

## **EXTERIOR LIGHTING UPGRADES AT GREEN MANOR, FORT FRANCES, ON**

Sealed envelopes or faxes clearly marked **DRRSB 26-52 Exterior Lighting – Fort Frances** 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, September 2, 2026**

### **Part 1 – General Conditions**

#### **Scope of Work**

- 1.1.1 The work under this contract applies to the following housing property in Fort Frances, Ontario:
  - i. Green Manor, located at 901 Shevlin Avenue, 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. Remove and dispose of existing light fixtures at specified exterior locations.
  - ii. Install new LED light fixtures where old fixtures were removed.
- 1.1.3 Complete all work by **6:00 p.m. Central Daylight Time (CDT) on November 30, 2026.**
- 1.1.4 Code compliance and other mandatory inspections shall be conducted by the designated inspector. Contractor is responsible for contacting the inspector for all inspections.

### **Part 2 – Scope of Work**

- 2.1.1 Comply with the requirements of the General Conditions.
- 2.1.2 Provide materials, labour, equipment, products, and incidentals to complete work as described herein.

#### **Products**

- 2.2.1 Exterior light fixtures:
  - a) Pole mounted 200W LED Dusk to Dawn. Minimum 26,000 lumens; and
  - b) 120W LED Dusk to Dawn security flood wall mount.

#### **Preliminary Work**

- 2.3.1 Give DRRSB at least two (2) working days' notice prior to starting work.
- 2.3.2 Provide temporary protection to all areas during operations.

#### **Installation**

- 2.4.1 Remove the following existing exterior light fixtures:
  - a) two (2) on pole (East yard, East main entrance sidewalk);

- b) three (3) wall mount;
- c) Install new exterior lighting fixtures where previously removed – total of five (5).

**Photo References**



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

**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](mailto: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.***

## **INCLUDE THE FOLLOWING LABEL WITH YOUR QUOTE**

**From:**

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

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

**DRRSB 26-52 Exterior Lighting – Fort Frances**

RECEIVED BY DRRSB  
(DATE & TIME)

**BID FORM - Condensed**

|                                                                                                         |                                                                                                                          |                                                                                                                                                      |                                                       |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Quote:</b><br>DRRSB 26-52                                                                            | <b>Project Name:</b> Exterior Lighting Green Manor, Fort Frances<br><b>Address:</b> 901 Shevlin Avenue, Fort Frances, ON | <b>Closing Date:</b><br>September 2, 2026                                                                                                            | <b>Time:</b><br>2:00 P.M. Central Standard Time (CST) |
| Submitted to: 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: \_\_\_\_\_

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

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

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

**1. Quote Price**

Having examined the Request for Quotes named above as issued District of Rainy River Services 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): _____ | \$ _____ |

|                   |          |
|-------------------|----------|
| <b>SUBTOTAL</b>   | \$ _____ |
| HST - HST # _____ | \$ _____ |

|                                        |          |
|----------------------------------------|----------|
| <b>TOTAL PRICE</b> (in Canadian Funds) | \$ _____ |
|----------------------------------------|----------|

Additional Information:

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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 **6:00 p.m. CDT November 30, 2026**

**4. Signatures**

SIGNED AND SUBMITTED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title of Bidder

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