

## REQUEST FOR QUOTATION

### Municipal Hall Annex Janitorial Services Contract

Quotation for an individual “Janitorial Services Contract” for Municipal Hall Annex will be received by the Town of Smithers up to 1:00 p.m., Wednesday, January 16, 2026.

The general scope of work for this contract is to supply all labour, materials and equipment necessary to provide Janitorial services for a 23-month period from February 1, 2026 until January 31, 2028 for each of the Town facilities listed above.

Quotation documents will be available at the Municipal Hall and on the Town’s website on Monday, December 8, 2025, at 12:00 p.m. Specific instructions on submitting a tender are outlined in the quotation package. To be eligible for these contracts, proponents must attend a **mandatory** site visit. The schedule of site visit options are posted to the website at [www.smithers.ca](http://www.smithers.ca).

**The Town of Smithers reserves the right to waive informalities in or reject any or all Quotation or to accept the Quotation deemed most favorable in the interest of the Town. The lowest or any Quotation may not necessarily be accepted.**

Inquiries shall be directed to:

Town of Smithers  
Box 879, 1027 Aldous Street  
Smithers, BC V0J 2N0  
Email: [ksmith@smithers.ca](mailto:ksmith@smithers.ca)  
Phone: (250) 847-1600 / Fax: (250) 847-1601

**ATTENTION: Kim Smith, Deputy Director of Corporate Services**





## **REQUEST FOR QUOTATION**

Municipal Hall Annex Janitorial Services Contracts

Tenders will be received up to 1:00 p.m., Wednesday, January 16, 2026.

Documents included:

1. Instructions to Tenderers
2. Mandatory Site Visit Dates
3. Quotation Form
4. Declaration Form
5. General Conditions
6. Specifications



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## INSTRUCTIONS FOR QUOTATION

These Instructions for Quotation form an integral part of the Quotation Form, and by submitting a Quotation, the perspective contractor binds themselves to the conditions and provisions contained therein.

### 1. **PREPARATION OF QUOTATION:**

#### 1.1 **Quotation Inquiries**

Inquiries shall be directed to:

Town of Smithers  
Box 879, 1027 Aldous Street  
Smithers, BC V0J 2N0  
Email: [ksmith@smithers.ca](mailto:ksmith@smithers.ca)  
Phone: (250) 847-1600 Fax: (250) 847-1601

**ATTENTION: Kim Smith, Deputy Director of Corporate Services**

#### 1.2 **Interpretation of Quotation Documents**

If a prospective contractor is in doubt as to the true meaning of any part of these documents, or finds omissions or discrepancies therein, they shall submit a request for interpretation or correction thereof and if deemed necessary by the Deputy Director of Corporate Services or Director of Corporate Services, an Addendum will be issued to all persons recorded as having taken a Quotation package.

#### 1.3 **Licences, Permits, Taxes**

The Contractor shall be responsible for obtaining all necessary licences and permits, payment of all taxes due on goods, services or materials, and shall hold a valid Business Licence for the Town of Smithers.

#### 1.4 **Inspection of Sites**

A mandatory site inspection for the facility is required. The Contractor must send a representative to one of the meetings. Not attending the mandatory meeting will disqualify or make the Quotation inadmissible from the bidding process.

Mandatory site visit options are:

**DATE: Friday, January 2, 2026**

10:00 a.m. – 10:30 a.m. Municipal Hall Annex (3866 Railway Avenue)

**DATE: Monday, January 5, 2025**

1:00 p.m. – 1:30 p.m. Municipal Hall Annex (3866 Railway Avenue)

**In order to be eligible to bid, the contractor must attend the respective site tour at the respective dates, places and times.**

**1.5 Quotation or Contractor's Amendments**

The Quotation shall be based on the whole of the Specifications and Contract Documents, without reservation. In addition to any requirements stated herein, **Quotations must include:**

- an acceptance of the General Conditions included in the “Invitation to Quotation” package;
- an acceptance of the site specifications included in the Quotation Package;
- a completed declaration form included in the Quotation Package;
- any documents required prior to the commencement of work included in the “Janitorial Services Contract – General Conditions”;
- details of previous work experience and references for the contractor.

Notwithstanding paragraph 2.1 hereof, a contractor may amend a Quotation already submitted but not yet opened. Such amendments must be received by the Owner before the appointed Quotation closing time and must be in writing over the signature of the same person(s) who signed the original Quotation. Amendments received by facsimile may be accepted if they do not reveal the total amount of the originally submitted Quotation. This provision shall not be construed as permitting Quotations to be submitted contrary to the terms of Paragraph 2.1 thereof.

**1.5 Sufficiency of Quotation**

The Contractor shall be deemed to have satisfied himself before Quoting as to the correctness and sufficiency of his bid for the Works.

**2. QUOTATION SUBMISSION:**

**2.1 Quotation Forms**

- a) The Quotation must be submitted on the printed Quotation forms supplied, which shall be completely filled out in ink or be typewritten, and

in a sealed envelope. In the case of an individual, or a partnership, the form must be manually signed by the individual or the partners opposite the legal seals provided and in the presence of a witness, and in the case of a corporation, the form must be sealed with the corporation seal in the presence of its duly authorized officers.

## 2.2 Acceptability of Quotations

- a) Quotations are to be submitted to the Deputy Director of Corporate Services, sealed in the envelope supplied, **and the signed Declaration attached to the outside of the envelope.**
- b) Quotations for the “Municipal Hall Annex Janitorial Services Contract” will be received by the Town of Smithers in **paper format** at the:

*Town of Smithers Office at 1027 Aldous Street, Smithers BC, V0J 2N0*

up to 1:00 p.m., Wednesday, January 16, 2026. **Electronic submissions will not be accepted.** Quotations received later than the time stipulated in the “Request for Quotation” will not be accepted and will be returned unopened.

- c) Where only one Quotation submission is received for a project, it shall not be opened without the written consent of the Contractor, on the understanding that if such Quotation submission is in excess of the estimated budget for this project, the Request for Quotation may be extended for a better response with or without any changes being made to the Quotation Documents. The form of Declaration, which the Contractor is asked to sign in such circumstances, is included at the end of these Instructions to Contractors.
- d) Quotations that are unsigned, incomplete, conditional, illegible, or that contain additions are not called for, erasures, alternations, or irregularity of any kind, may be rejected. If, on the Quotation form, the unit prices and total amount of the extension do not agree, the unit price will not be altered and deemed as representing the Contractors intention. Quotations must be made on the form provided. The Owner reserves the right to waive any irregularity or insufficiency and to accept the Quotation, which it deems the most advantageous.
- e) Alternate Quotations may be considered if the Contractor also submits a bid without any qualifying conditions and on photocopies of the Quotation form or other acceptable form to the Owner.

## 3. AWARD OF CONTRACT:

### 3.1 Qualifications of Contractors – Quotation Evaluation

- a) No award will be made to any Contractor who cannot give satisfactory assurance as to the Contractors ability to carry out the Works both from

their financial rating, and by reason of previous experience as a Contractor on work of a similar nature to that contemplated in the Contract. **The Contractor is required to submit details of their previous experience and references**, and unfamiliarity with the type of work proposed may be sufficient cause for rejections of the bid.

b) Contractors will be evaluated taking the following factors into account:

- Reputation and/or experience of the Contractor.
  - References will be checked
  - Past clients contacted for input
- Monetary amount of the bid.
- Ability to perform the work within time guidelines or constraints.
  - Evaluated by the Owner
  - Showing available work force and equipment
- Overall cost to the Owner.

### 3.2 Acceptance of Quotation

a) The lowest or any Quotation will not necessarily be accepted. Notwithstanding any industry custom or the Quotation guidelines of any organizations, the owner may:

- i) in its discretion refuse all Quotations without giving reasons, or
- ii) make an award to a Contractor who does not submit the low monetary bid, upon applying the criteria in Section 3.1 of these Instructions.

b) Acceptance of any Quotation is contingent upon the necessary funds being legally available.

### 3.3 Irrevocability of Quotations

All Quotations shall be valid and open for acceptance for a period of at least sixty (60) calendar days from the date of receipt of Quotations. During this time period Quotations shall be irrevocable.

### 3.4 Insurance

Refer to General Conditions, Section 4.

### 3.5 Payment

Refer to General Conditions, Section 12.



## **Janitorial Services Contract – Municipal Hall Annex Mandatory Site Tour Options**

**DATE: Friday, January 2, 2025**

10:00am – 10:30 a.m. Municipal Hall Annex (3866 Railway Avenue)

**DATE: Monday, January 5, 2025**

1:00pm – 1:30 p.m. Municipal Hall Annex (3866 Railway Avenue)

In order to be eligible to bid on each of these five contracts, the contractor must attend one site visit for each site the Contractor intends to bid on. Any questions regarding these tours should be directed to Kim Smith, Deputy Director of Corporate Services, Town of Smithers, 250-847-1600 or email: [ksmith@smithers.ca](mailto:ksmith@smithers.ca).





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## QUOTATION FORM – MUNICIPAL HALL ANNEX

I (We) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having full knowledge of the locality of the proposed work, of the work required, and of the materials to be furnished and used, hereby agree to perform all the work and find all necessary labour, tools, and materials, as set forth in and in strict accordance with the Specifications, and General Conditions of Contract exhibited as mentioned in the Instructions for Quotation and Invitation to Quote herein, on or before \_\_\_\_\_, 202\_\_\_.  
\_\_\_\_\_

**QUOTATION FORM****Page 2 of 2**

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<b>LOCATION</b>	<b>MONTHLY AMOUNT</b>	<b>TAXES</b>	<b>TOTAL/MONTH</b>
Municipal Hall Annex	\$ _____	\$ _____	\$ _____

The above Monthly Amount is based on \_\_\_\_\_ Person Hours/Day required to perform specifications.

	<b>HOURLY RATE</b>	<b>TAXES</b>	<b>TOTAL/HOURLY</b>
Provisional sum for Additional Work Call Out	\$ _____	\$ _____	\$ _____

Name of Individual or Company \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES OF AUTHORIZED REPRESENTATIVES**

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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## JANITORIAL SERVICES CONTRACT GENERAL CONDITIONS

### 1. Definitions

For the Purpose of the Contract, the following definitions shall apply:

1. **Owner** is the Town of Smithers (the "Town").
2. **Town** is the Town of Smithers Director of Corporate Services or designate.
3. **Changes in the Work** are additions, deletions or other revisions to the work within the general scope of the Contract.

### 2. Scope of Work

Supply all labour, materials, and equipment necessary to provide Janitorial Services as per this Contract for a 23-month period from February 1, 2026 to January 31, 2028. This work shall be performed according to the Specifications in a safe, professional manner. An orientation of the facility will be provided outlining the expectation of each of the specifications prior to the start of the contract.

### 3. Notice of Acceptance

The acceptance of a Quote will be by a Notice of Acceptance in writing, signed by the Director of Corporate Services as the duly authorized representative of the Owner.

### 4. Contractor's Insurance

- 4.1 The Contractor shall have in force a General Liability Insurance policy for at least **\$2,000,000** (two million dollars), which **includes the Town of Smithers as Additional Insured**. No Contract shall be awarded until the Contractor has furnished proof of such insurance and this must be done within fourteen (14) calendar days of the Notice of Acceptance of the Owner may award the Contract to another Contractor or undertake the work with his own forces and use the Quote Security to offset any extra costs incurred as a result.

- 4.2 Each insurance policy shall also contain a clause obliging the insurance company to give the Town thirty (30) days written notice before the policy may be cancelled or altered.

4.3 The Contractor shall supply and maintain continuously General Liability Insurance from the commencement of work throughout the contract period.

5. Indemnification

The Contractor shall indemnify and hold harmless the Owner, his agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by third parties that arise out of, or are attributable to, the Contractor's performance of the Contract.

6. Workers' Compensation Board (WCB) of British Columbia and Health & Safety

The attention of the Contractor is drawn to the Regulations issued by the Workers' Compensation Board (WCB) of British Columbia and Health & Safety, which must be adhered to. All contractors must submit to the owner, prior to the commencement of work:

- a proof of WCB coverage;
- a WCB Clearance letter;
- copies of MSDS sheets for all cleaning products stored on site and ensure that all cleaning product containers are adequately labeled per WCB regulations. A binder containing all MSDS sheets must also be housed at each site and available for inspection at any time;
- written confirmation that cleaning products used do not contain the following toxins: Methylene Chloride, Napthalene, N-Methyl-2-Pyrrolidone, Paradichlorobenzene, Perchloroethylene, Silica, Styrene, Trisodium, Nitrolotriacetate, Toluene, Trichloroethylene, 2-Butoxyethanol, Cocomide Diethanolamine, Dibutyl Phthalate, Ethoxylated Nonyl Phenol, Hydrofluorosilicic Acid, Methyl Ethyl Ketone.

7. Legislation

The Contractor shall carry out their work in accordance with all relevant legislation.

8. Protection of Work and Property

The Contractor shall protect the Work and the Owner's property adjacent to the Place of Work from damage and shall be responsible for damage, which may arise as a result of his operations under the Contract.

9. Taxes, Licences and Permits

The Contractor shall pay all taxes due and obtain all licences and permits required to carry out the work unless specifically stated to the contrary in these documents. **This includes a valid Business Licence with the Town of Smithers.**

10. Changes in Work

- Changes in the work shall not commence until the Contractor has received a written Change Order signed by the Town.
- The value of the work performed in the change, if applicable, must be written on the Change Order and mutually agreed to and signed by the Contractor and Owner.

11. Payment

11.1 The Contractor will invoice the Owner for each site individually and be paid on a monthly basis.

11.2 In the event of non-performance by the contractor exceeding four days, and after notice is given of said non-performance to the Contractor, the Town may, at its sole option, reduce the monthly payment to the contractor on a pro-rata basis.

Kim Smith, Deputy Director of Corporate Services

email: [ksmith@smithers.ca](mailto:ksmith@smithers.ca)

Town of Smithers

Box 879, 1027 Aldous Street

Smithers, BC V0J 2N0

Phone: (250) 847-1600

Fax: (250) 847-1601





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## DECLARATION

**CONTRACT:** JANITORIAL SERVICES – 2025/26

**LOCATION OF BID:** MUNICIPAL HALL ANNEX

**NAME OF TENDERER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

THIS DECLARATION SHALL BE SIGNED BY THE TENDERER concerned, in the event only one Tender is received.

If only one Tender is received for this project, it must be clearly understood and agreed by the Tenderer concerned that, if such Tender is in excess of the estimated Budget for this Tender, it may be re-tendered for better response with or without any changes being made to the Tender Documents.

I UNDERSTAND AND AGREE to this Condition.

I AUTHORIZE the opening of my Bid.

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I DO NOT AGREE to this Condition and wish to Withdraw my Bid in the event only one Tender is Received.

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**PLEASE ATTACH TO THE OUTSIDE OF THE TENDER ENVELOPE**





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## SCHEDULE A: SPECIFICATIONS

### JANITORIAL SERVICES – MUNICIPAL HALL ANNEX

**DUTIES:**

The Municipal Hall Annex shall be cleaned daily (five days per week) Monday to Friday inclusive – after 4:30 p.m. – statutory holidays are excluded.

FUNCTION	FREQUENCY
1. Remove all garbage to outside container	Daily
2. Clean/sanitize washroom sink, toilets, mirror, etc.	Daily
3. Clean walls for all reasonable marks	As Required
4. Sanitize commonly touched surfaces (such as doorknobs and light switches)	Daily
5. Dust and sanitize all clear surface areas	Daily
6. Clean/sanitize all telephone handsets with disinfectant	Weekly
7. Vacuum all floor areas	Daily
8. Mop all linoleum, tile or wood floors	Daily
9. Clean/sanitize coffee room, including countertops, and microwav	Daily
10. Replace burnt out interior light bulbs	As required
11. Replenish toilet rolls, paper towels, etc	As required
12. Arrange the steam clean of all carpeting	Once per year