



Dryden & District Agricultural Society  
99 Scott Street  
Box 4, Site 300, RR#3  
Dryden, ON P8N 3G2  
807-223-6766

## Invitation to Tender for Cleaning: Current to December 31, 2026

### Intent

This invitation to Tender is to provide **CLEANING** services at the Dryden Fairgrounds Multiplex building but may also include the corn booth, the stand-alone washroom building or washrooms in the barn upon request.

### Areas To Be Cleaned:

**Main Hall:** Floors to be swept and washed as necessary prior to rentals. Clean windows, wipe down doors, door handles, all shelves and surfaces as needed. Empty and clean all garbage containers and replace all bags leaving garbage cans ready for use. Remove tape and residue off surfaces where found. When on site, check front entrance sidewalk for icy conditions and spread de-icer product if required for safety.

**Main Hall Washrooms:** All toilets, sinks, counters, mirrors, doors, handles, dispensers and floors will be cleaned and disinfected. Empty and clean all garbage containers and replace all bags leaving garbage cans ready for use. Ensure all hand towel dispensers, toilet tissue dispensers and soap dispensers are full and ready for use. Same requirements apply for the stand-alone washroom building or washrooms in the barn upon request by DDAS for cleaning these areas.

**Work Room:** Area around the furnace to be kept clean and clear. The sink, counters and tabletops are to be kept clean and organized. Extra garbage containers are stored in this room.

**Main Kitchen:** (upon request) All stoves, coolers, sinks, counters, floors, windows, doors and handles will be cleaned and disinfected. Empty and clean all garbage containers and replace all bags leaving garbage cans ready for use. Bathroom toilet, sink, mirror, surfaces, doors, handles and floors will be cleaned. Ensure all hand towel dispensers, toilet tissue dispensers and soap dispensers are full and ready for use. Same requirements apply upon request by DDAS for cleaning the Corn Booth.

**Meeting Room:** (upon request) Wipe all counters, windows, tables, chairs and floors and leave clean and ready for use. Fill hand sanitizers as needed. Empty and clean all garbage containers and replace all bags leaving garbage cans ready for use.

**Bar Area:** (upon request) wash window, doors, doorknobs, coolers, counters, sink and floors as needed. Empty and clean all garbage containers and replace all bags leaving garbage cans ready for use.

### **Successful Bidder Responsibilities:**

- Be responsible for all above said cleaning as required.
- Transfer all garbage to the dumpster trailer following each cleaning.
- Adhere to all standards covered by Ontario Health & Safety Act including WHMIS. This includes wearing PPE needed to complete activities.
- Adhere to Code of Conduct free of discrimination and harassment and maintain dignity of all peoples.
- Provide contact names of all workers under this Tender, if applicable.
- Successful Bidder shall always be onsite when their workers are onsite.
- Report all damage to property while performing cleaning operations, all problems encountered, or repairs needed in writing to the secretary. Concerns will be conveyed to the appropriate director.
- Record cleaning activities and hours of work on Log Sheets. Include any reported damage to property and concerns received on this Log Sheet.
- Submit Log Sheets, including dates and times/hours of work with invoices for payment of services.
- Identify improvements / concerns related to contract delivery in writing to DDAS at any time during service.
- The Bidder agrees that DDAS or its agent shall not be responsible for any loss, expense, damage, accident, injury or death which results directly or indirectly from any act or failure to act, whether negligent or otherwise by the successful bidder. **The successful bidder is to provide proof of valid insurance or confirmation of insurance coverage must be arranged with DDAS and provided prior to this contract being awarded.** The DDAS will continue its landowner policy(s) in force.
- All incidents/accidents must be reported to DDAS immediately. An incident report is to be completed and sent to DDAS within 24 hrs of any incident/accident.

### **DDAS Responsibilities**

- DDAS will provide all cleaning equipment, supplies, materials, personal protective equipment (PPE) and copy of Incident Report.
- A walk behind floor sweeper and a walk behind floor scrubber are available for floor cleaning.
- The DDAS Rental Coordinator will provide a list of dates at the first of each month for cleaning services required based on rental activities. The Cleaner will be notified of any further bookings that require hall cleaning as soon as possible after they are received to allow time to schedule cleaning time.

### **Tender Acceptance:**

The lowest or any tender may not necessarily be accepted and DDAS reserves the right to cancel the tender call.

The DDAS shall be entitled, but not obliged to terminate the contract awarded to the successful bidder if any of the following infractions should occur:

- Inferior performance
- Damage to equipment or the facility
- Failure to respond to normal request for emergency cleaning
- Failure to meet any of the obligations as noted in the responsibilities
- Circumstances that deem the service unneeded

Payment of the contract price shall be made within one (1) week of receiving a written invoice including detailed work log for work completed, including dates and times.

### **Cancellation:**

This contract may be cancelled by either party by providing written notice to the other party giving two weeks notice of intent to cancel.

For further information contact the DDAS at 807-223-6766 by June 27, 2025.

**Using the TENDER SUBMISSION sheet attached,** please send tenders via email, mail or arrange drop off to the address below:

Email: [ddasinfo2@gmail.com](mailto:ddasinfo2@gmail.com)

Address: Dryden & District Agricultural Society  
99 Scott Street  
RR#3, Site 300, Box 4  
Dryden, ON P8N 3G2

**Bids must be submitted to the Dryden & District Agriculture Society by 12pm (noon) on July 11, 2025.**

**TENDER SUBMISSION for CLEANING**

Name of Bidder:

Title:

Company:

Mailing Address:

Email Address:

Phone Number:

Alternate if Available:

Tender Pricing (identify pricing per hour)

Tax Extra?

Yes

No

Identify **All** Experience to Support Eligibility for Tender:

List of Worker Names and Experience:

References:

☐ Proof of Insurance Attached (Required for submission)

Bidder Signature:

Date:

## DDAS Cleaning Tender Awarded

*For Office Use Only*

Awarded To:	
Term of Contract:	_____, 2025 to December 31, 2026
<ul style="list-style-type: none"> <li>✓ Conditions of Contract as outlined in Tender Duties and Responsibilities</li> <li>✓ Contract payment rate as per Tender Submission</li> <li>✓ Contact information as per Tender Submission</li> <li>✓ Completed Work Log Sheet to be included with all invoice submissions</li> <li>✓ Copy of Incident Report Template provided to Proponent</li> </ul>	
Proponent (name)	
Signature of Proponent	
Date	
DDAS Representative (name)	
Signature of DDAS	
Date	

## WORK LOG SHEET

*Place "X" in areas completed*

<b>Main Hall</b>	Floors to be swept and washed as necessary prior to rentals. Clean windows, wipe down doors, door handles, all shelves and surfaces as needed. Empty all garbage containers, replace bags leaving garbage cans ready for use. Remove tape and residue off surfaces where found. When on site, check front entrance sidewalk for icy conditions and spread de-icer product if required for safety.						
Sweep		Windows		Surfaces		De-icer Applied	
Wash		Doors		Shelving			
Garbage		Handles		Tape removed			
<b>Washroom</b>	All toilets, sinks, counters, mirrors, doors, handles, dispensers, and floors will be cleaned and disinfected. Garbage containers to be emptied, cleaned, replace bags leaving cans ready for use. Ensure all hand towel dispensers, toilet tissue dispensers and soap dispensers are full and ready for use.						
Toilets		Mirrors		Dispensers		Towel filled	
Sinks		Doors		Floors		Toilet Tissue	
Counters		Handles		Garbage		Soap filled	
<b>Work Room</b>	Area around the furnace to be kept clean and clear. The sink, counters and tabletops are to be kept clean and organized. Extra garbage containers are stored in this room.						
Furnace Area Clear		Sinks Left Clean		Tabletop Clean			
<b>Kitchen (by request)</b>	All stoves, coolers, sinks, counters, floors, windows, doors and handles will be cleaned and disinfected. Garbage containers to be emptied, cleaned, replace bags leaving cans ready for use. Bathroom toilet, sink, mirrors, surfaces, doors, handles and floors will be cleaned. Ensure all hand towel dispensers, toilet tissue dispensers and soap dispensers are full and ready for use.						
Stoves		Counters		Doors		Bathroom	
Coolers		Floors		Handles		Dispensers	
Sinks		Windows		Garbage			
<b>Bar or Meeting Room (by request)</b>	Wipe all counters, windows, tables, chairs, floors, sinks, coolers and handles; leave clean and ready for use. Fill hand sanitizers as needed. Empty garbage container, replace bags leaving cans ready for use.						
Counters		Tables		Floors		Coolers	
Windows		Chairs		Garbage		Handles, knobs	
Sinks		Doors					
<b>Other</b>							
<b>Supplies Needed</b>							
<b>Damages Repairs or Concerns Noted</b>							
<b>SIGNATURE</b>					<b>TOTAL HOURS</b>		
<b>DATE</b>							

