



REQUEST FOR QUOTATION

ISSUE DATE: December 19, 2025

JANITORIAL SERVICES – ADMINISTRATION BUILDING

Located at:
**900 WOITO STATION RD.
PEMBROKE, ONTARIO K8A 6W5**

CLOSING: January 16, 2026 @ 2:00 p.m.

RFQ CONTACT: Laurie Benjamin, General Manager
TELEPHONE: 613-735-7537 x 222
EMAIL: lbenjamin@ovwrc.com

TABLE OF CONTENTS

1.0 INTRODUCTION	4
2.0 GENERAL	4
2.1 General RFQ Contact Person and Information	4
2.2 Scope of Work	4
2.3 Term	4
2.4 Site Visit	4
2.5 Invitation to Submit a Proposal	4
2.6 Inquiries, Errors, or Omissions	4
2.7 RFQ Amendments/Addenda	5
2.8 Pricing	5
3.0 SUBMISSION PROCESS	5
3.1 Submissions	5
3.2 Form of Quote	5
3.3 Vendor Experience and References	6
3.4 Withdrawal of Submission	6
3.5 Opening of Bids	6
3.6 RFQ Results	6
4.0 CONTRACT REQUIREMENTS	6
4.1 Successful Vendor - Contract	6
4.2 Workplace Safety & Insurance Board Clearance Certificate	6
4.3 Proof of Insurance	6
4.4 Submission of Documentation	7
5.0 ADDITIONAL REQUIREMENTS	7
5.1 Cleaning Staff	7
5.2 General Cleaning Guidelines	7
5.3 Labour, Equipment and Cleaning Products	7
5.4 Workplace Hazardous Material Information System (WHMIS)	8
5.5 Contractor Reporting	8
5.6 Storage of Supplies/Equipment and Maintenance of Storage Area	8
5.7 Building and Site Security	8
SCHEDULE A – SCOPE OF SERVICES	9
FIRST FLOOR:	9
Employee Entrance	9

Visitors Entrance.....	9
Organics Lab.....	9
Main Hallway.....	9
Lunchroom.....	9
Mens & Womens Changerooms	10
Accessibility Washroom	10
SECOND FLOOR:	10
Locker Room	10
Boardroom	10
Second Floor Hallway.....	10
Mens & Womens Washrooms	10
Six (6) Occupied Staff Offices.....	10
ADDITIONAL TASKS (AS MENTIONED IN 1.0 OF THIS RFP)	11
SCHEDULE B – BID FORM.....	12
Bidders Information	12
Acknowledgement – Addenda.....	12
Schedule of Prices.....	13
References.....	13
Additional Information (if required).....	13

1.0 INTRODUCTION

The Ottawa Valley Waste Recovery Centre is issuing this Request for Quote (RFQ) for janitorial services at 900 Woito Station Rd. Services for both daily cleaning services as well as project specific cleaning tasks. Additional tasks can be found in Schedule 'A' of this document.

2.0 GENERAL

2.1 General RFQ Contact Person and Information

Laurie Benjamin, General Manager
Ottawa Valley Waste Recovery Centre
900 Woito Station Rd.
Pembroke, ON K8A 6W5
613-735-7537 x 222
lbenjamin@ovwrc.com

RFQ ISSUE DATE: December 19, 2025
CLOSING DATE: January 16, 2026 @ 2:00 p.m.

2.2 Scope of Work

Please see Schedule A for service details regarding the various areas of the facility.

2.3 Term

The contract term will commence February 1, 2026, and will expire January 31, 2027, with the option to renew for two (2) one (1) year extensions.

2.4 Site Visit

Vendors interested in preparing an RFQ for submission are required to schedule a site visit up to 72 hours prior to the RFQ closing date.

2.5 Invitation to Submit a Proposal

The Ottawa Valley Waste Recovery Centre (OVWRC) invites interested companies to submit proposals for the provision of Janitorial Services for the facility's Administration Building.

Vendors requesting a copy of this RFQ will be documented at the time of issue.

The OVWRC reserves the right to accept or reject any and all Proposals at its discretion and the lowest proposal will not necessarily be accepted. The OVWRC will be the sole judge of what does and does not constitute grounds for rejecting an RFQ.

2.6 Inquiries, Errors, or Omissions

All inquiries shall be directed in writing or via email to the General Manager.

Vendors should notify the RFQ contact of any error, omission, oversight, or contradiction in this RFQ should one be noted.

All documented (section 2.5) interested vendors will be sent a copy of any questions or clarification requests received by the Centre and the response.

Verbal responses to inquiries are not binding on any party.

2.7 RFQ Amendments/Addenda

The OVWRC reserves the right to amend the RFQ documents and addenda up to 72 hours prior to the RFQ Closing Date and Time. If it is determined that an amendment is required, a written addendum will be provided to the documented (section 2.5) interested vendors via email.

Proposals may be revised by written amendment and delivered as per specifications detailed in section 3.1 of this RFQ any time prior to the Closing Time and Date, but not after.

2.8 Pricing

The bid pricing submitted in ‘Section B – Bid Form’ must include all cleaning supplies, equipment, fees, costs, and disbursements (including travel costs), and all other expenses required under the Scope of Work in Schedule A. OVWRC will supply all garbage bags, soap, and paper products required for washrooms.

3.0 SUBMISSION PROCESS

3.1 Submissions

Proposals must be received by the OVWRC contact person in a sealed envelope that clearly identifies a description of the RFQ no later than January 16, 2026 @ 2:00 p.m. EST by one (1) of the following two (2) methods:

1. By hand delivery to the address found in Section 2.1.
2. Delivery by courier to the address found in Section 2.1.

Emailed submissions will not be accepted.

Vendors are responsible for verifying that their submissions have been received.

The OVWRC shall deal only with the person/company submitting a bid for this RFQ. If it is the intention of the submitter to subcontract any portion of this RFQ, it must be plainly stated in the proposal in the ‘Additional Information’ portion of Schedule B.

3.2 Form of Quote

Bidders are to complete and submit their quotation on the included Bid Form – Schedule B along with any addenda issued by the OVWRC.

If the vendor is a Corporation, an authorized officer of the Corporation will be required to sign the Bid Form – Schedule B and the signature shall be witnessed.

If the vendor is a partnership, a minimum of two partners will be required to sign the Bid Form – Schedule B and the signatures shall be witnessed.

If the vendor is a sole proprietor, the sole proprietor will be required to sign the Bid Form – Schedule B and the signature shall be witnessed.

3.3 Vendor Experience and References

The vendor submitting a proposal shall include a list of two (2) references in Schedule B. Each reference must include a contact person complete with the individuals job title and phone number. The references should reflect similar work that has been performed.

3.4 Withdrawal of Submission

Vendors may withdraw their Proposal prior to this RFQ's closing date and time by submitting a written notice to the RFQ contact person.

3.5 Opening of Bids

There will be no public opening of this RFQ.

3.6 RFQ Results

All RFQ proposals are subject to review, confirmation, and approval by the Ottawa Valley Waste Management Board. Results will be posted to the OVWRC website after opening, however the lowest bid showing on the website will not constitute the successful vendor.

4.0 CONTRACT REQUIREMENTS

4.1 Successful Vendor - Contract

Should an RFQ be chosen as the successful proposal, a formal contract will not be required to be signed by the person/persons authorized to bind the submitter. The Centre will issue a purchase order stating the term of the contract, the agreed upon pricing as described in Section B, and the agreed upon service and quality standards to be met.

4.2 Workplace Safety & Insurance Board Clearance Certificate

The successful vendor will be required to provide the OVWRC with a valid WSIB clearance throughout the course of the contract term.

4.3 Proof of Insurance

The successful vendor shall be required to provide a minimum \$1,000,000 in Public Liability Insurance, listing OVWRC as an additional insured party.

The company shall take responsibility for any Health and Safety Violation under the Occupational Health and Safety Act, as well as the cost to defend such charges resulting from any violations throughout the contract period.

4.4 Submission of Documentation

The successful vendor will be required to provide the documents pertaining to 4.2 and 4.3 as listed above within 5 days of the awarding of the contract.

5.0 ADDITIONAL REQUIREMENTS

5.1 Cleaning Staff

All cleaning personnel involved with performing the services in this RFQ will be required to comply with all aspects of the Centre's applicable Health and Safety Policies, including applicable training and certifications as set by the Ministry of Labour.

All cleaning personnel required to fulfill this contract shall be bondable.

Personnel will also be required to participate in a Contractor and Service Provider Orientation as per OVWRC Procedure 5.18 which will address all necessary health and safety requirements while performing the janitorial services outlined in this RFQ.

5.2 General Cleaning Guidelines

The vendor shall perform the Services with the referenced cleaning guidelines as written in Schedule A. These guidelines are stated in general terms and lack of/or omissions of any detailed specifications does not minimize acceptable levels of service. Only the best commercial practices are acceptable.

5.3 Labour, Equipment and Cleaning Products

The vendor is responsible for ensuring every precaution is taken to inform their employees of any possible injuries associated with cleaning agents and equipment as well as any other potential hazards within the facility. The contractor will provide their employees with any necessary personal protective equipment (PPE) and any training required by Municipal, Provincial and Federal Regulations when using chemical cleaning products.

The vendor will be required to provide and maintain professional/commercial quality cleaning equipment necessary to perform the specified service requirements. All cleaning equipment and tools used by the vendor must be inspected regularly and maintained in accordance with the manufacturer's specifications and all applicable laws within the Canadian Standards Association (CSA).

All cleaning equipment, supplies and products are to be provided by the vendor, except for paper products, garbage bags and hand soaps/sanitizers.

The vendor is required to use all equipment and tools in a manner that will not mark or damage walls or other surfaces. Damages caused by the contractors' equipment shall be

repaired by the contractor at no expense to the OVWRC. Electrical equipment must be equipped with a 3-conductor, grounded electrical cord. Any electrical equipment being used to perform the janitorial services must be CSA approved.

5.4 Workplace Hazardous Material Information System (WHMIS)

The vendor is responsible for ensuring all cleaning products and chemicals will be used and stored in accordance with the WHMIS requirements. The vendor will ensure compliance with all WHMIS provisions of Ontario OHSA requirements.

All substances and containers are to be clearly marked in accordance with WHMIS Requirements, specifically if the contents are being transferred from the original container into smaller containers. WHMIS labels are required on ALL containers. The vendor is required to maintain and store a current SDS sheet for each cleaning product and chemical. These sheets are to be stored in a binder clearly marked 'SDS' where the cleaning products and/or chemicals are stored and dispensed.

5.5 Contractor Reporting

If the contractor discovers any items requiring maintenance or repair (i.e.: slow draining sinks, toilets, leaking fixtures or pipes, broken or cracked windows, inoperative or broken fixtures, lights, outlets, switches, etc.) it shall be reported to the OVWRC contact person immediately.

5.6 Storage of Supplies/Equipment and Maintenance of Storage Area

The OVWRC provides a small (unlocked) storage area for cleaning products, brooms, mops, and a custodial cart. Equipment used periodically and not during daily/weekly cleaning services is not to be stored in the facility. The OVWRC will not be responsible for the contractors cleaning supplies, materials, equipment, or consumables that may be damaged or lost by fire, theft, or accident.

The contractor must replace soiled mops and cleaning cloths on a frequent basis. The contractor is responsible for ensuring the storage room is well maintained, clean and orderly. Equipment must be stored in such a manner that all required access, paths and clearances are maintained to and from electrical panels and any other items that have regulatory requirements.

5.7 Building and Site Security

The contractor will be responsible for the security of the building while performing janitorial services. The entrance gate must be locked upon entering the facility and the building must be disarmed upon entry. Only vendor staff members who have completed the Contractor and Service Provider Orientation are to have access to the facility. The building is to be re-armed following the completion of daily services. A breach of these security requirements shall be deemed cause for termination of the agreement.

SCHEDULE A – SCOPE OF SERVICES

JANITORIAL SERVICES FOR ADMINISTRATION BUILDING

The purpose of this Request for Quotation (the “RFQ”) is to invite qualified vendors to prepare and submit proposals to supply janitorial services to the Ottawa Valley Waste Recovery Centre’s Administration Building. This contract will be written for a term commencing February 1, 2026 to January 31, 2027, with the option to renew twice (2) for one (1) year extensions.

The vendor is required to provide all cleaning supplies and equipment, unless otherwise agreed.

Work is to be performed outside of regular operating hours 5:30 p.m. – 5:30 a.m. five (5) days per week (Sunday night – Thursday nights) with some items being required one (1) time per week. The vendor is expected to spend a minimum of 3 hours per session to meet the service requirements.

Each component of the Facility requiring service and frequency of service is detailed below:

FIRST FLOOR:

EMPLOYEE ENTRANCE	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep/mop entrance • Sweep/mop stairwell to second floor • Vacuum/clean mats

VISITORS ENTRANCE	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep/mop entrance • Sweep/mop stairwell (to second floor) • Vacuum/clean mats

ORGANICS LAB	
One (1) time per week	<ul style="list-style-type: none"> • Sweep/mop floors

MAIN HALLWAY	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep/mop floors

LUNCHROOM	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep/mop floors • Wipe down/disinfect surfaces (counter tops, lunch tables, refrigerator handles etc.) • Empty waste receptacles

MENS & WOMENS CHANGEROOMS	
Five (5) times per week	<ul style="list-style-type: none"> • Clean all surfaces of toilets/urinals/sinks/mirrors • Sweep/mop • Restock paper product and soap dispensers as required
Two (2) times per week	<ul style="list-style-type: none"> • Wipe down walls of bathroom stalls and tile wall surrounds
One (1) time per month	<ul style="list-style-type: none"> • Clean shower facilities • Disinfect/wipe down locker surfaces

ACCESSIBILITY WASHROOM	
Five (5) times per week	<ul style="list-style-type: none"> • Clean toilet/sink/mirror • Sweep/mop • Restock paper product and soap dispensers as required

SECOND FLOOR:

LOCKER ROOM	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep/mop floors

BOARDROOM	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep floors
One (1) time per week	<ul style="list-style-type: none"> • Mop floors

SECOND FLOOR HALLWAY	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep/mop floors

MENS & WOMENS WASHROOMS	
Five (5) times per week	<ul style="list-style-type: none"> • Clean toilets/sink/mirror • Sweep/mop • Restock paper product and soap dispensers as required
Two (2) times per week	<ul style="list-style-type: none"> • Wipe down walls around toilets and under soap dispensers

SIX (6) OCCUPIED STAFF OFFICES	
Five (5) times per week	<ul style="list-style-type: none"> • Sweep floors
One (1) time per week	<ul style="list-style-type: none"> • Mop floors

ADDITIONAL TASKS (AS MENTIONED IN 1.0 OF THIS RFP)

Wash upper windows in employee entrance stairwell	Semi-Annually
Strip/seal/wax 1 st and 2 nd floor hallways	Semi-Annually
Strip/seal/wax Organics viewing room	Annually
Strip/seal/wax MRF viewing room	Semi-Annually
Strip/seal/wax 6 occupied staff offices	Semi-Annually
Strip/seal/wax boardroom and lunchroom	Semi-Annually

SCHEDULE B – BID FORM
OTTAWA VALLEY WASTE RECOVERY CENTRE
JANITORIAL SERVICES FOR ADMINISTRATION BUILDING

Bidders Information

Company Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Primary Email: _____

Authorized Officer/Vendor Signature

Business Partner Signature
(if applicable– see Section 3.1)

Witness Signature

Acknowledgement – Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in each addendum(s):

Addendum #	Date Received
# _____	_____
# _____	_____

☐ Check here if no addenda received/issued

Vendor Name

Signature

Date

Schedule of Prices

Cost of First (1st) and Second (2nd) Floor Janitorial Services Outlined in Schedule A:

Annual Cost of Weekly Services: \$ _____

Cost of Additional Services (listed on page 11): \$ _____

TOTAL: (Excluding HST) \$ _____

References

_____	_____	_____
Contact Person	Job Title/Organization	Phone Number
_____	_____	_____
Contact Person	Job Title/Organization	Phone Number

Additional Information (if required)
