

# Corporation Of The Township Of Stone Mills

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## **CORPORATION OF THE TOWNSHIP OF STONE MILLS**

### **REQUEST FOR PROPOSAL**

CLOSING DATE  
**Tuesday, December 31st, 2024**  
**At 12:30 p.m.**

**RFP Number 2024-04**  
**Custodial Services for Stone Mills Township Buildings**

**Centreville Municipal Offices**  
**Centreville Public Works Offices**  
**Newburgh Hall**  
**Tamworth Hall and Library**  
**Centreville Hall**  
**Enterprise Hall**  
**Tamworth Fire Hall**  
**Enterprise Fire Hall**  
**Newburgh Fire Hall**  
**Yarker Fire Hall**  
**Beaver Lake Park Washrooms**  
**Neville's Point Park Washrooms**

**1) General Duties and Responsibilities for all listed facilities except the Beaver Lake Park Washrooms and Neville's Point Park Washrooms (pricing of these duties are subject to column 1 in pricing table):**

All cleaning supplies, toilet paper and garbage bags will be supplied by the municipality.

- a) The contractor will be responsible for the general cleanliness of the buildings listed above inside and out;

- b) Fill toilet paper dispensers, paper towel dispensers, soap dispensers, and hand sanitizing dispensers as required;
- c) Refrigerator and all other appliances and kitchen cupboards are to be cleaned as required (minimum once per year);
- d) Dusting of all facilities once per month;
- e) Windows to be cleaned inside and out twice per year April and October;
- f) All waste associated with the cleaning of buildings is to be gathered and placed in bags, and placed in the garbage dumpsters at 4500 County Rd 4;
- g) The contractor shall notify the municipal Properties Manager of any damage or repair needs;
- h) A log of all activities including date and time shall be maintained by the contractor and submitted weekly to the Properties Manager.

**2) Weekly Duties Specific to listed facilities below (pricing of these duties are also subject to column 1 of pricing table).**

**Centreville Municipal Offices 4504 County Rd 4, Centreville  
Centreville Public Works Offices and Centreville Hall, 4500 County Rd 4,  
Centreville  
Tamworth Hall, 1 Ottawa Street, Tamworth, ON**

- a) Floors to be swept, mopped and vacuumed once per week;
- b) Toilets, Urinals, Sinks, desks, door knobs, automatic door opening buttons, and hand railings to be cleaned and disinfected once each week;
- c) Kitchen sinks, counters, and desks to be cleaned and disinfected once each week;
- d) Garbage to be removed each week and placed in waste disposal bins at 4500 County Rd 4, Centreville.

\*Please note that all cleaning of the Centreville Municipal Offices, Centreville Hall, Tamworth Hall and Centreville Public Works Offices is required to be done outside of normal hours of operation.

**3) Bi-Weekly Duties Specific to facilities listed below (pricing of these duties are also subject to column 1 of pricing table).**

**Tamworth Fire Hall, 630 Addington Street, Tamworth (offices only)**

**Enterprise Fire Hall, 2861 County Rd 14, Enterprise (offices only)**

**Newburgh Fire Hall, 12 Factory Street, Newburgh (offices only)**

**Yarker Fire Hall, 9 Mill Street, Yarker (offices only)**

- a) Floors to be swept, mopped and vacuumed once every 2 weeks;
- b) Toilets, Urinals and sinks to be cleaned and disinfected every 2 weeks;
- c) Kitchen sinks and counters to be cleaned and disinfected every 2 weeks.

**4) Rental Hall Facilities – Duties to be performed following each rental, within 24 hours of rental for facilities listed below (pricing subject to column 2)**

**Newburgh Community Hall – 2 Factory Street, Newburgh**

**Enterprise Hall - 2 Prince Street, Enterprise, ON**

- a) Floors to be swept, vacuumed and mopped;
- b) Toilets, Urinals and washroom sinks to be cleaned and disinfected. Handrails, door knobs, and automatic door buttons also required to be disinfected;
- c) Kitchen sinks and counters to be cleaned and disinfected;
- d) Refrigerators and other appliances are to be cleaned as required;
- e) All waste associated with the cleaning of buildings to be removed and placed in waste bin at 4500 County Rd 4 as required;

\*Please note that if the rental facility is rented on consecutive days, the cleaning of the facility will need to be completed before 10am on the consecutive day of rental, unless the facility has been rented by the same group for consecutive days.

**5) Park Washroom Facilities – Duties to be performed once per week during the entire year at the Beaver Lake Park (5783 County Rd 41) Washrooms, and Duties to be performed once per week from May 1<sup>st</sup> until Sept 30<sup>th</sup> at the Neville Point Park (446 Neville**

**Point Rd) Washrooms (pricing for this work is subject to column 3):**

- a) Floors to be swept and mopped, all surfaces to be dusted, and change room sitting benches to be cleaned and disinfected.
- b) Fill toilet paper dispensers, paper towel dispensers, soap dispensers, and hand sanitizing dispensers as required;
- c) Toilets and sinks to be cleaned and disinfected.

## **Requirements:**

All work is to be undertaken in accordance with the applicable Occupational Health and Safety Act legislation/regulations. The Contractor shall abide by the Employment Standards Act and any other Acts or By-laws which are relative to the performance of the work.

## **Insurance Requirements:**

The Contractor shall maintain a comprehensive insurance policy to cover public liability and property damage acceptable to the municipality which provides coverage in respect to any one accident to the limit of at least \$2,000,000.00 exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of, one or more persons and loss or damage to property. The policy shall name the municipality as an additional insured and shall protect the municipality against all claims for all damage or injury including death to any person or persons and for damage to any property resulting from or arising out of any act or omission on the part of the Contractor/Sub-Contractor or any of his servants or agents during the execution of the contract. The Contractor shall forward a certified copy of the policy to the municipality before the contract commences and any work is started.

## **Other Provisions:**

- a)** If contract is awarded, successful contractor shall provide Workers' Compensation coverage for all workers employed by the contractor. Certificates shall indicate that the contractor is in good standing with WSIB;
- b)** Where the contractor fails to provide the above defined maintenance services in an appropriate and timely manner as determined by Stone Mills Township's Properties Manager, the municipality may terminate the contract by giving written notice to the contractor. The contract shall be terminated immediately upon receipt of the letter by the contractor from the municipality. Methods of delivery shall be by mail or hand delivered.
- c)** Any employees of contractor performing work at Township of Stone Mills Buildings must be bondable and will be required to provide a CPIC to the municipality;
- d)** The Township of Stone Mills may not decide to move forward with offering a contract as a result of this RFP process;
- e)** Should these duties not be carried out in the time frames described, the Township of Stone Mills reserves the right to engage other contractors to complete the duties as described and fund the additional contractor from future payments to the contractor engaged as a result of this RFP;

- f)** The Township of Stone Mills reserves the right to terminate any future contract resulting from this RFP without penalty to the Township under the following conditions:
1. Contractor cannot prove insurance and or WSIB coverage;
  2. Where the contractor fails to provide the above defined maintenance services in an appropriate and timely manner as determined by the Township Properties Manager, the municipality may terminate the contract by giving written notice to the contractor. The contract shall be terminated immediately upon receipt of the letter by the contractor from the municipality;
  3. Contractor and Township agree to terminate any future contract arrived at as a result of this RFP.
- g)** If there is any on site visit required, then proof of WSIB clearance certificate and proof of insurance certificate will be required at the time of the site visit;
- h)** Notwithstanding any other provision in this RFP, The Township of Stone Mills reserves the right in its sole, absolute and unfettered discretion to:
1. make public the names of any or all proponents and their quoted price;
  2. request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate such response to that request for clarification into the RFP;
  3. consider during the evaluation of prices and/or adjust a proponent's scoring and/or reject a proponent's bid on the basis of:
    - a financial analysis;
    - information provided by references;
    - the proponent's past performance on previous contracts awarded by the Township of Stone Mills;
    - whether the proponent or any affiliate, principal of or entity associated with the proponent is presently or has ever been involved in litigation or threatened litigation with the Township of Stone Mills;
    - the information provided by a proponent pursuant to the Township of Stone Mills exercising its clarification rights under this tender process; or
    - Any other information deemed relevant by the Township of Stone Mills that arises during the bid process.
  4. verify with any proponent or with a third party any information set out in a bid;
  5. contact references other than those provided by any proponent;
  6. disqualify any proponent whose RFP document contains misrepresentations or any other inaccurate or misleading information, or any qualifications;

7. disqualify any proponent or the bid of any proponent who has engaged in conduct prohibited by this bid process;
  8. make changes, including substantial changes, to this tender provided that those changes are issued by way of addenda in the manner set out in this RFP;
  9. select the proponent other than the proponent whose RFP reflects the lowest cost to the Township of Stone Mills or the highest overall score;
  10. cancel this RFP process at any stage;
  11. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
  12. accept or reject any or all RFP bids in whole or in part;
  13. accept any irregular or non-compliant RFP bid;
  14. discuss with any proponent different or additional terms to those contemplated in this RFP; or
  15. if a single RFP is received, reject the RFP of the sole proponent and cancel this RFP process, or enter into direct negotiations with the sole proponent.
- i)** Proponent shall abide by the Occupational Health and Safety Act, R.S.O. 1990, C. O.1, and the Accessibility for Ontarians with Disabilities Act 2005;
- j)** These reserved rights are in addition to any other expressed rights or any other rights which may be implied within the circumstances. The proponents acknowledge that the Township of Stone Mills may rely upon the criteria it deems relevant, even though such criteria may not have been disclosed to the proponents through this process. By submitting a RFP bid, the proponent acknowledges the Township of Stone Mills' rights under this Section and absolutely waives any right or cause of action against the Township of Stone Mills or its agents arising in any way from or relating to this tender process, whether such right arises at law, equity, in contract, negligence or otherwise;
- k)** The award of a contract for custodial services based on this RFP process will be done only at the discretion of Stone Mills Properties Manager. However, there is a possibility that no contract will be awarded at all, as a result of this process;
- l)** Request for Proposals may be rejected for any of the following reasons:
- (i) Bids received after the RFP closing date;
  - (ii) Bids received on other than the RFP form supplied;
  - (iii) Bids not completed in ink or typewritten;
  - (iv) Qualified or conditional bids, or Bids not properly signed.

**RFP-2024-04**  
**Custodial Services, Stone Mills Township**

I, \_\_\_\_\_, hereby propose to perform the duties and responsibilities listed above, being the **Custodial Services for Stone Mills Township** in the following Table below:

**Pricing Table**

Column Number	Custodial Pricing Item	Price (excluding HST)
1	General Duties to facilities (Annual lump sum price of performing all general and weekly/biweekly duties)	
2	Newburgh Hall and Enterprise Hall (price of cleaning hall once, following each rental)	
3	Duties at Park washrooms – once per week at Beaver Lake Washrooms and once per week from May 1 <sup>st</sup> until Sept 30 <sup>th</sup> at Neville Point Park Washrooms.	

**I understand that a contract for services might not be awarded as a result of this RFP process.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Return all pages with your submitted RFP sealed to the Township of Stone Mills at 4504 County Rd 4, Centreville Ont. By 1:00 pm  
On Tuesday, December 31st, 2024**

**Questions regarding this RFP or site visitation requests may be directed to  
Jacob Detlor, Properties Manager at 613-378-1714 or  
jdetlor@stonemills.com**