



REQUEST FOR QUOTATIONS

OTONABEE-SOUTH MONAGHAN TOWNSHIP MUNICIPAL FACILITIES

CLEANING SERVICES

The Township of Otonabee-South Monaghan is looking for quotes for professional cleaning and janitorial services for the following Township-owned facilities:

Municipal office: 20 Third Street, Keene, Ontario

Fire Station #1: 21 Third Street, Keene, Ontario

Public Works: 1570 Drummond Line, Otonabee-South Monaghan, Ontario

Keene Public Library: 3252 County Rd. 2, Keene, Ontario

Bailieboro Library: 199 Northumberland County Rd 28, Bailieboro, Ontario

Stewart Hall Library (downstairs): 1490 Matchet Line, Stewart Hall, Ontario

Stewart Hall Community Hall (upstairs): 1490 Matchet Line, Stewart Hall, Ontario

Closing date: March 31, 2026, at 2:00 p.m.

SITE VISITS

LOCATION CONTACT INFORMATION

It is strongly recommended that each facility is visited before submitting any proposal

Municipal Office: Christine Zurosky

(705) 295-6852 or building@osmtownship.ca

Fire Station #1: Chuck Parsons

(705) 295-6880 or firechief@osmtownship.ca

Public Works: Craig Brooks

(705) 745-3595 or directorpublicworks@osmtownship.ca

All Library's: Carolanne Nadeau

(705) 295-6814 or carolanne@osmpl.ca

Stewart Hall Community Hall: Mike Nelson

(705) 295-6862 or recreationmanager@osmtownship.ca

INFORMATION TO BIDDERS

SUBMISSION

Quotations shall be submitted either in person, or via email:

In Person:

The Township of Otonabee-South Monaghan
20 Third Street,
Keene, ON
K0L 2G0
Attention: Mike Nelson, Manager, Recreation, Parks and Facilities

OR

Via Email: recreationmanager@osmtownship.ca

CLOSING DATE

Quotes will be received until March 31, 2026 at 2:00 p.m. local time. Late quotes will not be considered.

POSSIBLE AWARD OF CONTRACT

The quotes for the work described herein may be used by the Township to award a contract.

TERM OF CONTRACT

The contract, if awarded, shall be in force and effect from the date of signing to December 31, 2029, with a possible 2-year extension. (4 years + 2 years)

COMPLETION OF WORK

It is the intent of this Request for Quotations that all work described herein be completed in accordance with the attached scope of work and schedule, and on a required basis as stipulated.

QUANTITIES AND QUOTED PRICES

The Quoted Price shall be computed by using the Contractor's own quantity estimates. Any quantities shown on the Form of Quotations or scope of work are approximated only and are given for the sole purpose of indicating the general magnitude of the work.

FORM OF QUOTATION

The lump sum prices quoted in the Form of Quotations shall include the provision of all labour, necessary products and equipment, transportation services and taxes necessary to complete all of the work required under the Contract.

Any items omitted from which are clearly necessary for the completion of the work shall be considered a portion of the work, though not directly specified and/or shown or called for on the Specifications.

The quoted price shall include fees and any applicable Goods and Services Tax and Provincial Sales Tax.

BIDDERS TO INVESTIGATE

It is strongly recommended that each bidder arrange a date and time to visit each facility before submitting a proposal.

CLARIFICATION

Should a bidder find discrepancies or omissions from or within the Request for Quotations, or the specifications, or should they be in doubt as to their meanings, they should contact the Manager by telephone at (705) 295-6862 or email the Manager at recreationmanager@osmtownship.ca.

RESERVATIONS

The Township reserves the right to reject any or all quotes. The lowest quote will not necessarily be awarded a Contract.

Quotes which are incomplete, conditional, obscure or which contain additions not called for, erasures, alternations and irregularities of any kind, may be rejected.

QUALIFICATIONS OF BIDDERS

All bidders shall be required to supply the Township with two quality references, with their quote package, showing evidence that they have the ability and experience to execute and complete the Contract successfully. The Contractors must be authorized to do business in the Province of Ontario.

SUB-CONTACTING

Commercial sub-contractors are not allowed for any work.

The Township will not accept individuals or crews randomly cleaning over the course of the week/month/year. All workers being given access to our facilities will require a police check and be required to sign a Confidentiality agreement with the Township of Otonabee-South Monaghan.

FAILURE TO PERFORM

If, in the opinion of the Township, the Contractor refuses or neglects to perform the work required under the contract in an orderly manner to meet the expectations set out in the scope of work and schedule, the Township of Otonabee-South Monaghan may terminate the contract.

the contract with 7 days written notice. The Township shall have full right and power at its discretion, without process of action at law, to take possession of the whole work remaining at the time of notice of cancellation and to award the same to any other person or persons without previous advertisement. The Contractor shall be liable for all damages, expenditure, and extra expenditure, and for all additional costs of any work, which may be incurred by reason thereof, together with the penalties from the date fixed for the completion of the work.

TERMINATION OF CONTRACT DUE TO SERVICE DISABILITY

Where the Contractor is unable to fulfill their obligations by any reasons, the Contractor shall provide 30 days notice in advance of termination date. The Township may terminate the contract by giving notice to the Contractor at least thirty (30) days prior to the effective date of termination.

TERMINATION OF END OF TERM

On or prior to November 1, 2029, the Town shall advise the Contractor whether it wishes to renew the contract for a 2-year term extension. In the event that the Township advises that it does not wish to renew the contract, then such advice given on or prior to November 1, 2029 will be agreed to be sufficient and reasonable notice of termination and the contract will end on December 31, 2029. The Contractor will not be entitled to any further notice or remuneration whatsoever.

CONTRACT REQUIREMENTS

Insurance

A certificate of insurance or a certified copy of the Contractor's policy shall be provided showing coverage for at least the following minimums:

Comprehensive liability insurance providing bodily injury limits of at least \$2,000,000 per accident and providing for property damage of at least \$2,000,000 in any one incident.

The liability insurance shall be endorsed to provide that the policy or policies will not be altered, cancelled, or allowed to lapse during the duration of the Contract without 30 days prior written notice to the Township of Otonabee-South Monaghan.

The insurance policy shall not contain any deductible amounts and shall remain in effect until the work has been accepted and the contract terminated.

Workplace Safety and Insurance Board

The Contractor is responsible for W.S.I.B. coverage on all employees where applicable.

Health Protocols

The contractor shall provide proof that all their employees and sub-contractors entering any town facility are healthy and well. The contractor agrees to follow all Township of Otonabee-South Monaghan and Peterborough County Public Health health-related protocols when applicable.

PRICES AND BUDGETS

The Township of Otonabee-South Monaghan has a strictly defined budget for the work of its Contract and reserves the right to change the scope of this Contract to bring the tender price within the available budget limits.

PAYMENT

In consideration of the services to be provided by the Contractor hereunder, invoices shall be submitted to the Township on the 1st day of each month.

GENERAL

The Contractor is responsible, through the Township's designated supplier, for maintaining appropriate inventory levels for all dispensers—including paper towels, soap, and toilet paper. The supplier will invoice the Township directly for these items, and it is not the Contractor's responsibility to pay for dispenser supplies.

This requirement applies to all facilities under this contract, with the exception of Fire Station #1, which will supply its own dispenser products.

The contractor is responsible for supplying and paying for all cleaning products, chemicals, and supplies required for cleaning, as well as additional products, such as wax for floors when required.

SCOPE OF WORK

Municipal Office (20 Third Street, Keene, Ontario)

2 times per week (Wednesdays and Fridays after 4:30pm or anytime on Sundays)

RESTROOMS (2 times per week)

- Empty waste containers
- Refill all soap, paper towel and toilet paper dispensers as needed
- Clean and disinfect all toilets, urinals, sinks and counters
- Wipe down walls
- Wash and dry stainless steel fittings
- Clean mirrors
- Sweep and wet mop floors with germicide solution

OFFICE AREA (2 times per week)

- Vacuum carpets
- Dust & wipe clean, table and counters
- Dust & wipe clean window sills
- Empty garbage and recycling containers
- Clean entry doors and glass, including internal windows (2 offices)
- Refill hand sanitizer
- Dust and remove cobwebs
- Dust and wipe down stair railings
- Disinfect doorknobs, handles, and touch surface areas
- Sweep and wet mop all floors upstairs and downstairs
- Wipe down and clean the front reception counter
- Vacuum carpet runner/mat

KITCHEN (2 times per week)

- Clean and disinfect countertops
- Clean sink
- Empty garbage
- Sweep and wet mop floor & baseboards
- Refill paper towel dispenser at sink area

COUNCIL CHAMBERS (weekly)

- Sweep and wet mop floor
- Dust & clean desk/tabletops
- Empty garbage/recycling containers
- Disinfect touch surface areas
- Dust & clean window sills

ALL WINDOWS (Biannually)

- Wash all windows inside and outside (March and September of each year)

Fire Station #1 (21 Third Street, Keene, Ontario)

Weekly (Saturdays or Sundays anytime)

RESTROOMS (weekly)

- Empty waste containers
- Refill all soap, paper towel and toilet paper dispensers, as needed
- Clean and disinfect all toilets, urinals and sinks and counters
- Wash and dry stainless steel fittings
- Clean mirrors
- Refill all hand sanitizers and related products
- Sweep and wet mop floors with germicide solution
- Report any fixture, dispenser malfunction or non-functioning lights to the Fire Department

OFFICE AREA (weekly)

- Vacuum carpets
- Dust wipe clean, table/desk tops, computer tops and counters where clear
- Empty garbage and recycling containers
- Clean sink
- Refill paper towel dispenser at sink area, when required
- Wipe entry doors and glass
- Refill hand sanitizer
- Remove cobwebs
- Disinfect door knobs, handles, touch surface areas LOBBY AREA
- Wash floor
- Clean entrance doors, counter, table tops, and glass
- Vacuum carpet runner

KITCHEN (weekly)

- Clean stove and oven and microwave and countertops
- Empty garbage

BOARDROOM (weekly)

- Vacuum carpet
- Dust surfaces
- Clean boardroom table
- Empty garbage/recycling containers
- Disinfect touch surface areas
- Disinfect

ALL SOLID SURFACE FLOORS (Biannually)

- Strip and re wax (March and September of each year)

ALL WINDOWS (Biannually)

- Wash all windows inside and outside (March and September of each year)

Public Works (1570 Drummond Line)

Weekly (anytime)

Office (weekly)

- Empty garbage bins
- Wipe and sanitize door knobs, handles and contact surfaces
- Clean exposed desk surfaces
- Sweep floor

Office (monthly)

- Mop floor
- Clean window
- Clean window sill

Lunchroom (weekly)

- Wipe and sanitize the table and all contact surfaces
- Sweep floor
- Mop floor

Lunchroom (monthly)

- Clean windows
- Clean window sill

Bathrooms (weekly)

- Clean and sanitize toilet
- Clean and sanitize urinal
- Clean and sanitize sink
- Clean mirror
- Wipe and sanitize all contact surfaces
- Sweep floor
- Mop floor

Bathroom (monthly)

- Clean window
- Clean window sill

Keene Public Library (3252 County Rd 2, Keene, Ontario)

Twice per week (Wednesdays and Sundays)

Main Entrance (twice per week)

- Floors swept and mopped
- Mats: vacuumed
- Front Doors: windows, door handles cleaned
- Light /fixtures: dusted (**monthly**)
- Check for cobwebs and dust as needed

Side Entrance/Downstairs (twice per week)

- Floor/stairs: swept and washed
- Public Area Rug: vacuum
- Light/fixtures: dusted (**monthly**)
- Check for cobwebs/dust webs as needed

Public Washrooms - upper & lower (twice per week)

- Floors: swept and mopped
- Sinks/taps: wiped down & sanitized
- Toilets: wiped down & sanitized Doors: clean area around door handles
- Light/fixtures: dusted (**monthly**)
- Empty garbage
- Refill soap, paper towels & toilet paper dispensers as needed

Library Main Area (twice per week)

- Doors: windows, door, and handles cleaned
- Rug: vacuumed, make effort to clean stains and/or dirt marks as needed
- Floor: swept & mopped
- Windows: cleaned, ledges dusted
- All surfaces including Learning Centre, bottom and tops of shelves, children's computer: dusted
- Tables: cleaned and sanitized

Circulation Area (twice per week)

- Floor: swept & mopped
- desk and computer: dusted
- Kitchenette: dusted and wiped down
- Garbage emptied

Office (twice per week)

- Vacuum rug empty garbage and shredder
- Dust where you can (computer terminals, screens)

Lift (elevator) (twice per week)

- Floor: swept
- Checked for cobwebs and dust

***Rugs and outside windows (annually)**

- Deep clean

Bailieboro Public Library (199 Northumberland County Rd 28, Bailieboro)

Weekly (mid-week)

Main Entrance (weekly)

- Floors swept and mopped
- Mats: vacuumed
- Front Doors: windows, door handles cleaned
- Light /fixtures: dusted (**monthly**)
- Check for cobwebs and dust as needed

Public Washrooms (weekly)

- Floors: swept and mopped
- Sinks/taps: wiped down & sanitized
- Toilets: wiped down & sanitized Doors: clean area around door handles
- Light/fixtures: dusted (**monthly**)
- Empty garbage
- Refill soap, paper towels & toilet paper dispensers as needed

Library Main Area (weekly)

- Doors: windows, door, and handles cleaned
- Rug: vacuumed, make effort to clean stains and/or dirt marks as needed
- Floor: swept & mopped
- Windows: cleaned, ledges dusted
- All surfaces including Learning Centre, bottom and tops of shelves, children's computer: dusted
- Tables: cleaned and sanitized

Circulation Area (weekly)

- Floor: swept
- desk and computer: dusted
- Garbage emptied

Stewart Hall Public Library (Downstairs) (1490 Matchett Line, Stewart Hall, Ontario)

Weekly (mid-week)

Library Area (weekly)

- Doors: windows, door, and handles cleaned
- Rug: vacuumed, make effort to clean stains and/or dirt marks as needed
- Floor/stairs: swept & mopped
- Windows: cleaned, ledges dusted
- All surfaces including Learning Centre, bottom and tops of shelves, children's computer: dusted
- Tables: cleaned and sanitized
- Clean flies above lights (**quarterly**)

Circulation Area (weekly)

- Floor: swept
- desk and computer: dusted
- Garbage emptied

Stewart Hall Community Hall (Upstairs) (1490 Matchett Line, Stewart Hall, Ontario)

weekly (Fridays in the AM)

RESTROOMS (weekly)

- Empty garbage container and dispose of bag (as needed)
- Refill all soap, paper towel, and toilet paper dispensers as required
- Clean and disinfect all toilets(2), urinals(1), sinks(2)
- Wash and dry stainless-steel faucets
- Clean mirrors
- Sweep and wet mop floors

KITCHEN AREA (weekly)

- Sweep and wet mop the floor
- Clean and disinfect countertops and sink
- Empty garbage container and dispose of bag (as needed)
- Clean stove, oven, microwave, mini refrigerator (**Monthly**)

MAIN HALL (44'x24') and ENTRANCES(2) (weekly)

- sweep and wet mop all upstairs flooring
- Vacuum all upstairs mats
- Clean all window sills
- Empty garbage/recycling containers and dispose of (as needed)
- Disinfect touch surface areas
- Clean and disinfect all tabletops as needed

ALL WINDOWS (Biannually)

- Wash all windows inside and outside (March and September of each year)

All Facilities

The Contractor is responsible for maintaining appropriate inventory levels for all dispensers—including paper towels, soap, and toilet paper—through the Township’s designated supplier. The supplier will invoice the Township directly for these items. The Contractor is not responsible for the cost of dispenser supplies.

The Contractor is responsible for supplying and covering the cost of all cleaning products and materials necessary to perform the work, including any additional products required from time to time, such as floor wax.

Submission Form

Cleaning & Janitorial Services Otonabee-South Monaghan Facilities

To: Mike Nelson
Manager, Recreation, Parks and Facilities
Township of Otonabee-South Monaghan

From: _____
Company Name - Print

For office use only:

Date: _____

Time: _____

Received by: _____

The Township of Otonabee-South Monaghan

REQUEST FOR QUOTATIONS

Cleaning & Janitorial Services at Township Facilities

Bidders are requested to respond to this Quotation call as instructed, subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone: _____ Cell number: _____

E-mail: _____

Contact Person: _____

Title: _____

I hereby grant permission for the Township of Otonabee-South Monaghan to contact the following 2 references:

Company Name:

Address:

Phone:

Contact:

Company Name:

Address:

Phone:

Contact:

PRICING

2026

MUNICIPAL OFFICE	\$
FIRE STATION #1	\$
PUBLIC WORKS	\$
KEENE PUBLIC LIBRARY	\$
BAILIEBORO LIBRARY	\$
STEWART HALL LIBRARY	\$
STEWART HALL COMMUNITY HALL	\$
QUOTE TOTAL	\$

Quote Total	\$
HST	\$
TOTAL 2026 (Quote total + HST)	\$

2027

MUNICIPAL OFFICE	\$
FIRE STATION #1	\$
PUBLIC WORKS	\$
KEENE PUBLIC LIBRARY	\$
BAILIEBORO LIBRARY	\$
STEWART HALL LIBRARY	\$
STEWART HALL COMMUNITY HALL	\$
QUOTE TOTAL	\$

Quote Total	\$
HST	\$
TOTAL 2027 (Quote total + HST)	\$

2028

MUNICIPAL OFFICE	\$
FIRE STATION #1	\$
PUBLIC WORKS	\$
KEENE PUBLIC LIBRARY	\$
BAILIEBORO LIBRARY	\$
STEWART HALL LIBRARY	\$
STEWART HALL COMMUNITY HALL	\$
QUOTE TOTAL	\$

Quote Total	\$
HST	\$
TOTAL 2028 (Quote total + HST)	\$

Pricing: OPTIONAL YEARS IF AWARDED

2030

MUNICIPAL OFFICE	\$
FIRE STATION #1	\$
PUBLIC WORKS	\$
KEENE PUBLIC LIBRARY	\$
BAILIEBORO LIBRARY	\$
STEWART HALL LIBRARY	\$
STEWART HALL COMMUNITY HALL	\$
QUOTE TOTAL	\$

Quote Total	\$
HST	\$
TOTAL 2030 (Quote total + HST)	\$

Pricing: CALL OUT UPON REQUEST OF TOWN, PER PERSON

2026	PER HOUR
2027	PER HOUR
2028	PER HOUR
2029	PER HOUR
2030	PER HOUR
2031	PER HOUR

Company Name: _____

Contact Name: _____

Signature: _____

Date: _____

