

**WINDOW REPLACEMENT – WEBSTER AVENUE**

Sealed envelopes, emails, or faxes clearly marked **DRRSB 26-09 Window Replacement – 7 Housing Units, Webster Avenue** will be received by:

Tonia DeGagne, Procurement Coordinator  
District of Rainy River Services Board  
450 Scott Street, Fort Frances, ON P9A 1H2  
Phone : (807) 274-5349 ext. 239  
Fax: (807) 274-0678  
Email: [purchasing@rrdsab.ca](mailto:purchasing@rrdsab.ca)

Up to, but not later than:

**2:00 P.M. Central Daylight Time (CDT)  
Friday, February 27, 2026**

**Part 1 – General Requirements**

- 1.1.1 The work under this contract includes providing all materials, labour, equipment, services, and incidentals to complete window replacements at seven (7) rental units located at 1000, 1002, 1004, 1006, 1008, 1010 & 1012 Webster Ave., the property known as Sixth & Webster Family Housing in Fort Frances, Ontario.
- 1.1.2 This section outlines the general requirements that shall be administered by the General Contractor. While the specification section establishes the requirements for each trade, the General Contractor shall directly supervise and administer all contract requirements to ensure the provision of materials, labor, equipment, services, and incidentals necessary to complete the work on time and to the quality specified.
- 1.1.3 With the Bid Form provided this RFQ requires a Bid Deposit (a certified cheque or bank draft) in the amount of ten percent (10%) of the total Quoted amount excluding HST attached to the outside of the sealed Quote. If you submit your bid electronically, proof of Bid Deposit must be included. The Bid Deposit must be received by DRRSB within 3 days of the deadline.

**Job Conditions**

- 1.2.1 The contractor shall 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 have not indicated adverse conditions.
- 1.2.2 Contractors bidding on this project shall notify DRRSB of any obvious errors or omissions with respect to specifications prior to submission of quote.
- 1.2.3 The Contractor shall apply for, obtain, and pay for all licenses, permits and inspections required for the work. Copies of all permits shall be provided to the DRRSB prior to commencement of work.
- 1.2.4 If the DRRSB 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 Documents, then the observing party shall notify the other party in writing no later than five (5) working days after first observance of the conditions.
- 1.2.5 No additional Work shall be done or other changes to the Contract made without receiving prior written authority from the DRRSB.

**Work Schedule**

- 1.3.1 Carry out work in a continuous manner. Take necessary measures 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, except statutory holidays unless pre-approved by appropriate program supervisor / manager.
- 1.3.3 Give DRRSB at least five (5) days' notice prior to commencing work.

1.3.4 Complete all the work by **August 28, 2026, at 6:00 p.m. Central Standard Time (CST).**

**Temporary Services**

- 1.4.1 Power: 110 volts electrical, located in each unit, 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 manufacturers and suppliers' instructions.
- 1.4.6 Do not load or permit loading any part of the work with a weight or force that will endanger the work or work site.

**Work at Site**

- 1.5.1 Work is to be carried out at occupied residential units and must be carried out in such a manner as to cause as little inconvenience as possible to the residents. Existing services to the residents and unobstructed access must be maintained for the residents.
- 1.5.2 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.
- 1.5.3 Be responsible for covering, screening, and protecting tenants' belongings while work is being carried out.
- 1.5.4 Remove waste materials and debris from site at daily regularly scheduled times.

**Fire Safety Requirements**

- 1.6.1 Take all necessary precautions to prevent the possibility of fire including the use of fire-resistant sheets to protect adjoining areas, when welding, brazing, grinding, and performing any operations with an open flame, combustible adhesives, or inflammable solvents.
- 1.6.2 Always keep a suitable portable fire extinguisher within three (3) meters of the operation when soldering, welding, brazing, grinding, 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 DRRSB.
- 1.7.2 Do not unreasonably encumber sites with materials or equipment.
- 1.7.3 Do not obstruct entrances, stairs, or fire exits.
- 1.7.4 Make good damage to paving, grass, walkways, curbs, trees, planting beds, etc., caused due to the work.

**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 The contractor is responsible for the layout of all parts of the work.
- 1.9.2 Errors resulting from failure verifying the proper layout of any element of the installation shall be rectified without additional cost to DRRSB.

**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 Building Code (Ontario Regulation 332/12) including all amendments up to the 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 it 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.

**Inspections**

- 1.11.1 Code compliance and other mandatory inspections shall be carried out by the designated inspector. The contractor is responsible for contacting the inspector for all inspections.
- 1.11.2 Inspections to ensure compliance with plans and specifications shall be carried out by an inspector designated by the DRRSB.

**Health and Safety**

- 1.12.1 Comply with all aspects of the Occupational Health and Safety Act and regulations thereunder. The contractor will assume responsibility for all breaches of health and safety regulations.
- 1.12.2 It is the contractor's responsibility to provide proper notification to the Ministry of Labour prior to the commencement of work, where applicable.
- 1.12.3 Maintain on site a list of all hazardous materials proposed for use on site together with current Safety Data Sheets (SDS).
- 1.12.4 Label all hazardous materials according to WHMIS requirements.
- 1.12.5 Use experienced workers, fully instructed, and trained in accordance with the requirements of WHMIS and other applicable regulations.
- 1.12.6 The contractor will assume responsibility for all breaches of health and safety requirements.

**Coordination**

- 1.13.1 Examine requirements of materials, labor, and equipment standards for the work of this contract.
- 1.13.2 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, labor, and equipment is provided to avoid work delays.
- 1.13.3 Ensure that installations, individually and collectively, comply fully with all contract requirements.

**Insurance**

- 1.14.1 The successful bidder will take out and keep in force for the duration of the work with the DRRSB, a comprehensive policy of public liability and property damage insurance the minimum amount of two million dollars (\$2,000,000.00) inclusive per occurrence.
- 1.14.2 The policy will name the DRRSB as an additional insured thereunder and will contain:
  - i) the insurers waive of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled as against the DRRSB and any other corporation owned, operated, or controlled by or affiliated with the DRRSB, together with a severability of interest clause and a cross-liability clause; and
  - ii) an undertaking by the insurer not to cancel, change, lapse or refuse to renew the insurance therein granted without first giving the parties notice of its intentions in writing of at least 60 days prior to the intended change, lapse, cancellation or termination.

**Salvage**

- 1.15.1 Salvageable material shall remain the property of DRRSB unless stated otherwise.

1.15.2 Dispose of salvage materials as directed by DRRSB.

**Product Data**

1.16.1 Submit two (2) copies of product data sheets or brochures for materials prior to commencement of work.

**Warranty**

1.17.1 Provide a signed certificate warranting the windows free from manufacturing defects due to faulty materials or improper workmanship for a minimum period of ten (10) years from the date of final acceptance by DRRSB.

1.17.2 Warrant this work covering labour for a period of two years (except where noted otherwise) from the date of completion to the satisfaction of the DRRSB.

1.17.3 Correct the deficiencies that arise in the warranty period at no cost to the DRRSB. Such deficiencies include but are not restricted to leaking, failure to stay in place, undue expansion, lifting and deformation.

**Part 2 – Products**

2.1.1 Windows: Conform to CAN/CSA standards; constructed of extruded high impact PVC; colour: white; include renovation brickmould; c/w insect screen for all operable windows; JeldWen or comparable.

2.1.2 Glass: double glazed sealed units with low E and argon gas filled.

2.1.3 Jamb insulation: closed cell low expansion spray foam.

2.1.4 Interior window trim: white finished wood or vinyl (no MDF).

2.1.5 Hardware: to CSA standards; provide locking devices to prevent opening from outside.

2.1.6 Caulking: Non-hardening type, suitable for exterior use' compatible with the substance to which it is applied; to CAN/CGSB standards.

**Part 3 – Execution**

**Preliminary Work**

3.1.1 Take all precautions necessary to always ensure safety of tenants, securing entryways and directing tenants to alternate entry/exits if work requires.

3.1.2 Protect surfaces to prevent damage to adjacent areas.

**Preparation**

3.2.1 Remove existing blinds, drape tracks and hardware; store for reinstallation at completion of window installation.

3.2.2 Remove existing windows (glass, frames, surrounds) as necessary to receive new windows.

3.2.3 Prepare rough openings to receive windows. Contractor to verify window sizes and quantities on site prior to bidding on and ordering window units.

3.2.4 Promptly remove discarded materials from the site. Stockpiling refuse or scrap materials on site is not permitted.

**Installation**

3.3.1 Install windows plumb, level and square, free from warp or twist.

3.3.2 Ensure installation method does not reduce leakage resistance of units and minimizes leakage through window/wall joint.

3.3.3 Provide secure anchorage at sill, head and jambs, minimum two anchors per jamb.

3.3.4 Conceal all anchors and attachments.

3.3.5 Seal around interior perimeter and at head and jamb or exterior perimeter of window frame using foam joint sealant or foam backer rod, size as required to lightly compress between frame and rough opening. Ensure continuity of air/vapour retarder and seal to window frame.

3.3.6 Install new vinyl jamb extensions, brick molds and drip caps.

- 3.3.7 Trim all windows with white finished casings; corners to be mitered, fitted and glued together.
- 3.3.8 Seal joints between windows and sills with sealant, applying sufficient pressure to fill voids and joints solid.

**Finishing & Final Cleaning**

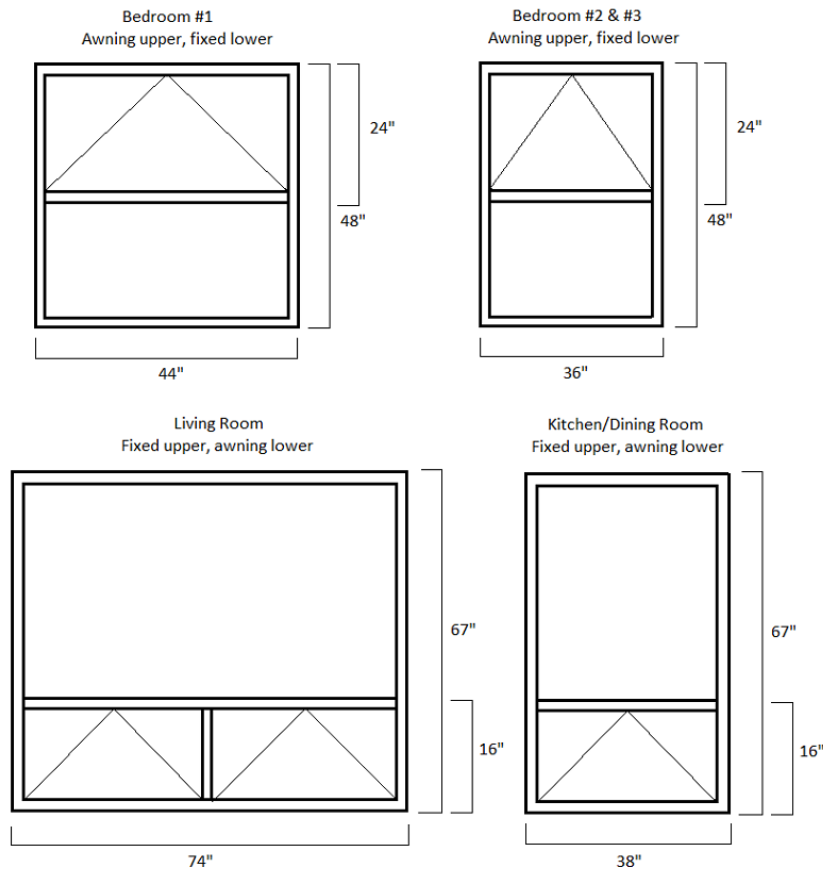
- 3.4.1 Reinstall existing finishes internally and externally that were affected by the work, matching new finishes to existing surfaces in quality and appearance.
- 3.4.2 Adjust operable sash and hardware to operate smoothly and fit tightly when closed and locked.
- 3.4.3 Reinstall existing blinds, drape tracks and hardware.
- 3.4.4 Remove labels, clean, polish and make ready for use.
- 3.4.5 Remove protection; make good damage to this and adjacent work.

**Part 4 – Measurements & Drawings**

**QUANTITIES & APPROXIMATE FRAME SIZES PER UNIT**

<u>Quantity/Unit</u>	<u>Location</u>	<u>Size (inches)</u>
1	Living Room	74 x 67
1	Kitchen/Dining Room	38 x 67
1	Bedroom #1	44 x 48
1	Bedroom #2	36 x 48
1	Bedroom #3	36 x 48

**ALL MEASUREMENTS APPROXIMATE - CONTRACTOR TO VERIFY WINDOW SIZES AND QUANTITY ON SITE PRIOR TO BIDDING ON AND ORDERING WINDOW UNITS**



**To submit your quote, you must use the Quote Label and Bid Form found on the following pages.**

**For questions regarding this RFQ, contact Tonia DeGagne at 807-274-5349 ext. 239 or by email at [purchasing@rrdssab.on.ca](mailto:purchasing@rrdssab.on.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 DRRSB. 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 DRRSB:**

*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 DRRSB 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 original bid documents and enclosures must be received within the specified period.*

*The DRRSB 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 bid not necessarily accepted. The DRRSB 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

**AFFIX / INCLUDE THE FOLLOWING LABEL TO THE  
OUTSIDE OF YOUR QUOTE**

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attn: Tonia DeGagne, Procurement Coordinator  
District of Rainy River Services Board  
450 Scott Street  
Fort Frances, ON P9A 1H2**

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

**DRRSB 26-09 Window Replacement – Webster Avenue**

RECEIVED BY DRRSB  
(DATE & TIME)

**BID FORM**

<b>Quote:</b> DRRSB 26-09	<b>Project Name:</b> Window Replacement 7 Housing units – Webster Avenue <b>Address:</b> 1000-1012 Webster Ave., Fort Frances, Ontario	<b>Closing Date:</b> Friday, February 27, 2026	<b>Time:</b> 2:00 P.M. Central Daylight Time (CDT)
<b>Submitted to:</b> District of Rainy River Services Board 450 Scott Street Fort Frances, ON P9A 1H2		To supply all labor, materials, and equipment necessary for the description, per the Request for Quotes, all Appendices, Drawings & Specifications.	

Bidder: \_\_\_\_\_ Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province of \_\_\_\_\_, Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**1. Quote Price**

Having examined the Request for Quotes named above as issued by Rainy River District Social Services Administration Board; I hereby offer to enter a Contract to perform the Work required by the Request for Quotes and attached Specifications/Scope of Work for the stipulated price of:

Materials \$ \_\_\_\_\_

Labor \$ \_\_\_\_\_

Other (Specify): \_\_\_\_\_ \$ \_\_\_\_\_

**SUBTOTAL** \$ \_\_\_\_\_

HST - HST#: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PRICE** (in Canadian Funds) \$ \_\_\_\_\_

Attached 10% Bid Deposit \$ \_\_\_\_\_

Attachments Provided:     Yes     No

**2. Acknowledgement of Addenda**

I have received and included the following Addendum(s) in my quoted price as presented above:

Addendum \_\_\_\_ Date Received: \_\_\_\_\_

Addendum \_\_\_\_ Date Received: \_\_\_\_\_

If not applicable, please state n/a.

**3. Timelines**

I agree to complete the work **by August 28, 2026, at 6:00 p.m. CDT.**

**4. Signatures**

SIGNED AND SUBMITTED:

\_\_\_\_\_

Signature

\_\_\_\_\_

Name and Title of Bidder

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.