REQUEST FOR QUOTATIONS

RFQ-04-26

Janitorial Services – Corporate Office

The Strathcona Regional District invites quotations from qualified contractors for janitorial services for its Corporate Office located at 990 Cedar Street in Campbell River, BC.

Quotations clearly marked Strathcona Regional District Janitorial Services will be received at the office of the Strathcona Regional District at 990 Cedar Street, Campbell River, BC V9W 7Z8, until 2:00 p.m. Pacific Time on Thursday, December 10, 2026. All quotations provided to the Regional District will be done so at the sole cost of the supplier or contractor providing the quote.

The services required under this Request for Quotations (RFQ) are described in the attached specifications and the respondent, by submitting a quotation, undertakes to supply the services for the price quoted and in accordance with specifications provided. The anticipated term of the contract for this work is January 1, 2027 to December 31, 2027 with the possibility of one or more annual renewals.

All prices must be quoted in Canadian dollars with applicable taxes shown separately. Prices must remain open for acceptance for a period of at least 60 days from the date of submission. The Regional District reserves the right, at its sole discretion, to reject any or all quotes for any reason whatsoever and to negotiate terms and conditions of a contract for the performance of the work with the contractor or supplier of its choice.

Written quotations must be completed, signed and submitted on the prescribed form and delivered to Edith Watson, Manager, Corporate Operations at 990 Cedar Street, Campbell River, BC, V9W 7Z8, or sent electronically by fax to 250-830-6710 or by email to procurement@srd.ca. Respondents are solely responsible for ensuring that their response to this RFQ is received at the Regional District office before the submission deadline.

Individual **mandatory** site visits will be conducted with each interested contractor before a bid is accepted by contacting Edith Watson at 250-830-6712 or email procurement@srd.ca between **November 16-25, 2026.**

All queries relating to the Request for Quotation process should be directed to Edith Watson at (250) 830-6712 or email procurement@srd.ca.

REQUEST FOR QUOTATIONS

Janitorial Services

The Strathcona Regional District requires Janitorial Services for its Corporate Office located at 990 Cedar Street, Campbell River, BC as follows:

Janitorial services are required throughout the building, including the first- and third-floor SRD offices, the entire second floor (both SRD-occupied and tenant-occupied premises), and shared building common areas including the foyer, elevator and stairwells. All janitorial services are to be performed outside the Regional District's regular business hours.

2027 Janitorial Services Criteria

DAILY
For all tasks below, "building areas" includes SRD-occupied areas on the first, second and third floors and tenant-occupied premises on the second floor; "common areas" means the shared foyer, elevator and stairwells. All areas are included unless expressly identified otherwise.
Clean and disinfect all designated washrooms on the first, second and third floors.
Refill soap, paper towels and toilet paper in all designated washrooms.
Empty garbage in all washrooms on the first, second and third floors.
Common Area (foyer, elevator, stair wells) floors swept, mopped and area rugs vacuumed.
Common Area (foyer, elevator, stair wells) touch points disinfected
Common Area (foyer) all flat surfaces disinfected.
Disinfect sinks, counters and high-touch areas in designated kitchens and kitchenettes throughout the building.
Load/unload dishwashers in designated kitchens, if needed.
WEEKLY (MID WEEK)
Disinfect cleared desk surfaces and high-touch workstation areas in all SRD and tenant offices using approved products; do not move papers or operate electronics.
Empty waste bins in all SRD and tenant workstations and offices on the first, second and third floors.
Disinfect door handles.
Disinfect light switches.
Vacuum and clean floors, dust accessible surfaces and clean interior glass in offices, meeting spaces and common areas.
WEEKLY (WEEKEND)
Keep all doors (inside and out), frames and kick plates free of all marks at all times.
Keep glass in entrance doors and adjacent glass clean on both sides.
All refuse/recycled paper picked up is to be taken to the designated area for disposal.
Empty all recycle paper containers that are not labelled "do not empty"
Empty all refuse baskets/containers and replace bags.
Wipe exterior of waste/recycle bins to remove stains, visible soil and spills as needed.

Remove stains from carpeted areas.
Sweep using an environmentally friendly dust control method.
Damp mop all tile areas.
Clean furniture in reception areas.
Complete clean of all bathrooms including dusting the ceiling fan, dusting baseboards, cleaning of mirrors, sink hardware, shelves and toilet paper/paper towel holders.
Disinfect body contact points (water taps, flush valves, door plates, receptacles, dispensers, door handles).
Replace depleted toiletries in washrooms and kitchens on the first, second and third floors.
Shower (1st floor bathroom) to be cleaned and sanitized.
Report blocked drains and plumbing issues to the Manager, Corporate Operations; do not undertake plumbing repairs.
Empty all refuse baskets/containers and replace bags.
Clean all lunchroom tables, counter tops, wipe down small and large appliances.
Clean any dirty dishes and place in cupboards.
Damp mop hard floors and vacuum carpets on all three floors and in included shared areas.
Boardroom tables dusted and cleaned.
Printers, photocopiers, fax machine, postage machine to be dusted and disinfected.
Replace burned-out light bulbs and/or report burned out LED lighting to Manager of Corporate Operations
Wipe hand marks, soil, etc. from doors and walls as required.
Dust horizontal surface of cleared furniture weekly using a dust control method. Keep tops free of finger marks and stains at all times.
Telephone and communication equipment to be cleaned and sanitized using products safe for electronics.
Dust and disinfect desks and tables
Launder dishtowels and dishcloths.
Clean inside microwaves in designated kitchens on the first, second and third floors.
Wash floors, glass doors and mirrors, remove any hand marks (soil etc.) from the walls and vacuum rugs in the foyer area.
Wash floors, remove any hand marks (soil etc.) from the walls and vacuum carpets in the stairwells.
MONTHLY
Damp wipe inside of wastepaper baskets.
Chairs to be dusted/wiped down.
Dust walls, kitchen shelving, door frames and picture frames.
Dust vertical surfaces.
Vacuum/wipe down upholstered furniture.
Clean accessible interior glass and partitions monthly; protect boardroom privacy film using SRD-approved methods.
Light switches cleaned
Light fixtures dusted
Dust baseboards.
Dust and clean borders around cabinets and notice boards.
Dust shelving
Dust fire extinguishers.

QUARTERLY
Clean interior mats.
Dust all window sills and damp wipe.
All glass blocks to be cleaned.
Clean accessible interior faces of perimeter windows quarterly; exterior window cleaning is excluded.
All window blinds to be dusted.
SEMI – ANNUALLY
Clean inside refrigerators and freezers in designated kitchens on the first, second and third floors, and the stove in the first-floor kitchen.
Clean inside dishwashers in designated kitchens on the first, second and third floors.
Boardroom tables completely washed down (tops, legs).
Boardroom chairs to be completely wiped/washed down.
YEARLY
Shampoo/steam-clean carpets in SRD and tenant premises on the first, second and third floors and included shared common areas annually.
Wash painted walls.
Wash inside of cupboards and drawers in kitchen.
SERVICE DOCUMENTATION
Maintain a dated checklist of completed daily, weekly and periodic tasks; report any missed tasks.
AS REQUIRED
Report spills, damage, leaks, hazards and supply shortages to the designated SRD contact promptly.

The Regional District owns the building at 990 Cedar Street, comprising approximately 16,500 sq ft., occupies the first and third floors and part of the second floor, and leases the remaining second-floor premises to a tenant. The SRD is responsible for arranging janitorial services for the entire building, including the tenant's premises. All services shall be performed under the contractor's agreement with the SRD, and the contractor shall invoice the SRD only. Quotations and invoices must separately identify three monthly categories: (1) first- and third-floor offices, (2) the entire second floor, including SRD and tenant premises, and (3) shared common building areas (foyer, elevator and stairwells).

The contractor must be able to obtain and maintain comprehensive commercial general liability insurance in an amount not less than $2,000,000 inclusive per occurrence, insuring against bodily injury and property damage during the term of the contract.

The contractor must provide evidence of and maintain Worksafe BC coverage during the term of the contract.

CONTRACTOR QUALIFICATIONS

Provide a company profile, at least three years of comparable commercial janitorial experience (or equivalent demonstrated capacity), three recent client references, proposed staffing levels, designated supervisor and absence-coverage arrangements. Identify any proposed subcontractors; subcontracting requires prior written SRD approval.

SECURITY AND CONFIDENTIALITY

Personnel must safeguard keys, fobs and alarm credentials; access devices must not be shared or duplicated. Notify the SRD immediately of loss, incidents or damage. Do not read, photograph, move or disclose documents or access electronic records. Advise the SRD of any changes of assigned personnel.

SUPPLIES AND CLEANING PRACTICES

The contractor shall provide labour, equipment, cleaning chemicals and tools within its quoted price. The SRD will supply toilet paper, paper towels, garbage bags and hand soap for designated SRD washrooms. Cleaning products must be suitable for the surfaces involved, including privacy-film glass and electronics. Responsibility for any supplies used in shared areas will be confirmed at the site visit.

SERVICE HOURS AND ADDITIONAL WORK

Routine cleaning shall occur outside regular office hours. Additional or emergency work requires prior written authorization and will be charged at the quoted hourly rate. Identify the emergency contact and response availability.

QUALITY ASSURANCE

The contractor shall maintain dated checklists for daily, weekly and periodic tasks, and provide a monthly completion summary on request. The SRD may inspect services and report deficiencies. Routine deficiencies must be corrected within 24 hours of notification unless otherwise agreed; urgent sanitation or safety matters must be addressed promptly. Repeated deficiencies may require a written corrective plan and may lead to remedies under the contract.

INSURANCE AND SAFETY

Maintain commercial general liability insurance of not less than $2,000,000 per occurrence, and active WorkSafeBC coverage with clearance evidence on request.

EVALUATION OF QUOTATIONS

Quotations will be assessed on price and overall value (40%), relevant experience and references (25%), staffing and service delivery (20%), quality assurance and responsiveness (10%), and environmental practices (5%). The Regional District is not obligated to accept the lowest quotation and may seek clarification, verify references, reject quotations or negotiate, subject to applicable procurement requirements.

QUOTATION SUBMISSION REQUIREMENTS

Submit the signed quotation form together with the company profile, three references, staffing and supervision plan, cleaning quality-control approach, proposed cleaning products, and separately itemized pricing for first/third floors, the entire second floor (including tenant premises), and shared common areas.

All queries relating to the above services and system requirements, as well as requests for on-site viewing of the Corporate Office should be directed to Edith Watson, Manager, Corporate Operations at 250-830-6712 or procurement@srd.ca.

QUOTATION FORM
JANITORIAL SERVICES

SUBMISSION DEADLINE IS 2:00 P.M. PACIFIC TIME ON DECEMBER 10, 2026

Name of Firm: _____

Address: _____

_____

Contact Name: _____

Phone: _____ **Fax:** _____

Email: _____

Janitorial Services – Entire 2nd Floor (SRD and Tenant Premises) (monthly)	**$**
Janitorial Services – Shared Common Areas (Foyer, Elevator and Stairwells) (monthly)	**$**
Janitorial Services – 1st and 3rd Floors (monthly)	**$**
GST at 5%	**$**
PST at 7% if applicable	**$**
Total Quoted Price (per month)	**$**

Additional services (hourly rate)	$
Emergency/after-hours cleaning (hourly rate)	$

_____ _____

Firm Name Date

_____

Authorized Signature

990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 Fax: 250-830-6710
Toll free: 1-877-830-2990 www.srd.ca