



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

INVITATION FOR TENDER for Washrooms/Grounds Maintenance

Intent:

This Invitation for Tender is to provide **WASHROOMS and/or GROUNDS MAINTENANCE** before, during and after the Dryden District Fall Fair, specifically for the dates of **August 11 -26, 2025** (hereinafter the '*term of service*').

Tender is open to accepting bids on **both or one only** of Washrooms and Grounds duties.

Duties of Tender:

Washrooms: The successful bidder responsibilities will include:

- Ensuring adequate stock of supplies, specifically toilet paper, hand paper towels, garbage bags and cleaning supplies needed for the full *term of service*. DDAS will be responsible for purchasing and providing supplies.
- Conducting pre-cleaning of all washrooms located on the grounds. This includes 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.
- Stocking all washrooms with supplies during the full *term of service*.
- Daily preparation of washrooms ensuring all is clean before opening and provide continuous cleaning of these same washrooms and showers throughout the *term of service*.
- Providing a minimum of 1 person for all washroom maintenance from 9 a.m. till 7 p.m. on Monday and Tuesday of the Fair week and a minimum of 2 persons from 7 a.m. till 12 midnight daily from Wednesday to Sunday during the Fair plus final cleanup after the fair midway crew have left, usually Tuesday.
- Cleaning includes all toilets, sinks, surfaces, flooring and garbage pick up and removal.
- All garbage collected is to be deposited in roll off garbage bins located on the grounds. Ensure all garbage is contained within these roll-off garbage bins. Ensure area around the bins is also kept free of garbage.

Grounds Maintenance: The successful bidder's responsibilities will include:

- Placing all garbage containers with garbage bags throughout the entire grounds prior to Monday (August 18)
- Daily preparation of Fair Grounds ensuring all is clean before fair opening and provide continuous cleaning throughout the *term of service*.
- Conducting all garbage and litter control on the entire grounds, within the buildings, and all parking areas including designated parking area immediately East of the grounds, and outside the fence line on Scott Street to Highway 601.
- Providing a minimum of 1 person to clean the grounds of garbage from 7 a.m. until 7 p.m. from Monday to Wednesday (August 18 -20) and a minimum of 2 persons to clean the grounds of garbage from 7 a.m. until 12 midnight during Thursday, Friday and Saturday of the Fair (August 21 – 23).
- Following the parade and cleaning up parade garbage along the route on Thursday (August 21).
- Conducting final cleanup of all garbage and litter on the entire grounds, within the buildings, and all parking areas including designated parking area immediately East of the grounds and outside the fence line on Scott Street to Highway 601 by Tuesday (August 26) after the Midway has left the grounds.
- All garbage collected is to be deposited in roll-off garbage bins located on the Fair Grounds. Ensure all garbage is contained within these roll-off garbage bins. Ensure area around the bins is also kept free of garbage.
- Garbage bags, cleaning supplies and roll off garbage bins will be provided by the DDAS.

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.

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

Payment of the contract price shall be made within one week of DDAS receiving a written invoice that **include** detailed Log Sheet(s) for work completed.

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

Mail: 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 18, 2025.

TENDER SUBMISSION

Circle Tender Submission Choice:

Both Washroom/Garbage Services

Washroom Service Only

Garbage Service Only

Name of Bidder:

Title:

Company:

Mailing Address:

Email Address:

Phone Number:

Alternate if Available:

Tender Pricing (identify pricing
eg: per day or per hour)

Tax Extra? Yes No

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

List of References:

List of Worker Names and Experience:

☐ Copy of Proof of Insurance Attached (Required for submission)

Bidder Signature:

Date:

DDAS Tender Awarded

For Office Use Only

Circle Tender Submission Choice:

Both Washroom/Garbage Services

Washroom Service Only

Garbage Service Only

Awarded To:

Term of Contract:

August 11 -26, 2025

- ✓ 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