

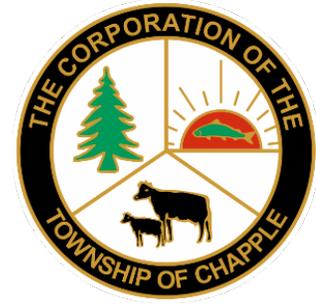
Request for Proposal (RFP)

Cleaning Services for Municipal Facilities Township of Chapple

RFP No: 2026-01

Issue Date: February 9, 2026

Closing Date and Time: March 1, 2026



1. Introduction

The Township of Chapple is seeking proposals from qualified, experienced contractors to provide professional cleaning services for municipal facilities. The objective is to maintain safe, sanitary, and presentable environments for staff, residents, and visitors.

This RFP outlines the service expectations, submission requirements, and evaluation process. The Township reserves the right to accept or reject any or all proposals.

2. Facilities Included

The successful proponent will provide cleaning services for the following municipal buildings:

- Municipal Office – 54 Barwick Road, Barwick
- Public Works Office/Washroom – 54 Barwick Road, Barwick
- Community Centre – 140 Main Street, Barwick
- Fitness Centre – 140 Main Street, Barwick
- RV Accessible Shower and Washroom – 150 Main Street, Barwick
- Baseball Field Canteen/washrooms – 42 Queen Street, Barwick
- South Fire Hall Office/Washroom – 62 Queen Street, Barwick
- Any additional facilities as directed by the Township

A facility tour may be arranged upon request.

3. Scope of Work

The contractor will provide all labour, equipment (unless otherwise provided), and supplies necessary to complete the following tasks:

3.1 General Cleaning (All Facilities)

- Sweep, vacuum, and mop all floors
- Dust and wipe surfaces, including desks, counters, ledges, and fixtures
- Clean interior glass and entrance doors
- Empty and sanitize waste and recycling receptacles
- Spot clean walls, doors, and high-touch surfaces
- Maintain janitorial supply inventory and restock washrooms

3.2 Washrooms/Showers

- Clean and disinfect toilets, urinals, sinks, showers, counters, and partitions
- Refill soap, paper products, and sanitizer
- Mop floors with disinfectant
- Remove waste and replace liners

3.3 Kitchens/Break Areas

- Wipe counters, tables, and appliances (exterior)
- Clean sinks and fixtures
- Sweep and mop floors
- Remove waste and recycling

3.4 Periodic/Deep Cleaning

- Wash interior windows quarterly
- Clean baseboards and vents
- Shampoo carpets annually
- Strip and wax floors annually (where applicable)

3.5 Recreation Facilities

Must be able to clean the community centre within two (2) days after any hall rental. Cleaning shall include but not be limited to:

- General Cleaning (all facilities) section 3.1
- Kitchen/Break Area section 3.3
- Washrooms/Showers section 3.2
- Wipe down tables and chairs

3.6 Fitness Centre

Fitness centre must be inspected every other day. Cleaning shall include but not be limited to:

- General Cleaning (all facilities) section 3.1
- Washrooms/Showers section 3.2
- Fitness equipment to be cleaned and sanitized

3.7 Additional Requirements

- Report maintenance issues (e.g., leaks, broken fixtures, broken fitness equipment)
- Secure facilities upon completion
- Follow all Township health and safety policies

4. Contractor Responsibilities

- Provide trained, and insured staff
- Supply all cleaning products and equipment unless otherwise specified

- Use environmentally responsible products where possible
- Maintain WSIB coverage and comply with the Ontario Health & Safety Act (OHSA)
- Ensure confidentiality and professional conduct

5. Term of Contract

The contract will be for a three-year term, with an option to extend for up to two (2) additional one-year periods at the Township's discretion.

6. Proposal Submission Requirements

Proposal must include:

- Company profile and years of experience
- General Description of cleaning approach and quality control measures (no more than 2 paragraphs in length)
- List of cleaning products and equipment
- Proof of insurance and WSIB Clearance
- Three references from similar contracts encouraged
- Detailed pricing for each facility per cleaning
- Optional services and associated costs

Proposals must be submitted in a sealed envelope clearly marked:

"RFP – Cleaning Services for Municipal Facilities"
 attn: CAO/Clerk-Treasurer
 Township of Chapple
 54 Barwick Road
 PO Box 4
 Barwick, ON
 P0W 1A0

Electronic submissions may be accepted to cao@chapple.on.ca

7. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

Criterion	Weight
Experience and qualifications	25%
Cleaning methodology and quality control	25%
Pricing and value	30%

References and past performance	10%
Environmental practices	10%

The Township may conduct interviews or request additional information.

8. Insurance and WSIB Requirements

The successful proponent must provide:

- Commercial General Liability Insurance: minimum \$2,000,000
- WSIB clearance certificate
- Additional insured endorsement naming the Township of Chapple

9. Questions and Addenda

All inquiries must be submitted in writing to:

Cindy Nielson
 CAO/Clerk-Treasurer
 email: cao@chapple.on.ca

Deadline for questions: February 27, 2026

Responses will be issued as addenda and posted publicly.

10. Acceptance of Proposals

The lowest bid will not necessarily be accepted. The Township reserves the right to:

- Reject any or all proposals
- Negotiate with any proponent
- Cancel the RFP at any time
- Award in whole or in part