



Invitation to Tender for Nightwatch Person

Dryden & District Agricultural Society
99 Scott Street
Box 4, Site 300, RR#3
Dryden, ON P8N 3G2
807-223-6766

Intent

This invitation to Tender is to provide **NIGHT WATCH** services for the Dryden & District Agriculture Society (DDAS) at the Dryden Fairgrounds during the Dryden Fall Fair August 20, 21, 22, 23, 2025 between the hours of 10:30 pm to 8:00 am.

Nightwatch services play a vital role in monitoring the welfare of animals/ properties, maintaining security and preventing unwanted activities. This involves the wellness and safety of small domestic animals, large livestock and horses overnighing on the grounds. Areas of watch include, but are not limited to, all animal care within barns, Aunt Sally Farm, the outside horse stalls and around livestock trailer parking.

If needed, please discuss with DDAS the need to bring a camper for comfort during security tenure.

Duties

The Nightwatch person will be responsible for the following:

- Patrolling during the above noted dates and times, ensuring the safety of the above-mentioned premises, and security and welfare of all animals occupying the barns, Aunt Sally Farm and horse stalls, and monitoring for any suspicious unapproved activities.
- At the start and end of each shift, report to the designated DDAS contact person. Both the DDAS person and Nightwatch person will communicate with each other on status of and other developments that may have occurred within the areas under watch.
- At the end of each shift, provide a written Log Sheet of security watch activities, all observations, altercations, damages, events and other developments to the DDAS contact person prior to leaving in the morning.
- In the event of any need for consultation and specifically in event of an emergency, the Nightwatch person must act immediately to contact the DDAS contact person (contact information to be provided) and if necessary, the Nightwatch person will call the local OPP for assistance.

Successful Bidder Responsibilities:

- On August 20, meet with DDAS Representative at 9:00 pm to review and discuss all areas requiring Nightwatch services.
- Be responsible for all above said Nightwatch duties.
- Adhere to all standards covered by Ontario Health & Safety Act including WHMIS. This includes wearing any necessary personal protective equipment (PPE) needed to complete activities. All incidents/accidents must be reported to DDAS contact immediately and an incident report must be completed and sent to DDAS within 24 hrs of the event.
- Adhere to Code of Conduct for care and welfare for all animals under watch.
- Adhere to Code of Conduct free of discrimination and harassment and maintain dignity of all peoples.
- Record Nightwatch activities on Log Sheets. Include any reported damage to property and concerns received.
- Submit Log Sheets, including dates and times/hours of work with invoices for payment of services.
- Identify improvements / concerns related to contract delivery in writing to DDAS at any time during service.
- The Bidder agrees that DDAS or its agent shall not be responsible for any loss, expense, damage, accident, injury or death which results directly or indirectly from any act or failure to act, whether negligent or otherwise by the successful bidder. **The successful bidder is to provide proof of valid insurance or confirmation of insurance coverage must be arranged with DDAS and provided prior to this contract being awarded for its activities and**

worker activities taking place on the Dryden & District Fair and Exhibition Grounds. The DDAS will continue its landowner policy(s) in force.

- All incidents/accidents must be reported to DDAS immediately. An incident report is to be completed and sent to DDAS within 24 hrs of any incident/accident.

DDAS Responsibilities

- On August 20, meet with proponent at 9:00 pm to review all areas requiring Nightwatch services.
- DDAS representative will be on site 8:00 am and 10:30 pm for the days of the Nightwatch services to consult with Nightwatch person as described above.
- DDAS representative will be available during the hours of the shift to receive calls as described above. Contact information of DDAS representative will be provided.
- DDAS will provide any required PPE (high-vis vest, gloves, flashlights, batteries) and copy of Incident Report template.
- DDAS representative will collect all Log reports and invoice and provide to the DDAS office upon completion of the service.
- Provide payment of the contract price within one (1) week of receiving a written invoice with detailed work log for work completed.

Tender Acceptance:

The lowest or any tender may not necessarily be accepted and DDAS reserves the right to cancel the tender call. The DDAS shall be entitled, but not obliged to terminate the contract awarded to the successful bidder if any of the following infractions should occur:

- Inferior performance
- Damage to equipment or the facility
- Failure to meet of any of the obligations as noted in the responsibilities
- Circumstances that deem the service unneeded

Cancellation:

This contract may be cancelled by either party by providing written notice to the other party giving two weeks notice of intent to cancel.

For further information contact the DDAS at 807-223-6766 by June 27, 2025

Using the TENDER SUBMISSION sheet attached, please send tenders via email, mail or arrange drop off to the address below

Email: ddasinfo2@gmail.com

Address: Dryden & District Agricultural Society
99 Scott Street
RR#3, Site 300, Box 4
Dryden, ON P8N 3G2

Bids must be submitted to the Dryden & District Agriculture Society by 12pm (noon) on July 18, 2025.

TENDER SUBMISSION for NIGHTWATCH	
Name of Bidder:	
Title:	
Company:	
Mailing Address:	
Email Address:	
Phone Number:	Alternate if Available:
Tender Pricing (identify pricing per hour)	Tax Extra? Yes No
Identify All Experience to Support Eligibility for Tender:	
References:	
Bidder Signature:	Date:

DDAS NIGHTWATCH Tender Awarded

For Office Use Only

Awarded To:

Term of Contract:

August 20, 21, 22, 23, 2025 for the hours of 10:30pm to 8:00 am

- ✓ Conditions of Contract as outlined in Tender Duties and Responsibilities
- ✓ Contract payment rate as per Tender Submission
- ✓ Contact information as per Tender Submission
- ✓ Completed Work Log Sheet to be included with invoice submissions
- ✓ Copy of Incident Report Template provided to Proponent

Proponent (name)

Signature of Proponent

Date

DDAS Representative (name)

Signature of DDAS

Date

WORK LOG SHEET

Nightwatch service for all animal care within barns, Aunt Sally Farm, the outside horse stalls and by livestock trailer parking.

[illegible]

Nightwatch Signature:

DDAS Rep Signature: