The Corporation of the Town of Atikokan
Request for Proposal

To provide Janitorial Services for the Town of Atikokan Municipal Office
120 Marks Street

Background

The Town of Atikokan is seeking janitorial services for its Municipal Office.

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 Municipal Office 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 Municipal Office 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 3:00 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 and employees (if applicable) shall provide a criminal reference check and sign an “Oath of Confidentiality.”

- 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 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
Town of Atikokan Municipal Office

Area Includes:

- Shared administration areas: Central area, LAN room, Safe room, hallways, lunchroom
- Individual offices
- Emergency Operations Centre (EOC)
- Mayor's office and washroom
- Council Chambers and Council mail room
- Two secondary meeting areas
- Court waiting
- Main entrance and hallways
- Employee washroom
- Two public washrooms
- Communication room (as needed)

Enhanced Sanitization and Cleaning Procedures Checklist

Surfaces that must be cleaned and disinfected daily:

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

Daily Cleaning:

- Main entrance and hallway (lobby)
- Main countertop
- Administration common areas (two hallways and central work areas floors – in accordance with floor cleaning manual) swept and washed and carpet vacuum cleaned.
- Washrooms - clean toilets/urinals, sinks (inside and out) and disinfect, replenish toilet tissue, towel and hand soap, clean mirrors, wash door handles, light switches.
- Lunchroom: table, counter, cups, coffee pot, tea pot, dishes to be washed.
- Garbage taken out.
- "One off" incidentals that may occur inside and outside.

Weekly Cleaning:

- All desks, filing cabinets, telephones, computer screens, keyboards, tables, counters, windowsills, door handles, door ledge to be dusted and wiped with damp cloth, garbage removal in:
  - Individual offices
  - Main administration area including LAN, Safe, and EOC
  - Mayor's office including washroom
- Council Chambers
- Council mail room
- Hallway windowsills
- Entrance doorways
- Marks on walls
- Vacuum clean all carpets

Monthly Cleaning:

- Fridge
- Microwave
- Backsplash around sink
- All chairs
- Two closets and boot mats
- Clean water dispenser

Quarterly:

- Windows and doors – inside, outside, interior

Semi-annual:

- All carpets shampoo cleaned
- Cloth chairs shampoo cleaned
- Administration area cubby holes
- Mechanical room
- Council Chambers storage
- Archives
- Walls
- Council rooms desks
- Kitchen cupboards
- Exterior building swept of cobwebs, dust, etc.

General Notes (applicable to all areas):

Garbage: To be put out weekly, at the appropriate place for pick up.

Recycling: 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 and cleaned as required.

Security of Building: To be maintained at all times.

Closed office doors: Do not enter. Not applicable to Mayor's office, Board Room, Meeting Room.

Cleaning Supplies: Contractor to supply all necessary equipment and all cleaning supplies.

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