Services Awarded .....March 12, 2026

## 5. PROPOSALS

Proposals shall include the following information:

(a) Pricing

Fees are to be quoted as lump sum costs separately for each Schedule using the Bid Form provided. **HST excluded.**

(b) Company Profile and Experience

Provide an overview of the company, years in operation, and experience delivering janitorial services for similar facilities.

(c) Staffing and Supervision

Identify supervisory personnel and describe staff training, mandatory criminal background screening for all personnel assigned to County facilities (including supervisors), and quality control and inspection practices.

(d) Methodology/Scope of Services

Describe the proposed approach to meeting the requirements of each Schedule, including cleaning methods, equipment, and frequency compliance.

## 6. EVALUATION CRITERIA

Request for Proposals will be assessed on the following weighted criteria:

- Pricing .....40%
- Company Profile and Experience.....20%
- Staffing and Supervision ..... 20%
- Methodology/Scope of Services..... 20%

An Evaluation Committee will evaluate each of the RFP's received in accordance with the evaluation criteria as set out above. The Committee reserves the right to enter into further discussions in order to obtain information that will allow the Committee to reach a decision with a Respondent to the RFP.

The County reserves the right to interview any, all or none of the Respondents that have submitted a Proposal so as to provide the Evaluation Committee with additional insight into the Respondent's ability to meet the requirements as requested in the RFP.

The County will assess all proposals received in response to this RFP. The Proponent, by

providing a Proposal in response to this RFP, specifically acknowledges and agrees that the Proposal selected by the County is at the sole discretion of the County and may not represent the lowest tendered cost and further specifically acknowledges and agrees that the County, in its sole discretion, may choose not to select any Proposal. The County shall not be responsible to any Proponent for any liabilities, costs, expenses, losses or damage incurred by any Proponent arising from the selection of any Proposal, the rejection of all Proposals and/or the assessment made by the County in respect of any Proposals. Submission of a Proposal constitutes acceptance of the above conditions as well as agreement by the Proponent that the Proponent shall have no claim of any kind whatsoever as against the County as a result of participating in this RFP.

## **7. OPTION TO EXTEND**

At the sole discretion of the County, and subject to the Contractor's satisfactory performance, the County may extend the Contract for up to three (3) additional one-year terms following the initial one-year Contract term. Any extension shall be on the same terms and conditions as the original Contract, except for the Contract Price, which shall be subject to negotiation between the County and the Contractor. In no event shall the total Contract term extend beyond March 31, 2030. Should the parties fail to reach agreement on pricing for any extension term, the extension shall not proceed.

## **8. DOCUMENTATION**

### Contract

If and when the County proceeds with the Proposal, the successful Proponent will be required to enter into a Contract with the County of Renfrew.

## 9. MISCELLANEOUS

- Mandatory Site Visit

A mandatory site visit will be required and is scheduled for **February 06, 2026 at 09:30 a.m.**

All proponents submitting a Proposal must register for the site meeting at the start of the meeting with the County.

- Health & Safety

All work performed under an ensuing agreement between the County and a Proponent must be carried out in accordance with the terms and conditions of *Ontario Health & Safety Act*, R.S.O., 1990, as amended.

- Municipal Freedom of Information & Protection of Privacy Act

All submissions become the property of the County of Renfrew and are subject to disclosure under the *Municipal Freedom of Information & Protection of Privacy Act*, R.S.O. 1990.

- Insurance

The Proponent must provide evidence of appropriate liability insurance coverage (minimum \$2 million).

- Commercial General Liability Insurance

- WSIB

The Proponent will provide a current Clearance Certificate from the Workplace Safety and Insurance Board.

- Accessibility Declaration

The successful proponent will be required to provide an executed Accessibility Declaration. A sample copy is attached as Appendix D.

- Confidentiality Agreement  
The successful Proponent will be required to provide an executed Confidentiality Agreement. A sample copy is attached as Appendix E.
- Addendum  
Verbal information, directions and opinions, from whatever source, do not supersede nor do they elaborate upon the requirements of this RFP. Any changes in this RFP and the requirements hereunder shall be provided in writing by the County to all Proponents in the form of a numbered addendum.
- Questions/Inquiries  
If a Proponent needs to address any discrepancies, errors and/or omissions in the RFP Document, or if they are in doubt as to any part thereof they shall submit questions in writing through:

[realestatetenders@countyofrenfrew.on.ca](mailto:realestatetenders@countyofrenfrew.on.ca)

## **10. REQUEST FOR PROPOSAL CLOSING**

- (a) Date of Closing  
Request for Proposal submissions shall be made prior to **2:00 p.m. EST on February 26, 2026.**

## **INSTRUCTION TO TENDERERS**

### **1. REVIEW OF THE SPECIFICATIONS**

1.1 Bidders are required to read and study all parts of this Specification to completely familiarize themselves with the document.

1.2 Bidders desiring further information submit an inquiry by email to:

If a Proponent needs to address any discrepancies, errors and/or omissions in the RFP Document, or if they are in doubt as to any part thereof they shall submit questions in writing through:

[realestatetenders@countyofrenfrew.on.ca](mailto:realestatetenders@countyofrenfrew.on.ca)

### **2. EXAMINATION OF PREMISES**

2.1 Each bidder shall visit and examine the site and building thereon and obtain for themselves a clear and comprehensive knowledge of the physical conditions and limitations thereof, insofar as they may affect this Work.

### **3. ADDENDA**

3.1 Should a Bidder notice any condition that may adversely affect the Work or the RFP preparation, they are required to contact the County as noted above prior to closing of the RFP. If required, Addenda will be issued to all Bidders outlining revised requirements.

3.2 Bidders may during the tendering period, be advised by Addenda of required additions to, deletions from, or alterations to, the requirements of the Tender Documents. All such changes shall become an integral part of the Tender Documents and shall be allowed for, in arriving at the Total Tender Price.

3.3 Bidders shall insert, in the space provided in the Tender Form, the Addendum numbers of all Addenda received by them during the tendering period, as well as any bound into the Specifications. If no Addendum has been received, the word "NONE" shall be inserted in the space provided.

3.4 Each Bidder shall be responsible to verify that all Addenda have been received before depositing the RFP.

3.5 Addenda will not be issued by the County after twelve o'clock noon, on the third day of

business prior to RFP closing date, without providing an extension of time.

#### **4. PROPOSAL SUBMISSION PROCESS**

- 4.1 ELECTRONIC SUBMISSIONS for RE-2026-01-RP submitted to the County of Renfrew Development and Property (the “Department”) must be received by **2:00 p.m.** local time on **February 26, 2026** clearly labelled **CONFIDENTIAL BID RE-2026-01-RP** in the subject line to:

[realestatetenders@countyofrenfrew.on.ca](mailto:realestatetenders@countyofrenfrew.on.ca)

- 4.2 The County of Renfrew will not be responsible for late submissions.
- 4.3 The County is not responsible for technical issues or delays in submission. Proponents are encouraged to submit well in advance of the deadline.
- 4.4 Electronic PDF files of the plans, specifications and tender form are available for download free of charge for registered bidders. Hard copy plans, Specifications and Tender forms may be obtained from the Department for a non-refundable fee of One hundred (100) Dollars.
- 4.5 The County reserves the right to waive irregularities and to reject any or all bids. The County may, in its sole and unfettered discretion, consider compliant any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids.
- 4.6 It is the responsibility of the Proponent to understand all aspects of the RFP. Should any details be lacking or omitted or any errors appear in the RFP document, it shall be understood and is agreed upon by the Proponent, that the proposal shall be evaluated as submitted. The County shall not be responsible for any interpretation or misunderstanding of the RFP on the part of the Proponent, regardless of the cause of that interpretation or misunderstanding.
- 4.7 The County reserves the right not to accept any proposal and shall not be obliged in any manner to any Proponent whatsoever until a contract has been entered into between the County and the Proponent.

**5. AGREEMENT**

- 5.1 Should the Contractor's Tender be acceptable to the County, then the Contractor shall enter into an Agreement with the Owner. The form of the Agreement shall be as per the "Specimen" Agreement included in these Tender Documents.

## **GENERAL CONDITIONS**

### **1. DEFINITIONS**

- 1.1 Wherever the following words are used in the documents it shall be understood that they mean as follows:
- 1.1.1 "Tender Documents", before execution of the Contract, means these documents listed on page titled List of Contents, commonly and herein referred to as the "Specifications".
  - 1.1.2 "Contract Documents" means the "Tender Documents" as executed upon the award of the Contract.
  - 1.1.3 "County" or "Owner" means the Warden of the Corporation of the County of Renfrew or his/her authorized representative.
  - 1.1.4 "Contractor" means the successful Tenderer with whom the County has signed a Contract.
  - 1.1.5 "Contractor" or "Contractor's Employees" means staff directly and indirectly employed by the Contractor.
  - 1.1.6 "Work" means and includes the whole of the services, materials, matters and things required to be done, furnished and performed by the Contractor under the term of this Contract.
  - 1.1.7 "Satisfactory", "approved", "adequately", "suitable" or similar words or phrases mean, unless the context proves otherwise, "satisfactory to the County", "approved by the County", "adequately to the County's satisfaction", "suitable to the County", etc.
  - 1.1.8 "Default" means failing to comply with the Specifications and failing to perform to the satisfaction of the County.

## **2. DOCUMENTS**

- 2.1 These Specifications are not intended as detailed description of maintenance methods and service requirements, but serve to indicate particular requirements in the completed work. These specifications are also not intended to include all of the detailed requirements necessary; **therefore the Contractor shall undertake to perform all such obvious duties and responsibilities in maintaining the building to a quality standard.**
- 2.2 Words used in the Contract Documents importing the singular number of the masculine gender only, include more persons, parties or things of the same kind than one, and females as well as males and the converse.
- 2.3 During the execution of the Work, the Contractor shall advise the County promptly of:
- 2.3.1 Any contradiction, discrepancies or errors found or noted in the Contract Documents.
- 2.3.2 Supplementary details, instructions or directions that do not correspond with those contained in the Contract Documents.
- 2.3.3 Any omissions, or other faults, that become evident which should be corrected in order to execute the Work in accordance with good standard practice.
- 2.4 After advising the County of such discrepancies except in emergency situations, no further work in the affected area shall proceed until instruction rectifying the situations is received from the County.
- 2.5 Should the Contractor fail to comply with these requirements, he/she will be held responsible for any resulting circumstances, conditions, and costs.

## **3. MATERIALS**

- 3.1 All materials, plant and equipment supplied for the Work of this Contract shall be of the best quality and as far as possible are of Canadian manufacture.
- 3.2 Materials shall be delivered to the building in original containers bearing the Suppliers' original labels.
- 3.3 Materials, plant and equipment will not be supplied by the County unless specifically stated in the Specifications.

- 3.4 The County will not give any assistance in the procurement of, or allotment of any materials or products to be used in, and necessary for, the carrying out and completion of the Work. The Contractor must make his own arrangements for the supply of materials and/or products specified or required.
- 3.5 All materials stored and utilized on County premises during the term of this Contract shall be accompanied by appropriate WHMIS documentation. A comprehensive inventory of MSDS shall be provided to the Owner and updated on a quarterly basis. Material storage will be as detailed in the MSDS or as requested by the Owner ensuring that all applicable precautions are observed.
- 3.6 Should the County supply certain equipment to enable the Contractor to perform the Work, such equipment shall not be removed from the premises without the County's written authorization.

#### **4. LABOUR**

- 4.1 All work shall be performed by persons qualified and skilled to carry out and perform the duties required in this Contract.
- 4.2 Local labour shall be employed as far as practicable. The hours of work, the rates of wages paid and the working conditions shall be in accordance with Employment Standards. Increases in the cost of performing the work due to wage increases or adjustments, shall be borne by the Contractor without additional cost to the County.
- 4.3 The Contractor shall submit to the County upon request, names and addresses of all individuals who will be performing the Work. The Contractor will then take appropriate action to obtain any necessary security clearance for these employees and as a minimum supply to the County a Criminal Record Check supplied by a local policing organization for each employee.
- 4.4 Any of the Contractor's staff not acceptable to the County because of incompetence, improper conduct or security risk will be removed from the site of the Work and replaced forthwith, unless the Contractor can show good reason to the contrary.
- 4.5 The successful Contractor may be required to obtain bonding for all employees engaged in performing the Work. If a bond is deemed necessary, the County will be responsible for the cost of the bond.

**5. SUPERVISION AND CO-ORDINATION**

- 5.1 The Contractor shall appoint an experienced Supervisor to be in responsible charge of all the Work required under the Contract.
- 5.2 This Supervisor must be acceptable to the County and have authority to receive on behalf of the Contractor any order to or communication relating to the Work.
- 5.3 The Supervisor shall be readily accessible to the County's personnel at all times. The Supervisor is required to contact the Owner and be present on the premises on a weekly basis, at a minimum.
- 5.4 The Contractor shall supervise and co-ordinate all phases of Work and shall co-operate fully with all representatives of the County during the performance of the Work of this Contract.

**6. SAFETY AND PROTECTION**

- 6.1 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.

**7. DAMAGES AND RESPONSIBILITIES**

- 7.1 The Contractor shall employ such methods as necessary to avoid defacement or damage to the County's property, and shall ensure that all materials used are compatible with the surfaces on which they are used.
- 7.2 The Contractor shall be responsible for all damage caused by his employees, his equipment or his supplies, to the County's property, equipment, buildings and building contents.
- 7.3 Damage shall be made good with new materials as required to match the existing work, in kind, quality and workmanship, to the satisfaction of the County and the cost thereof shall be paid by the Contractor.

**8. LIABILITY INSURANCE**

- 8.1 The Contractor shall protect himself and indemnify and save the County harmless from any and all claims which may arise from the Contractor's and its sub-contractor's operations under the Contract where bodily injury, death or property damage is caused

and for this purpose shall without restricting the generality of the foregoing, maintain insurance acceptable to the County and subject to limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

8.1.1 The successful Tenderer shall, upon receipt of notification from the County that he is to be awarded the Contract, submit a copy of his policy to the County. The copy of the policy must be lodged with the County before the Contractor starts work on site. The County reserves the right of approval of the Insurance Company involved.

8.2 The Contractor shall protect the workmen engaged in the Work against loss or damage from any accident and shall furnish evidence of coverage under the *Worker's Compensation Act*.

## **9. INDEMNIFICATION**

9.1 The Contractor shall indemnify and save harmless the County from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor's and its sub-contractors activities in executing the Work, including his omissions, improper acts or delays in executing the Work.

## **10. CHANGE IN THE WORK**

10.1 The County, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contract Sum shall be adjusted accordingly, upon mutual agreement between the County and the Contractor. All additional work shall be executed under the conditions of this Contract.

10.2 No variations from the Work that may result in a change to the amount of the Contract will be proceeded with, until proper approval has been obtained by the Contractor in writing from the County.

## **11. TAXES**

11.1 Unless otherwise stated herein, the Contractor shall pay all applicable taxes, customs duties and excise taxes with respect to the Contract.

11.2 Any increase or decrease in costs to the Contractor due to changes in such taxes, and

duties after the date of the bid shall increase or decrease the Contract Sum accordingly.

## **12. PAYMENTS**

- 12.1 At the end of each payment period, the Contractor shall submit a proper progress billing for approval and processing on a day to be mutually agreed upon.
- 12.2 The County shall, within ten (10) days of receipt of the progress billing, certify the account for payment.
- 12.3 The County will advise the Contractor, promptly in writing, of any changes to the progress billing.
- 12.4 The County shall, not later than thirty (30) days after the date of certification, make payment to the Contractor in the amount certified.
- 12.5 Final payment shall be made to the Contractor thirty (30) days from the date of the Certificate of Completion.
- 12.6 No changes to the Contract Price will be processed until a written Change Order has been issued by the County.
- 12.7 Where the Contractor fails to perform any of the specified Work to the satisfaction of the County, the County shall deduct the cost of such work from the Contractor's monthly payments.

## **13. PERMITS AND BY-LAWS**

- 13.1 The Contractor shall make himself fully acquainted with all provincial, municipal and other by-laws relating to the Work herein specified since he will be required to comply with such by-laws without extra compensation of any nature.
- 13.2 The Contractor must obtain and pay for all permits required for the execution of the Work included in these Documents, and must pay for all charges incidental to such permits.

**14. NON-CONFORMANCE CLAUSE**

- 14.1 Failure by the Contractor to complete scheduled tasks as outlined in Appendix A shall constitute a non-conformance. Where three (3) substantiated consecutive non-conformances occur within a three (3) month period, the County shall have the right to terminate the Contract immediately without penalty. Documentation of non-conformance shall be based on the Supervisor's reports and County inspections.

**15. COMMENCEMENT AND TERMINATION**

- 15.1 The Contractor shall commence work on the date stated in the Agreement between Owner and Contractor and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.
- 15.2 The County reserves the right to terminate the Contract immediately upon giving written notice to the Contractor in the event of the Contractor being adjudged a bankrupt or making a general assignment for the benefit of his creditors, or a receiver being appointed on account of the Contractor's insolvency.
- 15.3 The County reserves the right to terminate the Contract upon giving seven days (7) written notice to the Contractor in the event of the Contractor:
- neglecting or failing to prosecute the Work properly or diligently;
  - refusing or failing to supply enough properly skilled workmen or proper materials;
  - persistently disregarding laws or ordinances or the instructions of the County Designee;
  - and the Contractor fails to rectify or correct the default or delay as required by the said notice within the time so specified.
- 15.4 The County shall give the Contractor sixty (60) days prior notice of any deletion from the Contract in the event of transfer of ownership, sale, or permanent removal from service of any of the services listed herein, and any part of the Work related to such services. The contract Sum shall be adjusted accordingly.

**16. ASSIGNMENTS**

- 16.1 The Work of this Contract, or any part thereof, shall not be assigned without the written consent of the County.

**17. INSPECTION OF THE WORK**

- 17.1 The County shall at all times have access to the Work for inspection.
- 17.2 The County will appoint inspectors who will report on the progress of the Work. The County will be the sole judge of the adequacy and completeness of the Contractor's work as spelled out by these Contract Documents.
- 17.3 Should the inspection reveal any deficiency of the Work, the Contractor shall attend the premises to demonstrate the quality of the Work and/or performance of any system of equipment to the satisfaction of the County.
- 17.4 Any Work which has been rejected by the County as failing to conform to the Contract requirements shall be promptly rectified by the Contractor.

**18. LIGHTS, HEAT, POWER AND WATER**

- 18.1 The County shall supply to the Contractor, all lights, heat, power, hot and cold water as may be reasonably required for the Work, without charge.

**19. INTERPRETATION**

- 19.1 Should dispute arise regarding the meaning or intent of the Contract Documents, the decision of the County shall be final.

**20. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

- 20.1 The Contractor shall comply with the Workplace Hazardous Materials Information System (WHMIS) requirements, as contained in the *Occupational Health and Safety Act (OHSA)*.

20.1.1 Prior to the start of the work, and during the full term of the Contract, the Contractor shall provide the County with unexpired Material Safety Data Sheets (MSDS) and listings of all hazardous materials intended for use on site by the Contractor. All documentation shall be reviewed and updated quarterly for

completeness and validity.

- 20.1.2 All hazardous materials used and/or supplied by the Contractor shall be labeled in accordance with WHMIS requirements.
- 20.1.3 The Contractor shall also provide detailed procedures for safe handling, storage and use of hazardous materials, and shall list any special precautions and safe clean-up and disposal procedures.
- 20.1.4 The Contractor shall obtain from the County a list and MSDSs of hazardous materials that may be handled, stored or used by County employees and/or other Contractors at the locations where the Contractor is going to perform work.
- 20.1.5 The Contractor shall ensure that his/her employees who handle, are exposed to, or are likely to handle or be exposed to hazardous materials, are instructed and trained in accordance with WHMIS requirements.

## **APPENDIX A**

### **SCHEDULE OF SERVICES**

#### **GENERAL**

Prior to commencing any work of this Contract, the Contractor will request a Site Meeting with the Manager, Real Property Assets.

Due to the business conducted on the premises, diligence and attention to cleanliness, presentability and disinfection is paramount.

#### **SUPERVISOR WEEKLY INSPECTION**

The Supervisor shall attend the site once Bi-Weekly, Monday through Friday, to inspect the quality of work performed.

#### **MONTHLY SUPERVISOR REPORT**

The Supervisor shall submit a written monthly report to the County based on their weekly inspections, noting any deficiencies, corrective actions taken, and recommended changes to improve service.

#### **TIME ALLOTMENT AND WORK FREQUENCIES**

1. Hours of Work: Contractor's Staff will perform the contractual work requirements on the premises daily after 4:00 p.m.
2. Days of Week: Monday to Friday inclusive (5 days per week). Work shall not be carried out on Saturdays, Sundays or Statutory Holidays unless otherwise specified within this Request for Proposal. Work otherwise required by the Contractor to be completed on weekends and statutory holidays will require prior approval of the County of Renfrew and will not be unnecessarily withheld.
3. Duration of Contract: One year commencing on April 01, 2026. Ending March 31, 2027.

## **SCOPE OF WORK**

The Work of this Contract shall include the supply of all labour, materials, equipment, compensation and liability insurance necessary to carry out Janitorial Services at the County of Renfrew Administration Building as described in the List of Contents in strict accordance with the Contract Documents.

The contract area shall include all floors, rooms, offices, and common areas within the building envelope.

## **STORAGE SPACE**

Space will be provided in locked rooms for storage of cleaning equipment and supplies on site. These areas are to be kept clear of clutter and refuse with all chemicals stored in original containers with labels visible.

## **CLEANING FUNCTIONS**

Note: Where a specific task repetition of one month or more is detailed, the function shall be performed and completed, in its entirety, within 10 working days of the first day of that month.

### **1. Interior, General**

- A. High ledges, tops of partitions and other high areas where dust collects to be dusted four times per year (April, July, October and January).
- B. Ceiling air diffusers, heating convectors and other metalwork to be cleaned two times per year (June and December).
- C. Notice boards, interior of hose cabinets and display show cases to be cleaned once a month. Glass to be kept clean at all times.
- D. Stainless steel trims around cabinets and notice boards to be dusted and cleaned weekly.
- E. Door kick plates and hand plates to be washed nightly using an appropriate solution and kept free of marks.
- F. All entrance and cupboard doors and frames to be kept free of all marks at all times.

Entrance door handles and body contact points will be cleaned nightly.

- G. Coat space, shelves for hats, boots, shoes, etc., to be cleaned nightly.
- H. All doors and doorframes to be kept clean and free of all marks at all times.
- I. All electrical baseboard heaters to be dusted weekly.
- J. All fabric, brick, plaster, ceramic, painted, wood panel walls to be kept free of all marks at all times.
- K. Wood paneling to be dusted once per month.
- L. Moldings, ledges, cupboards, wall fixtures, open shelves, to be dusted weekly.
- M. All windowsills, frames, doors and baseboards to be dusted weekly.
- N. All handrails shall be cleaned nightly.
- O. All brass in the building to be cleaned of finger marks nightly.

2. Entrances and Lobbies

- A. Floors to be swept nightly, using a dust control method.
- B. Floors to be washed nightly and scrubbed weekly.
- C. Slush mats to be vacuumed nightly on both sides.
- D. Glass doors to be cleaned nightly on both sides and glass windows around entrances to be washed once a week on both sides.

3. Floors

- A. Carpet
  - i. Carpets to be vacuumed nightly and corners to be kept clean.
  - ii. Spots to be removed if possible. Spots which cannot be removed by normal means shall be reported to the Owner.

- iii. Carpets to be deep cleaned at beginning of Contract and every one (1) year thereafter for duration of Contract. An allocation for unscheduled deep cleaning of heavily soiled areas, as determined by the Owner, shall be included. Method of deep cleaning to be approved by Owner.

**B. Vinyl Composite Tile**

- i. Floors to be swept clean nightly, using a dust control method. Coffee stains and other dirt marks to be removed nightly. Floors to be spray buffed twice per week or damp mopped, and one (1) coat of floor finish to be applied as directed.
- ii. Floors to be scrubbed completely, removing wax at least one (1) time per year, between May and June. Wax accumulation under furniture and electrical baseboards to be removed. Floors to be rinsed with clear warm water: two coats of wax to be applied, and each coat buffed after it is dry. Finish shall be uniform and free of visible material layering or build-up. Filing cabinets to be removed when applying new finish.
- iii. Corners to be kept free of dirt, dust and dirty water marks at all times.
- iv. Care should be taken not to allow cleaning solution to seep under furniture legs, file cabinets and partitions. Accumulations will be removed whenever obvious and/or immediately after relocation of furnishings.

**C. Ceramic Tile**

- i. Sweep sand and dirt from ceramic tile daily to ensure scratching does not occur.
- ii. Mop daily with cold water and neutral detergent. Do not seal or polish ceramic tile.

**D. Epoxy Flooring**

- i. Sweep sand and dirt from epoxy flooring daily.
- ii. Mop daily with cold water and neutral detergent. Do not seal or polish epoxy flooring.

4. Walls

- A. All finger marks, smudge marks, splash marks, cobwebs, etc. are to be removed nightly by washing by hand, sponge with detergent solution and rinsed with clear water.
- B. Baseboards shall be clean and free of splash from floor cleaning operations.

5. Washrooms

- A. Bathroom Duty Chart – The Contractor shall develop and implement a bathroom duty chart for each washroom, to be initialed nightly by the cleaning staff after completing assigned tasks. The chart format must be created by the Contractor and approved by the County prior to implementation.
- B. Floors to be swept nightly using a dust control method, also washed nightly with mild detergent.
- C. Toilet seats, bowls, urinals, showers and washbasins to be cleaned and disinfected nightly.
- D. Body contact points in the washrooms such as water taps, receptacles and dispensers, door plates, toilet seats and flush valves to be wiped with damp cloth and disinfected nightly.
- E. Flush tanks, dispensers, receptacles, mirrors, shelves and all exposed piping to be dusted and cleaned nightly.
- F. Sani-cans to be emptied, washed and disinfected nightly and sani-bags to be replaced by Contractor at his expense.
- G. Toilet partitions to be dusted and cleaned weekly.
- H. Wall tiles to be washed and disinfected nightly. Tiles to be kept free of floor splash from floor cleaning operations.
- I. Wastepaper to be removed from wastepaper receptacles nightly.
- J. All toilet bowls and urinals to be descaled weekly using an approved descaler.

- K. Liquid soap containers, toilet paper and paper towels to be replenished nightly. Clean liquid soap dispensers weekly. Additional freestanding paper towel roll to be available at each counter surface at all times.
- L. Refuse receptacles to be washed and disinfected weekly.
- M. Floors to be sealed, using an approved sealant. Floors to be scrubbed weekly, stripped, and resealed four (4) times per year as directed by the County.
- N. The Contractor shall provide at his own cost the following washroom supplies:
  - i. **Paper Towels and Toilet Paper Rolls**  
Paper products supplied under this Contract, shall contain at least 50% recycled fibre. Samples of such products, together with manufacturer's data indicating the percentage content of recycled fibre shall be submitted to the County for approval. Toilet paper rolls shall be two (2) ply.
  - ii. **Liquid Soap**  
Type GP Green hand soap 10% by Copeland Laboratories or approved equal. If soap containers are not available, supply milled toilet soap by Colgate Palmolive Limited or approved equal.
  - iii. **Urinal deodorant pucks and deodorant blocks**

6. Staff Lunchrooms, and Boardrooms

- A. Floors to be swept nightly using a dust control method, also washed nightly with mild detergent. Carpets to be vacuumed and all stains removed where practicable. Deficiencies shall be reported promptly to the Owner.
- B. Body contact points such as water taps, receptacles and dispensers to be wiped with damp cloth and disinfected nightly.
- C. Wall tiles to be washed and disinfected nightly.
- D. Waste to be removed from receptacles nightly.
- E. Liquid soap containers and paper towels to be replenished nightly. Clean liquid soap dispensers weekly.

F. Refuse receptacles to be washed and disinfected weekly.

G. The Contractor shall provide at his own cost the following supplies:

i. **Paper Towels**

Paper products supplied under this Contract, shall contain at least 50% recycled fibre. Samples of such products, together with manufacturer's data indicating the percentage content of recycled fibre, shall be submitted to the County for approval.

ii. **Liquid Soap**

Type GP Green hand soap 10% by Copeland Laboratories or approved equal. If soap containers are not available supply milled toilet soap by Colgate Palmolive Limited or approved equal.

H. All coffee urns/tea pots and other refreshment containers and/or food trays, supplies etc. shall be cleaned daily and stored in an area directed by the County. Plates, bowls, cups and cutlery shall be stacked in the available sink, cleaning is not required for these items.

7. **Furniture**

A. Cleared office furniture to be dusted on the horizontal surfaces nightly, using a dust control method. Desk and counter tops to be washed, waxed and polished weekly. Linoleum and arborite top desks to be damp wiped nightly and washed weekly.

B. Exposed vertical surfaces of furniture to be dusted weekly. Chrome edges and chrome legs to be damp wiped nightly and washed weekly.

C. Boardroom and executive office furniture to be dusted on vertical and horizontal surfaces daily and kept free of finger marks at all times.

D. Boardroom and executive office furniture to be cleaned and polished four (4) times per year: January, April, July and October and oiled where necessary.

E. Filing cabinets and empty shelving to be dusted weekly.

F. Telephone and communication instruments to be damp wiped nightly.

G. Bookcases to be dusted weekly. Books should not be removed. Glass doors are to be

cleaned on both sides once a month.

- H. Upholstered furniture to be dusted and all finger marks, lint and dust to be removed nightly, damp wiped and polished once a month.

8. Wastepaper Baskets and Recycle Containers

- A. To be emptied daily, inside and outside surfaces to be washed monthly.
- B. Kitchen type garbage bags are to be placed in all wastepaper baskets and replaced by Contractor at his expense.
- C. Recycle containers are to be emptied nightly combining dry contents to minimize over packaging and disposal.

9. Light Fixtures

- A. All light fixtures and lenses to be washed two (2) times per year, once at the start of the Contract, then every six (6) months thereafter, in the following manner:
  - i. Incandescent Fixtures: Remove cover, vacuum and wash interior, wash cover glass and replace cover.
  - ii. Fluorescent Fixtures: Remove shield, wash exposed pan wash acrylic shield, using an anti-static procedure.
  - iii. Accumulations and visible debris or insects shall be removed from light fixtures daily.

10. Garage Areas

- A. Remove all refuse/garbage and keep the garage areas tidy.

11. Windows

- A. All exterior windows to be cleaned on the interior face, two (2) times per year, as directed by the Contract Administrator.
- B. Interior glass in partitions, doors, etc. to be cleaned thoroughly every week and kept free of fingerprints and dirt at all times.

12. Waste and Site Cleanliness

- A. Waste shall be sorted into recyclable and landfill waste and placed in appropriate containers/garbage bags (supplied by the Contractor) nightly and put in location directed by County for Municipal landfill pick-up and Municipal recyclable pickup and disposal. It shall be the Contractor's responsibility to ascertain the Municipality's garbage and recyclable pick-up schedule to ensure prompt disposal.
- B. Strict emphasis will be put on site cleanliness throughout the duration of this Contract. It is the Contractor's responsibility to identify cleaning schedule deficiencies, report to Owner and recommend schedule changes to ensure building cleanliness.
- C. Weekly and more often when required, pick up and remove refuse from all sidewalks, paving stones, building entrances and stairs.
- D. Outside waste receptacles shall be emptied weekly and plastic garbage bags replaced at Contractor's expense.
- E. All waste resulting from site cleaning shall be immediately removed from the premises and disposed of.

13. Skylight

Not applicable.

14. Drapes and Blinds

Aluminum blinds throughout building are to be thoroughly cleaned semi-annually in November and May. Contractor will notify the Owner when this operation is to be performed.

15. Security

- A. The Contractor will be responsible to close and lock all interior doors on a daily basis with a schedule to be provided by the County of Renfrew upon acceptance of an Agreement. Interior security doors shall remain closed at all times. Wedging open of doors during non-office hours will not be tolerated.
- B. The Contractor will be responsible to ensure that all exterior doors are secured and locked on a daily basis with a schedule to be provided by the County of Renfrew upon acceptance of an agreement.

## **APPENDIX B**

### **AGREEMENT BETWEEN OWNER AND CONTRACTOR**

THIS AGREEMENT made in duplicate the \_\_\_\_\_ day of \_\_\_\_\_, 2026  
between the Corporation of the County of Renfrew, represented by the Warden and Clerk of the  
County of Renfrew

hereinafter called the "Owner".

and

---

hereinafter called the "Contractor":

shall be effective from the \_\_\_\_\_ day of \_\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ for a period of one (1) year.

WITNESSETH: that the Owner and the Contractor undertake and agree as follows:

#### **ARTICLE A-1**

The Contractor shall provide all labour, material, equipment and services necessary to perform  
all work described in the Contract Documents titled as:

**RFP RE- 2026-01-RP**  
Janitorial Services  
80 McGonigal St. W.  
Arnprior, Ontario K7S 1M3  
February 2026

## **ARTICLE A-2**

The following is an exact list of Contract Documents referred to in Article A-1:

RFP RE- 2026-01-RP

Instructions to Tenders  
Tender Forms General Conditions Schedule of Services  
Agreement between Owner and Contractor

## **ARTICLE A-3**

The Owner shall pay the Contractor in consideration of the performance of the work of this Contract in lawful money of Canada the sum of:

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(\$ ) for a one (1) year period in twelve (12) monthly installments of

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(\$ ) each, subject to the conditions of the Contract. **(HST excluded)**

## **ARTICLE A-4**

The documents listed above thereto annexed and signed in duplicate by both parties, are all to be read into and form part of this Agreement and the whole shall constitute the Contract between the parties and it shall inure to the benefits of and be binding upon them and their successors, executors and administrators.

## ARTICLE A-5

All communications in writing between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Corporation for whom they are intended or if sent by post or telegram addressed as follows:

The Owner at **9 International Drive, Pembroke, Ontario, K8A 6W5**

The Contractor at \_\_\_\_\_

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

SIGNED, SEALED AND DELIVERED

in the presence of

\_\_\_\_\_  
Jennifer Murphy, Warden  
County of Renfrew

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Craig Kelley, CAO  
County of Renfrew

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor

**APPENDIX C**  
**TENDER BID FORM**

PROJECT: RE-2026-01-RP

80 McGonigal St. W.  
Arnprior, Ontario K7S 1M3  
February 2026

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City or Town

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone

County of Renfrew: Sir/Madam

- 1(a) I/We agree for the TOTAL TENDER PRICE stated below, to supply all necessary labour, materials, equipment and services for the execution and completion of the above Project in strict accordance with the requirements of the Contract Documents, for a period of thirty-six (36) months.
- 1(b) TOTAL TENDER PRICE (for a period of thirty-six (36) months), including all applicable taxes, custom duties and excise taxes with respect to the Contract in accordance with Article 11 of the General Conditions of the Contract **(HST Excluded)**:

A total of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

1(c) I/We have received and allowed for Addenda numbered as follows:

\_\_\_\_\_ in preparing my/our  
Tender.

- 2 I/We understand that all prices(s) submitted in this Tender is/are based upon the acceptance of the Tender within forty-five days of the Tender closing date. In cases where the expiry date of the acceptance period falls on a Saturday, Sunday or holiday, the time for acceptance shall be extended to the first following business day.
- 3 I/We have carefully examined all the Tender Documents, have visited the site/s and building/s thereon and have a clear and comprehensive knowledge of the Work required under this Contract and of all the working conditions.
- 4 I/We are in a position to commence the Work immediately upon receipt of the County's written direction, and to carry it through to a satisfactory conclusion.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Company Official

Date \_\_\_\_\_, 2026

## APPENDIX D

### ACCESSIBILITY DECLARATION

In submitting this tender/quotation, I/we, on behalf of \_\_\_\_\_  
certify the following: (Legal Name of Company)

- a) I/We have an Accessibility Plan (OR that I/We are in the process of creating an Accessibility Plan) and will maintain a program to implement such a plan as required by Part 1, Section 4 of the *Accessibility For Ontarians With Disabilities Act*, 2005 (AODA).
- b) For this Contract, I/we will fulfil the specific requirements of Ontario Regulation 191/11, as outlined in the AODA.
- c) I/We have viewed the County of Renfrew Multi-year Accessibility Plan located at:  
<https://www.countyofrenfrew.on.ca/en/county-government/accessibility-advisory-committee.aspx>
- d) With respect to the services being offered in this tender/quotation, I/we and our proposed subcontractors, acknowledge the responsibility to, and shall:
  - (i) fulfill all of the “employer” obligations under the AODA and ensure that all work is carried out in accordance with the AODA and its regulations;
  - (ii) view the ‘*Providing Accessible Customer Service, PART 1*’, video at the following link in its entirety (located near bottom of page) in accordance with Accessible Customer Service Standard, Ontario Regulation 429/07:  
<https://accessforward.ca/customer-service-standard/>; and
  - (iii) ensure all work is carried out in accordance with the *Accessibility For Ontarians With Disabilities Act*.
- e) As employer and the contractor this project, I/we agree to make every reasonable effort in terms of accessible customer service, as required under the AODA and the *Accessibility Standards for Customer Service, Ontario Regulation 429/07*.

Dated at \_\_\_\_\_ this day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Authorized Signing Officer)

\_\_\_\_\_  
(Title)

## **APPENDIX E**

### **CONFIDENTIALITY AGREEMENT**

In consideration for the Agreement dated \_\_\_\_\_, 2026 (hereinafter the “Contract”) between the County of Renfrew (hereinafter the “County”) and \_\_\_\_\_ (hereinafter the “Contractor”) to provide services related to the \_\_\_\_\_, the parties hereby agree as follows:

1. The Company acknowledges that during the course of providing their services to the County, their employees, dependent or independent contractors, or anyone engaged by them in any capacity to perform or assist in the performance of such services as outlined by the Contract, may come into contact with or gain access to confidential information, including but not limited to medical, salary, personnel, political and other information.
2. The Company acknowledges that any information encountered in any way in the performance of the services outlined in the terms of the above-referenced Contract must be kept strictly confidential and may not be divulged to anyone, for any purpose or used personally by the individual or individuals, for any purpose.
3. The Company acknowledges that this Agreement survives the termination of the Contract and that during the term of the above-referenced Contract and after its termination, the Company will take all necessary steps to ensure the protection of the confidentiality of any of the above-referenced information.
4. The Company recognizes that a breach of any of the covenants contained in this Agreement would result in damages which may not be adequately compensated by monetary damages alone. Accordingly, the Company recognizes and agrees that in the event of such breach, in addition to other remedies available to the County at law or in equity, the County shall be entitled as a matter of right to apply to a court of competent jurisdiction for such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance by the Company with the provisions of this Agreement.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

For the Company:

For the County:

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