The Corporation of the Town of Atikokan
Request for Proposal

To provide Janitorial Services for the Atikokan Public Library
214 Sykes Street

Background

The Town of Atikokan is seeking janitorial services for the Atikokan Public Library.

Proposal Requirements

Included in this package are the Library's Cleaning Specifications in Schedule "A" for janitorial services.

Your Proposal must contain:

1. The name of the individual or business presenting the proposal. If a business, the name of the principal(s) with signing authority.

2. The address, daytime telephone number, fax number and e-mail address of the individual or business presenting the proposal.

3. A description of your qualifications and experience in janitorial services.

4. A description of how you intend on satisfying and/or improving the Atikokan Public Library's cleaning standards.

5. Your bid detailing the annual cost for 1 year of service and a projected year 2 and year 3 costs as the agreement will have a renewal option.

Submission:
All proposals must be received by December 4, 2026, 3:00 p.m. local time at the Atikokan Municipal Office or by mail, email in a sealed envelope labeled "Atikokan Public Library Janitorial Services" to:

Tracey Sinclair, CEO
Atikokan Public Library
214 Sykes St.
Box 2550
Atikokan, ON
P0T 1C0

tracey@aplibrary.org

A site visit may be arranged by contacting the above.

TIMELINE

Release RFP	November 4, 2026
Site visits completed by	November 18, 2026
Closing for questions	November 20, 2026
Questions answered	December 27, 2026
Close Request of Proposal	December 4, 2026

Questions or items requiring clarification are to be submitted by email (tracey@aplibrary.org) prior to 3:00 p.m. November 20, 2026. Responses to questions will be sent to all proponents as Addenda and will form part of this RFP.

Evaluation of Proposals

Mandatory criteria that must be satisfied before a detailed evaluation is completed include: Proposal must be formal, on time, and not lacking any submission requirements.

Where a submission satisfies the mandatory criteria, submissions will be evaluated by the Town based on the following criteria:

- Qualifications and experience.
- Proposal
- Financial costs / benefits to the Town

Other

Should your proposal be accepted, the following documentation must be provided before work starts.

- Proof of General Comprehensive Liability insurance ($2,000,000.00)

- List of sub-contractors and Proof of WSIB clearance certificate if applicable.

- The contractor confirms that it has a written statement of health and safety policy compatible with the Town's health and safety policy, a copy of yours which may be required.

- The Contractor will comply with the "WHMIS" provisions (the "WHMIS Requirements") of the Workers Compensation Act, Occupational Health and Safety Regulation in the performance of the Services. The Contractor will supply, use and store all cleaning products and chemicals in accordance with the WHMIS Requirements. All substances governed by the WHMIS Requirements will be delivered to the Facilities in their original containers bearing the supplier's current Workplace Hazardous Material Information Systems labels. The Contractor will maintain and store at the facility current M.S.D.S. for each cleaning product and chemical in a binder labeled "M.S.D.S.". These binders will be located in each area where cleaning products and/or chemicals are stored or dispensed. Breaking down of quantities into small or larger containers must be done in accordance with the WHMIS Requirements and all containers clearly marked in accordance with the WHMIS Requirements.

- The contractor and employees (if applicable) shall provide a criminal reference check and sign an "Oath of Confidentiality."

- The contractor, and all sub-contractors hired by the contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. It is the contractors' responsibility to ensure they are fully aware of and meet all requirements under the Accessibility Act.

- The Town of Atikokan reserves the right to choose any or none of the submitted proposals, waive irregularities and informalities therein, and make changes to this RFP without penalty as it requires.

- The Town of Atikokan reserves the right to negotiate the final contract with the selected proponent, if any.

- The Town of Atikokan reserves the right to terminate the contract due to unsatisfactory service as deemed by the Town, due to budget constraints, or for any other cause reasonably determined by the Town.

- The Town of Atikokan is not responsible for any costs incurred by the organizations in the preparation of their proposal or attendance at any meetings or presentations.

All proposals submitted to the Town of Atikokan become the property of the Town and as such, are subject to the Freedom of Information and Protection of Privacy Act.

Schedule "A"
Janitorial Services
Atikokan Public Library

1.AREAS OF RESPONSIBILITY:
Main Floor – Main entrance, Washroom, Elevator, Foyer, and Librarian's Office
Upper Level – Children's Area, Circulation/Office Area, Non-Fiction Area, Staff Room
Lower Level – Stairs, Hallway, Washrooms (2), Computer Room, Downstairs supply and storage area, Boiler Room and supply area, Fiction Room
Exterior: Windows

2. DUTIES TO BE PERFORMED:

Enhanced Sanitization and Cleaning Procedures Checklist

Surfaces that must be cleaned and disinfected daily:

- Door handles
- Faucets
- Counters/table surfaces
- Chairs
- Light switches
- Elevator buttons
- Handrails
- Any other touchpoints or frequently used surfaces

Duties to be performed DAILY:

- Main entrance and foyer
- Floors to be swept and wet mopped
- Area carpets to be vacuumed
- Stairs to be wet mopped
- Clean, wipe or dust counters, tables, filing cabinets, display cases
- Waste baskets emptied and trash properly stored
- Washrooms – clean toilets, sinks, change table, disinfectant; replenish toilet tissue, towels and hand soap; clean mirrors
- Dishes to be washed

Duties to be performed WEEKLY:

- Dust and wipe heat registers
- Section of Library shelves in all library areas to be dusted daily to ensure all shelves are dusted
- Spot clean all walls as required
  All telephones, computer screens, keyboards, windowsills, door handles,

Semi – Annual Cleaning:

- Strip and wax floors
- Carpets shampooed
- Walls
- Couches and chairs shampooed
- Windows and Doors inside and out

General Notes (applicable to all areas):
Garbage: To be put out weekly, at the appropriate place for pick up.
Recycle: To be put out weekly, at the appropriate place for pick up.
Janitorial/Storage Room: To be kept in an orderly manner at all times.
Security of Building: To be maintained at all times.
Cleaning supplies: Contractor to supply all necessary equipment and all cleaning supplies.