



# DSSAB 23-17

## **EarlyON RENOVATIONS** **820 FIFTH STREET EAST, FORT FRANCES, ON**

Sealed envelopes or faxes clearly marked **DSSAB 23-17 EarlyON Renovations** 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  
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Email: [purchasing@rrdssab.ca](mailto:purchasing@rrdssab.ca)

Up to, but not later than:

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

**OPTIONAL Site visit will be available on March 22, 2023 at 1:30 pm**  
**820 Fifth St. E., Fort Frances, ON**

### **Part 1 – General Requirements**

#### **Scope of Work**

- 1.1.1 The work under this contract applies to the EarlyON Child and Family Centre located at 820 Fifth Street East in Fort Frances, Ontario.
- 1.1.2 Work under this contract includes but is not limited to the provision of all materials, labour, equipment and incidentals to perform renovations in accordance with the attached drawings and specifications.

#### **Job Conditions**

- 1.2.1 Conduct the operation of this contract in a cooperative manner with the RRDSSAB and interfere as little as possible with the normal operation and function of the project;
- 1.2.2 Verify all conditions and measurements at the site, prior to submitting the quotation. Failure to do this will not relieve the contractor of responsibility nor permit charges for extras if preliminary examinations would have indicated adverse conditions.
- 1.2.3 Notify RRDSSAB of any obvious errors or omissions with respect to specifications prior to submission of quote.
- 1.2.4 Areas adjacent to work area are occupied and work must be carried out in such a manner as to cause as little inconvenience as possible to the occupants. Existing services to the occupants and unobstructed access must be maintained for the occupants.
- 1.2.5 Apply for, obtain, and pay for all licenses, permits and inspections required for the work. Copies of all permits are to be provided to the RRDSSAB prior to commencement of work.

#### **Work Schedule**

- 1.3.1 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.
- 1.3.2 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.
- 1.3.3 Give RRDSSAB at least three (3) working days' notice prior to commencing work.
- 1.3.4 All work is to be completed by **6:00 p.m. CDT on Friday, September 1, 2023.**

**Temporary Services**

- 1.4.1 Power: 110 volts electrical, located on site, for operation of power tools.
- 1.4.2 Provide suitable coverings for materials that are to remain dry.
- 1.4.3 Deliver, store and maintain packaged materials and equipment with manufacturer's seals and labels intact.
- 1.4.4 Prevent damage and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected materials and equipment from site.
- 1.4.5 Store and maintain materials and equipment in accordance with manufacturer's and supplier's instructions.
- 1.4.6 Do not load or permit to be loaded, any part of the work with a weight or force that will endanger the work.

**Work at Site**

- 1.5.1 Work in this contract is to be carried out at an operational centre with staff and clients on site. The work must be carried out so as to cause as little disturbance as possible to occupants.
- 1.5.2 Be responsible for moving owner's 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 owner.
- 1.5.3 Be responsible for covering, screening, and protecting owner's belongings while work is being carried out.

**Fire Safety Requirements**

- 1.6.1 Take all necessary precautions to prevent the possibility of fire.
- 1.6.2 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.
- 1.6.3 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.
- 1.6.4 Maintain fire fighters' access.
- 1.6.5 Maintain existing and temporary fire exits, and other means of egress.

**Contractors' Use of Site**

- 1.7.1 Limited to areas for work and storage as directed by RRDSSAB.
- 1.7.2 Do not unreasonably encumber site with materials or equipment.
- 1.7.3 Do not obstruct entrances, stairs or fire exits.
- 1.7.4 Obtain permission for use of existing sanitary facilities from RRDSSAB and keep such facilities clean and sanitary at all times.
- 1.7.5 Make good damage to any interior or exterior building elements, caused due to the work of this Contract.

**Cutting, Fitting and Patching**

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

**Layout of Work**

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

**Standards**

- 1.10.1 Be familiar with and comply with or exceed the requirements of applicable CGA, CGSB, CSA, ULC or ASTM standards.
- 1.10.2 Perform work in accordance with 2012 Building Code (Ontario Regulation 332/12) including all amendments up to RFQ closing date, and other codes of provincial or local application.

- 1.10.3 Failure to comply may result in rejection of the work and the need to replace or repair at no additional cost.
- 1.10.4 In case of conflict or discrepancy, the more stringent requirements shall apply.
- 1.10.5 Install all materials in accordance with manufacturers' recommendations.

**Existing Conditions**

- 1.11.1 If the RRDSSAB or Contractor discovers conditions at the place of Work that are subsurface or otherwise concealed physical conditions which existed before the commencement of the Work, which differ materially from those indicated in the specifications, then the observing party shall notify the other party in writing no later than five (5) working days after first observance of the conditions.
- 1.11.2 The RRDSSAB will promptly investigate such conditions and make a finding. If the finding is that the conditions differ materially and this would cause an increase or decrease in the Contractor's cost or time to perform the Work, appropriate instructions for a change in the Work shall be issued by the RRDSSAB.
- 1.11.3 If the RRDSSAB finds that the conditions at the place of Work are not materially different, could reasonably have been inferred from the pre-bid meeting at the place of Work, or that no change in the Contract Price or duration is justified, these reasons shall be reported in writing to the Contractor.

**Changes in Work**

- 1.12.1 The RRDSSAB may make changes by altering, adding to, or deducting from the Work, with the contract price and the completion date being adjusted accordingly.
- 1.12.2 No additional Work shall be done or other changes to the work made without receiving prior written authority from the RRDSSAB.
- 1.12.3 In the case of a reduction in Scope of Work, the RRDSSAB shall determine the method of valuation of any change in the Work by any one or more of the following methods:
  - (a) by estimate and acceptance of a lump sum;
  - (b) by unit prices; and/or
  - (c) by cost and percentage or by cost and a fixed fee.
- 1.12.4 In cases of an addition to the Work to be paid for, the RRDSSAB shall certify the amount of the net cost of labour and materials, as determined by invoices and timesheets provided.

**Inspections**

- 1.13.1 Code compliance and other mandatory inspections shall be carried out by the designated inspector. Contractor is responsible for contacting the inspector for all inspections.
- 1.13.2 Inspections to ensure compliance with plans and specifications shall be carried out by an inspector designated by the RRDSSAB.

**Occupational Health and Safety**

- 1.14.1 Comply with all aspects of the Occupational Health and Safety Act and regulations thereunder.
- 1.14.2 The Contractor will assume responsibility for any and all breaches of health and safety requirements including the cost of legal defense on a solicitor and own client basis should the RRDSSAB or any of its employees be charged with violating said Act or Regulations. In the event that the RRDSSAB and/or any employee thereof are convicted and fined for any such offence as having been a deemed employer or otherwise vicariously or definitively liable, the contractor will forthwith pay any such find on behalf of such defendant.
- 1.14.3 Maintain on site a list of all hazardous materials proposed for use on site together with current Safety Data Sheets (SDS).
- 1.14.4 Label all hazardous materials according to WHMIS requirements.
- 1.14.5 Use experienced workers, fully instructed and trained in accordance with the requirements of WHMIS and other applicable regulations.

**Coordination**

- 1.15.1 Examine requirements of materials, labour and equipment standards for the work of this contract.
- 1.15.2 Ensure where the work of one trade is to be built-in, or is to be incorporated into, or is dependent on the work of another trade, that material, labour and equipment is provided so as to avoid work delays.
- 1.15.3 Ensure that installations, individually and collectively, comply fully with all contract requirements.

**Salvage**

- 1.16.1 Salvageable material shall remain the property of RRDSSAB unless stated otherwise.
- 1.16.2 Dispose of salvage materials as directed by RRDSSAB.

**Cleaning**

- 1.17.1 When the work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining work.
- 1.17.2 Maintain a clean site and building. Remove waste materials from site daily.
- 1.17.3 Leave work broom clean.
- 1.17.4 Remove stains, spots, marks and dirt from surfaces.

**Warranties**

- 1.18.1 Expedite the preparation and submission of warranties, particularly extended period warranties, as specified.
- 1.18.2 Promptly make good defects and deficiencies, which become apparent within warranty period including any areas damaged by this work to the satisfaction of RRDSSAB.

**Part 2 – Scope of Work**

**General**

- 2.1.1 Comply with the requirements of the General Requirements.
- 2.1.2 Provide materials, labour, equipment and incidentals to complete the renovations in accordance with the attached drawings and specifications.

**Preliminary Work**

- 2.3.1 Verify all measurements and conditions prior to ordering materials to ensure no anomalies exist on site.
- 2.3.2 Protect surfaces to prevent damage to adjacent areas.

**Execution**

- 2.4.1 Complete renovations in accordance with drawings and specifications.

**Finishing**

- 2.5.1 Make good any damage to adjacent surfaces caused by the execution of this contract, including, but not limited to, painting and flooring replacement.
- 2.5.2 Remove excess materials, debris, tools and equipment from the premises.
- 2.5.3 Leave site in a clean condition.

**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.ca](mailto:purchasing@rrdssab.ca).**

The successful contractor will be required to provide:

- a. Proof of current WSIB coverage/WSIB Clearance Certificate
- b. Proof of current liability insurance coverage minimum \$2 million per occurrence;
- c. The name of the person responsible for administering the contractor's health and safety program;
- d. Proof of appropriate staff training where required, i.e. Transportation of Dangerous Goods, OHS, WHMIS, etc.;

- e. Proof of equipment certification where required, i.e. lifting devices, boom cranes, underwater diving, etc.; and
- f. Copy of the contractor's health and safety policies and procedures; and
- g. 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