Saskatchewan Indian Gaming Authority
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INVITATION TO TENDER

Ref. No.:	**26-100626-ITT**
Service Site:	**Highway #9, White Bear First Nation, SK. S0C 0R0**
Service Descriptions:	**Commercial Electrical Repair Services**

ITT Issue Date:	**October 27, 2026**
ITT Q&A Closing Date:	**November 3, 2026 @ 4 PM (CST)**
ITT Closing Date & Time:	**November 10, 2026 @ 2 PM (CST)**

The Saskatchewan Indian Gaming Authority (hereinafter referred to as "SIGA" or the "Owner") hereby requests a quotation (hereinafter referred to as the "Bid Submission") from the bidder (hereinafter referred to as the "Bidder") to perform the Work in accordance with the following documents (hereinafter collectively referred to as the "Invitation to Tender" or "ITT") as set out below:

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1. SCOPE OF WORK

The scope of work (hereinafter referred to as the "Work") involves the supply of goods, materials and services meeting the description and requirements noted below for Bear Claw Casino & Hotel (hereinafter referred to as "BCCH") on the White Bear First Nation located approximately 15 KM north of Carlyle SK.

Unless otherwise expressly stated by the bidder, quoted prices are deemed to include the costs of tools, machinery and equipment, transportation, labour cost and all related insurance in accordance with all applicable Provincial and Local Fire Authority having jurisdictions for all required work.

The Bidder shall furnish all labour and materials including hardware, tools, and equipment, and shall include in its Bid Price all applicable taxes for such work, services and materials plus overhead and profit necessary for the total completion and acceptance of Work.

SIGA would like to obtain the services of qualified and certified Journeyman Electricians, to provide Commercial Electrical Repair Services on an if and when needed, and emergency basis, for BCCH.

Services commence January 4, 2027, and upon a signed and approved contract by both parties.

The type of Work required will include, but is not limited to, repair, replacement, and maintenance of electrical components with the following elements:

- Provide commercial electrical repair services on an if and when needed basis including routine, emergency, and warranty repair work.
- Removal and disposal of all damaged parts as required or necessary for the maintenance service.
- Supply and install necessary new parts for the repair service to be coded CSA or UL Canada certified.
- Working area: All BCCH facilities.
- Additional work/projects within the scope but above $10,000.00 before taxes will require a detailed quotation. The quotation will be reviewed by the appropriate approving authority and only if accepted will the bidder receive a Purchase Order. The Bear Claw Casino would be under no obligation to pay for Work done without prior approval and may at its sole option request alternate quotations. SIGA maintains the right to go out for competitive bid if deemed necessary.

The main electrical equipment in the Bear Claw Casino and its specs as follows, but are not limited to:

Electrical Maintenance Work (Excluding Preventative Maintenance & Testing Work)

- Panels and distribution systems.
- Service and electrical equipment.
- Building and general wiring.

Routine Electrical Work

- All electrical installation work of a routine nature in connection with the maintenance or operation of the building or plan therein performed at frequent intervals.

Repair, Replace, Relocate

- Like-for-Like Replacement of electrical devices.
- Repair existing equipment.
- Relocation of existing equipment from one area of the building to another using the original electrical equipment i.e. moving an assembly area or machine tool.
- Supply, installation & relocation of communication cable.
- Label new and existing electrical panels (if not already labelled).

Minor Installations

- Outlets or switches that do not require a new circuit, etc.

Categories of Maintenance Work (with examples)

- Wiring Devices – Light Switches, Receptacles, Relays, etc.
- Branch Circuits – Raceways, Cables, etc.
- Lighting – 120V.
- Lighting – Greater than 120V i.e. 208V, 347V, 600V.
- Electrical Equipment – Replacements of capacitors, contactors, equipment panels, Uninterruptible Power Supply (UPS) system. etc.
- Building Management Systems – energy management systems, fire alarms, emergency lighting, ventilation systems, etc.
- Motors/Motor Controls – 120V Single Phase. i.e. Circulation pumps, exhaust fans (small motors).
- Motors/Motor Controls – 3-Phase (Greater than 120V, less than 750V) i.e. Frequency drives, large supply pumps, assembly conveyors, MCC's, etc.
- Motors/Motor Controls – High Voltage (Greater than 750V) i.e. large industrial pumps, MCC's, etc.
- Electrical Distribution – Switchgear, panels, transformers, enclosed switches, etc.

The Services shall include, but are not limited to:

- Electrical conduit and wiring.
- Lighting systems and lighting control systems.
- Receptacles, switches, data and telephone wall jacks.
- Emergency lighting equipment, fire alarm systems.
- Power and conduit to other system such as HVAC systems, generators, UPS's or equipment.
- Data and telephone cabling (AMP Data Certified Cat5e and Cat6).
- Conduit systems for communication and other electronic systems.
- Pumps, motors, MCC panels, electrical breakers.
- Low voltage wiring for BCCH.
- Refrigeration electrical equipment.
- Air controls.
- Generator systems.
- Field/Street Lighting (54 FT Bucket Truck Required).
- Pump Controls.
- SCADA Systems.
- VFD Drives.
- Soft Starts.
- Fire Alarm Systems: Class A, B and addressable.
- Card Access Systems, Door Magnetic locks.
- Heat trace systems.
- Irrigation – Electrical valves and controllers.
- Electrical furnaces.
- Sewer Pumps.
- Security alarm systems, as required.
- Install and commissioning new wiring for upgrades and improvements, as required.
- Provide written and oral reports of job assignment progress and status of work in progress.

2. REQUIREMENTS OF QUALIFYING VENDOR

Coordination & Communication

- Work with the BCCH Asset Protection Manager (APM) throughout all warranty periods and provide service for all equipment following warranty expiry.
- Identify, in coordination with the Casino Facilities Team, all warrantied, non-warrantied, proprietary, and non-proprietary equipment, where applicable.
- Document all work performed and provide service reports, recommendations, and required quotations to the APM.
- Provide requested quotations in a timely manner.

Service Availability & Response

- Guarantee service availability twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year.
- Must be on site and be able to provide emergency electrical maintenance & repair services within two (2) hours or less of initial call.
- Provide routine, warranty, and emergency services under all weather conditions, including extreme weather events.

Tools, Equipment & Materials

- Supply and maintain all tools, equipment, and resources required to perform services at BCCH facilities.
- Provide all required parts and materials for routine, emergency, and after-hours work.
- Provide required materials, parts, and equipment rentals (if applicable) on a cost-plus or approved discounted basis.

Permits & Inspections

- Arrange, obtain, and coordinate all required permits and inspections prior to, during, and upon completion of work.

Pricing & Invoicing

- Invoice SIGA for parts, materials, and services on a cost-plus or approved discounted basis.
- Provide detailed, itemized invoices clearly identifying all labour, materials, parts, and expenses to support transparent auditing.

Insurance & Risk Management

- Maintain a Certificate of Insurance or written confirmation from a licensed insurer demonstrating the ability to obtain general liability insurance coverage of not less than two million dollars ($2,000,000) upon contract award.

Workforce Qualifications & Certifications

- Ensure all personnel assigned to BCCH work hold valid Journeyman certification and are qualified to perform work in compliance with all applicable local, provincial, and federal codes, standards, and regulations.
- Ensure the vendor is qualified to service all brands of related equipment, including warrantied and non-warrantied systems.
- The vendor must demonstrate proven knowledge and experience working in environments supported by UPS systems, including, but not limited to, an understanding of load considerations, bypass procedures, and alarm conditions, and must be able to effectively coordinate all electrical work with SIGA's authorized UPS service provider, to minimize risk and downtime at BCCH when electrical repairs interface with UPS-supported systems.
- Knowledge of electrical components and systems used in commercial refrigeration equipment.

Licensing & Eligibility

- Ensure all vendor personnel possess a valid Saskatchewan Driver's Licence.
- Ensure all personnel are a minimum of nineteen (19) years of age while on BCCH property.
- Prohibit vendor personnel from participating in casino gaming activities during work assignments.

References & Corporate Standing

- Provide a minimum of three (3) references in good standing for comparable scope, capacity, and scale of work within the Province of Saskatchewan in the last five (5) years. SIGA or its employees should not be listed as a reference for this tender.
- Maintain active registration and good standing with the Saskatchewan Workers' Compensation Board (WCB).

Additional Services

- Perform additional general or related maintenance services as requested by SIGA, within the vendor's area of expertise.

Documentation & Record Keeping

- Maintain and update a comprehensive service logbook documenting all work performed and corresponding invoice details. Include notes and recommendations of your findings during the service.

Limitations & Quality Assurance

- Disclose any service limitations and identify mitigation measures in accordance with Limitations & Quality Assurance – Section 11.

Compliance & Standards

- Ensure all installed parts, equipment, and fixtures are CSA approved.
- Comply with all current Government of Saskatchewan health, safety, and public health requirements.

Safety

- Prioritize safety at all times.
- Implement measures to protect casino patrons, employees, and vendor personnel during all work activities.

3. OFFICE HOURS

SIGA's operating hours are 24/7/365

Specify your office hours:

- Business Hours: _____
- After Hours: _____
- Weekends & Holidays _____

4. COMPANY INFORMATION & EXPERIENCE

Provide a summary of your company, in the space below, and indicate the number of years' experience of same/ similar scope (You can also attach additional information with your bid submission):

5. RATES & PRICING

- ☐ Pricing for years 1 and 2 are FIXED (Locked in)
- ☐ A flat hourly rate for apprentices may be applied regardless of their level of apprenticeship
- ☐ All pricing must be in Canadian Funds (CAD)

Services	Pricing Table			
General Electrical Services:	Years 1 & 2	Year 3	Year 4	Year 5
General Electrical Services - Regular Service Call - Journeyman (Business Hours 7am to 5 pm) $/hr.	$/hr.	$/hr.	$/hr.	$/hr.
General Electrical Services - Regular Service Call - Journeyman (After Hours - Overtime)	$/hr.	$/hr.	$/hr.	$/hr.
General Electrical Services - Regular Service Call - Journeyman (Weekends/Holidays)	$/hr.	$/hr.	$/hr.	$/hr.
General Electrical Services - Emergency Call - Journeyman (Business Hours 7 am to 5 pm)	$/hr.	$/hr.	$/hr.	$/hr.
General Electrical Services - Emergency Call - Journeyman (After Hours - Overtime)	$/hr.	$/hr.	$/hr.	$/hr.
General Electrical Services - Emergency Call - Journeyman (Weekends/Holidays)	$/hr.	$/hr.	$/hr.	$/hr.
Apprentice, if required and upon SIGA's approval $/hr.	$/hr.	$/hr.	$/hr.	$/hr.

Travel Expenses (If Applicable and Pre-Approved by SIGA)	Years 1 & 2 (Fixed Pricing)
Vehicle Surcharges (If applicable specify how charged i.e. per day, per hour, per trip, per invoice, etc.)	
Mileage $/km (If applicable specify how charged. i.e. one direction, both directions, etc.)	$/km.
Other Expenses	
Other Related Discounts/Charges/Costs/Fees/permits, etc. (Specify below):	

Labour Charges:

For all service calls, indicate when labour charges start and end, and at which rate.

Minimum Call-out Hours (If Applicable):

If minimums are required, then provide the number of minimum hours charged.

Regular Service Calls (Min. Hours.)	Emergency Calls (Min. Hours)

Discount or mark-up of Parts & Equipment:

- Discount or Mark-up of Parts (if required): = Cost (-) ____% or Cost (+) ____%
- Discount or Mark-up on Rental Equipment (if required): = Cost (-) ____% or Cost (+) ____%

Shop supplies

Indicate how shop supplies are charged (i.e. per invoice, per job, per use, etc.), and provide what that cost is and if there is a maximum amount:

Annual Rate Discounts/ Increases

Bidders are required to state the percentage decrease/ increase for each potential renewal year with the exception of the first two-year fixed period:

Fixed Years 1 & 2	Discount/ Increase Year 3	Discount/ Increase Year 4	Discount/ Increase Year 5
N/A	+% -%	+% -%	+% -%

Contract extensions for years 3 through 5 are not guaranteed and are at the sole discretion of SIGA.

Payment Terms

SIGA's payment terms are Net 30 days from receipt of invoice. If you accept these terms indicate this below, or specify your terms, if different for SIGA review:

6. SUBCONTRACTORS

Where subcontractors are utilized, the successful vendor shall remain fully responsible for their pricing, performance, and coordination.

Name of Company	Services Provided	Primary Contact

7. RESPONSE TIMES

In the space below, enter the duration you will take to respond to each scenario type. Response times provided will form part of the Contract and may be used in performance evaluations.

Description	Response Time (Return Call)	Response Time (Arrive On-Site)	Dispatch Location
Regular Service Call (Business Hours)			
Emergency Call (Business Hours)			
Emergency Call (After Hours)			
Emergency Call (Weekends/Holidays)			

8. KEY CONTACTS

Time Period and Urgency	Contact Information (Name, Phone, Etc.)
During Regular Hours	
Outside Regular Hours	
Emergency 24/7/365	
Customer Services: Issue Resolution/Escalation	

9. PERSONNEL

Name	Certification Level	Work Experience (yrs)

* Copies of certifications are required with bid submission

SIGA reserves the right to request replacement of vendor personnel whose performance, conduct, or qualifications are deemed unacceptable.

10. CREW SIZE

A). State the number and type of workers used in a typical crew for service calls:

B). Indicate when apprentices are used and what their primary role typically is:

* Note: All work performed by apprentices must be supervised by a certified journeyperson in accordance with Saskatchewan Apprenticeship and Trade Certification requirements. Contractors shall clearly indicate in their bid submission which tasks will be performed by apprentices.

11. LIMITATIONS

The supplier shall indicate in their bid submission their capability to implement quality assurance measures to ensure the work is completed on time and within budget. Any limitations or constraints — including work that the supplier is unable to perform — must be clearly identified, along with the proposed approach to address such situations, for consideration during the bidding process.

12. WARRANTY & QUALITY ASSURANCE

Parts & Labour (Repairs)

Standard Warranty:

Item Description	# of Years Covered	Check if Covered
Manufacturers (OEM) Parts	_____ Years _____ Years	☐ Parts & Material ☐ Labour
After Market Parts	_____ Years _____ Years	☐ Parts & Material ☐ Labour

Quality Assurance (Quality of Workmanship):

Provide information on how you would address work that was deemed incorrect or unsatisfactory

Customer Service (Problem Resolution/Escalation Procedure):

Provide information on how you would address issues/complaints and how these are resolved and escalated when necessary

13. PARTS & COMPONENTS ON HAND

Provide the types of parts and components you would typically keep on hand, and stocked in service trucks, to accommodate these services, minimize downtime, and maximize efficiency:

14. PARTS SOURCING & WAREHOUSING

Indicate where you source parts and components from and where you store/warehouse these items:

Sourcing Parts & Components Locations

Storage/Warehousing Locations

15. PRIORITIES AND CANCELLATIONS

Priority for BCCH:

Describe how you will provide BCCH with priority response for all service requests, and ensure availability and adequate resources, including during peak periods or simultaneous service calls.

Explain procedures in place to minimize cancellations or delays and ensure reliable service.

16. DEMONSTRATION OF KNOWLEDGE OF UNINTERRUPTIBLE POWER SYSTEMS (UPS)

Refer to Section 2 – Requirements of Qualifying Vendors, Workforce Qualifications & Certifications

17. REFERENCES

Provide three current (3) references where the services provided were same/similar to the services and scope of Works noted in this tender document and was provided in Saskatchewan within the last five (5) years. All contact information to be provided (name, email, phone, address). Please notify your respective references that you will be using them as a reference. SIGA employees may not be used as a reference for this tender.

Company Name:
Address:
Primary Contact:
Phone Number:
Email Address:
Scope of Work Performed:

Company Name:
Address:
Primary Contact:
Phone Number:
Email Address:
Scope of Work Performed:

Company Name:
Address:
Primary Contact:
Phone Number:
Email Address:
Scope of Work Performed:

18. INSTRUCTION TO BIDDERS

BID SUBMISSION

Tender Number: 26-100626-ITT

1. Response and Delivery Format

A fully completed Bid Submission must be received by the SIGA Procurement Contact before the Closing Date and Time at the address below to be considered valid, compliant and open for negotiation or possible acceptance.

SIGA Procurement Contact:	**Shelley John** Procurement Specialist TEL: (306) 477-7359 Fax: (306) 477-1771 Email: shelley.john@siga.sk.ca Email: purchasing.tenders@siga.sk.ca
Tender Opening Date:	**October 27, 2026**
Q&A Closing Date & Time:	**November 3, 2026 @ 4 PM (CST)**
Tender Closing Date:	**November 10, 2026 @ 2 PM (CST)**

All bid submissions must be sent by email. Bid Submissions to SIGA as above-mentioned contact information. Once received, SIGA will inform the bidder that the bid submission has been received.

File Sizes:

- Zip files and links are not accepted.
- If email attachments are over 10 MB, you will have to send multiple emails. Ensure that each email is titled accordingly to reflect the attachments (I.e. Email 1 of 3, Email 2 of 3, Email 3 of 3, etc.).

Bid Submissions Checklist:

Please note: The following items are mandatory and must accompany your bid submission:

- ☐ Fully completed Bid Submission (all sections filled out), using this original document only.
- ☐ Copies of qualifications/certifications and any associated safety certifications in the related fields/industries.
- ☐ Copy of Certificate of Insurance or letter from an insurance company in good standing confirming the Bidder's ability to obtain the required insurance coverage, should the Bidder be awarded a Contract.
- ☐ Copy of current and active Certificate of WCB membership.
- ☐ Any other relevant supporting information.
- ☐ Refer to Section 2 "Requirements of Qualifying Bidders" for additional requirements.

NON-RESPONSIVE OR NON-COMPLIANT BIDS

Bidders are instructed that failure to comply with or respond to any part of the ITT may result in rejection of a Bid as non-responsive or non-compliant. Where an obvious error in some part of a Bid Price can readily be corrected by having regard to listed components of that Price, the SIGA may, at is sole discretion and upon its own initiative, absent the requirement for any consultation with the Bidder, make a reasonable interpretation of the Bidder's intent and rely upon that interpretation rather than simply rejecting the Bid or awarding a Contract on the basis of an apparent error.

RESERVATIONS OF RIGHT

SIGA reserves the right, which is to be exercised in its sole discretion in the best interests of the SIGA, to waive minor deficiencies or non-compliances in any Bid. SIGA reserves to itself the right to reject any and all bids submitted including the lowest bid and may negotiate with one or more Bidders for the provision of some part or all of the goods and/or services subject to this ITT.

SIGA further reserves the right to at any time cancel this ITT process in whole or in part, or to award any and all parts of the possible Contract to one or more Bidders, or to negotiate Bids offered for awards on a basis different from that set out in this ITT.

IRREVOCABILITY OF BID

Bids submitted in response to this ITT shall be irrevocable and open for acceptance for a period of ninety (90) days from the Closing Date and Time.

QUESTIONS AND ADDENDA

Bidders finding discrepancies in or omissions from any ITT Document, or in doubt as to the meaning or intent of any part thereof, shall contact the SIGA Procurement Contact in writing by fax or email at least three (3) working days prior to Closing Date for clarification or corrections to be made. Any resulting alteration, amendment or addition to the ITT Documents shall be issued, in written form as an Addendum and shall be provided to all Bidders in order to avoid undue advantage to any Bidder. All Addenda will be an integral part of this ITT.

BID PRICE

Bidders shall provide the pricing requested for the Scope of Work which amount shall include all applicable taxes other than GST. All prices shall be stated in Canadian currency.

INSURANCE

The Bidder shall provide evidence of insurance or insurability from a recognized insurance company sufficient to meet the insurance requirements in the form of Contract referred to in this ITT. Such insurance shall be maintained in force comprehensive general liability insurance covering bodily injury, including death, and property damage in an amount of not less than two million dollars (2,000,000.00) per occurrence, with a reputable insurance company.

COMPLIANCE WITH LAW

Each Bidder is responsible, at its own expense, for knowing and complying with all applicable laws, regulations, Workplace Health & Safety requirements, Worker's Compensation legislation and all relevant codes of conduct essential to bidding and performing the Work, including obtaining and maintaining all required permits, licenses, clearances and registrations, complying with same and paying all required taxes, fees, duties and obtaining required inspections.

19. BID SUBMISSION FORM

Ref. No. **26-100626-ITT**

Submitted To:

Shelley John, Procurement Specialist
Saskatchewan Indian Gaming Authority
Procurement Department
Tel: (306) 477-7359 Fax: (306) 477-1771
Email: shelley.john@siga.sk.ca
Email: purchasing.tenders@siga.sk.ca

Submitted By

Legal Company Name: _____

Address: _____

Bidder Contact

Name _____

Telephone # _____

E-mail address _____

Cell # _____

Declarations

We, the undersigned, further declare that no person, firm, or corporation other than the undersigned has any interest in this Bid Submission or in the proposed Contract for which this Bid Submission is made. The undersigned also declares that the Bid Submission has been submitted without consultation, communication, agreement and/or arrangement with any competitor. A competitor is defined as any individual or organization, other than the Bidder, who has been requested to submit a bid or who could potentially submit a bid in response to this ITT, based on their qualifications and experience.

We, the undersigned, declare that we have carefully examined the Invitation to Tender **26-100626-ITT,** fully agree to all the terms and conditions as set out in this ITT document, and the Addenda numbered _____ to _____, and having understood all conditions affecting the Work.

We, the undersigned, shall meet the requirements of the Work indicated.

SIGNED AND SUBMITTED *for and on behalf of:* _____
Name of Bidder

Signature: _____ *Date:* _____
Print Name & Title