



Public Works  
City of Dryden  
30 Van Horne Ave  
Dryden, ON  
P8N 2A7

(807) 223-2367

## **T-2026-5 ANNUAL INSPECTION OF OVERHEAD DOORS**

### **1. Invitation to Tender**

The Corporation of the City of Dryden (the "City") is inviting sealed tenders from qualified and experienced contractors to provide inspection, testing, reporting, and minor adjustment services for overhead doors located within various City-owned and operated buildings.

The purpose of this tender is to ensure that all overhead doors are operating safely, reliably, and in compliance with applicable standards, manufacturer requirements, and regulatory guidelines.

### **2. Scope of Work**

The successful bidder shall provide all labour, tools, equipment, supervision, and expertise required to complete a comprehensive inspection of overhead doors, including but not limited to the following:

#### **2.1 Inventory and Assessment**

- Review and confirm the City's inventory of overhead doors at each facility.
- Identify door type (manual or powered), size, manufacturer (if known), and general condition.
- Note accessibility constraints and operational environment.

#### **2.2 Inspection Services**

Each overhead door shall be inspected in accordance with industry best practices and applicable standards, including CSA and manufacturer guidelines. Inspections shall include, but are not limited to:

- Door panels, tracks, rollers, hinges, and fasteners
- Counterbalance systems (springs, cables, drums, shafts)
- Electric operators and controls (where applicable)
- Safety devices such as photo eyes, safety edges, limit switches, and emergency release mechanisms
- Mounting hardware and structural supports
- Proper alignment, balance, and smooth operation
- Visible signs of wear, corrosion, damage, or fatigue

### 2.3 Operational Testing

- Cycle each door through full open and close operations.
- Test safety reversing features and emergency stop functions (powered doors)
- Confirm manual override functionality.

### 2.4 Minor Adjustments

- Perform minor adjustments necessary to ensure proper operation (e.g., alignment, lubrication, tension adjustments)
- Minor adjustments shall not include major repairs or replacement of parts unless authorized separately by the City Representative

## 3. Deliverables

The Contractor shall provide the following deliverables:

- A detailed inspection report (*template provided by the City*) for each facility, including:
  - Door identification and location
  - Inspection findings and condition rating
  - Deficiencies or safety concerns
  - Recommended repairs or replacements, categorized as:
    - Immediate / Safety Critical
    - Short-Term (1–2 years)
    - Long-Term (3–5 years)
- Photographic documentation of deficiencies
- A summary report outlining overall system condition, recurring issues, and budgetary-level cost estimates for recommended repairs or replacements.

## 4. City Facilities:

The City requires inspections at multiple municipal facilities, including but not limited to:

FACILITY	LOCATION	NUMBER OF DOORS
Public Works	159 King St.	8
Police Services Building	64 King St.	4
Waste Water Treatment Plant	129 Marguerite St.	4
Fire Hall #1	189 Memorial Ave.	6
Fire Hall #2	14396 Highway 17	4
502 Landfill	510 Highway 502	2
Airport	1012 Airport Road	5
Wilde Street Garages	234 Wilde St.	7
Arena	84 Whyte Ave.	5
Sandy Beach Leisureplex	400 Sandy Beach Rd.	2

**Total: 48 doors**

## 5. Schedule

- Inspections shall be completed by **April 30, 2026**.
- Work shall be coordinated with City staff to minimize disruption to operations.
- Normal working hours shall apply unless otherwise approved by the City.

## 6. Contractor Qualifications

Bidders must demonstrate:

- Minimum **3 years** experience inspecting and servicing overhead or industrial doors.
- Qualified technicians trained in overhead door inspection and safety systems.
- Familiarity with applicable CSA standards and manufacturer requirements
- Ability to provide timely and professional reporting.

References for similar projects may be requested.

## 7. Health and Safety

The Contractor shall:

- Comply with all applicable occupational health and safety legislation.
- Provide safe work procedures for inspection activities.
- Ensure all personnel are properly trained and equipped.
- Coordinate with City staff regarding site-specific safety requirements.

Additionally, in compliance with the City's Health and Safety Policies, the successful proponent must complete and submit forms **HR-HS-10** and **HR-HS-55** at least five days prior to commencing work. These forms are available at [dryden.ca](http://dryden.ca) and can be submitted through the [Contractor Documentation Portal](#).

## 8. Insurance and WSIB

The successful bidder shall provide proof of:

- Commercial General Liability Insurance with a minimum coverage of **\$2,000,000** per occurrence
- WSIB clearance certificate

## 9. Pricing Submission

Tenderers to fill out the Form of Tender provided in the Appendix – A, it shall include:

- Unit pricing per door
- Hourly rates for additional services, if requested by the City

Prices shall be exclusive of HST.

## 10. Evaluation Criteria

Tenders will be evaluated based on the following criteria:

- Compliance with the tender requirements
- Experience and qualifications
- Proposed methodology and reporting quality
- Price

The City reserves the right to accept or reject any or all tenders.

## 11. Submission Requirements

- **Deadline:** 3:00 P.M. CST on **Wednesday, February 18, 2026**

**Please submit your bids along with the Form of Tender in Appendix- A at City of Dryden's Document submission Portal:**

<https://forms.dryden.ca/Bids-and-Tenders/Bids-and-Tenders-Submissions>

The City will review all received bids and award the contract to the successful proponent.

## Additional Information

- For inquiries, contact:  
**Madhav Raihatha**
  - Phone: (807) 223-1416
  - Cell: (807) 220-1179
  - Email: [mraihatha@dryden.ca](mailto:mraihatha@dryden.ca)

## 12. General Conditions and Important Notes

- The **lowest or any quotation may not necessarily be accepted**. The City reserves the right to reject any or all quotations, waive irregularities or informalities, and award the contract at its sole discretion.
- All costs associated with preparing a submission are the responsibility of the bidder.
- The City may negotiate scope or pricing with the successful bidder prior to award.
- All submissions become the property of the City and are subject to the **Municipal Freedom of Information and Protection of Privacy Act**. Please indicate in your submission if any parts of your response are proprietary and exempt from disclosure.

Thank you for your interest in working with the City of Dryden. Only the successful proponent will be contacted upon the quotation period's closing.

Sincerely,

**Madhav Raihatha**

Project and Asset Manager

cc. Facilities file

## Appendix- A: Form of Tender

<b>T-2026-5 Annual Inspection of Overhead Doors</b>				
<b>Schedule of Prices</b>				
<b>Facility</b>	<b>Location</b>	<b>Number of Doors</b>	<b>Unit Price (\$/ Door)</b>	<b>Total Price (\$)</b>
Public Works	159 King St.	8		
Tikinagan Child and Family Services	64 King St.	4		
Wastewater Treatment Plant	129 Marguerite St.	4		
Fire Hall #1	189 Memorial Ave.	6		
Fire Hall #2	14396 Highway 17	4		
Dryden Landfill Site	510 Highway 502	2		
Airport	1012 Airport Road	5		
Wilde Street Garages	234 Wilde St.	7		
Dryden Arena Complex	84 Whyte Ave.	5		
Sandy Beach Leisureplex	400 Sandy Beach Rd.	2		
Dryden Cemetery	329 Grand Trunk Ave.	1		
Sub- Total		<b>48</b>		
<b>HST</b>				
<b>Total Bid Price (Incl. HST)</b>				

<b>Hourly Rate for Additional Services (exclusive of HST)</b>
<b>Rate:</b>