



**PREVENTIVE MAINTENANCE DRAIN CLEANING SERVICES
AT TWENTY-FOUR (24) HOUSING UNITS IN FORT FRANCES**

Sealed envelopes or faxes clearly marked **DSSAB 23-10 Preventive Maintenance Drain Cleaning Services** will be received by:

Tonia DeGagne, Financial Analyst II – Procurements
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON P9A 1H2
Phone: (807) 274-5349 ext. 239
Fax: (807) 274-0678
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Up to, but not later than:

**1:30 P.M. Central Daylight Time (CDT)
Wednesday, March 22, 2023**

Part 1 – Intent

Scope of Work

- 1.1.1 The work under this contract applies to the following RRDSSAB Housing properties in Fort Frances:
- i. Fourth Street Family Housing (14 units), located at 1120-1131, 1133 & 1135 Fourth Street East; and
 - ii. Armit Avenue Family Housing (10 units), located at 1000-1026 Armit Avenue.
- 1.1.2 The work under this contract includes but is not limited to the provision of all materials, labour, equipment and incidentals to perform annual preventive maintenance drain cleaning which includes the cleaning of all kitchen drains and main sewer line at designated properties using cable machines.

Work Schedule

- 1.2.1 Carry out work in a continuous manner. If at any time one phase falls behind schedule, take necessary measure to expedite subsequent phases to maintain or improve on completion date.
- 1.2.2 Work shall be carried out between the hours of 8:00 a.m. and 6:00 p.m., local time, Monday through Friday only, and excluding statutory holidays.
- 1.2.3 All work is to be completed by **6:00 p.m. on Friday, September 15, 2023.**

Temporary Services

- 1.3.1 Power: 110 volts electrical, located in each unit, for operation of power tools.
- 1.3.2 Storage facilities will not be provided on site for storage of construction materials.
- 1.3.3 Provide suitable coverings for materials that are to remain dry.
- 1.3.4 Deliver, store and maintain packaged materials and equipment with manufacturer's seals and labels intact.
- 1.3.5 Prevent damage and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected materials and equipment from site.
- 1.3.6 Store and maintain materials and equipment in accordance with manufacturer's and supplier's instructions.
- 1.3.7 Do not load or permit to be loaded, any part of the work with a weight or force that will endanger the work.

Work Within Suites

- 1.4.1 Work in this contract is to be carried out in fully occupied residential units. The work must be carried out so as to cause as little disturbance as possible to occupants.
- 1.4.2 Be responsible for moving tenants' belongings as required to access the work area. At the completion of all work, replace all items to their original location as directed by the Tenant.
- 1.4.3 Be responsible for covering, screening, and protecting tenants' belongings while work is being carried out.
- 1.4.4 A minimum of five (5) working days advance notice must be given to RRDSSAB before commencing the work, in order that notice may be given to tenants.

Fire Safety Requirements

- 1.5.1 Take all necessary precautions to prevent the possibility of fire.
- 1.5.2 Keep suitable portable fire extinguisher within three (3) meters of the operation at all times when soldering, welding, blazing, and performing operations with an open flame, combustible adhesives, or inflammable solvents.
- 1.5.3 Ensure all rags and waste containing oil, grease, or other inflammable materials are stored in an approved metal container and removed from the site at the end of each working day.
- 1.5.4 Maintain fire fighters' access.
- 1.5.5 Maintain existing and temporary fire exits, and other means of egress.

Contractors' Use of Site

- 1.6.1 Limited to areas for work and storage as directed by RRDSSAB.
- 1.6.2 Do not unreasonably encumber site with materials or equipment.
- 1.6.3 Do not obstruct entrances, stairs or fire exits.
- 1.6.4 Make good damage to any interior or exterior building elements, caused due to the work of this Contract.

Cutting, Fitting and Patching

- 1.7.1 Inspect existing conditions including elements subject to damage or movement during cutting and patching.
- 1.7.2 Where work connects with existing and where existing work is altered, cut, patch and make good to match existing.

Layout of Work

- 1.8.1 Be responsible for layout of all parts of the work.
- 1.8.2 Rectify errors resulting from failure to verify the proper lay out of any element of the without additional cost to RRDSSAB.

Standards

- 1.9.1 Be familiar with and comply with or exceed the requirements of applicable CGA, CGSB, CSA, ULC or ASTM standards.
- 1.9.2 Failure to comply may result in rejection of the work and the need to replace or repair at no additional cost.
- 1.9.3 In case of conflict or discrepancy, the more stringent requirements shall apply.

Health and Safety

- 1.10.1 Abide by the provisions of all Acts and Regulations pertaining to health and safety.
- 1.10.2 Maintain on site a list of all hazardous materials proposed for use on site together with current Safety Data Sheets (SDS).
- 1.10.3 Label all hazardous materials according to WHMIS requirements.
- 1.10.4 Use experienced workers, fully instructed and trained in accordance with the requirements of WHMIS and other applicable regulations.

Cleaning

- 1.11.1 Maintain a clean site and building. Remove waste materials from site daily.
- 1.11.2 Remove materials, debris, tools and equipment from the premises upon completion of work and leave site in a clean condition.

Part 2 – Evaluation

- 2.1.1 Bid prices to include all costs including materials, labour, equipment, travel, etc.
- 2.1.2 Bid award will be based lowest total price.

Questions and requests for further information or specifications are to be directed to Tonia DeGagne, Financial Analyst II – Procurements at 807-274-5349, ext. 239 or by email at purchasing@rrdssab.on.ca.

The successful contractor will be required to provide:

- a. Signed copy of *Contractor's Undertaking to Comply* form;
- b. Proof of current WSIB coverage/WSIB Clearance Certificate;
- c. Proof of current liability insurance coverage minimum \$2 million per occurrence;
- d. The name of the person responsible for administering the contractor's health and safety program;
- e. Proof of appropriate staff training where required, i.e. Transportation of Dangerous Goods, OHS, WHMIS, etc.;
- f. Proof of equipment certification where required, i.e. lifting devices, boom cranes, underwater diving, etc.;
- g. Copy of the contractor's health and safety policies and procedures; and
- h. Particulars of any convictions or orders imposed under health and safety or environmental legislation.

Some of the above documents may be provided annually and retained on file at the RRDSSAB. If you have recently submitted the current information, please check with the Project Coordinator as to what additional information may be required.

Additional Important Information Pertaining to Procurement at RRDSSAB:

*As it is the responsibility of the bidder to determine levy and collection of HST, **amounts bid shall show the HST amount and HST number**, or alternatively cite the basis of exemption in lieu thereof.*

If for any reason, this policy contradicts the policy of any Federal, Provincial or other source of funding, it will not apply. During the bid evaluation process, preference will be given to the purchase of Canadian goods and services over non-Canadian goods and services, wherever it may be economical to do so.

The RRDSSAB reserves the right to reject or disqualify bids not submitted in strict accordance with requirements of the bid documents.

Bids may be submitted by fax transmittal through a third party, however the Board assumes no responsibility whatsoever for proper receipt of such fax transmittals. If requested, all bid documents and enclosures must be received within the specified time frame.

The RRDSSAB is governed by the Municipal Freedom of Information & Protection of Privacy Act (MFIPPA), therefore bidders must accept that the bid contents can be made public as a condition of the bidding process.

The lowest or any bidder not necessarily accepted. The RRDSSAB reserves the right to reject any or all bids, to waive irregularities and informalities therein, and to award the bid in the best interest of the Board.

Updated March, 2012