

PREVENTIVE MAINTENANCE DRAIN CLEANING, HERITAGE HOUSE

Sealed envelopes, emails, or faxes clearly marked **DRRSB 26-53 Preventive Maintenance Drain Cleaning – Heritage House** 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:

**2:00 P.M. Central Daylight Time (CDT)
Tuesday September 1, 2026**

Part 1 – General Requirements

Intent

- 1.1.1 The work under this contract applies to the DRRSB Housing property known as Heritage House, located at 102 First Street, Rainy River, ON.
- 1.1.2 The work under this contract includes but is not limited to the provision of all materials, labour, equipment and incidentals to perform annual preventive maintenance drain cleaning which includes the cleaning of all kitchen drains and main sewer line at designated property using cable machines.

Job Conditions

- 1.2.1 The contractor shall verify all conditions 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 would have indicated adverse conditions.
- 1.2.2 Contractors bidding on this project shall notify DRRSB of any obvious errors or omissions with respect to site conditions prior to submission of quote.
- 1.2.3 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.
- 1.2.4 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 three (3) working days' notice prior to commencing work.
- 1.3.4 Complete all work by **6:00 p.m. on November 27, 2026.**

Temporary Services

- 1.4.1 Power: 110 volts electrical, located outside each building, 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 to be loaded any part of the work with a weight or force that will endanger the work or work site.

Work within Suites

- 1.5.1 Work in this contract is to be carried out in fully occupied residential units. The work must be carried out so as to cause as little disturbance as possible to occupants.
- 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 as directed by the Tenant.
- 1.5.3 Be responsible for covering, screening, and protecting tenants'/owners' belongings while work is being carried out.
- 1.5.4 A minimum of three (3) working days advance notice must be given to DRRSB before commencing the work, in order that notice may be given to tenants.

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 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 Obtain permission for use of existing sanitary facilities from DRRSB and always keep such facilities clean and sanitary.

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 2012 Building Code (Ontario Regulation 332/12) including all amendments up to tender 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 to DRRSB.
- 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.

Health and Safety

- 1.11.1 Comply with all aspects of the Occupational Health and Safety Act and regulations thereunder.
- 1.11.2 It is the contractor's responsibility to provide the proper notification to the Ministry of Labor prior to the commencement of work.
- 1.11.3 Maintain on site a list of all hazardous materials proposed for use on site together with current Safety Data Sheets (SDS).
- 1.11.4 Label all hazardous materials according to WHMIS requirements.
- 1.11.5 Use experienced workers, fully instructed, and trained in accordance with the requirements of WHMIS and other applicable regulations.

Coordination

- 1.12.1 Examine requirements of materials, labor, and equipment standards for the work of this contract.
- 1.12.2 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.
- 1.12.3 Ensure that installations, individually and collectively, comply fully with all contract requirements.

Insurance

- 1.13.1 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.
- 1.13.2 The policy will name the DRRSB as an additional insured thereunder and will contain:
 - i) the insurer's 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.

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, OHSA, 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

INCLUDE THIS 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 26-53 Preventive Maintenance Drain Cleaning – Heritage House

RECEIVED BY DRRSB
(DATE & TIME)

- 6 -
BID FORM

DRRSB 26-53

Quote: DRRSB 26-53	Project Name: Preventive Maintenance Drain Cleaning – Heritage House Address: 102 First Street, Rainy River, ON	Closing Date: September 1, 2026	Time: 2:00 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 (operating as District of Rainy River Services 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 6:00 p.m. on Friday, November 27, 2026.**

4. Signatures

SIGNED AND SUBMITTED:

Signature

Name and Title of Bidder

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