

ROOF OPENING & FLASHING INSPECTION & REPAIR, FORT FRANCES ON

Sealed envelopes, email, or faxes clearly marked **DRRSB 26-51 Roof Opening & Flashing Inspections & Repairs** 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:

Thursday August 27, 2026, 2:00 P.M. Central Daylight Time (CDT)

Part 1 – Intent

Scope of Work

- 1.1.1 The work under this contract applies to Fourth Street East Family Housing, 7 duplexes located at 1120-1135 Fourth Street East, Fort Frances, ON.
- 1.1.2 Work under this contract includes but is not limited to the supply of all materials, labour, equipment, services, and incidentals to:
 - i. Inspect all roof protrusions such as vent stacks, roof jacks, ventilation openings, including flashing; and
 - ii. Repair as necessary to prevent water intrusion.

Work Schedule

- 1.2.1 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.
- 1.2.2 Work shall be carried out between the hours of 8:00 a.m. and 6:00 p.m., local time, Monday through Friday only, and excluding statutory holidays.
- 1.2.3 All work is to be completed by **6:00 p.m. on Friday, November 13, 2026.**

Temporary Services

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

Work at Site

- 1.4.1 Work is to be carried out at operational ambulance base. The work must be carried out so as to cause as little disruption as possible to the occupants and allow for continuous access of occupants to entrances.
- 1.4.2 Be responsible for moving Owners' 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.
- 1.4.3 Be responsible for covering, screening, and protecting Owners' 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 Keep suitable portable fire extinguisher within three (3) meters of the operation at all times when soldering, welding, blazing, and performing operations with an open flame, combustible adhesives, or inflammable solvents.
- 1.5.3 Ensure all rags and waste containing oil, grease, or other inflammable materials are stored in an approved metal container and removed from the site at the end of each working day.
- 1.5.4 Maintain fire fighters' access.
- 1.5.5 Maintain existing and temporary fire exits, and other means of egress.

Contractors' Use of Site

- 1.6.1 Limited to areas for work and storage as directed by 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 Make good damage to any interior or exterior areas of the properties 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 a good match to the existing.

Layout of Work

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

Standards

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

Health and Safety

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

Salvage

- 1.11.1 Salvageable material shall remain the property of DRRSB unless stated otherwise.
- 1.11.2 Dispose of salvage materials as directed by DRRSB.

Cleaning

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

Part 2 – General

Scope

- 2.1.1 Comply with the requirements of the General Conditions.

2.1.2 Provide materials, labour, equipment and incidentals to completion.

Products

2.2.1 Sheet metal, flashings: 28-gauge Galvanized sheet metal (If replacement/repairs required).

2.2.2 Nails: Large head roofing hot dipped galvanized steel, flat head, diamond point of sufficient strength to penetrate deck, minimum 12mm.

2.2.3 Sealant: Suitable for low temperature range, wet conditions.

Preliminary Work

2.3.1 Inspect conditions prior to ordering materials to ensure no anomalies exist on site.

2.3.2 Take all precautions necessary to ensure safety of occupants at all times, securing entryways and directing occupants to alternate entry/exits if work requires.

2.3.3 Protect surfaces to prevent damage to adjacent areas.

Preparation

2.4.1 If rotten or deteriorated roof sheathing is discovered, contact DRRSB to authorize replacement.

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

Installation

2.5.1 Apply materials in strict accordance with manufacturers' instructions.

2.5.2 Replace any deteriorated plywood roof sheathing that was previously removed and authorized by a Change Order.

2.5.3 Inspect aluminum roof edge around the complete perimeter of roof.

2.5.4 If replacement is required, install new step flashing wherever roof abuts a wall.

2.5.5 If replacement is required, install new plumbing stack flashings.

Finishing

2.6.1 Remove materials, debris, tools and equipment from the premises.

2.6.2 Leave building and site in a clean condition.

Typical Site Photo



Questions and requests for further information or specifications are to be directed to Tonia DeGagne, Procurement Coordinator at 807-274-5349, ext. 239 or by email at purchasing@rrdssab.ca.

The successful contractor will be required to provide:

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

Some of the above documents may be provided annually and retained on file at the 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 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 bidder 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.

**INCLUDE THIS LABEL
WITH YOUR QUOTE**

From:

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

purchasing@rrdssab.ca

DRRSB 26-51 Roof Opening & Flashing Inspections & Repair

RECEIVED BY DRRSB
(DATE & TIME)

BID FORM

Quote: DRRSB 26-51	Project Name: Roof opening & flashing inspections Address: 1120-1135 Fourth Street East, Fort Frances, ON	Closing Date: Thursday, August 27, 2026	Time: 2:00 P.M. Central Daylight Time (CDT)
Submitted to: Rainy River District Social Services Administration Board 450 Scott Street Fort Frances, ON P9A 1H2		To supply all labour, materials and equipment necessary for the description, per the Request for Quotes, all Appendices, Drawings & Specifications.	

Bidder: _____ Legal Name: _____

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 into a Contract to perform the Work required by the Request for Quotes and attached Specifications/Scope of Work for the stipulated price of:

Materials \$ _____

Labour \$ _____

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 all work by **6:00 p.m. on Friday, November 13, 2026.**

4. Signatures

SIGNED AND SUBMITTED:

Signature

Name and Title of Bidder

Dated at _____ this _____ day of _____, 20____.