



TENDER PW2018-25

FOR METAL ROOF REPLACEMENT NEWBORO PUBLIC LIBRARY 10 BROCK ST. NEWBORO, ON

Tender Closing: September 26, 2018 at 11:00 a.m.

Tender Openings: Immediately following the closing deadline

Mandatory Site Visit: September 17, 2018 @ 10 a.m.



Sealed Tenders Will Be Received By:
Michelle Jones, Manager of
Facilities & Environmental Services
Township of Rideau Lakes
1439 County Rd 8, Delta, ON K0E 1G0

ALL TENDERS SUBJECT TO BUDGET APPROVAL

**TENDER PW2018-25
CONTRACTOR'S INFORMATION FORM**

By: _____
Name of Firm (Hereafter referred to as "THE CONTRACTOR")

Address

Phone Number Fax

Email

Name of Person Signing for Firm (please print)

Office of Person Signing for Firm

Signature

HST NO. _____

This Page Must Be Completed & Returned With The Tender

TENDER

The Township is accepting Bids for the replacement of the steel roof over the Newboro Library located at 10 Brock St., Newboro, Ontario.

In August 1998, The Township of Rideau Lakes opened this new branch in the former Newboro municipal building. The stone “court house” is one of the oldest buildings in Rideau Lakes Township dating back to 1850. Over the years, it has served as the location for the Newboro school, the local courthouse, municipal hall and even a jailhouse. The Library is owned by the Township of Rideau Lakes and the maintenance of this facility is the Township’s responsibility. It is the Township’s intention to remove the existing roof and replace with a new metal roof system along with all associated strapping and underlay. For full details please see Section 18.0 – Scope of Work.

Bidders must attend Mandatory Site Visit: September 17, 2018 @ 10 a.m.

An engineer report is provided to state the condition of the building and roof. The Engineer’s Review/Assessment is attached as Appendix “A” and forms part of this Tender.



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INSTRUCTIONS TO BIDDERS

1.0 INTERPRETATION

In this document,

- 1.1 “Work” means all items outlined in Scope of Work
- 1.2 “Bidder” means the person or business submitting a Bid to complete the Work
- 1.3 “Tender or Bid” means the submission, including cost to replace the roof
- 1.4 "Contract" means the agreement between the successful Bidder and the Township for the Work to be completed
- 1.5 “Contractor” means the person or business agreeing to furnish materials and perform services at a specified price
- 1.6 “Township” means The Corporation of the Township of Rideau Lakes

2.0 COMPLIANCE WITH INSTRUCTIONS

- 2.1 Bidders must comply with the following instructions. Those failing to do so may be subject to disqualification.

3.0 COMPLETION OF THE BID

- 3.1 The Tender forms, including the Bid Form, supplied by the Township, must be used and submitted in a sealed envelope clearly marked with the following:

**Township of Rideau Lakes
1439 County Rd 8, Delta, ON K0E 1G0
Michelle Jones
Manager of Facilities & Environmental Services
Re: PW2018-25**

Before 11:00 a.m. on September 26, 2018. Bids must be in hard copy form. No fax transmissions or emails will be accepted.

Bids will only be accepted from those who attend the mandatory site visit on September 17, 2018 at 10:00am.

- 3.2 All Tenders must be clear and legible and made in ink.
- 3.3 Tenders that are incomplete, conditional, illegible and obscure or have reservations, erasures, alterations, additions not called for, or irregularities of any kind, may be rejected.
- 3.4 Erasures, overwriting or strike-outs must be initialled by the person signing for the Bidder.
- 3.5 All forms included in this Tender must be signed in the spaces provided by an authorized official for the Bidder. If a joint Bid is submitted, it must be signed

separately by each Bidder.

- 3.6 The Bidder shall complete and submit the following original documentation with the Tender:
- a. Bidder Information Form (pg 2)
 - b. Declaration of Contract Offer (pg 11)
 - c. Occupational Health and Safety Declaration (pg 12)
 - d. Special Provisions Declaration (pg 13)
 - e. Bid Form (pg 14)
 - f. Bid Form for additional items, if required (pg 15)
 - g. Written Tender Details, if required (pg 16)
- 3.7 The successful Contractor shall submit the following completed forms within 7 days of receiving notification of being the successful Bidder:
- a. Insurance Form
 - b. Workplace Safety and Insurance Board Certificate of Clearance or Exemption Certificate with proof of self-insurance if granted independent status by WSIB.
 - c. Further, at the discretion of the Township, Performance and Payment Bonding may be required
 - d. References from 2 similar projects within the last 5 years using similar material.

4.0 ALTERATION OF BIDS

- 4.1 A Tender may be altered by submitting another Bid at any time up to the specified time and date of the closing deadline. The last Tender received shall supersede and invalidate all Bids previously submitted by the Bidder for that Contract.

5.0 WITHDRAWAL OF TENDERS

- 5.1 A Bidder may withdraw a Tender at any time up to the specified time and date for deadline by submitting a letter bearing the Bidder's signature to the Township, who will mark thereon the time and date of receipt. Faxes, telephone calls or emails will not be accepted.

6.0 UNBALANCED BIDS

- 6.1 Tenders that contain prices which appear to be so unbalanced that they may adversely affect the interests of the Townships may be rejected. Each Bid shall be a reasonable price for such Work.
- 6.2 A Bidder with a Bid that has been rejected by the Township shall be notified of the reasons within 10 Days of the specified time and date of bid closing.

7.0 TENDERS WITH DISCREPANCIES

- 7.1 Mathematical discrepancies will be corrected by the Township, by appropriate means to arrive at the correct Total Price. Where an error has been made in transferring an amount from one part of the Bid to another, the amount shown before transfer shall, subject to any corrections as provided for above, be taken to be correct and the amount shown after transfer and the Total Price shall be corrected accordingly.

8.0 INQUIRIES DURING PROPOSAL PERIOD

8.1 All inquiries relative to the Tender documents shall be directed to Michelle Jones, Manager of Facilities & Environmental Services, 1-800-928-2250 Ext 230. No information provided orally by the Township shall be binding, nor shall it alter the requirements in any way.

9.0 TENDER TERMINATION

9.1 The Township of Rideau Lakes reserves the right to discontinue the Tender process at any time and not move forward with awarding the contract.

10.0 ACCEPTANCE OR REJECTIONS OF BIDS

10.1 The Township reserves the right to reject any or all Bids, for any reason whatsoever, and to accept only Tenders considered best for their interest and to waive formalities as the interests of the Township may require, without stating reasons. Therefore the lowest or any Bid may not necessarily be accepted.

10.2 The Township shall not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any Bidder prior, or subsequent to, or by reason of the Acceptance or the non-acceptance by the Township of any Tender, or by reason of any delay in the acceptance of a Tender, unless as specifically provided in the Tender Documents.

10.3 The Tender Bid shall be irrevocable for a period of thirty days following the closing date.

11.0 CANCELLATION OF CONTRACT

11.1 This Tender has been prepared with the intention of proceeding with the acceptance of the most favourable, lowest responsible bid, meeting all specifications. However, due to financial constraints and other unforeseen factors, the Township may be unable to award this Tender. The Bidders agree to save harmless, the Township, from any or all claims for monetary or any other types of compensation by the Bidder if this Tender cannot be awarded.

12.0 CONTRACT AWARD PROCEDURES

12.1 The Township shall notify the successful Bidder that their Bid has been accepted within 15 Days of the closing date.

12.2 Notice of acceptance of the Bid may be by telephone, fax transmission, mail or email, at the discretion of the Township.

12.3 The successful Bidder shall deliver by hand or by mail, within seven (7) Days of receiving written notice, to the address specified in Tender package, the following documents:

- a) Workplace Safety and Insurance Board Certificate of Clearance or Exemption Certificate with proof of self-insurance if granted independent status by WSIB
- b) Proof of Insurance with the Township named as additional insured
- c) Performance and Payment Bonding, if required

12.4 Following receipt of the above executed documents, an Agreement will be signed and the Contractor will receive written authority to proceed with the Work.

17.0 **SCOPE OF WORK**

The following items outline the Scope of Work and technical requirements to complete the roof replacement of the Newboro Library. The intent of the information is to be used by the interested Contractors to better understand the general Scope of Work and for pricing purposes.

It is expected that the Contractors will review this document in conjunction with the mandatory site meeting to confirm conditions and dimensions before submitting their costs to perform the Work.

- Contractor shall submit data sheets and or shop drawings for all roofing materials, fasteners, and flashings accessories to owner for review and approval prior to purchase. New roof colour TBD. To be within standard colour range and options to be submitted to the township for review and selection of colour.
- The installer of the metal roof system shall have a minimum of five (5) years' experience in projects of similar nature.
- Contractor shall meet all safety regulations for fall protection working at heights as outlined in OSHA Ministry of Labour. Contractor shall submit fall protection plan to owner prior to commencing work. Contractor to be responsible for safety on site.
 - a. All work shall be done to the latest edition of the Ontario Building Code 2012.
 - b. Hydro wire wrap will be the responsibility of the contractor to coordinate as required.
 - c. Contractor shall consult with roofing manufacturer to satisfy all materials and components meet design criteria and loads for the applicable region and location.
 - d. Remove existing metal roof system down to sheathing. Engineer has noted there are 2 layers of metal currently on the roof. Both layers are to be removed.
 - e. If there is any deteriorated wood sheathing, supports or blocking which needs replaced, this must be brought to the owner's attention for approval before proceeding any further.
 - f. As the present sheathing is dipping throughout, the new roof must be strapped, shimmed and levelled with 2" x 4" pressure treated wood @ 24" o.c..
 - g. Install a minimum thickness of 42 mills self-adhering high temperature metal roof underlayment. Ensure surface is free of dirt, debris, or dust.
 - a. Prime all substrates to be waterproofed with self-adhering primer.
 - b. Apply the membrane in lengths up to 18 feet. Overlap all seams a minimum 3" on the side laps and 6" on the head laps.
 - c. Roll the seams and overlaps of the membrane with a hand roller to ensure complete adhesion with no voids, wrinkles, or fishmouths. The membrane should not be folded over the roof edge unless covered by gutter, mechanically fastened every 6" or protected with other flashing materials.

Roof underlay may be exposed for 90 days max. Must have a vapor permeance of <0.02. A tensile strength of at least 30 lbs./in.

- h. Install generic through fastened metal ribbed roof system 26 ga. Minimum, complete with all metal flashings and trims (i.e. eave and gable end flashings with drip edges, ridge cap flashing, etc.). Colour of flashings to match roofing colour. Colour selection by Owner from standard colour selection.
 - a. New metal is to have no end overlap seams- continuous from ridge to eave
 - b. Ridge is to be manufactured by the roof manufacturer and be installed as per Manufacturer's spec.
 - i. Include all new flanges, boots, flashings and sealants as required.
- Store roofing products in accordance with manufacturer's recommendations and protect from elements.
 - Do not stock pile materials on roof.
 - Contractor shall arrange for final review by Owner/Project Manager. Complete deficiencies noted at review.
 - Any queries or questions related to project shall be directed to Michelle Jones at michelle@twprideaulakes.on.ca.

As part of this contract, the roofing contractor is to provide The Township of Rideau Lakes with a **2-year workmanship warranty**.

The Township shall be responsible for any permits required.

End of Scope of Work

**DECLARATION OF CONTRACT OFFER
TENDER FOR CONTRACT NO. PW2018-25**

The Contractor has carefully examined the Tender Documents and has carefully examined the location of the Work at 10 Brock St., Newboro, Ontario and the Work to be completed under this Contract. The Contractor understands and accepts the said Tender Documents and, for the price set forth in this Bid, hereby offers to furnish all labour, material and equipment, except as otherwise specified in the Contract and to complete the Work in strict accordance with the Tender and subsequent contract documents.

The Bidder expressly warrants that the price contained in this Tender, whether as unit prices or lump sums and whether for transportation or supply of equipment or for services, are quoted in the utmost good faith, without any collusive arrangement or agreement with any other person, or partnership or corporation.

The Bidder expressly represents that it is not party or privy to any deceit tending to mislead the Township into accepting the Bid as a truly competitive Bid, whether to the prejudice, injury or benefit of the Township.

THE CONTRACTOR OFFERS TO COMPLETE THIS WORK IN ACCORDANCE WITH THE TERMS CONTAINED HEREIN.

DATED AT: _____ this _____ day of _____, 2018.

Contractor signs here and Position Seal where Applicable

This Page Must Be Completed & Returned With The Tender

**OCCUPATIONAL HEALTH AND SAFETY
STATUTORY DECLARATION
CONTRACT NO. PW2018-25**

The Township of Rideau Lakes is obligated to ensure that the Work completed by the Contractor is undertaken in a safe manner. Before awarding this Contract, the Township of Rideau Lakes must be satisfied that the Bidder has available resources and understands the Work adequately to be able to complete the undertaking to meet the Township's obligations and requirements. The Bidder shall complete this form, sign it and include it in the Tender submission.

The Township reserves the right to reject any Bid for Work if the information herein is not complete or specific to the operation or does not meet an adequate level, as determined by the Township. If necessary, the Township also reserves the right to address the low Bidder, minor deficiencies with the information provided and require the Bidder to make the necessary changes to this information. Any additional equipment, labour or material adjustments required by the Township shall not increase the Bid price.

In submitting this Tender, I/we, on behalf of _____
(Legal Name of Company)

certify the following:

- (a) I/We have a Health and Safety Policy and will maintain a program to implement such policy as required by clause 25(2)(j) the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended.
- (b) I/We will provide a copy of the Health and Safety Policy to the Township.
- (c) I/We will provide a Health and Safety Plan, as stipulated under Section 18. Premises

Dated at _____ this _____ day of _____, 2018.

Authorized Signature

Title

This Page Must Be Completed & Returned With The Tender

SPECIAL PROVISIONS DECLARATION

LIQUIDATED DAMAGES

1. Time

The Work will commence on the date agreed to by the Township and the Contractor, and the Work will end no later than **November 30, 2018 by 5:00 pm**, unless it is discussed and agreed to by both parties that an extension is necessary.

2. Liquidated Damages

It is agreed by both parties to the Contract, that in case the Work under this Contract is not finished or completed within the agreed time frame, a loss or damage will be sustained by the Township. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss or damage which the Township will suffer in the event of and by reason of such delay, the parties hereto agree that the Contractor will pay to the Township the sum of **\$500.00** as liquidated damages, for each and every calendar days' delay in finishing the work beyond the date of November 30, 2018 at 5:00 p.m, or other date as agreed. It is agreed that this amount is an estimate of the actual loss or damage to the Township that will accrue during the period in excess of the prescribed date of completion.

BASIS OF PAYMENT

Payment at the contract price for the Work shall include full compensation for all itemized labour, equipment and material required to complete the Contract.

CANCELLATION OF CONTRACT

The Township reserves the right, in its sole discretion, to reject any or all Tenders. This Tender has been prepared with the intention of proceeding with the acceptance of the most favourable Bid that best suits the needs of The Township of Rideau Lakes, meeting all specifications. However, due to financial constraints and other unforeseen factors, the Township may be unable to award this Contract. The Bidders agree to save harmless, the Township from any or all claims for monetary or any other types of compensation by the Bidder if this Tender cannot be awarded.

Signature of Person Signing for Firm

This Page Must Be Completed & Returned With The Tender

CONTRACT PW2018-25

BID FORM

NAME OF FIRM: _____

ADDRESS: _____

EMAIL: _____

ROOF REPLACEMENT PRICE: \$ _____

HST (extra) \$ _____

AVAILABLE START DATE: _____

TIME FRAME FOR COMPLETION: _____

DEADLINE FOR WORK COMPLETION AND CLEAN UP: NOVEMBER 30, 2018

With the submission of this Tender, I guarantee a completion date and clean-up of no later than **November 30, 2018 at 5:00p.m** (or other date as agreed to by both parties). Bidder's Initial _____

BIDDER'S SIGNATURE

DATE

This Page Must Be Completed & Returned With The Tender

CONTRACT PW2018-25

**ADDITIONAL BID FORM
FOR ADDITIONAL ITEMS, NOT IN SCOPE OF WORK
(IF REQUIRED)**

NAME OF FIRM: _____

**ADDITIONAL ITEMS LISTING IF REQUIRED
BREAKDOWN & COSTING**

ADDITIONAL ITEM (WITH DETAILS)

COST (WITHOUT HST)

Eg. Wood Sheathing	
Wood Blocking	
Wood supports	
TOTAL OF ADDITIONAL ITEMS	\$
HST (extra)	\$

**ADDITIONAL DETAILS
FOR TENDER
(IF REQUIRED)**

NAME OF BIDDER: _____

DETAILS:

Appendix A

MISSION STATEMENT

At the request of Michelle Jones, Manager of Facilities & Environmental Services for the Township of Rideau Lakes, a site visit was conducted on August 30, 2018 by Brandon Campbell of Eastern Engineering Group Inc. The purpose of this visit was to assess the roof conditions at the Rideau Lakes Public Library located at 10 Brock St., Newboro, ON. The intent of the review was to inspect the existing roof conditions and provide recommendations for repairs and/or replacement. It should be noted that the review was performed visually; further investigation would require destructive investigations (removal of finishes and structure).

BUILDING DESCRIPTION

It was estimated that the original building was constructed in the 1860's and is primarily used as a library facility, periodically community events are held at the building. The building is of rubble masonry stone wall construction at all exterior walls and is wood framed interior walls and roof framing. We noted a addition near the original period of construction at the South elevation of the building which is constructed using the same construction methods. During our investigation we noted that there is an abandoned ceiling of lath and plaster directly applied to the primary roof framing members, the presence of this ceiling limited our review, removal of this ceiling would be extensive and is not recommended.

ROOF SYSTEM CONDITION

The roof is a steel light gauge roofing material. We noted that the roofing is older and has been in service for an extended period of time, we also confirmed on site that there are two layers of metal roofing. We noted some areas where patching has occurred and some penetrations around plumbing vents.

Areas of concern noted at the roof were as follows:

- The roofing has aged beyond its useful life expectancy.
- Plumbing vent flanges need to be replaced.
- Fasteners are nails, we noted locations where nails were missing, potential infiltration point for moisture.
- There was a significant dip in the ridge line, this is typical in older buildings. New roofing will need to be shimmed and leveled.
- Sealants and seams along flashing were deteriorated and in poor condition.
- Soffits were in poor condition, the soffits are the original wood which has rotted in some locations.
- Lack of attic venting was noted however due to the age of the building additional venting could negatively impact the building by the absence of vapour barriers in the building.

