

WALKWAY REPAIRS - QUEEN STREET MANOR
33 QUEEN STREET, EMO, ON

Sealed envelopes or faxes clearly marked **DRRSB 26-54 Walkway 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:

1:30 P.M. Local Time
Wednesday, September 2, 2026

Part 1 – General Requirements

Scope of Work

- 1.1.1 The work under this contract applies to the property known as Queen St. Manor, located at 33 Queen St., in Emo, ON.
- 1.1.2 Work under this contract includes but is not limited to:
 - i. Removal & disposal: approximately 225 square feet of existing concrete at the Northeast corner of the building. See photo 1 & 2 below.
 - ii. Clean and patch: the North side of the building, where the edge of the sidewalk meets the swale, (remove weeds, dirt and debris to make suitable for patching) for an approx. 50 linear feet section. See photo 3 below.

Job Conditions

- 1.2.1 The contractor shall verify all conditions and measurements 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, November 6, 2026.**

Temporary Services

- 1.4.1 Provide suitable coverings for materials that are to remain dry.

- 1.4.2 Deliver, store and maintain packaged materials and equipment with manufacturer's seals and labels intact.
- 1.4.3 Prevent damage and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected materials and equipment from site.
- 1.4.4 Store and maintain materials and equipment in accordance with manufacturers and suppliers' instructions.
- 1.4.5 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

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

Fire Safety Requirements

- 1.6.1 Take all necessary precautions to prevent the possibility of fire.
- 1.6.2 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.
- 1.6.3 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.

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 site with materials or equipment.
- 1.7.3 Do not obstruct entrances, stairs or fire exits.
- 1.7.4 Parking will not be allowed on site.
- 1.7.5 Make good damage to paving, grass, walkways, curbs, trees, planting beds, etc., caused due to the work of this Contract.

Cutting, Fitting and Patching

- 1.8.1 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 match existing.

Layout of Work

- 1.9.1 Be responsible for 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.

Inspections

1.11.1 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.

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

Health and Safety

1.12.1 Abide by the provisions of all Acts and Regulations pertaining to health and safety.

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

1.12.3 Label all hazardous materials according to WHMIS requirements.

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

Coordination

1.13.1 Examine requirements of materials, labor, and equipment standards for the work of this contract.

1.13.2 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.

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

Insurance

1.14.1 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.

1.14.2 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

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

Salvage

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

1.16.2 Dispose of salvage materials as directed by DRRSB.

Cleaning

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

Part 2 – Site Earthwork

Products Fill Materials

2.1.1 Fill "A": Granular "A" meeting OPS material specification for aggregates.

Preliminary Work

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

Preparation

- 2.3.1 Remove sidewalk concrete & aggregate from the area identified in Part 1. General Requirements, Scope of Work, section 1.1.2
- 2.3.2 Dispose of demolished and broken materials from the site.
- 2.3.3 Clear the area of rubbish and remove it from site.

Excavation

- 2.4.1 Fully excavate soft and unstable areas for the concrete sidewalk sub-grade and fill with 200mm Granular "A".
- 2.4.2 Slope banks of landscape contours away from new sidewalks. Ensure a smooth transition to new concrete sidewalks and existing grades

Backfilling

- 2.5.1 Place the backfill in excavated area in 150 mm layers, compacting before placing next layer.
- 2.5.2 Ensure that bases and fill are frost free and are installed to provide timely frost protection to structures and service connections.

Compaction

- 2.6.1 Compact subgrade under all site construction work to minimum Standard Proctor Density of 95%.

Rough Grading

- 2.7.1 Rough grade to the following depths below finished grades unless otherwise specified:
 - 300 mm for cast-in-place concrete sidewalks

Part 3 - Concrete

Products for patch area.

- 3.01 SikaEmaco 1061 mortar, or equivalent, as directed with bonding coat.

Products for replacement area.

- 3.1.1 Cement: To CSA-A3000, Type 10 (GU).
- 3.1.2 Compressive strength: 25 MPa @ 28 days.
- 3.1.3 Exposure class: C-2 to CSA-A23.1.
- 3.1.4 Aggregates: 20 mm maximum size to CSA-A23.1.
- 3.1.5 Slump: 100 mm at time of deposit, +/-10mm.
- 3.1.6 Air content: 4 to 6%.
- 3.1.7 Admixtures: Air entraining conforming to CSA-A23.1. Calcium chloride or compounds containing same are not permitted.
- 3.1.8 Water: Clean and potable.
- 3.1.9 Reinforcing bars: Grade 400, 10 M.
- 3.1.10 Expansion joint filler: Preformed, asphalt saturated fiber to ASTM D1751.
- 3.1.11 Formwork: Of sound wood, in good condition and equal or better than No.1 grade construction Spruce and/or 19mm Douglas Fir plywood with the surface treated to produce a smooth concrete finish.

Preparation for Sidewalk Replacement

- 3.2.1 Fine grade sub-grade, eliminating uneven areas and filling low spots.
- 3.2.2 Remove all debris.
- 3.2.3 Compact finished sub-grade to 95% standard Proctor Dry Density.
- 3.2.4 Make saw cut around perimeter of spalled and cracked areas, cutting back to solid concrete. Cut to minimum depth of 9mm.
- 3.2.5 Clean loose concrete from the cut area and moisten the area prior to packing concrete mix into the cut area.

Form Work

- 3.3.1 Construct stationary forms.
- 3.3.2 Where stationary forms are used, erect forms in such a manner as to facilitate dismantling and removal without damaging concrete.
- 3.3.3 Erect forms true to line and level in accordance with existing curbs and sufficiently braced to maintain their form and alignment when pouring concrete.
- 3.3.4 Forms to remain in place for a minimum of 24 hours.

Joints

- 3.4.1 Install joint filler at expansion joints for full depth of concrete section.

Placing Concrete

- 3.5.1 Place concrete by approved means and using approved equipment.
- 3.5.2 Transport concrete from mixer to point of deposit and place in final position as quickly as possible to prevent separation and loss of materials.
- 3.5.3 While placing concrete, compact thoroughly and uniformly by approved means to ensure a dense homogeneous structure free of air pockets and honeycombs and closely bonded with reinforcement.

Finishing

- 3.6.1 Treat and finish all surfaces in accordance with CAN/CSA3-A23-1.
- 3.6.2 Strike off and float all exposed paving surfaces as soon as possible after consolidation and in accordance with recommendations of Portland Cement Association. Execute broom finishing.
- 3.6.3 Ensure the finished surface is true to line and level. All irregularities greater than 3mm and under a 3m straight edge operated parallel to the center line, must be repaired.
- 3.6.4 Broom sweep the walk surface.
- 3.6.5 Score surface to pattern.
- 3.6.6 Finish panel edges with edging tool.

Curing

- 3.7.1 Keep concrete moist for at least 3 days after placement, in accordance with CAN/CSA-A23.1.
- 3.7.2 Method of curing shall be as specified or by one of the following approved methods if not specified:
 - Moist curing;
 - Waterproofing paper or white polyethylene sheeting;
 - Liquid membrane compound;
 - Combination of above methods.
- 3.7.3 Moist curing: use burlap or approved equal. Ensure it is thoroughly wet when applied and kept continuously wet and in full contact with the surface during the curing period.
- 3.7.4 Waterproof paper or white polyethylene sheeting: ensure sheet is large enough to cover entire concrete surface. Secure to prevent displacement during curing period. Immediately repair any tears or holes.

Reinforcement

- 3.8.1 Place, support and space reinforcing in alignment to position indicated on approved shop drawing.
- 3.8.2 All reinforcing bars shall be securely held in place while placing concrete
- 3.8.3 Minimum cover for steel reinforcing shall be:
 - Concrete against undisturbed soil – 75mm (3").
 - Formed concrete – 50mm (2").

Part 4 - Final Cleaning

- 4.1.1 When the work is completed, remove surplus products, tools, construction machinery and equipment.
- 4.1.2 Remove waste materials and debris from site at daily regularly scheduled times.
- 4.1.3 Leave work broom clean.
- 4.1.4 Remove dirt and other disfigurations from exterior surfaces.

REFERENCE PHOTOS

Queen Street Manor – Replacement area Photo 1 & 2



Queen Street Manor – Patch area Photo 3



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. 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 26-54 Walkway Repairs – Queen St. Manor

RECEIVED BY DRRSB
(DATE & TIME)

BID FORM

Quote: DRRSB 26-54	Project Name: Walkway Repairs – Queen St. Manor Address: 33 Queen St., Emo, ON	Closing Date: September 2, 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 October 30,2026**, at **6:00 p.m.**

4. Signatures

SIGNED AND SUBMITTED:

Signature

Name and Title of Bidder

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