



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

INVITATION FOR TENDER for Washroom Services

Intent:

This Invitation for Tender is to provide **WASHROOM SERVICES** for the men and ladies' washrooms in the main building, the men and ladies' washrooms that include shower stalls in the barn and the stand-alone washroom building with shower stalls by the midway (hereinafter referred to as "*all washrooms*") located on the Agricultural Society grounds.

These **WASHROOM SERVICES** are required before, during and after the Dryden District Fall Fair, specifically for the dates of **August 19 - 23, 2026** (hereinafter referred to as '*term of service*').

Duties of Tender:

The successful bidder responsibilities will include:

- During the *term of service*, providing cleaning and maintaining cleanliness of all toilets, sinks, faucets, surfaces, mirrors, door handles, flooring, baby change tables, emptying garbage bins and replacing garbage bags, in *all washrooms*.
- During the *term of service*, ensuring *all washrooms* are adequately stocked at all times with toilet paper, hand paper towels and garbage cans/bags in washroom stall and by sinks.
- Maintaining keys issued by DDAS for paper dispensers and building access.
- Providing a minimum of 3 persons to clean and maintain *all washrooms*, completing a full cleaning cycle of *all washrooms* every ½ hour, or as otherwise needed or upon request by DDAS. Washrooms can be temporarily signed "Closed for Cleaning" for duration only as needed to complete the service in a timely manner.
- Specifically on the day of August 19:
 - Start 10am to conduct pre-cleaning and pre-stocking of supplies for *all washrooms*.
 - Ensure stand-alone washroom building remains locked up after this pre-cleaning and stocking.
 - Ensure *all washrooms* (remaining) receive final cleaning by 4:30pm to be ready for use the next day.
- Specifically on the days of August 20, 21, 22:
 - Start 10am to open stand-alone washroom building by the midway.
 - Start cleaning cycles of *all washrooms*
 - Ensure *all washrooms* receive final cleaning to be available for use the next day, as per the following schedule:
 - By 9:30pm for both the men and ladies' washrooms in the main building and in the barn.
 - By 12 midnight for the stand-alone washroom building by the midway. Lock up the stand-alone washroom at that time.
- Specifically on the day of August 23:
 - Conduct final cleaning of *all washrooms*, lock up stand-alone washrooms by midway and return all keys to main office by 12pm.
- All garbage collected is to be deposited in garbage bins provided on the grounds. Ensure all garbage is contained within these garbage bins. Ensure area around these bins is also kept free of garbage.

Additional Responsibilities of Successful Bidder and all workers under this Tender:

- Adhere to all standards covered by the Occupational Health & Safety Act including WHMIS.
- 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.

- Successful Bidder or designated representative shall always be onsite when their workers are onsite.
- Be responsible for and report all damage to property while performing cleaning operations.
- Record activities and hours by activity on Log Sheets. Include any reported damage to property and concerns received.
- Submit Log Sheets, including dates and times/hours of work with invoices for payment upon completion of services.
- Identify improvements or any concerns related to contract delivery in writing to DDAS post-delivery of services.
- 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 for its activities and worker activities taking place on the Dryden & District Fair and Exhibition Grounds.** 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 supplies and required PPE (high-vis vest, gloves, masks, etc) needed to complete the service and copy of Incident Report template.
- DDAS Treasurer will receive written invoice that **includes** detailed Log Sheet(s) for work completed, upon completion of the service. Service will be paid out in lump sum at the end of the contract within one (1) week of receiving this invoice.
- DDAS Contract Representative will be available most hours to address Tender Service issues.

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
- Careless damage to equipment or the facility
- Failure to meet any of the obligations as noted in the responsibilities
- Circumstances that deem the service unneeded

For further information regarding the Tender, please contact the DDAS at ddasexec@gmail.com by June 19, 2026.

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

Email: ddasexec@gmail.com

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

NOTE: DDAS has estimated a total tender value for the hours and duties described as: \$4000.00 however all tenders are considered.

All bids must be received by DDAS no later than 12:00 pm (noon) on July 10, 2026.

TENDER SUBMISSION

Name of Bidder:

Title:

Company:

Mailing Address:

Email Address:

Phone Number:

Alternate if Available:

Tender Pricing (identify pricing unit eg: per day, per hour of service, lump sum)

Tax Extra? Yes No

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

List of Worker Names and Experience:

References:

Copy of Proof of Insurance Attached (Required for submission)

Bidder Signature:

Date:

DDAS Tender Awarded

For Office Use Only

WASHROOM SERVICES

Awarded To:	
Term of Contract:	August 19 – 23, 2026
<ul style="list-style-type: none">✓ Conditions of Contract as outlined in Tender Duties and Responsibilities✓ Contract payment rate as per Tender Submission✓ Contact information as per Tender Submission✓ Completed Work Log Sheet to be included with all invoice submissions✓ Copy of Incident Report Template provided to Proponent	
Proponent (name)	
Signature of Proponent	
Date	
DDAS Representative (name)	
Signature of DDAS	
Date	