

TREE REMOVAL & STUMP GRINDING – ROSE MANOR
923 SIXTH STREET EAST, FORT FRANCES, ON

Sealed envelopes or faxes clearly marked **DRRSB 26-36 Tree Removal** 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@rrdssab.ca

Up to, but not later than:

1:30 P.M. Local Time
Wednesday, June 17, 2026

Part 1 – General Requirements

Scope of Work

- 1.1.1 The work under this contract applies to the property known as Rose Manor, located at 923 Sixth St. E., in Fort Frances.
- 1.1.2 Work under this contract includes but is not limited to:
 - i. Removal and disposal of two existing trees at the northwest corner of the building (trees to be removed will be marked with orange paint), including grinding and removal of stumps; and
 - ii. Grinding and removal of one existing stump where tree was previously removed at northwest corner of the building.

Job Conditions

- 1.2.1 The contractor shall verify all conditions and measurements and utilities 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 indicated adverse conditions.
- 1.2.2 Contractors bidding on this project shall be responsible for notifying DRRSB of any obvious errors or omissions with respect to specifications prior to submission of quote.
- 1.2.3 Dwelling units are occupied and work 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.

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 am and 6:00 pm, local time, Monday through Friday only, except for statutory holidays.
- 1.3.3 All work is to be completed by 6:00 p.m. on Friday, July 31, 2026.

Work at Site

- 1.4.1 Work in this contract is to be carried out at an occupied housing complex. Ensure safe movement of occupants.
- 1.4.2 Be responsible for covering, screening, and protecting tenants' belongings while work is being carried out.

Fire Safety Requirements

- 1.5.1 Take all necessary precautions to prevent the possibility of fire.
- 1.5.2 Always keep suitable portable fire extinguisher within 3 meters of the operation 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.

Contractors' Use of Site

- 1.6.1 Limited to areas for work and storage as directed by DRRSB.
- 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 Parking will not be allowed on site.
- 1.6.5 Make good damage to paving, grass, walkways, curbs, trees, planting beds, etc., caused due to the work of this Contract.

Layout of Work

- 1.7.1 Be responsible for layout of all parts of the work.
- 1.7.2 Errors resulting from failure verifying the proper layout of any element of the installation shall be rectified without additional cost to DRRSB.

Inspections

- 1.8.1 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.
- 1.8.2 Inspections to ensure compliance with plans and specifications shall be carried out by an inspector designated by the DRRSB.

Health and Safety

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

Coordination

- 1.10.1 Examine requirements of materials, labor, and equipment standards for the work of this contract.
- 1.10.2 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.
- 1.10.3 Ensure that all trades, individually and collectively, comply fully with all contract requirements.

Insurance

- 1.11.1 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.
- 1.11.2 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

Utility Systems

- 1.12.1 Obtain information concerning location and nature of existing overhead and underground services from agencies concerned prior to commencing work.

Cleaning

- 1.13.1 Maintain a clean site and building. Remove waste materials from site daily.

Part 2 – Site Preliminary Work

- 2.1.1 Give DRRSB at least five (5) business days’ notice before starting work.
- 2.1.2 Always ensure safety of the tenants, secure entry way and direct tenants to an alternate entry/exit if work requires.
- 2.1.3 Work must be carried out in a manner as to cause as little inconvenience as possible to the residents.
- 2.1.4 Provide temporary protection to all areas during operations.

Part 3 - Final Cleaning

- 3.1.1 Fill any hole left by root system with black dirt level to ground
- 3.1.2 Remove all branches, debris, waste materials from site at daily regularly scheduled times.
- 3.1.3 Leave work broom clean.

REFERENCE PHOTOS

Trees at Rose Manor



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.

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, OSHA, 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. The Particulars of any convictions or orders imposed under health and safety or environmental legislation.

Some of the above documents may be provided annually and be 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

INCLUDE THE FOLLOWING LABEL WITH 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

DRRSB 26-36 Tree Removal – Rose Manor

RECEIVED BY DRRSB
(DATE & TIME)

BID FORM

Quote: DRRSB 26-36	Project Name: Tree Removal – Rose Manor Address: 923 Sixth St. E., Fort Frances, ON	Closing Date: Wednesday, June 17, 2026	Time: 1:30 P.M. Central Daylight Time (CDT)
Submitted to: 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) \$ _____

Additional Information:

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 July 31, 2026, at 6:00 p.m.**

4. Signatures

SIGNED AND SUBMITTED:

Signature

Name and Title of Bidder

Dated at _____ this _____ day of _____, 20____.
(Town)