

PRIVATE DRAIN CONNECTION REPLACEMENT BY-LAW 4921 **INSTRUCTIONS TO PROPERTY OWNERS**

THE PROPERTY OWNER WILL BE RESPONSIBLE FOR THE FOLLOWING:

STEP 1

Obtain a Sewer Information Sheet from the Right-of-Way Division of the Engineering Department.
Fees as per the current User Fee Schedule.

STEP 2

Contact the pre-approved Contractors (see attached) by email to obtain a minimum of three quotes for the private drain connection replacement, in accordance with the By-law 4921 (attached). Bids must be submitted on the bid forms provided.

STEP 3

The Contractors will forward the quotes to the City of Windsor Engineering Department (attention: Manager of Right-of-Way). The Right-of-Way Division will verify the validity of the quotes, select the lowest qualified quote, calculate eligible rebates to the property owner, and prepare an agreement for execution by the property owner.

STEP 4

Return signed agreement before the expiry date of the lowest qualified quote. The City of Windsor Right-of-Way Department will then issue a Purchase Order to the successful Contractor to undertake the private drain connection replacement. Upon completion of the work, the Property Owner will be notified of the charges applicable for the private drain connection replacement. Depending on which payment option is chosen, the owner will either be invoiced for charges or those charges will be added to the property taxes.

NOTES

1. Quotes typically have an expiry date after which they are no longer valid. Property owner will be responsible to return the signed agreement prior to expiry of quotes.
2. Questions should be directed to **Amy Olsen** of the Engineering Department at 519-255-6257, extension 6562 or by email at rowprograms@citywindsor.ca.

ATTACHMENTS

1. By-law 4921
2. Approved PDC Contractor List

PRIVATE DRAIN CONNECTION REPLACEMENT BY-LAW 4921
**PRE-QUALIFIED PRIVATE DRAIN CONNECTION
CONTRACTOR LIST**

PANNUNZIO DRAINAGE (1986) INC.

CONTACT NAME: Marco Pannunzio

EMAIL: marcopannunzio@hotmail.com **PHONE:** 519-796-6738

ADDRESS: 6245 Howard Avenue, RR #1, Oldcastle, Ontario, N0R 1L0

PHOENIX DRAINAGE (2019) LTD.

CONTACT NAME: Bryan Adam

EMAIL: bryan@phoenixdrainage.ca **PHONE:** 519-737-2140 or 519-560-0706

ADDRESS: 2180 Astor Crescent, Oldcastle, Ontario N0R 1L0

SHEA BROS. DRAINAGE

CONTACT NAME: Daryl Rocheleau

EMAIL: daryl@shearock.ca **PHONE:** 519-972-5552 or 519-791-5797

ADDRESS: 5085 Walker Road, Oldcastle, Ontario N9E 0C6