The Corporation of the Town of Atikokan
Request for Proposal

To provide Janitorial Services for the
Town of Atikokan Medical Clinic – Common Area
123 Marks Street

Background

The Town of Atikokan is seeking janitorial services for its Medical Clinic common area.

Proposal Requirements

Included in this package are the Town'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. Contact information 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 Town's Medical Clinic Common Area 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 has 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 "Town of Atikokan Medical Clinic Janitorial Services" to:

Jason Young, CAO
Town of Atikokan
120 Marks Street
Box 1330
Atikokan, Ontario
P0T 1C0

info@atikokan.ca

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 for Proposal	December 4, 2026

Questions or items requiring clarification are to be submitted by email (info@atikokan.ca) prior to 3:00pm 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 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 its 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 as 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
Cleaning Specifications
Atikokan Medical Clinic – Common Area

1. AREAS OF RESPONSIBILITY:

Hallway, Two (2) Washrooms, and Stairways to upper and lower levels. Furnace Room and Storage Room will be added if there is no tenant occupying the space.

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:

1. Hallways, washrooms, stairways to be kept clean.

2. Daily cleaning duties include, but are not limited to the following:
   - waste baskets emptied and trash properly stored.
   - washroom - clean toilets, sinks, disinfectant; replenish toilet tissue, towels and hand soap; clean mirrors.
   - floors to be wet mopped.
   - area carpets to be vacuumed.
   - entranceway doors wiped.

Duties to be performed AS SPECIFIED/REQUIRED:

- Floors to be thoroughly stripped, washed and waxed annually.
- Windows – Inside - to be cleaned once per month.
  Outside - clean monthly between April 1st and October 31st
- Light fixtures to be kept clean.
- Walls - remove markings on walls as they appear.
- Entranceway doors wiped.
- Garbage to be placed for collection on scheduled garbage collection days. Pick up any garbage that is strewn around the building.

Cleaning Schedule:

- Cleaning to be carried out at a time acceptable to the tenants.

Security of Building:

- To be maintained at all times.
- Doors to be locked when leaving.
- No children or unauthorized persons allowed in the building while cleaning is being performed.

Cleaning Supplies:

- Contractor to supply all necessary equipment and all cleaning supplies.

Town to provide all toilet tissue, hand towels and hand soap.