

**ANNUAL FURNACE SERVICING
FORT FRANCES & ATIKOKAN FAMILY UNITS**

Sealed envelopes or faxes clearly marked **DRRSB 26-55 Annual Furnace Servicing** will be received by:

Tonia DeGagne, Procurements 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)
Thursday, September 10, 2026**

The requirements are to provide all labour & materials for the full annual furnace servicing and cleaning, including:

- removing thermostat cover and cleaning wire contacts,
- supply and installation of new furnace filters,
- cleaning hot water tanks (vacuum around igniter & burner and in the pan underneath), and
- completion of Maintenance Furnace Checklist for each unit, to be submitted to DRRSB within 3 weeks of completion of all furnace servicing.

The work is to be completed at:

- eighty-four (84) family housing units and (2) furnaces at one (1) ambulance base in Fort Frances, ON;
- forty (40) family housing units and one (1) ambulance base in Atikokan, ON; and
- one (1) ambulance base in Rainy River, ON.

Invoicing for the work is to be separated per site.

Work must be completed by 6:00 p.m. CDT on Friday, November 27, 2026.

The successful contractor must provide proof of registration with the Technical Safety and Standards Association (TSSA) and applicable gas fitters tickets.

Attached please find a copy of the Maintenance Service Checklist and 2025 Locations that are required to be serviced with filter sizes.

Bidders may bid on a single location or multiple locations. The locations are: Location A (Atikokan), Location B (Fort Frances & Rainy River).

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

General Conditions of Work:

- a. The Contractor shall conduct the operation of this contract in a cooperative manner with the DRRSB and shall interfere as little as possible with the normal operation and function of the project;

- b. The Contractor shall 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 Project Coordinator prior to commencement of work;
- c. It is the contractor's responsibility to provide proper notification to the Ministry of Labour prior to the commencement of work and to abide by all provisions of the Occupational Health and Safety Act;
- d. Normal hours for work will be between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday;
- e. Note that adjacent dwelling units may be 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; and
- f. Most units are occupied. A minimum of five working days' advance notice must be given to DSSAB in order to enter occupied units.

The successful contractor will be required to provide:

- a. Signed *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 where required; 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 quote 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.

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 procurement process.

The lowest or any bidder not necessarily accepted. The DRRSB Board 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 July, 2012

FORCED AIR GAS FURNACE

TENANT'S NAME: _____

DATE: _____

Unit # / ADDRESS: _____

FURNACE MAKE: _____

FILTER SIZE: _____

A. CONDITIONS IN THE HEATING SYSTEM

CHECK

COMMENTS

- | | | | |
|----|--|-------|-------|
| 1 | Check the wiring of the Electrical Controls. | _____ | _____ |
| 2 | Check intermediate furnace shut off located at top of stairs. | _____ | _____ |
| 3 | Check the blower operation/current draw | _____ | _____ |
| 4 | Induce Draft Motor/Current draw | _____ | _____ |
| 5 | Clean the burners and set for proper combustion and ignition | _____ | _____ |
| 6 | Examine the furnace flue and vent connections | _____ | _____ |
| 7 | Check the heat exchange reporting on cracks and/or deterioration | _____ | _____ |
| 8 | Check venting and vent terminations to ensure no sags, blockages, etc. | _____ | _____ |
| 9 | Check the chimney clean-out & inspect the flue | _____ | _____ |
| 10 | Clean the equipment exterior | _____ | _____ |

B. CONDITIONS IN HEATING SYSTEM

- | | | | |
|----|---|-------|-------|
| 12 | Check the gas piping | _____ | _____ |
| 13 | Replace the furnace filter NOTE: Instruct the tenant on filter maintenance | _____ | _____ |
| 14 | Check for combustibles in the furnace area
NOTE: Advise the tenant of such combustibles and make a note on this form | _____ | _____ |
| 15 | Check the operation of the thermostat, remove thermostat cover and clean wire contacts on low voltage supply. | _____ | _____ |
| 16 | Check the operation of the limit controls | _____ | _____ |
| 17 | Clean the pilot and check the safety cut-off | _____ | _____ |
| 18 | Check the overall operation of the heating unit | _____ | _____ |
| 19 | Visually check the chimney cap | _____ | _____ |

C. HOT WATER TANK

- | | | | |
|----|---|-------|-------|
| 20 | Vacuum & clean burner compartment (bottom tray) | _____ | _____ |
|----|---|-------|-------|

COMMENTS:

INSPECTOR'S SIGNATURE: _____ DATE _____

INSPECTOR'S NAME – PLEASE PRINT _____



2026

LOCATION A - ATIKOKAN			
SITE NAME	ADDRESS(ES)	# OF FURNACES	FILTER SIZE
Atikokan Family Housing	100, 101, 102, 103, 104, 105, 106, 107, 108, 110, 113 & 115 Alder St., 117, 119, 120, 121, 122, 123, 134 & 136 Cedar Cres., 125 & 127 Hawthorne Rd.	22	16" x 25" x 1"
Atikokan Native Non-Profit Housing	113 Elm Cres., 146 Willow Rd., 117A, 127, 200, 202, 208 Alder St., 137, 138, 142, 144, 146, 157, 160, 162, 164, 170 Cedar Cres.	17	16" x 20" x 1"
Atikokan EMS Base	114 Dorothy St.	1	16" x 25" x 1"
TOTAL		40 Furnaces	

LOCATION B – FORT FRANCES & RAINY RIVER			
SITE NAME	ADDRESS(ES)	# OF FURNACES	FILTER SIZE
Sixth & Webster Family Housing	420-438 Sixth St. W. & 1000-1030 Webster Ave.	26	16" x 25" x 1"
Armit Avenue Family Housing	1000-1026 Armit Ave.	10	16" x 25" x 1"
Fourth St. Family Housing	1120, 1121, 1123, 1124, 1125, 1127, 1128, 1129, 1131, 1131, 1133, 1135 Fourth St. E. 1122 Fourth St. E.	13	16" x 25" x 1"
Faith NP Housing	577 Osborne St.	1	14" x 25" x 1"
FFMNP	808-818 Victoria Ave. & 811-817 Christie Ave.	24	16" x 25" x 1"
Fort Frances EMS Base	801 Scott St.	10	16" x 25" x 1"
Rainy River EMS Base	708 Atwood Ave.	2	16" x 25" x 1"
		1	20" x 20" x 1"
TOTAL		87 Furnaces	

From:

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

purchasing@rrdssab.ca

DRRSB 26-55 Annual Furnace Service

RECEIVED BY DRRSB
(DATE & TIME)

BID FORM

Quote: DSSAB 26-55	Project Name: Annual Furnace Servicing Address: Fort Frances, Atikokan, Rainy River locations	Closing Date: Thursday, September 10, 2026	Time: 2:00 P.M. Local Time
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: _____ LegalName _____

Address: _____

City: _____ Province of _____, Postal Code _____

Email _____ Phone _____

1. Quote Price

Having examined the Request for Quotes: Annual Furnace Servicing, 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:

Location	# of Units	Bid Price
Location A – Atikokan	40	Materials & Labour \$ _____
		Other Costs (specify): _____ \$ _____
		SUBTOTAL \$ _____
		HST – HST # _____ \$ _____
		TOTAL LOCATION COST \$ _____
Location B – Fort Frances & Rainy River	87	Materials & Labour \$ _____
		Other Costs (specify): _____ \$ _____
		SUBTOTAL \$ _____
		HST – HST # _____ \$ _____
		TOTAL LOCATION COST \$ _____

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. CDT on Friday, November 27, 2026.**

4. Signatures

SIGNED AND SUBMITTED:

Signature

Name and Title of Bidder

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