

**August 14, 2025**

**Addendum No. 01**

**File Reference Number: RFP 2025 071**

**Title: Commercial Cleaning Services - Sudbury**

**RE: Clarifications/Questions**

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Please refer to the following information / clarifications:

**Item 1:** Would ONTC have the cleanable sq.ft. and floor plan available?

**Answer:** ONTC advises that no floor plan exists however indicates the square footage is 6,325 sq ft.

**Item 2:** When is your anticipated award date and ideal start date?

**Answer:** ONTC advises that an award date is currently unknown however, will likely be within the first two weeks of September. In terms of an ideal start date, ONTC anticipates services commencing on October 6, 2025.

**Item 3:** Please provide the Bill 7 information.

**Answer:** Please see chart attached at Appendix "A". This information is being provided in accordance with Section 77 of the *Employment Standards Act*, 2000, S.O. 2000, c. 41 ("ESA") and for no other purpose. Please note that the provisions of Section 78 of the ESA and the obligations contained therein with respect to Use of Information and Confidentiality.

***Use of information***

***78 (1) A person who receives information under this Part shall use that information only for the purpose of complying with this Part or determining the person's obligations or potential obligations under this Part. 2000, c. 41, s. 78 (1).***

***Confidentiality***

***(2) A person who receives information under section 77 shall not disclose it, except as authorized under this Part. 2000, c. 41, s. 78 (2).***

**Item 4:** Can ONTC please confirm if the janitorial staff are unionized. If yes, please provide a copy of the CBA.

**Answer:** No. ONTC confirms that the current janitorial staff are not unionized.

**Item 5:** Can ONTC please provide additional information on the preferred shift times?

**Answer:** ONTC advises that the current janitorial staff typically work 14-18 hours weekly, and the Customer Experience Manager has advised that the preferred daily start time is 8:00 a.m.

**Item 6:** Please note that ONTC has updated the **Floors/Carpets** section of the Scope of Work, namely:

All Floors to be stripped and waxed two (2) times per year - this line item has been omitted from the Scope of Work; and

All Carpets to be cleaned (shampooed/steam cleaned) two (2) times per year.  
\*\*Drivers' room only.

Kindly replace Part 3 - Specifications - 3-A-1 Scope of Work with the revised 3-A-1 Scope of Work attached at Appendix "B" of this Addendum.

This Addendum hereby forms part of the RFP.

Regards,

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## Appendix “A”

<b>ONTC Bill-7 Details</b>
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Type of Facility	Address	Employee	Hours/Week	Wage Rate	Benefits	Vacation Pay
Sudbury Station	1663 Kingsway Drive, Sudbury, ON	Employee 1	14 - 18	\$25.00	No	No

## Appendix “B”

**PART 3 - REQUEST FOR PROPOSAL  
SPECIFICATIONS  
3-A-1 SCOPE OF WORK**

**Summary**

Commercial Cleaning Services are required at ONTC's Sudbury Bus Station located at 1663 Kingsway Drive, Sudbury, ON.

The term of this contract shall be two (2) years with the option to renew for an additional three (3), one (1) year terms, at ONTC's discretion.

Supply of all labour and services necessary to provide complete commercial cleaning services for the entire premises, as follows:

**Washrooms**

- Replenish toilet paper and paper towel dispensers, as required.
- Sweep and wash floors, daily.
- Wash counters, toilet bowls, mirrors and stall partitions, daily.

**Waiting Room**

- Sweep and wash floors and baseboards, daily.
- Empty and install clean bags in the waste containers, daily.
- Empty and wash ash trays, daily.
- Wipe down ticket and BPX counter, daily.
- Clean light fixtures, as required.
- Wipe chairs and furniture, as required.
- Wash windows inside and out (at least four (4) times annually).

**Other areas**

Sweep floor, daily and wash weekly, at a minimum, and more frequently, if required in the following areas:

- BPX Room (Garage);
- Crew's Room;
- Storage Room x2;
- Manager's Office;
- General Office Area;
- All Corridors;
- Ticket Counter Area;

**PART 3 - REQUEST FOR PROPOSAL**  
**SPECIFICATIONS *cont'd***  
**3-A-1 SCOPE OF WORK**

- BPX Counter Area;
- Janitor's Room;
- Window Ledges;
- Vending Machines (wiped down and swept underneath); and
- Shelving in any of the above areas when empty must be wiped daily.

**Garbage**

Pick up all garbage inside and outside around the building and parking lot.

All garbage must be placed in the outside bin, daily.

**Walls and Ceilings**

All walls and ceilings to be cleaned and washed, as required.

**Floors/Carpets**

All carpets to be cleaned (shampooed/steam cleaned) two (2) times per year.

\*\*Drivers' Room only

**This work to be done during a time approved by the Customer Experience Manager.**

**Work Hours**

The Contractor shall provide the janitorial services described above as follows:

- Seven (7) days per week
- During the hours approved by the Customer Experience Manager

**Janitorial Materials and Equipment**

All janitorial materials and equipment shall be supplied by the Contractor.

**Supplies**

Cleaning products, toilet paper, hand towels, hand soap and garbage bags for trash containers to be supplied by ONTC.