



Request for Quotations

For

Janitorial Services for the 100 Mile House Library

Request for Quotation No.: RFQ 26 - 008

Issued: 02nd March 2026

Submission Deadline: 02nd April 2026 @ 2:00pm local time

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS..... 3

 1.1 Invitation 3

 1.2 RFQ Contact..... 3

 1.3 RFQ Timetable 3

 1.4 Submission Instructions 3

PART 2 – EVALUATION OF QUOTATIONS..... 4

 2.1 Stages of Evaluation 4

 2.2 Stage I – Mandatory Requirements 4

 2.3 Stage II – Rated Criteria 4

 2.4 Selection of Top-Ranked Respondent 4

PART 3 – TERMS OF REFERENCE AND GOVERNING LAW 5

APPENDIX A – TERMS AND CONDITIONS 8

APPENDIX B – SUBMISSION FORM 9

APPENDIX C – PRICING FORM 12

APPENDIX D – RFQ PARTICULARS 13

 A. THE DELIVERABLES 13

 B. MATERIAL DISCLOSURES..... 16

 C. RATED CRITERIA 16

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation

This Request for Quotations (the “RFQ”) issued by the Cariboo Regional District (“the Region”) is an invitation to submit non-binding quotations for the provision of **Janitorial Services for the 100 Mile House Library** as further described in the RFQ Particulars (Appendix D) (the “Deliverables”)

1.2 RFQ Contact

For the purposes of this procurement process, the “RFQ Contact” shall be:

Larry Loveng email: llovensg@cariboord.ca

1.3 Contract for Deliverables

It is the intention of the Region to enter into a contract on the terms and conditions set out in Appendix A with only one (1) legal entity. The term of the contract is to be for a period of **three (3) years**, with an option in favour of the Region to extend the contract on the same terms and conditions for an additional term of up to **two (2) years**.

1.4 RFQ Timetable

Issue Date of RFQ	02nd March 2026
Site Tour	09th March 2026 @ 10:00am
Deadline for Questions	16th March 2026
Deadline for Issuing Addenda	20th March 2026
Submission Deadline	2nd April 2026 @ 2:00pm local time

The RFQ timetable is tentative only, and may be changed by the Region at any time prior to the Submission Deadline.

Respondents are **strongly encouraged** to attend the site tour on 26th March. The 100 Mile House library is located at 449 Birch Ave, 100 Mile House, BC V0K 2E0. The tour will start outside the entrance into the library at 10:00 am. Please notify the RFQ contact if you plan on attending.

1.5 Submission Instructions

Quotations must be sent by email to the RFQ Contact at the email address set out above. The complete quotation must be received in the inbox of the RFQ Contact’s email address by the Submission Deadline. Quotations received after the Submission Deadline will not be considered.

[End of Part 1]

PART 2 – EVALUATION OF QUOTATIONS

2.1 Stages of Evaluation

The Region will conduct the evaluation of quotations in the following two stages:

2.2 Stage I – Mandatory Requirements

Stage I will consist of a review to determine which quotations satisfy all of the mandatory requirements. Those quotations that satisfy the mandatory requirements will proceed to Stage II. Subject to the Terms of Reference and Governing Law, those quotations that do not satisfy the mandatory requirements as of the Submission Deadline will be disqualified and will not be evaluated further. The mandatory requirements for this RFQ are as follows:

(a) Submission Form

Each quotation must include a Submission Form (Appendix B) completed and signed by an authorized representative of the respondent.

(b) Pricing Form

Each quotation must include a Pricing Form (Appendix C) completed according to the instructions contained in the form.

2.3 Stage II – Rated Criteria

Stage II will consist of a scoring of quotations on the basis of the rated criteria as set out in Section C of the RFQ Particulars (Appendix D). In addition to submitting the Pricing Form, respondents should respond to any rated criteria categories set out in Section C of the RFQ Particulars (Appendix D).

2.4 Selection of Top-Ranked Respondent

Subject to the Terms of Reference and Governing Law, the top-ranked respondent as established under the evaluation will be selected to enter into a contract for the provision of the Deliverables based on the terms set out in Appendix A. The respondent selected pursuant to this RFQ process will be informed in writing. Respondents not selected will also be informed in writing. The selected respondent will be expected to enter into a contract within the timeframe specified in the selection notice. Failure to do so may, among other things, result in the disqualification of the respondent and the selection of another respondent or the cancellation of the RFQ.

[End of Part 2]

PART 3 – TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFQ, each respondent must submit a completed and signed Submission Form (Appendix B) that, among other things, acknowledges its acceptance of the following RFQ Terms of Reference and Governing Law:

- (a) This RFQ process is not intended to create a formal, legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations.
- (b) No legal obligation regarding the procurement of any good or service shall be created until the Region and the selected respondent have entered into a written contract for the Deliverables.
- (c) Neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or a decision of the respondent to withdraw its quotation.
- (d) The Region may cancel this RFQ process at any time.
- (e) Procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade and/or the New West Partnership Trade Agreement are subject to those trade agreements but that the rights and obligations of the parties will be governed by the specific terms of this RFQ.
- (f) The respondent consents to the collection and use by the Region of the information as contemplated under this RFQ for the uses contemplated under this RFQ.
- (g) The respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations.
- (h) Respondents may direct questions or seek additional information in writing by e-mail to the RFQ Contact on or before the Deadline for Questions. The Region is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the respondent to seek clarification from the RFQ Contact on any matter it considers to be unclear. The Region is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.
- (i) This RFQ may be amended only by addendum issued in accordance with this section. If the Region, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the Region. In the Submission Form (Appendix B), respondents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

- (j) When evaluating quotations, the Region may request further information from the respondents or third parties in order to verify, clarify or supplement the information provided in the respondent's quotation, and the Region may revisit and re-evaluate the respondent's quotation or ranking on the basis of any such information.
- (k) The Region may consider the respondent's past performance on previous contracts or any other information considered relevant by the Region when determining the acceptability of a respondent.
- (l) The Region may disqualify a respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest, as solely determined by the Region. "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).
- (m) Respondents shall not engage in any illegal business practices, including such activities as bid-rigging, price-fixing, bribery, fraud or collusion. Respondents shall not engage in any unethical conduct, including lobbying or other inappropriate communications; offering gifts to elected officials, employees, officers or other representatives of the Region; deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process.
- (n) The Region may elect not to consider a respondent who engages in conduct prohibited by this RFQ or whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information.
- (o) The Region may prohibit a respondent from participating in a procurement process based on poor past performance or inappropriate conduct in a prior procurement process, including but not limited to (i) illegal and unethical conduct; (ii) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (iii) the refusal of the respondent to honour submitted pricing or other commitments, or (iv) any conduct, situation or circumstance determined by the Region, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.
- (p) Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be made in writing to the RFQ Contact and must be made within sixty (60) days of such notification. The intent of the debriefing information session is to aid the respondent in presenting a better submission in response to subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.
- (q) If a respondent wishes to challenge the outcome of the RFQ process, it should provide written notice to the RFQ Contact within sixty (60) days of notification of the outcome of the procurement process, and the Region will respond in accordance with its bid protest procedures.
- (r) The Region makes no guarantee of the value or volume of work to be assigned to the successful respondent. The contract with the selected respondent will not be an exclusive contract for the provision of the described Deliverables. The Region may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

- (s) These terms (i) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision); (ii) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and (iii) are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – TERMS AND CONDITIONS

Terms and conditions are as per our standard form of agreement. See attachment 1 – Form of Agreement.

APPENDIX B – SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Acknowledgement of Terms of Reference and Governing Law

The respondent acknowledges that this RFQ process will be governed by the terms and conditions of the RFQ, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract) and that no legal relationship or obligation regarding the procurement of any good or service shall be created between the Region and the respondent unless and until the Region and the respondent enter into a written contract for the Deliverables.

3. Ability to Provide Deliverables

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the rates set out in the completed Pricing Form (Appendix C).

4. Non-Binding Pricing

The respondent confirms that the pricing information provided in the completed Pricing Form (Appendix C) is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The respondent is deemed to have read and accepted all addenda issued by the Region prior to the Deadline for Issuing Addenda. The onus is on respondents to make any necessary amendments to their quotations based on the addenda. The respondent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line: _____ . Respondents who fail to complete this section will be deemed to have received all posted addenda.

6. Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFQ.

7. Conflict of Interest

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the bidding process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, information of the Region in the preparation of its quotation that is not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a)(i) above, respondents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the response; **AND** (b) were employees of the Region within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

8. Confidential Information of Respondent

A respondent should identify any information in its response or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Region. The confidentiality of such information will be maintained by the Region, except as otherwise required by law or by order of a court or tribunal. The respondent agrees that their quotation will, as necessary, be disclosed on a confidential basis to the Region’s advisers retained to advise or assist with this RFQ process, including with respect to the evaluation of this quotation. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date

I have the authority to bind the respondent.

APPENDIX C – PRICING FORM

1. Instructions on How to Complete Pricing Form

- (a) Non-binding rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for **applicable sales taxes**, which should be itemized separately.
- (b) Rates quoted by the respondent shall be all-inclusive and shall include all labour and material costs, all insurance costs, and all other overhead, including any fees or other charges required by law.
- (c) Optional work pricing will not be evaluated as part of the scoring.

2. Quotation

Janitorial Services cost per month: _____ excluding GST

3. Optional and or additional Work

Item	Cost excluding GST
Call out rate per hour	
Cleaning of high exterior/interior windows cost per time	
Vacuuming of all cedar beams and ledges in the main area of the library	
Shampoo Carpets per time	
Strip, wash, and wax the hard surfaces per time	

APPENDIX D – RFQ PARTICULARS

A. THE DELIVERABLES

The Region is requesting quotations from qualified firms to provide janitorial services for the 100 Mile House Library. The square footage of the facility is approximately 7,000 square feet. The library's hours of operation are:

Monday: 8am-5pm
Tuesday – Thursday: 8:30am – 8pm
Friday & Saturday: 8:30am – 5pm
Closed on Sunday and public holidays

The schedule below details our requirements and expected service level. It should form the basis of your quotation:

The Contractor will supply all labour, equipment, cleaning products, chemicals and supplies (inclusive of dispenser supplies) necessary to perform the work. Dispenser supplies (paper product for the bathrooms, soap for dispensers etc.) will be invoiced separately to the Region at cost and are not to be included in your quote.

All products/chemicals used in the performance of the work shall be identified, stored, used and applied within the regulations stipulated by the Workplace Hazardous Materials Information System (WHMIS). All cleaning products/chemicals are to be environmentally friendly in nature and meet Canadian Sanitation Supply Association standards.

The Contractor shall be responsible for the security of the premises during the contracted hours, and for locking all exterior doors and windows, turning out lights and setting the alarm as required at the completion of each day's duties.

The Contractor shall replace all burnt out or flickering fluorescent and incandescent lights, including exit and interior lights. Tubes and bulbs will be supplied by the Region. The type of lights to be used shall unless otherwise instructed be the same as removed.

Janitorial tasks to be performed three times weekly

A. General

- Pick up debris and garbage lying around the Library.
- Empty all wastebaskets and garbage cans throughout the Library.
- Clean all exposed surfaces not otherwise mentioned below such as (but not exclusive to) the automatic door opening buttons with a germicidal solution.
- Clean all telephones, door knobs, door handles, the hand sanitizer and light switches with a germicidal solution.
- Remove spots/marks on walls as necessary.

B. Washrooms

- Thorough cleaning of all washrooms.
- Toilets are to be cleaned and disinfected and all surfaces wiped down.

- In the public ladies and men's washrooms, stall doors (both sides), stall walls, and handles are to be cleaned with a germicidal solution.
- The changing tables are to be cleaned with a germicidal solution.
- Sinks, counter surfaces, soap dispensers, and mirrors are to be cleaned including faucets and drain surfaces. There is to be no build-up of lime residue.
- Floors are to be damp mopped with a germicidal solution and floor drains shiny and clear of debris.

C. Floors

- Carpets – Using a power-head on the vacuum, vacuum all carpeted areas throughout the Library including the CRD mats. This includes pulling out chairs and vacuuming under tables and office desks; moving furniture in the reading area and vacuuming around the plants.
- Linoleum / Tile - damp mop inside foyer entrance.
- Spot clean carpets and other floor surfaces as necessary.

D. Furniture – Library Public Spaces

- Vacuum all fabric surfaces on the chairs and sofas in the adult reading area (seat, back, arms, and sides).
- Wipe down all chairs at the computer stations (seat, back, arms, legs, crossbars, sides).
- Vacuum all chairs that have fabric seats around the Library.
- Spot clean furniture as necessary.
- Wipe down all table tops including the sides and legs. Wipe down all exposed parts of chairs that are non-cloth (seat, back, arms, legs, crossbars).
- Wipe down the whole computer station table, monitors, mouse pads, mice, and printer.
- Wipe down each OPAC computer station surface. Dust behind the desktop and also dust the other shelves and sides of the OPAC stations.
- Vacuum keyboard trays. Wipe them out if the vacuum doesn't remove all debris.
- Using monitor cleaning solution and a microfiber cloth to clean all public computer monitor screens and wipe the power buttons.
- Dust any other equipment not mentioned here.
- Dust tops of all shelves in the reference, children's and young adult area.

E. Circulation Desk

- Wipe down then dry polish the circulation desk counter.
- Wipe down then dry polish the circulation desk front panels and ledge that face the public.
- Wipe down the staff side of the circulation desk including drawer surfaces and handles.
- Clean and polish the Glass Surrounding the circulation desk.
- Dust all equipment surfaces.
- Using monitor cleaning solution and a microfiber cloth to clean all monitor screens and wipe the power buttons.

F. Staff offices and work areas

- Wipe down then dry polish each work/desk surface. Wipe down drawer surfaces and handles.
- Dust ledges of windows.
- Dust exposed areas of any shelving.

G. Library Programme Room

- Clean the kitchen counter surface and sink area.
- Sweep and Mop Floor entire floor surface

H. Staff break room

- Wipe down entire love seat, both sides of the cushions and the surface underneath the cushions.
- Clean sink, drain, and drain stops.
- Clean all kitchen surfaces (counter, front of cupboards, handles, kitchen table, coffee tables, chairs, fridge, microwave) using appropriate cleaning solution.
- Clean inside microwave.

I. Elevator

- Clean elevator panel inside and buttons outside on both levels with a germicidal solution.
- Vacuum floor inside elevator.

J. Entrance Foyer

- Clean glass on both sides of both entrance foyer doors (outside glass to be cleaned only when temperature is above 5 degrees).
- Vacuum and mop floor.

Bi-weekly

- Dust tops of all books stacks.
- Dust exposed areas of shelving at end of each row of books.
- Dust any empty bottom book shelves.
- Vacuum ledge underneath the circulation desk where the CPUs sit.

Monthly

- Wipe off tops of all books stacks with spray cleaner.
- Dust top, sides, and bottom of light canopy over the circulation desk. Clean the light recesses using a microfiber cloth.
- Clean inside of storefront windows and entrance foyer windows and storefront glass.
- Wipe down ledge at the bottom of the storefront windows.
- Clean inside of windows in the staff work areas, offices, and staff break room.
- Clean window in the wall of the librarian's room.
- Wipe down lockers in staff break room.
- Wipe down all cupboard surfaces in the Library Program Room.
- Vacuum and wipe down around and inside the metal door frames and non-glass areas for the entrance foyer door.
- Vacuum the wall heater in the entrance foyer.
- Wash the walls inside the elevator.
- Vacuum the mezzanine area.
- Vacuum and wash floors in the janitorial room and stairs leading to the second level on a monthly basis

Bi-annually April and October

- Vacuum computer room floor and dust furniture. Do not touch anything electrical or computer system equipment with soap and water!
- Vacuum and wipe down the ceiling vents in the staff areas.
- Machine & Electrical Room is to be cleaned twice annually.

Optional Work and/or as Requested (not included in the monthly contract price so would be billed as an additional service)

- Immediate response to a request for clean-up after a major incident.
- Cleaning of high exterior/interior windows.
- Vacuuming of all cedar beams and ledges in the main area of the library.
- Shampoo Carpets throughout the public areas of the Library and the Library staff work areas, and offices, and staff break room.
- Strip, wash, and wax the hard surface floors in all the washrooms, and the Library programme room.

The provision of the Deliverables will be governed by the terms and conditions set out in Appendix A.

B. MATERIAL DISCLOSURES

The successful Contractor will be required to submit to the Region, prior to commencement of the work, a Certificate of Insurance containing the following:

- a) Provision naming the Cariboo Regional District as an additional insured to the Comprehensive General Liability Policy
- b) Cross Liability Clause
- c) Comprehensive General liability in an amount not less than \$2,000,000.00
- d) A provision requiring the Insurer to give the Region 30 days' notice of cancellation or lapsing or any material change in the insurance policy;
- e) In addition to the above, the Contractor shall provide a certificate confirming liability insurance in an amount not less than \$2,000,000.00 with the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind.

Proof of WorkSafe BC registration, along with proof of up-to-date assessment payment, will be required prior to commencement of the work.

C. RATED CRITERIA

Stage II will consist of an evaluation of the quotation to determine the high score based on the following criteria:

Rated Criteria Category	Weighting (Points)
Pricing	50
Experience and Qualifications	25
References	25
Total Points	100

Information for Evaluation

Pricing – Total Points = 50 points

Pricing will be scored based on a relative pricing formula. Each respondent will receive a percentage of the total possible points allocated to price relative to the lowest bid price, based on the following formula:

$$\text{lowest price} \div \text{respondent's price} \times \text{total available points} = \text{respondent's score}$$

Experience and Qualifications – Total Points = 25 points

Each proponent should provide the following in its quote:

- (a) a brief description of your company;
- (b) a description of the janitorial services the proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to the Deliverables;
- (c) the roles and responsibilities of the proponent and any of its, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise;
- (d) a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the Region.

References – Total Points = 25 points

Each proponent is requested to provide three (3) references from clients who have obtained goods or services similar to those requested in this RFQ from the proponent in the last **five** years.