



Request for Proposal (RFP)

Project Name: [Janitorial Services – Public Washrooms](#)
Closing Date and Time: [March 25, 2026 at 2:00pm](#)

PROJECT CONTACT

Name: [Robert Cavaghan](#)
Title: [Facilities Manager](#)
Email: rcavaghan@quesnel.ca

SUBMISSION INSTRUCTIONS

Proposals must be submitted in PDF format via email to rcavaghan@quesnel.ca
The total file size must not exceed 30MB.

Late submissions will not be accepted.
Enquiries regarding this Request for Proposal are to be directed to Project Contact.

KEY DATES

ACTIVITY	DATE
Issue Request for Proposal (RFP)	Thursday, March 12, 2026, 11:00 a.m.
Deadline for Inquiries	Friday, March 20, 2026, 2:00 p.m.
Receive Proposals by	Wednesday, March 25, 2026, 2:00 p.m.
Award of Contract	Friday, March 27, 2026, 2:00 p.m.

Dates are not guaranteed and may change based upon circumstances. Amendments & cancellations to a Proposal may be submitted prior to the Closing.

By submitting the RFP, the Contractor acknowledges that the City of Quesnel will not be responsible for any costs, losses, or damages resulting from the submission, acceptance, or rejection of the Proposal, or from any contract award decisions made outside the terms of the Proposal documents.

Any changes & inquiries related to the RFP will be issued in the form of a written addendum. Each addendum will be incorporated into and become part of the RFP document. The decision to issue or not issue an addendum is entirely at the sole discretion of the City of Quesnel.

All applicants will be notified of the Request for Proposal outcome via email from the City of Quesnel.



INTRODUCTION

The City of Quesnel is seeking proposals from Contractors to provide janitorial services at some of the City's public washrooms. The scope of work, proposal requirements, and evaluation criteria are outlined below.

SCOPE OF WORK

Janitorial services to be provided at **Shiraoi, Lebourdais** and **West Fraser Timber Park Public Washrooms** seasonally on Saturday's, Sunday's, and on Statutory Holidays

- Shiraoi House Public Washrooms – Open seasonally from May long weekend to Labour Day Weekend.
- Lebourdais Park Public Washrooms & West Fraser Timer Park Public Washrooms – Open seasonally, depending on weather from April to November.

Janitorial services to be provided at **Dragon Lake Boat Launch Pit Toilet** twice a week from May to September and once a week from October to April.

- Dragon Lake Boat Launch Pit Toilet – Open year-round

Janitorial services to be provided at **Brinkman Pit Toilet, South Quesnel Park Pit Toilet, Lewis Dr. Rink Pit Toilet, Sugarloaf Dog Park Pit Toilet, Fuel Management Trail Pit Toilet** and **Cemetery Pit Toilet** once every Saturday and once every Sunday.

- All other Pit Toilets – Open year-round

Normal schedule to be followed:

Washrooms at Lebourdais Park, Shiraoi House and West Fraser Timber Park

- To be opened between the hours of 7:00 a.m. and 8:00 a.m.
- To be cleaned and checked between 12:00 noon and 1:00 p.m., and between 4:00 p.m. and 5:00 p.m.
- Cleaned and lock between 8:00 p.m. and 9:00 p.m.

Dragon Lake Boat Launch Pit Toilet

- Checked and cleaned between the hours of 7:00 a.m. and 8:00 a.m.

All other Pit Toilets (Brinkman, South Quesnel Park, Lewis Dr. Rink, Sugarloaf Dog Park, Fuel Management Trail and Cemetery)

- Checked and cleaned between the hours of 8:00 a.m. and 10:00 a.m.

Services shall include:

- Opening and locking all washrooms



- Cleaning and sanitizing the facilities
- Restocking all facilities with toilet paper, paper towels, soap and any other products outlined by the City
- Record and reporting any damage to the facilities
- Cleaning up the immediate surrounding area of the facilities of any loose garbage
- Removing garbage from garbage containers and transporting it for disposal

The Contractor shall supply their own cleaning products and supplies while the City will provide paper products such as paper towel and toilet paper.

PROPOSAL CONTENT

Contractors must include:

- Company background and relevant experience in janitorial services
- Janitorial team and individual experience
- References (preferably municipalities)
- Outline of weekly schedule based on requirements listed under Scope of Work
- Pricing – Separated costs between:
 - Shiraoi
 - Lebourdais
 - West Fraser Timber Park
 - Dragon Lake Boat Launch
 - All other Pit Toilets (Brinkman, South Quesnel Park, Lewis Dr. Rink, Sugarloaf Dog Park, Fuel Management Trail and Cemetery)
- Proof of insurance and WCB
- Any additional required documents
- Appendix A - Contractor Acceptance Form
- Appendix B - Non-Acceptance of Conditions Summary Sheet (if applicable)



EVALUATION CRITERIA

Criteria	Weight (%)
Relevant Experience	25%
Work Plan and Methodology	20%
Schedule and Completion Date	10%
Pricing	35%
References and Past Performance	10%

TERMS AND CONDITIONS

A City of Quesnel business license is required upon signing a contract.

Indemnification

By accepting the contract and purchase order, the successful Contractor agrees to indemnify and hold harmless the City of Quesnel, including its elected officials, employees, and agents, from any losses or expenses resulting from bodily injury (including death) or property damage (including loss of use) arising from the performance of the work outlined in the RFP and any resulting agreement.

Sub-Contractor or Manufacturer

The Contractor shall be responsible for all work or services provided by the manufacturer or Sub- Contractor and the Contractor in no way is relieved from its responsibility for the fulfillment of the work or services provided by a manufacturer or sub-contractor.

Submission format

The City of Quesnel is requesting proposals from Contractors who are both interested and capable of undertaking The Project. The onus is on the Contractor to show their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposals. The responses will be assessed according to how well they assure the City of Quesnel of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

Evaluation of Proposals

The City of Quesnel may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Contractors without having any duty or obligation to advise any other Contractors or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City of Quesnel shall have no liability to any other Contractor as a result of such negotiations or modifications.



Request for Proposal Process

This RFP does not commit the City of Quesnel to purchase any goods or services, award a contract, or begin negotiations. The City of Quesnel reserves full discretion and may:

- Accept non-compliant or higher-cost proposals.
- Accept part or all of any proposal.
- Change the scope or required qualifications.
- Assess and reject proposals based on perceived contractor capacity.
- Cancel or restart the RFP process at any time.
- Reject any or all proposals, even the lowest-priced or sole submission.
- Disregard incomplete or altered proposals.
- Split the requirements & award the contract to multiple contractors if desired.

Opening of Proposals

All proposals received by the closing date and time will be opened in a non-public setting by City staff. No pricing or Contractor information will be disclosed at the time of opening. The City reserves the right to verify any information submitted and may contact Contractors for clarification or additional details as needed.

Contract Award and Formation Process

The selected contractor will enter into a Contract Agreement with the City of Quesnel based on this RFP, their proposal, and any negotiated changes. If a contract cannot be finalized within 30 days of notifying the contractor, the City of Quesnel may end negotiations and either approach the next qualified contractor or cancel the RFP altogether.

A contract award depends on approved funding and authorization by the City of Quesnel. No contract exists until both parties have agreed on terms, a purchase order is issued, and the contract agreement is signed by an authorized City of Quesnel representative.

In case of conflict, the order of precedence is:

- a) The executed Contract Agreement
- b) Purchase Order
- c) The Contractor's proposal

Workers' Compensation

The successful Contractor shall abide by all provisions of the Workers Compensation Act of British Columbia and upon request by the City of Quesnel, supply proof that all assessments have been paid.

Insurance and Indemnification Requirements

The successful Contractor shall, at its own cost, obtain and maintain the following insurance coverage for the duration of the Contract, and must provide satisfactory evidence of such coverage to the City of Quesnel:

Type of Insurance	Minimum Coverage	Requirements
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Commercial General Liability	\$5,000,000 per occurrence	- Name the City as an additional Insured - Include cross liability clause
Automobile Liability	\$2,000,000 per accident	Applicable to owned, leased, or hired vehicles used in connection with the work
Workers' Compensation (WCB)	As required by law (WorkSafeBC)	Provide proof of WorkSafe BC registration and compliance

The City of Quesnel is to be provided with 30 days' written notice of cancellation or material change resulting in reduction of coverage. The Contractor's insurance shall respond first for all work performed under this contract. Any insurance or self-insurance held by the City of Quesnel will apply only in excess of, and without contribution to, the vendor's coverage.

Conflict of Interest

Contractors shall disclose any potential conflicts of interest and existing business relationships they may have with the City of Quesnel, its elected or appointed officials or employees. The City of Quesnel may rely on such disclosure. The City of Quesnel may reject a Proposal from any Contractor that the City of Quesnel judges would be in a conflict of interest if the Contractor is awarded a Contract. Failure to disclose or provide false or insufficient disclosure of the nature and extent of any relationship the Contractor may have with any employee, officer or director of the City of Quesnel shall be grounds for immediate termination of any Contract with the City of Quesnel, in the City of Quesnel's sole discretion, without further liability of notice.

Confidentiality

Information about the City of Quesnel obtained by Contractors must not be disclosed unless prior written authorization is obtained from the City of Quesnel. The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City of Quesnel.

Relationship of the Parties

The Contractor and the City of Quesnel expressly acknowledge that they are independent entities and neither an agency, partnership nor employer-employee relationship is intended or created by submission of a proposal or subsequent contract.

Living Wage

It is understood that the Contractor is required to pay a Living Wage for the term of the contract. The City of Quesnel has a Living Wage Policy-CF-10 to ensure that all City Staff and Service Providers to the City who work on City premises for a specified period earn, at a minimum, a living wage. Service Providers and Sub-Contractors to the City will have six months to bring their wages up to the living wage. The City reserves the right to perform audits of its Service



Providers when notification of non-compliance is received by the City. These audits may take the form of a review of paystubs issued by the vendor under review or any other means pertinent to arriving at a determination. Non-compliance may result in the cancellation of the Contract at the discretion of the City.

Information Disclaimer Summary

The City of Quesnel is not responsible for any errors, omissions, or inaccuracies in this RFP or any related information provided. Contractors must rely on their own assessments and cannot hold the City of Quesnel or its representatives liable for any information or advice, whether written or verbal, given during the RFP process.

Freedom of Information and Protection of Privacy Act (BC)

Contractors should note that the City of Quesnel is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City of Quesnel's Contractors to protect all personal information acquired from the City of Quesnel in the course of providing any service to the City of Quesnel.

Procurement Protest Procedure

If a contractor wishes to challenge the RFP process, it must provide written notice to the RFP. Contact within ten (10) days of notification of the final outcome of the procurement process, and the City of Quesnel will respond accordingly.

Ownership of Proposals and Deliverables

All proposals, reports, documents, data, and materials submitted to or prepared for the City of Quesnel in connection with this RFP and any resulting Contract shall become the property of the City. The City of Quesnel reserves the right to use such materials for its purposes without restriction or further compensation to the Contractor.

APPENDICES

- Appendix A: Contractor Acceptance Form
- Appendix B: Non-Acceptance of Conditions Summary Sheet



APPENDIX A: CONTRACTOR ACCEPTANCE FORM

Contractors must complete this form and include it with the Proposal Submission. Failure to sign Appendix A will result in rejection of the submission.

Vendor Legal Name	
Contractor's Main Contact Individual	
Full Address	
Office Phone:	
Cellular:	
Email:	
GST Account # (if applicable)	

Contractor

Signature

Date

Note: All forms that require a signature must be signed by a person authorized to legally bind the Contractor to statements made in response to this RFP.

The Contractor hereby acknowledges that:

1. It understands and agrees with the RFP process as described in this RFP; and
2. The information provided in this Proposal is accurate, has been thoroughly reviewed, and complies with the requirements of the RFP, including all applicable addenda and posted questions and answers.



APPENDIX B: NON-ACCEPTANCE OF CONDITIONS SUMMARY SHEET

If a Contractor is unable to comply with one or more of the conditions set out in this RFP, but still wishes to submit a proposal, they must complete Appendix B – Non-Acceptance of Conditions Summary Sheet. This appendix provides an opportunity to clearly identify any conditions the Contractor does not accept, along with explanations and, where possible, proposed alternatives. Submission of Appendix B does not guarantee acceptance of any exceptions by the City of Quesnel. The City reserves the right to reject any proposal that includes material deviations from mandatory conditions, or to negotiate terms with the successful Contractor at its sole discretion. Failure to disclose non-acceptance of any condition at the time of submission may result in disqualification. Bidders are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your Tender.

CONDITION:

EXPLANATION OF NON-ACCEPTANCE: