



# REQUEST FOR QUOTATION TO PROVIDE JANITORIAL SERVICES AT PUBLIC WORKS AND WATER SEWER BUILDINGS, THOMPSON MANITOBA

Request for Quote No. 11326 Issued: June 8, 2026

Purchasing Contact : Vicki-Lynn Clemons

Telephone :(204) 677-7975

Address :226 Mystery Lake Rd,  
Thompson MB R8N1S6

Fax :(204) 677-7980

E-mail : purchasingagent@thompson.ca

Closing Date and Time :June 23 2026 3pm  
Central Time (CST).

Quotes shall be submitted to : City of Thompson  
226 Mystery Lake Road  
Thompson, MB

## INSTRUCTIONS TO BIDDERS

### 1. TERMS OF REFERENCE

The Terms of Reference provide a description of the supply contemplated (including independent Bidder obligations/responsibilities and deliverables), and other matters, that the City of Thompson (CITY) anticipates will be required.

### 2. INTERPRETATION

Defined words and phrases used in this Request for Quote ("RFQ") have the meaning as expressly expressed in this Request for Quote. Headings are used for convenience only and shall not affect the interpretation or meaning of this Request for Quote or any resulting Agreement.

### 3. INQUIRIES

Inquiries for the RFQ should be provided in writing to:

Vicki-Lynn Clemons

Purchasing Agent

City of Thompson

Phone : 204-677-7975

E-mail : purchasingagent@thompson.ca

Inquiries should be submitted as soon as possible to permit evaluation and potential response.

The CITY has the sole discretion to respond, or not, to an inquiry. Responses may be issued to the inquiring party only, or to any or all prospective Bidders. Responses will be in the form of addendums and sent out via emails.

A Bidder shall not be entitled to rely on any oral response or interpretation received in respect of an inquiry unless that response or interpretation was provided in writing.

### 4. ADDENDA

CITY may at any time prior to the date and time of closing, issue addenda changing this RFQ, and such addenda shall be an integral part of this RFQ.

### 5. BIDDERS EXPENSES

The Bidder shall be responsible for all expenses relating to the preparation of its quote and for any subsequent negotiations and discussions with the CITY.

### 6. LANGUAGE

Quotes and all communication required or permitted in respect of RFQ shall be in English.

### 7. NEGOTIATION

Before awarding a purchase against the RFQ, negotiations in respect of matters contained in this Request for Quotation(s) may be necessary to establish the form and content of any such award. The CITY reserves the right, in its sole discretion, to undertake negotiations with any, all, or no Bidder making a submission in response to this Request for Quotation.

The purpose of any such negotiations will be to obtain the most promising bidder for successful performance and delivery of supplies, and to obtain the best value for the CITY. Results from any such negotiations which produce possible modifications to the quotation submitted which, together with the quote so revised, may be reduced to a written form of a memorandum and signed by the Bidder for use with its quote, and may form part of any awarded purchase to that bidder.

In respect of any negotiations, the CITY shall have no duty or obligation to advise any other Bidder of any of the same or to allow them to vary their submission as a result of any of the same.

#### 8. AWARD OF RFQ

The CITY makes no representation or warranty that responding to this RFQ will result in the award of work. The CITY reserves the right to cancel this RFQ either before or after the date of closing and regardless of whether or not any quotes have been received for any reason whatsoever, in the City's sole discretion. The lowest or any quote not necessarily accepted.

Also, the CITY reserves the right to re-issue or propose all or any part of the Supply contemplated in this RFQ at any time, including after the date of closing, for any reason whatsoever, in the CITY's sole discretion.

In the case of an award of the Contract, it shall be made within thirty (30) calendar days of the date of closing of RFQ, unless an extension of the said thirty (30) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said thirty (30) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

If any quote is accepted, in whole or in part, the CITY shall notify the Bidder in writing. The Bidder cannot rely upon oral acceptance. No other act of the City shall constitute an award of the Contract. The award of the Contract shall fall under the governing laws of the Province of Manitoba.

#### 9. SIGNING OF QUOTES

All bidders are to execute the Quote disclosing the proper legal name of each separate legal entity involved, and the office of each individual signing on behalf of each such separate legal entity.

Bidders who involve a consortium of corporations or more than one separate legal entity, such as a partnership or joint venture, are to identify their duly appointed leader in the quote. Where more than one legal entity combines to form a Bidder, all such entities shall be jointly and severally bound by the quote submitted, and any resulting contract(s) awarded.

A copy of a written agreement binding the legal entities involved in each Quote shall be provided to the CITY upon request. If no such writing exists at the time of the request, it may be necessary for such entities to document their arrangement to fulfill such requirement at any time, including after the time and date of closing for receipt of quotes and before or after an award of any Contract.

CITY may require evidence of the authority of any person purporting to sign a quote on behalf of a person, firm or corporation, whether as principal, agent or attorney.

10. A Bidder may amend or withdraw its quote any time prior to the time and date of closing via email.

11. PRIVILEGE/ DISCRETION

Notwithstanding any industry or trade custom or past practices of the CITY to the contrary, the CITY does not represent that it will necessarily, and the CITY shall not be obliged to, accept any quote, accept the lowest cost quote, or be precluded from accepting a quote or other offer or negotiating further in respect of any quote submitted. CITY reserves the right, and the Bidder acknowledges that the CITY has the right, to reject any or all RFQ, for any reason, or to accept any quote which the CITY in its sole discretion deems advantageous to itself.

12. CLARIFICATIONS

CITY may, in its sole discretion, request one or more Bidders to provide further information or documentation concerning their quote(s) or clarifying and matter(s) contained in their quote(s). In respect of any such further request for information, documentation and clarifications, CITY shall have no duty or obligation to advise any other bidder of any of the same, or to allow them to vary their quote as a result of any of the same.

13. RFQ EVALUATION

Quotes received will be evaluated on the bases of price, adherence to specifications, and delivery date.

The CITY may choose to visit one or more Bidders facilities, or request one or more Bidders to make presentations to the CITY.

14. WAIVER

By submitting a quote, the Bidder acknowledges the CITY's rights under this RFQ and absolutely waives any right, or cause of action against the CITY, its officers, directors, employees and/or agents by reason of the CITY's failure to accept the quote submitted by the Bidder, whether such right or cause of action arises in contract (including fundamental breach), negligence, bad faith, or otherwise.

15. CONFLICT OF INTEREST

The Bidder warrants that to the best of its knowledge the Bidder, its directors, officers, employees, and Vendors, have and shall continue to have no conflict of interest that may be detrimental to the performance of the Supplies or to the CITY. Bidder shall provide notice to CITY of any actual, potential, or apparent conflict of interest immediately upon awareness of same.

16. INSTRUCTIONS TO PROPONENT

- a) The proponents are strongly urged to visit the project sites at their own cost. If requested by the proponent, the City can assist with access to the buildings.
- b) In case of any deviation on the Work completion date, the proponent should seek permission in writing to the City, which will be subject to City's acceptance.
- c) The Proponent shall be responsible for all expenses relating to the preparation of its Quote and for any subsequent negotiations and discussions with the CITY.

### RFQ REQUIREMENTS

RFQ FOR Janitorial Services at Public Works and Water Sewer Buildings

#### BIDDER INFORMATION

This quote is submitted by \_\_\_\_\_ :  
(Legal company name)

Hereinafter called the "Bidder", a company duly incorporated under the laws of:

Head office address \_\_\_\_\_ :  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person Name \_\_\_\_\_ :

Phone Number \_\_\_\_\_ :

Fax Number \_\_\_\_\_ :

Email \_\_\_\_\_ :

The Bidder's principal office dealing with this RFQ is at

Address \_\_\_\_\_ :  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person Name \_\_\_\_\_ :

Phone Number \_\_\_\_\_ :

Fax Number \_\_\_\_\_ :

Email \_\_\_\_\_ :

**SIGNING PAGE**

The words used in this RFQ have the meanings ascribed to them in this Request for QUOTATION.

We/I the undersigned, having examined all of this RFQ together with all addenda issued prior to close of RFQ, and having attended all mandatory meetings and mandatory site visits (if required), hereby submit this quote with all necessary enclosures, and hereby offer to enter into a contract to do all the work that is set out, described, or called for in this RFQ upon and subject to the terms and conditions set forth therein.

If the CITY awards a contract to the Bidder based on this quote, it shall constitute and be an acceptance of all or any stated portion of this RFQ without further communication with, or notice to, the Bidder.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Bidder's Signature  
(I have authority to bind the Bidder)

\_\_\_\_\_  
Witness's Signature

Name in Full

Name in Full

## GENERAL TERMS & CONDITIONS

### 1. GENERAL

Any material, labour, or equipment not herein specifically mentioned or included, but which may be required to complete the scope of work shall be furnished by the vendor as though specifically mentioned here and without extra cost to the City.

### 2. SPECIFICATIONS AND STANDARD

When factory printed literature submitted to support the bid does not indicate compliance with the specifications and your company can meet these specifications by modifications, you must so state in writing that you can meet the specifications, and the necessary modifications are listed. Such writing must be submitted at bid opening time as part of your bid. Quotes must state the technical details of the product they are offering.

### 3. PERMITS

The Bidder shall secure and maintain all permits, licenses, clearances and approvals now or hereafter required for the performance, delivery, and execution of the Supply and Bidders' obligations under the agreement.

### 4. WARRANTY

Bidder warrants that all the supply, furnished by Bidder, or its vendors, contractor and subcontractors, shall, as applicable, be new, unused and of good quality, shall be free from defects in materials and workmanship and shall conform with applicable Laws and Governmental Authorizations, and Specifications of this RFQ.

### 5. PRICE

The Price submitted by the bidder is firm and shall not change over the duration of the Contract.

### 6. STANDARD MATERIAL

The Contractor shall supply material with all the components and features which are normally considered to be standard on that product unless specifically excluded.

### 7. TERMS FOR PAYMENT OF INVOICES

7.1 The undisputed invoices submitted to the CITY after completion of the full work as required by the CITY will be reimbursed within 30 days of submission.

7.2 No separate reimbursement of expenses or disbursements other than that mentioned in the bid form will be paid against the award of this RFQ to the successful proponent (Contractor).

### 8. Quality must conform to the specification sheet.

### 9. LIABILITY

9.1 The CITY shall not be liable for any injury to the Contractor, or to any officers, employees, agents or sub-contractors/suppliers/sub-suppliers of the Contractor, or for any damage to or loss of property of the Contractor, or of the officers, employees, agents or sub-

contractors of the Contractor, caused by or in any way related to the provision of the Services or its terms.

- 9.2 Section 10.1 does not apply if the injury, damage, or loss was caused by the wrongful or negligent act of an officer or employee of the CITY while acting within the scope of his or her employment.

## 10. INDEMNITY

10.1 The Contractor shall use due care in the performance of the obligations under the Agreement to ensure that no person is injured, no property is damaged or lost and no rights are infringed.

10.2 The Contractor shall be solely responsible for:

- a) any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to, the performance of the Work or any term of the work, or the breach of any term or condition of the work by the Contractor, or the officers, employees, sub-contractors or agents of the Contractor.
- b) any omission or wrongful or negligent or willful misconduct acts of the Contractor, or of the officers, employees, sub-contractors or agents of the Contractor; and
- c) shall save harmless and indemnify the CITY, its officers, employees, and agents from and against all claims, liabilities, and demands with respect to clauses 11.2(a) and 11.2(b)

## 11. CONTRACTOR'S INSURANCE

The Contractor agrees to obtain and maintain, at its cost, throughout the term of this Agreement:

11.1 Commercial general liability insurance covering claims for personal and bodily injury, death or damage to property arising out of the Contractor or its officers, employees, sub-contractors or agents providing the Services and carrying out Work under the Agreement, in the amount of not less than Two Million (\$2,000,000) Canadian dollars per occurrence; and all deductibles will be less than \$2,500 and to be paid by the Contractor.

11.2 Automobile liability insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00) at all times during the performance of the Work and until completion of the Work.

11.3 Without limiting the generality of Section 12.1.

- a) The insurance shall be underwritten by insurers acceptable to the CITY.

11.4 The Contractor shall ensure that any sub-contractors engaged by the Contractor to perform the Work under the Agreement are insured under the Contractor's policies, or alternatively, the Contractor shall ensure that any sub-Contractor engaged by the

Contractor to perform the Services under the Agreement obtain and maintain comparable coverage.

- 11.5 The Contractor shall provide the CITY with a certificate(s) of insurance for itself and for all its sub-contractors, verifying the required insurance coverage before the commencement of any Work.
- 11.6 By setting the foregoing minimum coverage, the CITY does not represent that such an amount is adequate to cover all possible claims or losses of this kind and expressly disclaims any such representation. The Contractor acknowledges that it is solely responsible for determining the adequacy of insurance coverage.

## 12. WORKERS COMPENSATION

12.1 Where the Contractor's industry is included in the scope of The Workers Compensation Act (Manitoba) C.C.S.M. c. W200 and the Contractor are required under the Act to maintain coverage:

- a) the Contractor shall be registered with the Workers Compensation Board of Manitoba; and
- b) shall provide and maintain in good standing Workers Compensation coverage throughout the term of the Agreement.

12.2 The Contractor must ensure that, where a sub-contractor is required under The Workers Compensation Act to maintain worker's compensation coverage, the sub- Contractor is registered with the Workers Compensation Board of Manitoba and provides and maintains in good standing workers compensation coverage throughout the completion of the work.

12.3 The Contractor being the Prime-Contractor as indicated in the Workplace Safety and Health Act W210 and its regulation MR 217/2006 for purposes of managing workplace hazards and corrective measures required to mitigate unsafe acts and conditions in a timely manner.

a) The Contractor will hold daily safety talks prior to commencing Work and be prepared to provide documentation of meetings that includes who attended the meeting, date and time, supervisor of the project, identified hazards, corrective measures taken to reduce risk of contact with hazards, and employee signatures to the CITY named for the said Work.

b) The Contractor will report all workplace incidents that occur during the course of the said Contract including near misses, incidents resulting in time-loss, incidents resulting in no time-loss, environmental incidents, damage reports, and incidents with members of the public. All serious incidents, as defined by the Workplace Safety and Health Act W210 and its regulation MR 217/2006, shall be reported to the City immediately and be handled in accordance with the Act and its regulation.

## 13. LOCAL LICENSE REQUIREMENTS

- 13.1 Any persons conducting business within the City of Thompson from a Thompson residential address must have a valid Business License. This includes agents from companies that are not based in Thompson, but where the agent is conducting his/her business from a Thompson address. Non-compliance will result in the rejection of the quote.
- 13.2 All successful Proponents of construction or service work for the CITY, whether Thompson-based or otherwise, must obtain a City License. This is not applicable to suppliers from outside of the city who supply the CITY with goods for the sole use of the CITY.
- 13.3 Any inquiries on the above should be directed to Municipal Licensing at 204-677-7910

## SCOPE OF WORK

### 1. INTRODUCTION

- a) The CITY of Thompson ("COT") is inviting QUOTATIONS OF FEES from qualified contractors for the work as detailed per the scope of work (the "Work").
- b) The purpose of this Request for quotation is to select a qualified contractor to enter into an agreement (the "Agreement") with COT for the performance of the work.
- c) Submission of a quotation will not create any contractual obligations between the COT and the proponent until the quotation is accepted and signed by both parties.
- d) The COT may, at any time, amend or change the scope of work of this RFQ by way writing or email to the proponents.

### 2. WORK LOCATION

Public Works Yard  
120 Seal Road, Thompson, MB R8N 1S4

### 3. REQUIREMENTS

The following services are to be provided on a weekly basis:

1. The walls in the corridors and throughout the buildings shall be examined for marks, and marks found shall be washed off.
2. Water, wax and scuff marks shall be removed from baseboards by hand washing
3. All resilient floors shall be:
  - 3.1. washed
  - 3.2. scrubbed
  - 3.3. re-waxed
4. Care shall be taken to use no more water than is necessary when scrubbing floors so that the floor surfaces will not be adversely affected.
5. Sweep and damp mop floor in the Mechanical and Electrical rooms.

The following services are to be provided on a monthly basis:

- 1.1. Door casings, blackboard mouldings, ventilating louvers, grills, and vertical surfaces shall be high dusted and/or vacuumed.
- 1.2. Stairway walls, window ledges, and doors shall be dusted.
- 1.3. All air grills and louvers not exceeding 8'0" above floor level shall be damp cleaned and vacuumed.
- 1.4. Washroom walls and toilet partitions shall be washed.
- 1.5. Washroom floors shall be scrubbed.
- 1.6. Clean all fire extinguishers.

The Contractor is to furnish all janitorial supplies such as;

1. Toilet tissue - good quality - 2-ply tissue
2. Hand towels and dispensers
3. Hand soap and dispensers
4. Deodorizers - strong enough to mask odors - blocks to be scented to the centre of the block
5. Garbage bags

Various cleaners, waxes, and shampoos are to be those products listed OR EQUIVALENT.

The preceding list is set out as a suggested list only. Any supplies not herein specifically mentioned but as may be required to perform adequate service, shall be furnished as though specifically mentioned and at no extra cost to the City. The Contractor shall, if called upon to do so, furnish satisfactory evidence as to the kind and quality of supplies being used.

SECTION – E and item # 6, Cleaners -

APPLICATION

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Cleaning Floors

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Waxing Floors

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Urinals and Toilets

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Shampoo Carpets

- Hot Water Unit
- Foam Unit
- -----

Germicidal Cleaners

(Various Areas)

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Cleaning Chairs

The following janitorial duties are specifically required at the Public Works and Water Sewer Buildings:

1. Windows - All windows shall be washed twice yearly, once in April and once in October.
  - 1.1. Spot clean walls & doors daily
  - 1.2. Clean/disinfect sinks and toilets daily
  - 1.3. Sweep, wash/disinfect hard surface floors daily
2. Wash and dust fluorescent fixtures yearly.
3. Where needed Garbage is removed from all areas and placed in a dumpster daily.

#### **TIME OF WORK**

The premises shall be cleaned in accordance with the conditions as set out in the contract and the following schedule as outlined below:

- Monday to Friday inclusive
- The work shall be carried out between 5:00pm in the evening and 7:00am the next morning

#### **LABOUR, MATERIALS, EQUIPMENT**

In providing the janitorial services, it shall be the contractor's responsibility to provide all necessary staff to carry out all labor under adequate supervision, and to supply such materials and equipment as may be suitable and necessary, all at the contractor's own expense.

The Contractor's materials shall be of those products listed or equivalent.

In the event that these products prove unsatisfactory, the City reserves the right to change products.

Materials furnished by the Contractor shall be of high quality. They shall be non-harmful too, and suitable for, the surfaces for which they are intended. If the materials prove unacceptable at any time, the Contractor shall inform the Purchasing Agent and then proceed to make arrangements, as directed by the Purchasing Agent to assure acceptable materials

The Contractor agrees to provide high-quality workmanship at all times and workers necessary to maintain the building standard.

Unannounced audits of the work performed will be done randomly. This audit will be completed without notice or direct supervision of the Contractor.

Upon completion of a visual or random audit of work being completed, written notice for work not completed as per contract will be issued to the vendor via the Purchasing Agent. Through further visual inspections or random audits, if the same work has been identified as not being completed through previous written notice, this will constitute a failure to fulfil and perform the contract as agreed and the City shall terminate the contract as per the provisions of the Contract

#### **STORAGE OF EQUIPMENT AND MATERIALS**

The Contractor shall confine their apparatus, the storage of materials and the operations of their workmen to limits indicated by the City and shall not encumber the premises and with their materials. The City will provide reasonable space for the storage of materials and equipment belonging to the Contractor. Such storage space will be locked to other than the employees of the Contractor and authorized City personnel wherever reasonably possible. In providing such space, the City accepts no responsibility for loss to, or damage to, the materials, equipment, tools and other property of the Contractor. It is understood and agreed by the Contractor that any insurance policies

held or to be held by the City in respect of the building, and its contents will not cover loss or damage pertaining to the Contractor's materials and equipment.

The building is to be left in an acceptable condition at the end or termination or suspension of the Contract; the City reserves the right to withhold the last month's payment of the Agreement until complete satisfaction is determined.

Contractor shall comply with all reasonable instructions and requests made by the CITY concerning the Services and the Agreement;

Contractor shall comply with all reasonable instructions and requests made by the City of Thompson concerning the Services and the Agreement;

Contractor shall comply with all applicable federal, provincial, municipal, state, or other laws, by-laws, and regulations.

#### 4. RESPONSIBILITY OF THE CITY

- a) CITY will assist with any other information available with them required for the planning and execution of the Work.
- b) CITY will be available between 08:00 am to 4:00 pm CST from Monday to Friday for any queries or issues to be discussed.

#### 5. RESPONSIBILITY OF CONTRACTOR

- a) shall maintain COR certification or another related program as approved by the City Manager.
- b) shall meet the Facility Manager and the Safe Operations' Manager to share the Contractor's safety plan
- c) shall provide Safety Data Sheets for all hazardous materials on site
- d) shall bring and or arrange all the material, labor, tools, and equipment required to carry out the Work at Thompson
- a) shall ensure the equipment used to complete the work is fully operational and efficient
- b) shall notify CITY five calendar days in advance before the start of the Work at Thompson
- c) shall ensure the Work is carried out as per the Scope of Work
- d) shall inform the CITY after completion of the Work for their inspection and acceptance prior to closing the Work
- e) shall not assign or sublet this contract or any part thereof without the written consent of the CITY
- f) shall daily upon completion of Work, clear and clean the Work area
- g) shall comply with all applicable safety regulations throughout the life of the contract
- h) shall repair any damage caused by them within 48 hours of its occurrence
- i) shall be responsible for the removal of any the material of the Contractor from the sites for the execution of the Work

**BID FORM**

Sr. No.	Description	UOM	Qty.	Price (per month) \$ (a)	G.S.T. (b)	P.S.T. (c)	Total Per Month (d)= (a+b+c)
1	Janitorial Services for Public Works and Water Sewer Building	Lump -Sum	1				
a.	<b>For a period</b> July 2, 2026, to Dec. 31, 2026						
b.	<b>For a period</b> Jan. 1, 2027, to Dec.31, 2027						
c.	<b>For a period</b> Jan. 1, 2028, to Dec.31, 2028						

**Note:**

- i. Prices shall be quoted in Canadian funds.
- ii. Prices are not subject to adjustment for changes or unexpected contingencies of any kind whatsoever, including without restricting the generality of the foregoing, changes in wages, material costs, or taxes which may in future be imposed by the lawful authority within or outside of Canada.
- iii. The above-quoted prices shall include all costs to do the required work such as boarding, lodging, travel, transportation of workers, freight, transit insurance, material, and equipment, vehicles, overtime, tools, miscellaneous equipment, licenses, permits etcetera to successfully execute and complete the Work.
- iv. Prices shall also include all customs duties, surcharges, insurance premiums, permit and license fees, Workers Compensation and vacation pay assessments, and all other payroll benefits. All other applicable taxes shall be identified and included but shall not be subject to any adjustment.
- v. G.S.T. and P.S.T. shall be shown separately on the Bid Form and all other taxes shall be inclusive.
- vi. The prices quoted are firm and no change will be accepted at the price.
- vii. For your Tender to be considered, this Bid Form must be completed.

**SUBMITTED BY :**

Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed : \_\_\_\_\_  
Title : \_\_\_\_\_  
Date : \_\_\_\_\_  
Phone No. : \_\_\_\_\_  
Email id : \_\_\_\_\_