



**DISTRICT OF RAINY RIVER
SERVICES BOARD**

HVAC COMPONENT & CONTROL REPLACEMENT

REQUEST FOR PROPOSAL: DRRSB 26-37

REQUEST FOR PROPOSAL: DRRSB 26-37

HVAC COMPONENT & CONTROL REPLACEMENT

| Table of Contents | | # of Pages |
|--------------------------|--|-------------------|
| | RFP Timetable | 1 |
| Section 1 | Request for Proposal | 1 |
| Section 2 | Proposal Information | 5 |
| Section 3 | Contract Requirements | 6 |
| Schedule 1 | Proponent Acknowledgements | 3 |
| Schedule 2 | Bid Form | 2 |
| Schedule 3 | Proposal Label | 1 |
| Schedule 4 | Agreement | 8 |
| Schedule 5 | Occupational Health & Safety Agreement | 2 |
| Schedule 6 | Drawings & Photos | 5 |

RFP TIMETABLE

RFP Number: DRRSB 26-37

RFP Title: HVAC Component & Control Replacement

Proponents should submit their proposals according to the following timetable and instructions

| | |
|------------------------------|---|
| Issue date of RFP | Monday, June 15, 2026 |
| Deadline for Questions | Thursday, July 2, 2026 at 4:00 p.m. CDT |
| Deadline for Issuing Addenda | Monday, July 6, 2026 at 4:00 p.m. CDT |
| Submission Deadline | Thursday, July 9, 2026 at 2:00 p.m. CDT |

For the purposes of this procurement process, the DRRSB contact is:

Tonia DeGagne, Procurement Coordinator

Email: purchasing@rrdssab.ca

Address: 450 Scott Street, Fort Frances, ON P9A 1H2

Phone: (807) 274-5349 ext. 239

This RFP timetable is tentative and may be changed by DRRSB at any time. Any changes to the timetable will be issues by way of Addenda which will be posted online at www.rrdssab.ca/administration-governance/procurement.

SECTION 1 – REQUEST FOR PROPOSAL

HVAC COMPONENT & CONTROL REPLACEMENT

Sealed Proposals clearly marked **DRRSB 26-37** will be received by the Procurement Coordinator of the District of Rainy River Services Board (DRRSB) up to but not later than:

**2:00 p.m. Central Daylight Time (CDT)
Thursday, July 9, 2026**

Please submit completed Proposals to:

**District of Rainy River Services Board
Attention: Tonia DeGagne, Procurement Coordinator
450 Scott Street
Fort Frances, Ontario P9A 1H2
Fax: (807) 274-0678
Email: purchasing@rrdssab.ca**

A copy of the *Request for Proposal*, Proposal Guidelines, and Specifications may be found on the DRRSB website at www.rrdssab.ca/administration-governance/procurement.

Please direct any questions regarding this Proposal to: Tonia DeGagne, Procurement Coordinator, Phone: 807-274-5349, ext. 239 or email: purchasing@rrdssab.ca

The lowest or any proposal not necessarily accepted. The District of Rainy River Services Board (DRRSB) reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the Board. See Proposal Information, Proposal Forms and other Proposal documents for all terms, conditions and requirements.

SECTION 2 – PROPOSAL INFORMATION

INTRODUCTION

1.1 This Request for Proposal (RFP) is an invitation by the Rainy River District Social Services Administration Board operating as the District of Rainy River Services Board (DRRSB) to prospective Proponents to submit a Proposal for the provision of the goods and/or services as further described herein.

DRRSB is requesting proposals for a contractor to supply all materials, labour, equipment and incidentals to complete HVAC component & control replacement at the DRRSB administration office.

1.2 DRRSB does not guarantee the value or volume of work to be assigned to the successful Proponent. The Agreement may not be an exclusive contract for the provision of the described Deliverables. DRRSB may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

1.3 (a) The following schedules are attached to and form an integral part hereof:

- (i) Schedule 1 – Proponent Acknowledgements;
- (ii) Schedule 2 – Bid Form;
- (iv) Schedule 3 – Proposal Label;
- (v) Schedule 4 – Agreement;
- (vi) Schedule 5 – Occupational Health & Safety Agreement; and
- (v) Schedule 6 – Drawings & Photos.

(b) In this Proposal, the Proposal Information, Scope of Work, Proposal Forms, Addenda, Agreement, and Specifications are collectively referred to as the "Proposal Documents".

1.4 The Proponent shall examine the Proposal Documents as soon as possible, and immediately notify the Procurement Coordinator, or designate of any errors, omissions or conflicts discovered.

1.5 In the Proposal Documents, the singular, or masculine, or personal, pronouns herein shall be construed as meaning the plural, or feminine, or neuter, as the context requires.

PROPOSAL SUBMISSIONS

2.1 The timing for all Proposal submissions is set out above in the RFP Timetable.

2.2 Proposals must be submitted on time. Proposals submitted after the Submission Deadline will be rejected without exception.

2.3 Proposals may be submitted by fax or e-mail; however, the Board assumes no responsibility whatsoever for proper receipt of such transmittals and the original of such Proposals and enclosures shall be received by the DRRSB within two (2) business days of the Closing Time.

2.4 Proposals received prior to the Closing Time may be withdrawn by the Proponent only upon, and by, written notice of withdrawal, which written notice of withdrawal must be received by the Procurement Coordinator or designate no later than the Closing Time. If such written notice of withdrawal is not so received by the Procurement Coordinator, or designate, such Proposal shall be deemed as being open for the DRRSB to consider and/or accept.

The last Proposal received shall invalidate all previous Proposals received from the same Proponent.

- 2.5 In a case where a successful Proponent is not an Ontario resident, such Proponent is required to either:
- (a) provide a copy of a valid Retail Sales Tax Vendor Permit; or
 - (b) file with the DRRSB a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch.

Failure to comply will result in such portion, as prescribed by law, of any payment made or to be made by the DRRSB to the Proponent to be withheld for remittance as required.

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

- 2.7 The DRRSB will evaluate Proposals as follows:

- (a) Stage 1: Mandatory Requirements

During Stage 1, DRRSB will review each Proposal to determine whether it complies with the Mandatory Requirements of the RFP process which includes submission of the following:

- (i) Schedule 1 – Proponent Acknowledgements; and
- (ii) Schedule 2 – Bid Form.

- (b) Stage 2: Rated Criteria

During Stage 2, DRRSB will review and evaluate each compliant Proposal against the desirable criteria to determine the Proposal offering “Best Value” to the DRRSB. The DRRSB may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent’s Proposal to another Proponent’s Proposal.

- 2.8 It is the intent of DRRSB to award the Contract to the high-ranking Proponent. It is DRRSB’s right to award the Contract to a Proponent other than the one with the most points if, in its sole determination, another Proposal is determined to be “Best Value” to DRRSB, taking into consideration the evaluation criteria of this RFP.

- 2.9 The DRRSB reserves the right to reject or disqualify proposals not submitted in strict accordance with requirements of the Proposal documents.

- 2.10 The lowest or any Proposal will not necessarily be accepted and the DRRSB reserves the right to:

- (a) reject any or all Proposals;
- (b) waive irregularities and informalities;
- (c) accept a Proposal which is not the Proposal with the lowest dollar value;
- (d) reject a Proposal that is the Proposal with the lowest dollar value (even if it is the only Proposal received); and
- (e) award the Proposal in the best interest of the Board.

- 2.11 The DRRSB reserves the right to consider, during the evaluation of Proposal:

- (a) information provided in the Proposal document itself;
- (b) information provided in response to enquiries of credit and industry references set out in the Proposal;
- (c) information received in response to enquiries made by the DRRSB of third parties, apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the Proponent;
- (d) the manner in which the Proponent provides services to others;
- (e) the experience and qualification of the Proponent's senior management; and project management;
- (f) the compliance of the Proponent with the DRRSB's requirements and specifications; and
- (g) any other thing or matter which the DRRSB, in its sole unfettered discretion, deems appropriate.

By submitting a Proposal, the Proponent acknowledges the DRRSB's rights under this Section and absolutely waives any right, or cause of action against the DRRSB and its consultants, by reason of the DRRSB's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, negligence, or otherwise.

FORMS AND SUBMISSION

- 3.1 The following forms must be reviewed, completed fully and accurately and returned as part of the Proposal:
- (a) Schedule 1 – Proponent Acknowledgments;
 - (b) Schedule 2 – Bid Form;
 - (i) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except HST, which is to be itemized separately. As it is the responsibility of the Proponent to determine levy and collection of Harmonized Sales Tax (HST), amounts bid shall show the HST number, or alternatively cite the basis of exemption in lieu thereof; and
 - (ii) Rates quoted by the Proponent shall be all-inclusive and shall include all labour, materials, equipment, and incidentals such as insurance, delivery, inspections, licenses or fees.

RFP PROCESS

- 4.1 Proponents are advised to review the Proposal Documents for all terms, conditions and requirements. It is the responsibility of the Proponent to notify DRRSB of any obvious errors or omissions with respect to specifications prior to submission of Proposal and seek clarification from DRRSB on any matter it considers to be unclear.

Failure to do so will not relieve the Proponent of responsibility nor permit charges for extras if preliminary examinations would have indicated adverse conditions.

- 4.2 DRRSB may respond to Proponents' inquiries by issuing Addenda, each of which shall form part of this RFP.

Proponents may, up to the date listed in the RFP Timetable (page 3), be advised by Addenda of, without limitation, additions to, deletions from, alterations in, or other changes to, the Proposal Documents. All such Addenda will be found at DRRSB's website (www.rrdssab.ca/administration-governance/procurement). All such changes shall become an integral part of the Proposal Documents and allowed for by the Proponent in its Proposal and Proposal pricing. The Proposal Forms provide for an acknowledgement by the Proponent of receipt by the Proponent of any and all Addenda.

Proponents shall acknowledge receipt of all Addenda by indicating the number of the Addendum and the Date Received on the Rate Bid Form.

- 4.3 When evaluating responses, DRRSB may request further information from the Proponent or third parties to verify or clarify the information provided in the Proposal. DRRSB may re-evaluate the Proponent's response or ranking based on any such information.
- 4.4 The top-ranked Proponent, as determined under Proposal Submissions, may receive an invitation from DRRSB to enter a contract with DRRSB for completion of the work.
- 4.5 DRRSB may cancel or amend the RFP process without liability at any time.

MATERIAL DISCLOSURES

- 5.1 Forthwith upon the DRRSB and the successful Proponent executing the Agreement, such Proponent shall:
 - (a) be prepared to replace HVAC component & controls in accordance with the Proposal Documents, as successfully submitted for; and
 - (b) deliver to the DRRSB:
 - (i) proof of current WSIB coverage/WSIB Clearance Certificate;
 - (ii) proof of current liability insurance coverage minimum \$2 million per occurrence;
 - (iii) the name of the person responsible for administering the contractor's health and safety program;
 - (iv) proof of appropriate staff training where required, i.e. Transportation of Dangerous Goods, OHSA, WHMIS, etc.;
 - (v) proof of equipment certification where required, i.e. lifting devices, boom cranes, underwater diving, etc.;
 - (vi) copy of the contractor's health and safety policies and procedures;
 - (vii) particulars of any convictions or orders imposed under health and safety or environmental legislation; and
 - (viii) executed Agreement for performance of work (enclosed).

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 Procurement Coordinator as to what additional information may be required.

- 5.2 If the Proponent fails to deliver to the DRRSB the Agreement and the OH&S Agreement properly executed by the Proponent or to supply the specified insurance documents, health & safety policies and performance bond within five (5) days of the date of execution of the Agreement, or to the start of the project when directed:

- (a) the DRRSB shall be entitled, without prejudice to any other right or remedy it may have, to deem the Proponent to have abandoned the Proposal made by the Proponent, and the DRRSB shall be entitled to retain the Deposit as liquidated damages (and not as a penalty); and
- (b) the Proponent shall pay to the DRRSB the difference between, the Total Proposal Price set out in its Proposal and any other Proposal which the DRRSB accepts (if such other Proposal is for a larger amount) and, in addition thereto, any costs which the DRRSB may incur by reason of the DRRSB re-issuing the RFP, and, further, the Proponent shall fully indemnify and save harmless the DRRSB, its officers, employees, and agents from all loss, damage, liability, cost, charge and expense whatever which it, they or any of them may suffer, incur or be put to by reason of such default or failure of the Proponent.

5.3 The successful Proponent will be required to submit a performance bond in the amount of twenty-five percent (25%) of the total bid price payable to the RRSSAB less HST with the executed Agreement and OH&S Agreement.

5.4 The successful Proponent shall take out and keep in force, throughout and for the duration of such Proponent's obligations to and/or Agreement with the DRRSB, but in any event for no less time than for completion of the project including any and all remedial work, a comprehensive policy (herein sometimes referred to as the "Policy") of public liability and property damage insurance in the amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.

Such Policy shall name the DRRSB as an additional insured thereunder and shall contain:

- (a) the insurer's waiver 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
- (b) 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 sixty (60) days prior to the intended change, lapse, cancellation or termination.

5.5 The successful Proponent shall take out and keep in force, throughout the duration of the Agreement with the DRRSB, WSIB coverage. DRRSB will require the successful Proponent to produce a valid Clearance Certificate from WSIB upon expiration during the term of the Agreement and prior to any payment under the Agreement.

SECTION 3 – CONTRACT REQUIREMENTS

Part 1 – General Requirements

Intent

- 1.1.1 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, labour, equipment, services and incidentals necessary to complete the work on time and to the quality specified.
- 1.1.2 Provide all labour, material, equipment, services and incidentals as necessary to perform the work as described herein.

Job Conditions

- 1.2.1 Conduct the operation of this contract in a cooperative manner with the DRRSB and interfere as little as possible with the normal operation and function of the project.
- 1.2.2 Work is to be carried out in an occupied office building and work must be carried out in such a manner as to cause as little inconvenience as possible to the occupants.
- 1.2.3 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 DRRSB 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 measures to expedite subsequent phases to maintain or improve on completion date.
- 1.3.2 Carry out work between the hours of 8:00 a.m. and 4:00 p.m., local time unless alternate hours mutually agreed to by both parties.
- 1.3.3 Give DRRSB at least three (3) working days' notice prior to commencing work.
- 1.3.4 Complete the work by 12:00 p.m. on **Thursday, December 31, 2026.**
- 1.3.5 Regular occupant services must be maintained throughout the duration of the project. One door at the property must remain operational for use by occupants for the duration of the project. Scheduling of door closures must be arranged prior to closure with Owner.

Temporary Services

- 1.4.1 Power: 110 volts electrical, located at 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 manufacturer 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 or work site.

Fire Safety Requirements

- 1.5.1 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.
- 1.5.2 Always keep suitable portable fire extinguisher within three (3) metres of the operation when soldering, welding, brazing, grinding, 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 Obtain permission for use of existing sanitary facilities from DRRSB and always keep such facilities clean and sanitary.
- 1.6.5 Make good damage to paving, grass, walkways, curbs, trees, planting beds, etc., 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 Contractor is responsible for layout of all parts of the work.
- 1.8.2 Errors resulting from failure to verify the proper lay out of any element of the installation shall be rectified without additional cost to DRRSB.

Codes and Regulations

- 1.9.1 All work and material shall be in accordance with all building codes and local by-laws and also as per the requirement of the Ontario and federal legislation.
- 1.9.2 Failure to comply may result in rejection of the work and the need to replace or repair at no additional cost to DRRSB.
- 1.9.3 In case of conflict or discrepancy, the more stringent requirements shall apply.
- 1.9.4 Install all materials in accordance with manufacturers' recommendations.

Existing Conditions

- 1.10.1 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 Proposal Documents, then the observing party shall notify the other party in writing no later than three (3) working days after first observance of the conditions.
- 1.10.2 The DRRSB 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 DRRSB.
- 1.10.3 If the DRRSB 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

- 1.11.1 The DRRSB, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work, with the Contract Price and the completion date being adjusted accordingly.
- 1.11.2 No additional Work shall be done or other changes to the Contract made without receiving prior written authorization from the DRRSB.
- 1.11.3 In the case of a reduction in Scope of Work, the DRRSB shall determine the method of valuation of any change in the Work by any one or more of the following methods:
 - (i) by estimate and acceptance of a lump sum.
 - (ii) by unit prices; and/or
 - (iii) by cost and percentage or by cost and a fixed fee.
- 1.11.4 In cases of an addition to the Work to be paid for the DRRSB shall certify the amount of the net cost of labour and materials, as determined by invoices and timesheets provided.

Inspections

- 1.12.1 Code compliance and other mandatory inspections shall be carried out by the designated inspector. Contractor is responsible for contacting the inspector for all inspections.

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

Occupational Health and Safety

1.13.1 It is the contractor's responsibility to provide the proper notification to the Ministry of Labour prior to the commencement of work.

1.13.2 Comply with all aspects of the Occupational Health and Safety Act and regulations thereunder.

1.13.3 The contractor will assume responsibility for all breaches of health and safety requirements including the cost of legal defense on a solicitor and own client basis should the DRRSB or any of its employees be charged with violating said Act or Regulations. If the DRRSB 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 fine on behalf of such defendant.

1.13.4 Maintain on site a list of all hazardous materials proposed for use on site together with current Safety Data Sheets (SDS).

1.13.5 Label all hazardous materials according to WHMIS requirements.

1.13.6 Use experienced workers, fully instructed and trained in accordance with the requirements of WHMIS and other applicable regulations.

1.13.7 All work to be carried out by qualified, licensed tradespeople or apprentices according to Ontario Regulations.

Hazardous Waste

1.14.1 Operate in compliance with all applicable laws where the work includes handling, installing removing, transporting, disposing of, applying or using any controlled, hazardous or toxic substances or contaminants, including substances regulated by the Occupation Health and Safety Act, the Environmental Protection Act, Ontario Water Resources Act, the Pesticides act and any other applicable laws.

Environmental

1.15.1 Give due consideration to the environment in the completion of the Work, including using environmentally friendly materials and/or processes consistent with prudent industry practices.

1.15.2 Notify DRRSB if materials and processes are to be used that may be environmentally hazardous or present health or environmental concerns.

1.15.3 Consider the energy intensity of products and services used to complete the work.

Coordination

1.16.1 Examine requirements of materials, labour and equipment standards for the work of this contract.

1.16.2 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 to avoid work delays.

1.16.3 Ensure that installations, individually and collectively, comply fully with all contract requirements.

Salvage

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

1.17.2 Dispose of salvage materials as directed by DRRSB.

Cleaning

1.18.1 When the work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining work.

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

1.18.3 Leave work area broom clean.

1.18.4 Remove stains, spots, marks and dirt from surfaces.

Diagrams and Equipment Manuals

1.19.1 Supply one hard copy set of manuals and for equipment installed. Supply manuals also in electronic format.

Warranty

1.20.1 Rectify defects in the work caused by faulty workmanship or materials for which it shall have received notice from Owner for the manufacturer's warranty period.

Part 2 – Scope of Work

2.1.1 The work under this contract applies to the HVAC system at the DRRSB administration building, located at 450 Scott Street in Fort Frances, Ontario.

2.1.2 The requirements are to provide all materials, labour, equipment, services and incidentals to complete the following:

- (i) Replace all components related to 7 VAVs (VAV 17 through 23 on drawings) including thermostats, sensors, valve assemblies, actuators and control interfaces;
- (ii) Complete load balancing of system; and
- (iii) Replace front-end control and graphics package (HMI), compatible with new and existing HVAC components, with the following minimum requirements:

System Navigation and Usability

- Intuitive navigation with consistent menus and naming conventions.
- Site/building/equipment hierarchy (e.g., Building → Floor/Area → System → Equipment).
- Search functionality for points, equipment, and alarms.
- Ability to create favorite pages and quick links for operations staff.

Monitoring and Control

- Real-time display of HVAC point status and values.
- Authorized users must be able to issue operator commands, including:
 - Start/stop commands (where applicable) i.e Override Commands for Stage Cooling
 - Mode changes (e.g., Auto/Manual, Occupied/Unoccupied)
 - Setpoint adjustments within defined limits
 - Schedule adjustments (if included in scope)
- Visual confirmation of command receipt and status (including indications of override/manual conditions).

Operating Environment and Compatibility

The solution must meet the following requirements:

- **Client OS Compatibility:** Fully supported on **Windows 11 (Enterprise/Pro)**.
- **Architecture:** 64-bit application preferred.
- **Installation:** Web client (browser-based) is acceptable utilizing Chrome/Edge, provided Windows 11 compatibility is demonstrated.
- **Network Operation:** Must function on the organization’s internal network with segmented VLANs as required.
- **Time Synchronization:** Must support time synchronization with organizational time sources (e.g., NTP) to ensure accurate trending and audit logs.
- **Performance:** Must be responsive for daily operational use, including graphics rendering, alarm review, and trend visualization.

Alarm Management

- Centralized alarm console with filtering by:
 - Priority
 - Date/time
 - Equipment/area
 - Alarm state (active, acknowledged, cleared)
- Alarm acknowledgement workflow with user identification and timestamp.
- Alarm notes/comments capability (optional but preferred).
- Alarm routing/notification capability is desirable (e.g., email notifications), subject to IT security review and configuration.

Minimum Graphics Deliverables

At minimum, the vendor/implementer must provide:

- **Site overview page:** High-level summary of key systems and alarm status.
- **Building/floor/area pages:** Navigation and key status indicators.
- **System-level pages:** AHUs, RTUs, boilers, pumps, VAVs, exhaust, etc. as applicable.
- **Equipment detail pages:** Status, key setpoints, command points, safeties, and interlocks (as available).
- **Trend access:** Direct links from graphics to relevant trends for the equipment.
- **Alarm access:** Direct links from graphics to alarms for the equipment/system.

2.1.3 Complete all necessary programming and test system for functionality.

2.1.4 Provide necessary training to DRRSB staff.

Questions and request for further information available upon request by contacting Michelle Ballan, Infrastructure Assistant at (807) 274-5349, ext. 228 or by email at michelle.ballan@rrdssab.ca.

SCHEDULE 1 – PROPONENT ACKNOWLEDGEMENTS

(Forms to be submitted by the Proponent)

Proposal No: DRRSB 26-37

“HVAC Component & Control Replacement”

The following Proposal is hereby submitted to

THE RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD
("DRRSB")

1. This Proposal is submitted by _____ (hereinafter sometimes referred to as the "Proponent").

Proponent acknowledges agreement of the following causes and must complete all indicated items and include in their submission:

2. The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, there will be no legal relationship or obligations created until DRRSB, and the selected Proponent have executed a written agreement.
3. The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The Proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the rates set out in the Rate Bid Form and has provided a list of any subcontractors to be used to complete the proposed Agreement.
4. The Proponent has submitted its rates in accordance with the instructions in the RFP and in the Rate Bid Form set out in Schedule 3. The Proponent confirms that the pricing information provided is accurate. The Proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.
5. The Proponent must read and accept and incorporate all addenda issued by DRRSB prior to the Deadline for Issuing Addenda into their submission. The onus remains on Proponents to make any necessary amendments to their Proposal based on the addenda. The Proponent must confirm that it has received all Addenda.
6. For the purposes of this RFP, the term "Conflict of Interest" means:
 - a) A situation or circumstance, real or perceived that could give a Proponent or potential Proponent an unfair advantage during a Competitive Procurement Process or compromise the ability of a Contractor to perform its obligations under their Contract; or

| FORM | INITIAL TO ACKNOWLEDGE |
|--|------------------------|
| # of Addenda Received _____ (specify number) | |
| Section 2 – Proposal Information (reviewed) | |
| Section 3 – Contract Requirements (reviewed) | |
| Schedule 1 – Proponent Acknowledgements (attached) | |
| Schedule 2 – Bid Form (attached) | |
| Schedule 4 – Agreement (reviewed) | |
| Schedule 5 – Occupational Health & Safety Agreement (reviewed) | |

I confirm that I have the authority to bind the Proponent, and attest to the accuracy of the information provided in this Proposal.

Witness to Signature of Proponent

Signature of Proponent

Print Name of Witness

Print Name and Title of Proponent

SCHEDULE 2 – BID FORM

| | | | |
|--|---|--|--------------------------|
| Proposal: DRRSB 26-37 | Project Name: HVAC Component & Control Replacement Address: 450 Scott Street, Fort Frances, ON | Closing Date: Thursday, July 9, 2026 | Time: 2:00 pm CDT |
| Submitted to: District of Rainy River Services Board 450 Scott Street Fort Frances, ON P9A 1H2 | | To supply all labour, materials and equipment necessary for the description, per the Request for Proposal, all Schedules, Drawings & Specifications. | |

Proponent: _____ Legal Name: _____

Mailing Address: _____

City: _____ Province of _____, Postal Code: _____

Email: _____ Phone: _____

1. Proposal Price

Having examined the Request for Proposal: HVAC Component & Control Replacement, as issued by District of Rainy River Services Board; I hereby offer to enter into a Contract to perform the Work required by the Request for Proposal and attached Specifications/Scope of Work for the stipulated price of:

| | | |
|--|-----------|--------------|
| VAV Replacement | \$ | _____ |
| System Load Balancing | \$ | _____ |
| Front End Control & Graphics Replacement | \$ | _____ |
| Other | \$ | _____ |
| SUBTOTAL | \$ | _____ |
| HST | \$ | _____ |
| TOTAL PRICE (in Canadian Funds) | \$ | _____ |

Additional Information:

Attachments Provided: Yes No

2. Proposed Methodology & Product Information (attach specifications for materials)

3. Work Schedule following project award

Time period until work commencement after receipt of approvals: _____

Total down-time for equipment: _____

Estimated completion date: _____

A detailed construction schedule to be submitted to DRRSB within three weeks following project award.

4. Insurance Information

WSIB #: _____

Insurance Provider: _____

Insurance Policy #: _____

5. Performance Security

Proponent agrees to provide performance security as per 5.3 in Section 2: Yes No

6. Signatures

SIGNED AND SUBMITTED:

Signature

Name and Title of Proponent

Dated at _____ on _____ day of _____, 2026.

SCHEDULE 3 – PROPOSAL LABEL

AFFIX LABEL TO THE OUTSIDE OF PROPOSAL ENVELOPE OR
SUBMIT AS COVER PAGE FOR ELECTRONIC SUBMISSIONS

From: _____

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

DRRSB 26-37 HVAC COMPONENT & CONTROL REPLACEMENT

RECEIVED BY DRRSB
(DATE & TIME)

SCHEDULE 4 – AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2026.

BETWEEN:

(herein sometimes referred to as the "Proponent" or the "Contractor")

- and -

Rainy River District Social Services Administration Board, operating as District of Rainy River Social Services Administration Board
("DRRSB")

Whereas the Contractor has represented to the DRRSB that the Contractor is well able to perform the Work described in the Proposal Documents for the respective Total Unit Price(s) and Total Prices quoted by the Proponent in the Proposal.

Now therefore the Contractor and the DRRSB (herein sometimes referred to as the "Parties") undertake and agree as follows:

1. This Agreement shall commence on (_____) and will remain in force, unless terminated earlier in accordance with the Agreement, until completion by the Contractor of all its obligations under the Agreement.
2. No amendment or variation of the Agreement is valid or binding on a party unless made in writing and signed by DRRSB and the Contractor.
3. The Contractor shall perform and complete the Work:
 - (a) to, and for, the benefit and satisfaction of the DRRSB, in accordance with the Proposal Documents.
 - (b) for the respective Total Unit Price(s) and Total Prices quoted by the Proponent in the Proposal Forms; and
 - (c) with the project being completed **by 12:00 p.m. CST on the 31st day of December of 2026** unless otherwise agreed to in writing by the parties.
4. The Contractor agrees to furnish all labour, materials, tools and equipment and to secure all permits and approvals necessary for complete performance of the work. All materials supplied hereunder shall be new and of the finest quality and suitable for the purposes for which they were manufactured, and all workmanship shall be of the highest standard and quality. All materials, tools and equipment used by the Contractor shall comply with, and the work shall be performed in accordance with, all applicable laws, regulations, orders, municipal or other bylaws, ordinances and rules.

5. In addition to any other express or implied warranties or guarantees made by the Contractor, the Contractor guarantees all the work to be performed and all materials to be furnished in connection with the Work against defects in materials or workmanship which may develop within a period of two (2) years from the date of final acceptance of the completed Work, unless otherwise specified by DRRSB. The Contractor shall, promptly after receipt of written notice of any such defects, correct or replace such defects and shall pay for any resulting damage without cost to DRRSB. If the Contractor does not correct such defects promptly after receipt of written notice thereof, DRRSB may correct such defects and charge to the Contractor all costs incurred as a result.
6. The Contractor and its subcontractors shall use staff that are properly trained and maintain all necessary licenses or permits to perform the Work. The Contractor must provide copies of any and all required licenses or permits, upon request, to DRRSB.
7. The Contract Price is the sum of the prices quoted for the Work, including all expenses which may be incurred by the Contractor in relation to the provision of the Work (including without limitation travel expenses) and including all Taxes (other than GST/HST, QST, or PST).

The rates and prices as detailed in Schedule 3 – Rate Bid Form herein shall be fixed and firm for the duration of the Agreement and shall not be subject to escalation. All labour rates are all-inclusive.

8. Provided that there are not material changes to Section 3 – Contract Requirements authorized through a written variation, the Contractor guarantees completion of the Work for a fixed, pre-set amount that covers everything and all actions needed for the full and satisfactory completion of the Work at the lump sum price set out in Schedule 2 – Bid Form;
9. DRRSB may at any time, by a written change order, do either of the following:
 - (a) make changes in additions to or deletions from the Specifications or scope of work as defined in the contract and/or Proposal documents; or
 - (b) change or add to or delete from the Work.

The Contractor shall not be entitled to any payment in respect of any extra work performed unless such work has been previously authorized in writing by DRRSB prior to the extra work being carried out.

10. All invoices shall be identified with the RFP number DRRSB 26-37.
11. Invoices for progress payments will be submitted by the Contractor to DRRSB within forty-five (45) days after completion of the Work to which the invoice refers, otherwise payment of the invoice may be significantly delayed and delayed payment under these circumstances shall not be considered a breach of DRRSB's obligations hereunder. Each invoice will be submitted with proper backup documentation to evidence to the satisfaction of DRRSB that all Work that is subject of the invoice has been performed. Invoices will be itemized per location. Applicable taxes shall be listed as a separate line item in each invoice.

Ten percent (10%) of each payment will be withheld to a total of ten percent (10%) of the total project. This holdback will be retained for forty-five (45) days following completion of the project.

12. DRRSB shall pay all invoices (except any invoice that contains a disputed charge or disputed fee) within thirty (30) days after the invoice is received and approved.

All prices and values are stated and shall be paid in Canadian dollars unless otherwise agreed.

Payment by DRRSB to the Contractor shall not constitute acceptance of the Work. If at any time DRRSB overpays any amount to the Contractor, the overpayment shall be promptly repaid by the Contractor to DRRSB.

Unless otherwise agreed to by the parties, DRRSB shall not pay any charge for late payment.

13. If the Contractor is in any way indebted to DRRSB, either under the terms of this Agreement or for any other reason, DRRSB shall have the right of set-off to the extent of such debt.
14. Except as otherwise permitted by this Agreement, any confidential information which the Contractor has or which may come into its possession in the course of this Agreement, will be kept confidential and will not, without DRRSB's prior express consent, be disclosed by the Contractor in any manner and will not be used by the Contractor for any purpose other than to perform its obligations under this Agreement. The Contractor may only disclose or permit access to the confidential information to the Contractor Personnel or advisors who have a need to know the confidential information, who must be advised of the confidential nature of the confidential information and who agree to be bound by the terms of this section. If the Contractor becomes legally compelled or required by any authority having appropriate jurisdiction to disclose any of the confidential information the contractor shall, if permitted under law, promptly provide DRRSB with notice.
15. If the Contractor, its partners, personnel or any of their advisors, prior to or during the term of this Agreement, discovers any perceived, potential or actual conflict of interest that the Contractor, its partners, personnel or any of their advisors may have with DRRSB, the Contractor shall promptly disclose the perceived, potential or actual conflict of interest to DRRSB.

Failure to disclose a conflict of interest shall entitle DRRSB to terminate this Agreement for cause.

DRRSB may, in its sole discretion, waive all perceived, potential or actual conflicts of interest of the Contractor, its partners, personnel or advisors. A waiver shall be upon such terms and conditions as DRRSB, in its sole discretion, requires satisfying itself that the perceived, potential or actual conflict of interest has been appropriately managed, mitigated or minimized.

16. DRRSB may suspend the Work at any time and for any reason upon providing notice to the Contractor and such notice having immediate effect (unless stated otherwise). At the end of the suspension period, DRRSB and the Contractor may negotiate in good faith any adjustments to the pricing and Work schedule to account for the time in which the Work was suspended. The Contractor shall not be entitled to any adjustment where the suspension was a result of any act or omission of the Contractor.
17. DRRSB may terminate this Agreement without cause (which includes for any reason and no reason at all) upon ten (10) days' notice to the Contractor.

Notwithstanding any other provision, if DRRSB terminates the Contractor pursuant to this section, the sole claim of the Contractor against the DRRSB and the sole liability of DRRSB under this Agreement shall be payment of:

- (a) all undisputed invoices for Work provided up to the effective date of the termination; and

- (b) any reasonable and auditable cancellation expenses incurred by the Contractor because of termination under this section.

18. If:

- (a) the Contractor should be adjudged bankrupt, or becomes insolvent, or makes a general assignment for the benefit of creditors, or if a receiver is appointed of the Proponent or the Proponent's business or any part thereof;
- (b) a petition in bankruptcy for liquidation, reorganization, or other proceeding, is filed by or against the Contractor;
- (c) the Contractor repudiates the Agreement or abandons the Work;
- (d) the Contractor materially breaches any law applicable to the completion of the Work;
- (e) the Contractor fails or neglects to properly perform or complete the Work or otherwise fails to comply with the requirements of the Proposal Documents (including, without limitation, failure to meet specifications, or to meet delivery dates, or otherwise); or
- (f) the Contractor commits a material breach of the Agreement and one of the following applies: (i) the nature of the breach cannot be cured; or (ii) the breach can be cured, but the Contractor has failed to cure such breach within thirty (30) days after receipt of notice from DRRSB of the breach;

DRRSB may, without prejudice to any other right or remedy it may have, terminate this Agreement by giving the Contractor written notice.

19. If DRRSB terminates this Agreement with cause, then in addition to any other legal remedy or recourse in law or in equity available to DRRSB, DRRSB shall be entitled to (a) withhold any amounts due to the Contractor to cover the costs of disputes arising from or in connection with the termination; and (b) complete the Work or have a third party complete the Work and charge to the Contractor any additional costs in connection to the completion of the Work that are over and above the pricing quoted by the Contractor in Schedule 2 – Bid Form.

In the case of termination with cause, the Contractor's obligation under the Proposal Documents as to quality, correction and warranty of the work performed by the Contractor up to the time of termination shall continue in force after such termination.

20. Prior to commencement of the Work and until the earlier termination of this Agreement or the expiry of its term, the Contractor shall, at its sole expense, maintain a comprehensive policy (herein sometimes referred to as the "Policy") of public liability and property damage insurance in the amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.

Such Policy shall name the DRRSB as an additional insured thereunder and shall contain:

- (a) the insurer's waiver 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
- (b) 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 sixty (60) days prior to the intended change, lapse, cancellation or termination.

21. The Contractor must ensure that its subcontractors and consultants have the benefit of or effect and maintain equal insurance coverage as required to be affected by the Contractor.
22. The Contractor agrees that DRRSB, its directors, officers and employees shall not be liable for any injury or damage including death, property loss, or damage sustained by the Contractor, its partners, personnel or any other third party that arises from or relates, directly or indirectly, in whole or in part, to any act or omission by the Contractor, its partners or personnel in the performance of the Work.
23. The Contractor shall indemnify and save harmless DRRSB, its directors, officers and employees (the "Indemnitees") from and against any and all liability that the Indemnitees may suffer, sustain or incur, and any claim against the Indemnitees (including legal fees incurred in defending any claim on a full indemnity basis), arising as a result of, in respect of, or arising out of any one or more of the following:
 - (a) any lien or any other encumbrance that is lodged or registered in respect of the Work by the Contractor;
 - (b) any physical loss of or damage to all or any part of any site and building, or to any equipment, assets or other property related hereto;
 - (c) the death or personal injury of any person;
 - (d) any physical loss of or damage to property or assets of any third party; or
 - (e) any other loss or damage of any third party,

In each case, arising, directly or indirectly, out of, or in consequence or, or involving or relating to, the performance or any breach of the Agreement by the Contractor or any act of omission of the Contractor or any of the Contractor Personnel or any other person for whom the Contractor is responsible at law.

24. A party will not be liable for any delay or failure to perform any of its obligations under the Agreement if as soon as possible after the beginning of the Force Majeure affecting the ability of the party to perform any of its obligations under the Agreement, it gives a notice to the other party. "Force Majeure" means a cause or event which is beyond the reasonable control of the party claiming force majeure, not able to be overcome by the exercise of reasonable care, proper precautions and the consideration of reasonable alternatives, and was not the result of the negligence or breach of contract by the party claiming force majeure, and includes: acts of God, fires, explosions, floods, riots, wars, tornadoes, hurricanes, severe winter storms, severe hail storms, earthquakes, epidemic, quarantine, terrorism, governmental acts, expropriations, strikes, lockouts and protests, provided, however, that any economic hardship including lack of funds or credit shall not constitute Force Majeure.

The party claiming Force Majeure may suspend the performance of its obligations.

25. The party claiming Force Majeure must give prompt notice to the other party with all the details and particulars of the event causing the Force Majeure. The notice of Force Majeure must include a plan to mitigate the adverse effects of the Force Majeure and indicate the date on which the party claiming the Force Majeure expects to resume the performance of its obligations.
26. The Contractor is and shall remain an independent contractor and not an employee of the DRRSB, and the Contractor and Contractor Personnel will not be entitled to any benefits which would ordinarily accrue to any employee of DRRSB by virtue of their status as an employee. This

Agreement does not constitute the parties as partners, joint venturers or agents of each other and no party may so represent itself in this manner.

- 27. The Contractor may not assign this Agreement or subcontract its obligations under this Agreement without the express consent of DRRSB, which consent may be withheld or conditioned in DRRSB's sole and absolute discretion. Upon notice to the Contractor, DRRSB may assign this Agreement to an affiliate without the consent of the Contractor. This Agreement ensures to the benefit of the parties, and it is binding upon the parties' heirs, executors, successors and assigns.
- 28. If the Contractor is provided keys or other access devices for any location, the Contractor shall be responsible for any costs to DRRSB related to the loss of and/or failure to return such keys or other access devices.
- 29. The parties shall use reasonable efforts to meet any time requirements in the performance of the parties' respective obligations.
- 30. No waiver of satisfaction of a condition or non-performance of an obligation under this Agreement will be effective unless it is in writing and signed by the party granting the waiver.
- 31. The parties shall, with reasonable diligence, do all such things and provide all such reasonable assurances as may be required to consummate the transactions contemplated by this Agreement, and each party shall provide such further documents or instruments required by any other part as may be reasonably necessary or desirable to affect the purpose of this Agreement and carry out its provisions.
- 32. The singular includes the plural. A gender includes all genders. Where the word "including", "include" or "includes" is used in the Agreement, it means "including, include or includes without limitation".
- 33. The Proposal Documents shall collectively be and the whole shall constitute the Contract between the Parties.
- 34. Any notice required or permitted to be given hereunder shall be in writing and shall be effectively given if:
 - (a) delivered personally.
 - (b) sent by prepaid courier service or mail; or
 - (c) sent by electronic communication (confirmed on the same or following day by prepaid mail) addressed,
 - (i) in case of notice to the DRRSB, as follows:
450 Scott Street
FORT FRANCES, Ontario P9A 1H2
Attention: Tonia DeGagne, Procurement Coordinator
 - (ii) in case of the Contractor, as follows:

Any notice so given shall be deemed conclusively to have been given and received when so personally delivered or sent by fax or other electronic communication or on the second day following the sending thereof by private courier or mail. Any Party hereto or others mentioned above may change any particulars of its address for notice by notice to the others in the manner aforesaid.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

SIGNATURE OF CONTRACTOR:

Witness to signature of Contractor

If a corporation, the person signing has the authority to bind such corporation

Print name of Witness:

PRINT NAME AND TITLE OF PERSON SIGNING:

IF A CORPORATION, PRINT PROPER NAME OF CORPORATION:

Address of Witness:

Address of Contractor:

Phone Number of Witness:

Phone Number of Contractor:

Fax Number: _____

Cell Number: _____

Rainy River District Social Services Administration Board operating as District of Rainy River Services Board

per: _____

per: _____

I/we have authority to bind the DRRSB

SCHEDULE 5 – OCCUPATIONAL HEALTH & SAFETY AGREEMENT



Contractor's Undertaking to Comply

Name of Contractor: _____

Proposal: _____

Name of Authorized Representative of the Contractor: _____

1. I/We hereby undertake:
 - a) To comply with all health and safety and environment legislation in the performance of this *Agreement*.
 - b) To maintain a safe and healthy work environment during the performance of this *Agreement*; and
 - c) To adhere to the specifications identified in the respective Request form(s).

2. I/We hereby agree:
 - a) That compliance with all health and safety and environment legislation is a condition of the *Agreement* and that non-compliance with same may, in the discretion of Rainy River District Social Services Administration Board (hereinafter referred to as the DRRSB), lead to the termination of this *Agreement*; and
 - b) That compliance with WSIB legislation is followed and acknowledge that I cannot bring in other staff or individuals to complete work who are not covered by my *WSIB Certificate of Clearance* and my *Liability Insurance Policy*. I understand that non-compliance will result in the following:
 - i) Immediate termination of the Contract.
 - ii) The Contractor will be eliminated from the DRRSB Vendor of Record, if appropriate; and
 - iii) The Contractor may not be considered for future employment opportunities, at the discretion of the Chief Administrative Officer of the DRRSB.
 - c) To permit DRRSB or its designate to audit my/our health and safety and environmental records during the term of the *Agreement* and upon its conclusion and to cooperate fully with such audit(s).

3. a) I/We understand that Contractor safety deficiencies will be addressed by DRRSB in the following progressive steps:
 - i) The problem will be identified to the Contractor (site supervisor);
 - ii) The Contractor's head office will be contacted about the problem, orally and in writing.
 - iii) If required by law to immediately report the problem to a provincial and/or federal Ministry, the DRRSB may report the problem to the appropriate Ministry (ies);
 - iv) If not required by law to immediately report the problem, and the problem remains unresolved, the DRRSB may report the problem to the appropriate Ministry(ies); and
 - v) The Agreement may, in the DRRSBs discretion, be suspended or terminated and/or payment withheld by the DRRSB.

b) I/We acknowledge and agree that, depending upon the nature and/or seriousness of the deficiency, the DRRSB reserves the right to bypass any or all the steps described in *Subsection 3 (a)*.

4. I/We hereby understand:

a) That I/We will adhere to the terms of this *Agreement* and cooperate with the DRRSB in its efforts to ensure compliance thereunder.

We have the authority to bind the Contractor.

SIGNED, SEALED AND DELIVERED on the _____ day of _____, 20_____.

[NAME OF CONTRACTOR]

Witness Name (Please Print)

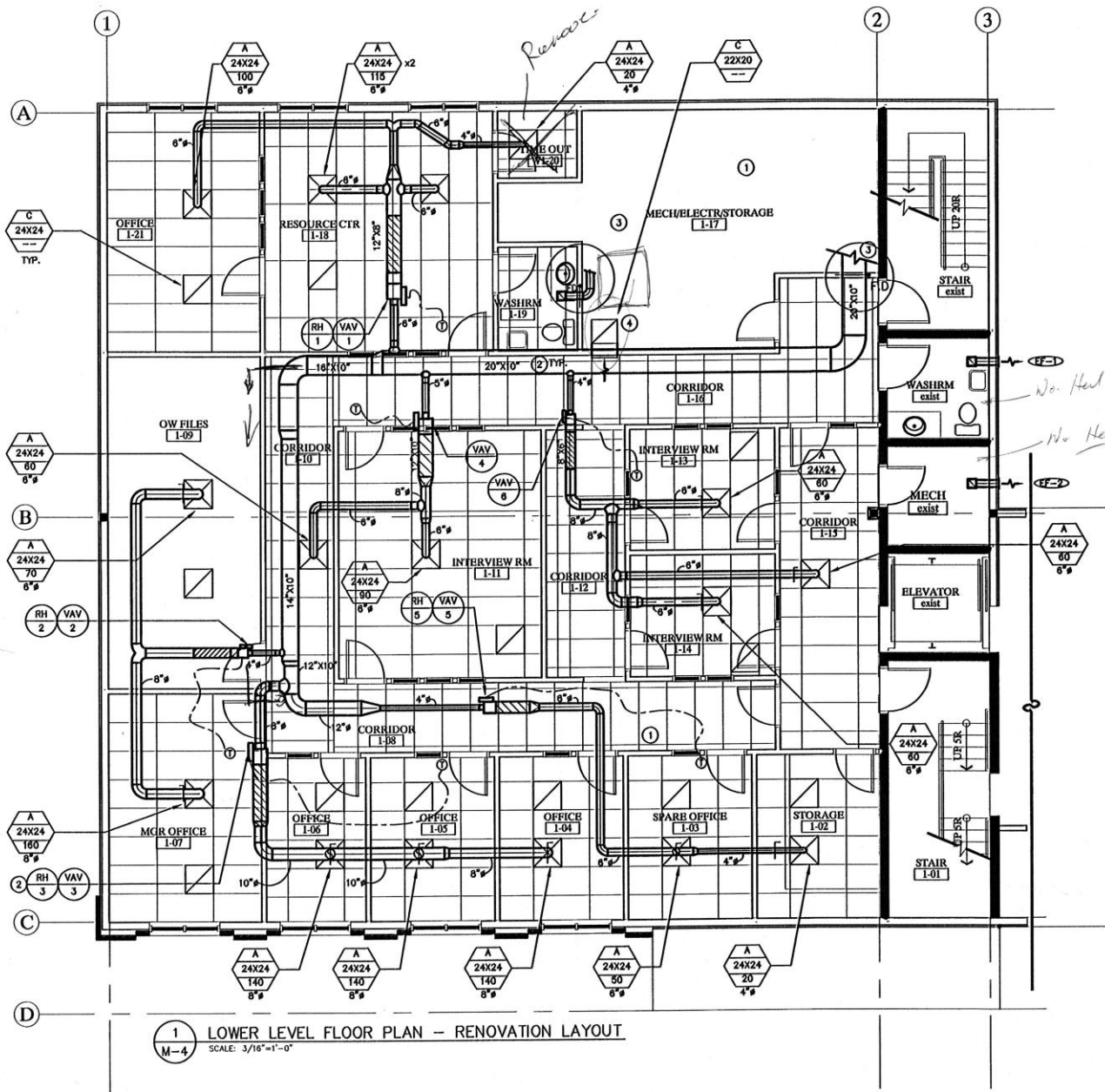
Contractor Name (Please Print)

Witness Signature

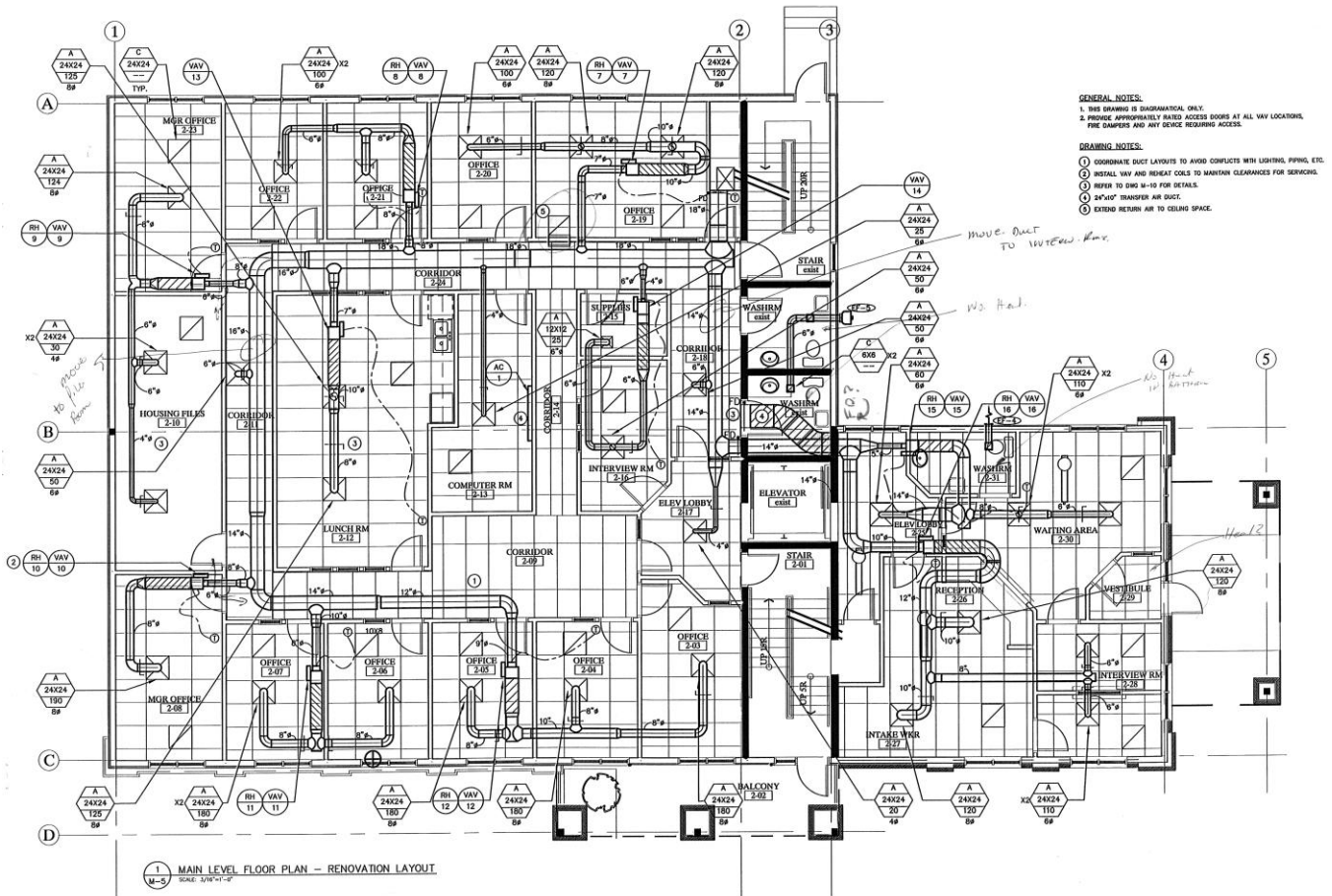
Signature on Behalf of the Contractor

Revised: June/2010

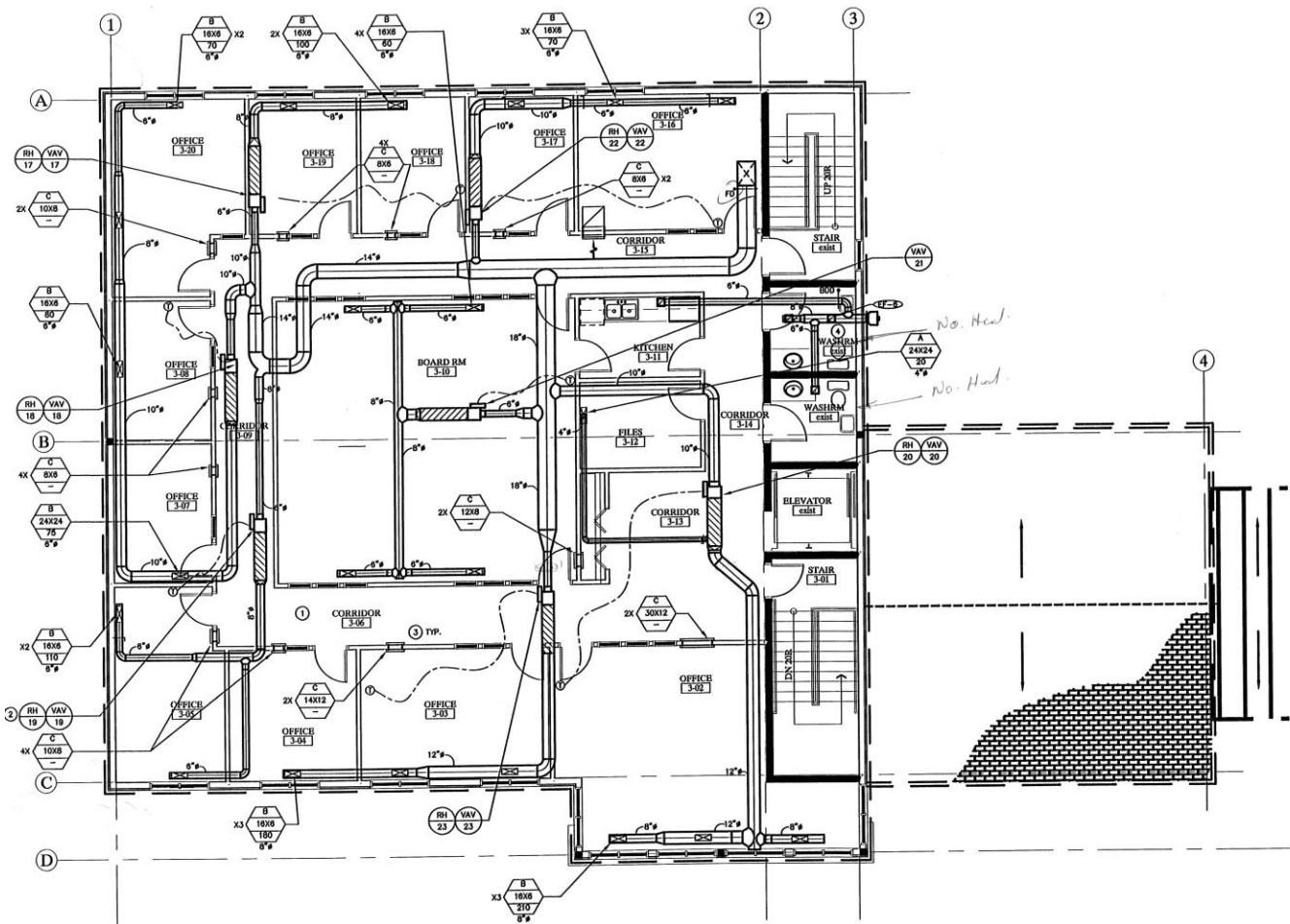
SCHEDULE 6 – DRAWINGS & PHOTOS



Lower Level HVAC Layout



Main Level HVAC Layout



1 UPPER LEVEL FLOOR PLAN - RENOVATION LAYOUT
 M-6 SCALE: 3/16"=1'-0"

Upper Level HVAC Layout



Existing VAV



Existing Actuator