



TENDER PW2018-27

FOR

METAL ROOF COATING

CHANTRY MUNICIPAL OFFICE

1439 COUNTY RD. 8

DELTA, ON

Tender Closing: October 4, 2018 at 11:00 a.m.

Tender Openings: Immediately following the closing deadline
Mandatory Site Visit: September 27, 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 PW2018-27**

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 PW2018-27

The Township is accepting Bids for a watertight 2-3 coat liquid membrane on the steel roof over the Chantry Municipal Office, located at 1439 County Rd. 8, Delta, Ontario. A separate price is requested for each separate roof level, East and West. The building 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 leave the existing roof in place and apply a new monolithic roof coating system, along with all associated mastics and mesh reinforcements as required for seams, around penetrations and roof details. For full details please see Section 17.0 – Scope of Work.

Bidders must attend the Mandatory Site Visit: September 27, 2018 @ 10:00 a.m.

West Roof Area: ~3600 sq ft

East Roof Area: ~2700 sq ft

Total Area: ~6300 sq ft

Bidders to confirm all dimensions



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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: PW2018-27**

Before **11:00 a.m. on October 4th, 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.

Coating systems typically require outdoor temperatures of at least 10 degrees Celsius. Because of this, the successful proponent may have to perform the work in Spring 2019. For this reason, the tender bid must be valid for 180 days and all bidders agree to perform the described work in Fall 2018 if weather permits, or Spring 2019.

- 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 18)
 - c. Occupational Health and Safety Declaration (pg 19)
 - d. Special Provisions Declaration (pg 20)
 - e. Bid Form (pg 21)
 - f. Bid Form for additional items, if required (pg 22)
 - g. Written Tender Details, if required (pg 23)
- 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 3 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 one hundred and eight (180) 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 30 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 properly executed documents, an Agreement will be signed and the Contractor will receive written authority to proceed with the Work.

13.0 INSURANCE - COMMERCIAL GENERAL LIABILITY

13.1 The successful Contractor must provide a certificate of insurance obtained from the Insurance Company showing the policy number(s), covering dates and limits of liability. If said insurance is cancelled or changed during its term in such a manner as to affect this Certificate, written notice of such change or cancellation will be given by letter, mailed to the Township as soon as practicable.

13.2 The Contractor shall maintain a policy of general liability insurance having limits of not less than **\$5,000,000.00** inclusive, per occurrence for bodily injury, death and damage to property.

NOTE: The following shall be added to the Contractor's General Liability Insurance

certificates:

The Township of Rideau Lakes is hereby named as additional insured, but only in respect of and for the duration of the services to be performed under this Agreement and shall contain a cross liability clause endorsement.

14.0 PAYMENT TERMS

14.1 The price quoted in the Tender will form the basis for payment.

The Township's standard payment term is net thirty (30) days from the time of the Work completion and receipt of the approved final invoice.

The successful Contractor shall invoice the Township of Rideau Lakes at the following address:
1439 County Road 8
Delta, ON K0E 1G0

15.0 BUILDING PERMIT

16.1 If a building permit is required, it shall be the responsibility of the Township and will be at no cost to the Contractor.

16.0 PREMISES

17.1 This facility houses the head office of the Township. Hours are as follows:
8:30am-4:30pm Monday to Friday

17.0 SCOPE OF WORK

The following items outline the Scope of Work and technical requirements to complete the roof Coating of the Chantry Township Building. The intent of the information is to be used by the Contractors to better understand the general Scope of Work and for pricing purposes. It is expected that the Contractor will review this document in conjunction with a thorough site review, to confirm conditions and dimensions before submitting their costs to perform work.

East and West Roof's will be separate prices in the bid form. The metal panels on each appear to have been previously coated, so preparation of the substrate is important before applying the new Coating system.

- 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.
- 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.
- All work shall be done to the latest edition of the Ontario Building Code 2012.
- Contractor shall consult with roofing manufacturer to satisfy all materials and components meet design criteria and loads for the applicable region and location.
- Contractor is responsible to verify dimensions, product quantities and all other details outlined in this proposal. If there are any errors or omissions, the contractor must notify the owner or owners representative immediately. No extra charges to the owner will be incurred by items that were missed

or overlooked by the Contractor.

General Scope of Work- Roof Coating: INSTALLATION

Typically, coating systems can be applied at temperatures of 40°F (4.4°C) and rising, by brush, roller or spray. Airless spray is also a method of application where proper conditions and expertise exist. See product specific data sheets for further information.

To spray, typically the product needs to be at 70°F (21°C) and no warmer than 90°F (32°C). Suggested spray equipment should be capable of 4,000 psi with approximate tip size of .025 to .031. For more details on spraying these Coatings consult the manufacturer's system spray guide and data sheet. Application by brush may require additional coats to achieve uniform membrane thickness, but material requirements will generally remain the same.

Installation Procedure:

(a) Repair

All necessary repairs must be done according to good construction practices, including the replacement of all metal that is deemed unsalvageable or unsafe. All panel fasteners must be checked and any loose fasteners must be tightened or, if necessary, replaced with oversized fasteners with neoprene washers.

(b) Preparation

The Coating system must have a clean surface where it can adhere. Proper surface preparation is the key to successful applications of all Coating systems. All dirt, debris, oils and contaminants that can interfere with adhesion of Coatings must be removed by the most effective method possible. High-pressure water washing (2000 psi minimum) is the preferred method when appropriate. When pressure washing is used, it should be done at a pressure suitable to remove embedded dirt and contaminants without damaging the substrate that is being cleaned. Care must also be taken to ensure that water does not intrude into the building. It is very important to note that inadequate preparation of corroded metal surfaces can lead to premature failure of the Coating system. Rust must be removed using the most rigorous method suitable for each particular job. Jet water blasting, sand blasting, and/or power wire brushing is effective. Coatings must not be applied over loose, untreated rust. After cleaning with TSP or Simple Green, ponding areas should be rinsed at least twice to be sure all contaminants are removed to prevent adhesion issues.

Wearing protective clothing, gloves and glasses, remove any mildew by washing with a solution of three quarts of warm water and TSP or Simple Green solution. It is important to rinse thoroughly to remove any residue left by the cleaner. Repair gaps, holes and joints in the metal roof with appropriate patching materials. Dull all glossy surfaces by sanding to assure maximum adhesion. Wipe galvanized surfaces clean with MEK prior application. For optimum surface preparation, grit blasting is recommended. Please contact Manufacturers Technical for various substrates when grit blasting is permitted. All surfaces should be cleaned and degreased prior to grit blasting with organic solvents, caustic solutions, or pressure washing with a solution of TSP or Simple Green (2000 psi recommend).

(c) Priming

Rust and oxidation must be removed by the most rigorous method suitable for the particular project. After rust or oxidation has been removed, rusted surfaces should be primed with a rust inhibitive Primer immediately after cleaning to prevent rust or oxidation from reoccurring. Rust inhibitive Primer should be applied following data sheet to cover the rusted areas. Rust inhibitive Primer must only be used after proper and thorough preparation of the surface to be primed. Consult your local Manufacturers Representative for complete information on treatment of metal.

(d) Treatment of Fasteners

Make sure all fasteners are properly tightened and neoprene washers are in place. Tighten all loose fasteners or replace with oversized fasteners as necessary. Missing fasteners must be replaced. Create a watertight seal on all fastener heads by applying a heavy dab of polyurethane caulk to the tops of all fastener heads.

(e) Application of Coating Seam Sealer Brush or Trowel Grade

Before application of the Coating System, verify that the surface to be coated is cleaned, primed and prepared properly. If the roof surface becomes contaminated with dirt, dust or other materials that will interfere with adhesion of the Coatings at any time during the application of the system, then cleaning measures must be taken to restore the surface to a suitable condition. Dust should be blown off of surfaces to be coated with compressed air or blowers before application. All required materials must be applied at a specified wet film thickness. When calculating material requirements for a particular project, consideration must be given to overspray and/or applicator variance. It is also important to recognize that corrugated metal roofs represent a larger surface area than would be encountered on a flat roof of similar dimensions. When calculating material requirements, the particular corrugation pattern of the roof must be taken into consideration and the measured square footage increased accordingly. A high-performance tape designed to seal and reinforce seams and penetrations will be applied to a clean and dry surface. Prior to installation, verify that all dirt, debris, rust, oils and contaminants are removed. Tapes will not adhere to silicone materials, which must be removed prior to application. If the roof or component surface becomes contaminated with dirt, dust or other materials that will interfere with adhesion of the tape at any time during the application, the application must stop and cleaning measures must be taken to restore the surface to a suitable condition. Dust should be blown off of the application surface with compressed air or blowers.

1. Locate the seams and penetrations that require reinforcement tape
2. Verify that the surface is clean and properly prepared
3. All large or excessive gaps between end laps, vertical seams and curb units must be closed or made flush with self-tapping screws. Back rod, foam strips or urethane foam may be used to pre-fill voids larger than ¼".
4. Remove the clear release liner from the back:
 - a. Grab outer edges with thumb and forefingers.
 - b. Push fingers together, bunching the tape in the middle.
 - c. In a fast motion, snap the tape forward and backward 7-10 times.
 - d. Push fingers together again, allowing liner to "pop" from the tape.
 - e. Peel liner from tape in short, workable sections to prevent contamination of the adhesive.
5. Use care to install the tape uniformly, in workable sections to the roof surface devoid of air pockets, wrinkles, fishmouths, and other discrepancies. DO NOT STRETCH.
6. Thoroughly apply pressure starting at the center and work toward outside edge with steel roller or hands to activate bonding process. Use a steel weighted roller for best results. The firmer the pressure or rubbing applied, the faster the bond.
7. Inspect the tape to ensure that it is properly installed. (Void of discrepancies) Verify edges are tightly fixed to surface. If any discrepancies are present, they must be repaired before the Coating is applied.
8. After properly installing reinforcement, determine which Seam Sealer is the proper material for Coating the detail based on slope limitations.
 - a. Brush grade mastic designed for sealing seams and around penetrations that are not vertical.
 - b. Trowel grade mastic designed for sealing seams and around penetrations that are vertical.
9. Then, apply the Seam Sealer per the product data sheet coverage rate about 8 inches wide over the Reinforcement and surface. Seam Sealer must extend a minimum of 2 inches beyond reinforcement on each side.
10. Once the seam sealer is applied, apply the Base Coat evenly over the entire roof system. Refer to manufacturer's data sheets for application coverage rates.

(f) Application of Coating Seam Sealer and Base Coat

1. Determine whether your seams and penetrations require the brush grade or trowel grade.
 - a. Brush grade mastic designed for sealing seams and around penetrations that are not vertical.
 - b. Trowel grade mastic designed for sealing seams and around penetrations that are vertical.
2. All large or excessive gaps between end laps, vertical seams and curb units must be closed or made flush with self-tapping screws. Back rod, foam strips or urethane foam may be used to pre-fill voids larger than ¼”.
3. Select proper material for sealing your detail based on slope limitations.
4. Then apply per the product data sheet coverage rate over the detail.
5. Once the seam sealer is applied, apply the Base Coat over the entire roof system making sure to apply an even application.
6. Apply the Base Coat per product data sheet.

(g) Application of Top Coating

1. Before applying the finish coat, your local Manufacturers Representative needs to inspect application.
2. After field seam application and base coat application have been completed and allowed to dry, apply Top Coating in a uniform manner following the product data sheet.

NOTE: During final application of the Top Coating, special attention should be given to flashings and other critical areas to build adequate membrane thickness. Multiple coats may be necessary on verticals to prevent sagging. In any event, all material must be applied and minimum membrane thickness achieved.

(h) Inspection

Inspect entire roof area and touch-up deficient areas with additional Top Coating as necessary to ensure complete and uniform coverage. Special attention should be given to critical areas of roof, including roof penetrations, transitions, flashings, etc.

LIMITATIONS

These are general guidelines for application of a coating system. The material requirements may vary depending on the specific job requirements. If unusual conditions exist, contact your local Manufacturers Representative. Manufacturers’ fluid applied roof coating systems must be applied to structurally sound substrates and properly prepared surfaces. All surfaces must be clean and dry before application of Coatings. Manufacturers’ roofing systems must not be applied over wet insulation or related materials. Failure of the substrate does not constitute failure of the Manufacturers Coating or system. Manufacturers systems are designed for use on well drained roofs. Manufacturers’ Coatings should not be applied when rain or freezing temperatures are expected before Coating is dry.

- a. Surfaces must always be clean before application of the system. Care must be taken to ensure that on-site manufacturing emissions or extended time intervals after original cleaning do not interfere with any stage of the application. If either condition occurs, then cleaning may be required again.
- b. Adequate Coating thickness is essential to performance. If the applicator is unfamiliar in gauging application rates, we suggest that a controllable area be measured and the specified material be applied. In all cases, all minimum specified materials must be applied and proper minimum dry film thicknesses must be achieved. Care must be taken to ensure that all areas completed, including all flashings, roof penetrations, etc. are coated sufficiently to ensure a watertight seal.
- c. Consult your local Manufacturers Representative or Manufacturers Technical desk before any deviations from published specifications are considered. Unapproved deviations from application guidelines and

specified material requirements may seriously affect the Coating system performance, and shall be undertaken at the applicator's own risk.

- d. Applicator must comply with all applicable local, provincial, and federal regulations if lead-based paint or other hazardous materials are encountered.
 - e. Roofing is hazardous work and Coatings are very slippery when wet. Comply with fall protection rules and regulations.
- Contractor to provide owner with 2-year workmanship warranty on entire project undertaken by this scope of work.
 - The Project Manager, on behalf of the building owner, will check for any deficiencies throughout entire project and at project closeout. Project manager must be granted access to job site while ongoing to provide owner with progress reports and photo reports.

SPECIFICATION

SECTION 07 56 00

COLD APPLIED LIQUID COATING FOR METAL ROOFING

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. This document is to be accepted as part of the Scope of Work as well as all other Tender documents and addendums. Any discrepancies must be brought to the attention of the Project Manager immediately.

1.2 SUMMARY

These specifications are presented as a guide for the application of the Coating System for maintaining existing structural metal roof systems. It is imperative that the applicator observe accepted roofing practices. All materials used in this application must be approved by the owner. Any questions regarding specification content or application should be directed to the Project Manager.

1.3 CONTRACT CLOSEOUT SUBMITTALS

- A. General: Comply with Requirements of Specification Section – Closeout Submittals.
- B. Special Project Warranty: Provide specified warranty for the Project, executed by the authorized agent of the Manufacturer.
- C. Roofing Maintenance Instructions. Provide a manual of manufacturer's recommendations for maintenance of installed roofing systems.
- D. Insurance Certification: Assist Owner in preparation and submittal of roof installation acceptance certification as may be necessary in connection with fire and extended coverage insurance on roofing and associated work.
- E. Demonstration and Training Schedule: Provide a schedule of proposed dates and times for instruction of

Owner's personnel in the maintenance requirements for completed roofing work.

1.4 QUALITY ASSURANCE

A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this Section with not less than [15] years documented experience [and have ISO 9001 certification].

B. Installer Qualifications: Company specializing in commercial roofing installation with not less than [5] years' experience in the industry and with using similar materials.

C. Installer's Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work while roofing work is in progress. Maintain proper supervision of workmen.

D. Maintain a copy of the Contract Documents in the possession of the Supervisor/Foreman and on the roof at all times.

E. Source Limitations: Obtain all components of roof system from a single manufacturer. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer.

1. Upon request of the Owner, submit Manufacturer's written approval of secondary components in list form, signed by an authorized agent of the Manufacturer.

F. Source Quality Control: Manufacturer shall have in place a documented, standardized quality control program such as ISO9001.

G. Manufacturer's Quality Control: The manufacturer of the coating product must have a full-time employee perform daily site inspections and provide weekly photo reports to ensure the application of the coating follows the data sheet and application guidelines.

1.5 DELIVERY, STORAGE AND HANDLING

A. All materials, except bulk deliveries, shall be delivered in the manufacturer's original containers. The containers shall be sealed and display the manufacturer's original label(s).

B. All liquid materials shall be stored in a cool, dry shaded area during hot weather or in a dry, heated area during cold weather. Roll goods shall be stored in a clean, temperature-controlled area. Any materials exposed to the elements shall be elevated above the ground and covered by a breathable tarpaulin. Materials must not be exposed to excessive heat or direct flame.

C. Materials shall be handled so as to minimize damage or contamination with moisture or foreign matter. Solvent based materials are combustible. Keep containers closed when the materials are not in use. Wear sunglasses to prevent eye damage and use suntan lotion to prevent sunburn when applying white reflective Coating.

D. Do not leave unused materials on the roof overnight or when roofing work is not in progress unless protected from weather and other moisture sources.

E. Secure all material and equipment on the job site. If any material or equipment is stored on the roof, assure that the integrity of the deck is not compromised at any time. Damage to the deck caused by the Contractor's actions will be the sole responsibility of the Contractor and will be repaired or replaced at his expense.

1.6 PRE-INSTALLATION CONFERENCE

A. Pre-Installation Roofing Conference: Convene a pre-roofing conference approximately two (2) days before scheduled commencement of the roofing system installation and associated work.

B. Require attendance of installer of each component of associated work, installers of deck or substrate construction to receive roofing work, installers of rooftop units and other work in and around roofing which must precede or follow roofing work (including mechanical work if any), Owner, roofing system manufacturer's representative, and other representatives directly concerned with performance of the Work, including (where applicable) Owner's insurers, testing agencies and governing authorities.

C. Objectives of conference include:

1. Review foreseeable methods and procedures related to roofing work, including set up and mobilization areas for stored material and work area.
2. Tour representative areas of roofing substrates; inspect and discuss condition of substrate, roof drains, curbs, penetrations and other preparatory work performed by others.
3. Review structural loading limitations of deck and inspect deck for loss of flatness and for required attachment.
4. Review roofing system requirements (drawings, specifications and other contract documents).
5. Review required submittals both completed and yet to be done.
6. Review and finalize construction schedule related to roofing work and verify availability of materials, installer's personnel, equipment and facilities needed to make progress and avoid delays.
7. Review required inspection, testing, certifying and material usage accounting procedures.
8. Review weather and forecasted weather conditions and procedures for coping with unfavorable conditions, including possibility of temporary roofing (if not a mandatory requirement).
9. Record discussion of conference including decisions and agreements (or disagreements) reached and furnish a copy of record to each party attending. If substantial disagreements exist at conclusion of conference, determine how disagreements will be resolved and set date for reconvening conference.
10. Review notification procedures for weather or non-working days.

D. The intent of the conference is to resolve issues affecting the installation and performance of roofing work. Do not proceed with roofing work until such issues are resolved to the satisfaction of the Owner and project manager. This shall not be construed as interference with the progress of Work on the part of the Owner or Project Manager.

E. The applicator shall inspect the roof to the roofing application to verify that there are no conditions which will inhibit the proper application of the Coating System. The applicator must verify the acceptability of the pre-engineered metal panel over which the materials are to be applied.

1.7 MANUFACTURER'S INSPECTIONS

A. When the project is in progress, the roofing system manufacturer will provide the following:

1. Report progress and quality of the work as observed.
2. Provide periodic job site inspections.
3. Report to the Owner in writing any failure or refusal of the Contractor to correct unacceptable practices called to the Contractor's attention.
4. Confirm after completion that manufacturer has observed no applications procedures in conflict with the specifications other than those that may have been previously reported and corrected.

1.8 PROJECT CONDITIONS

- A. Proceed with roofing work only when existing and forecasted weather conditions will permit unit of work to be installed in accordance with manufacturer's recommendation and warranty requirements.
- B. Do not apply roofing system to damp deck surface.
- C. Do not expose materials subject to water or solar damage in quantities greater than can be weatherproofed during same day.
- D. Verify substrate is suitable for application of roofing system and slope is not beyond manufacturer's recommendations.
- E. Coatings shall be stored at room temperature until immediately prior to use. Do not apply materials when the ambient temperature is 40°F (4.5°C) or below, including wind chill. Discontinue the application of Coatings if the material cannot be stored at temperatures which permit even distribution during application.
- F. When applying materials with spray equipment, take precautions to prevent overspray from damaging or defacing surrounding walls, building surfaces, vehicles or other property.
- G. Avoid inhaling spray mist, take precautions to ensure adequate ventilation.
- H. The completed roof system must be protected from foot traffic until fully cured.

1.9 SEQUENCING AND SCHEDULING

- A. Sequence installation of roofing with related units of work specified in other sections to ensure that roof assemblies including roof accessories, flashing, trim and joint sealers are protected against damage from effects of weather, corrosion and adjacent construction activity.
- B. Complete all roofing field assembly work each day. Phased construction will not be accepted.
- C. A jobsite adhesion test to be performed. Follow data sheet and manufacturer's recommendations for cure times.

1.10 WARRANTY

Installer will submit a [two (2)] – year warranty to the manufacturer with a copy directly to the Owner.

PART 2 – PRODUCTS

2.1 PRODUCTS, GENERAL

- A. Refer to Specification Section "Common Product Requirements".
- B. Basis of Design: Materials, manufacturer's product designations, and/or manufacturer's names specified herein shall be regarded as the minimum standard of quality required for work of this Section. Comply with all manufacturer and contractor/fabricator quality and performance criteria specified in Part 1.
- C. Substitutions: Products proposed as equal to the products specified in this Section shall be submitted in accordance with Bidding Requirements and Specification provisions.
 - 1. Proposals shall be accompanied by a copy of the manufacturer's standard specification section.
 - 2. Include a list of three (3) projects of similar type and extent, located within a 100 kilometer radius from the location of the project. In addition, the three projects must be at least five (5) years old and be available for inspection by the Owner, Owner or Owner's Representative.

3. Equivalency of performance criteria, warranty terms, submittal procedures, and contractual terms will constitute the basis of acceptance.
4. The Owner's decision regarding substitutions will be considered final. Unauthorized substitutions will be rejected.

D. Obtain all components of roof system from a single manufacturer to ensure compatibility. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer.

1. Upon request of the Owner, submit Manufacturer's written approval of secondary components in list form, signed by an authorized agent of the Manufacturer.

2.2 ACCEPTABLE MANUFACTURERS

A. Liquid Roof Coating – the system used must meet the following performance criteria and be designed to restore a metal roof system consisting of the following components:

1. Base coat –
 - a. Temperature Range 40°F - 120°F
2. Top Coat –
 - a. Elongation (ASTM D412) 250% @ 77°F
 - b. Tensile Strength 250 psi
 - c. Permeability (ASTM E96) 0.2 perms
 - d. Temperature Range 40°F - 120°F
3. Seam sealer –
 - a. Elongation (ASTM D412) 400% @ 77°F
 - b. Density 8 lbs.
4. Reinforcement –
 - a. Elongation (ASTM D1682) 44%
 - b. Tearing Strength (ASTM D1682) 17 lbs
 - c. Tensile 75 lbs.
 - d. Weight 3oz/sq. yd

PART 3 – EXECUTION

3.1 EXECUTION, GENERAL

- A. Comply with requirements of Specification Section "Common Execution Requirements."

3.3 GENERAL INSTALLATION REQUIREMENTS

- A. Cooperate with manufacturer, inspection and test agencies engaged or required to perform services in connection with installing the roof system.
- B. Insurance/Code Compliance: Where required by code, install and test the roofing system to comply with governing regulation and specified insurance requirements.
- C. Protect other work from spillage of roofing materials and prevent materials from entering or clogging drains and conductors. Replace or restore other work damaged by installation of the roofing system.
- D. Substrate Joint Penetrations: Prevent Coating from penetrating substrate joints, entering the building, or damaging roofing system components or adjacent building construction.
- E. Apply roofing materials as specified by manufacturer's instructions.

1. Keep roofing materials dry before and during application.
2. Do not permit phased construction.
3. Complete application of roofing system in a continuous operation.
4. Begin and apply only as much roofing in one day as can be completed that same day.

3.14 FIELD QUALITY CONTROL

- A. Perform field inspection and/or testing as required under provisions of Specification.
- B. Correct defects or irregularities discovered during field inspection.
- C. Require attendance of roofing materials manufacturers' representatives at site during installation of the roofing system.

3.15 CLEANING

- A. Remove drippings from all walls, windows, floors, ladders and finished surfaces.
- B. In areas where finished surfaces are soiled by coatings or any other sources of soiling caused by work of this section, consult manufacturer of surfaces for cleaning instructions and conform to their instructions.
- C. Repair or replace defaced or disfigured finishes caused by work of this section.

3.16 FINAL INSPECTION

- A. At completion of roofing installation and associated work, meet with Contractor, Owner, installer, installer of associated work, project manager, roofing system manufacturer's representative, and other representatives directly concerned with performance of roofing system.
- B. Walk roof surface areas of the building, inspect perimeter building edges as well as flashing of roof penetrations, walls, curbs and other equipment. List all items requiring correction or completion and furnish copy of list to each party in attendance.
- C. The roofing system manufacturer reserves the right to request any deficiencies be repaired by the contractor at no additional costs.
- D. Repair or replace deteriorated or defective work found at time above inspection as required to produce an installation which is free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- E. Notify the Project Manager upon completion of corrections.
- G. Following the final inspection, provide written notice of acceptance of the installation from the roofing system manufacturer.

- 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**.

-End of Scope of Work-

**DECLARATION OF CONTRACT OFFER
TENDER FOR CONTRACT NO. PW2018-27**

The Contractor has carefully examined the Tender Documents and has carefully examined the location of the Work at 1439 County Rd. 8, Chantry, 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. PW2018-23**

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

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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 15, 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 15, 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 PW2018-27

BID FORM

****Bid Valid until May 2019****

NAME OF FIRM: _____

ADDRESS: _____

EMAIL: _____

ROOF COATING PRICE:

West Roof \$ _____ (HST not included)

East Roof \$ _____ (HST not included)

AVAILABLE START DATE: _____

TIME FRAME FOR COMPLETION: West end _____
East end _____

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). If weather (temperatures) does not allow, the roof will be completed no later than _____, 2019 Bidder's Initial _____

BIDDER'S SIGNATURE

DATE

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CONTRACT PW2018-27

**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)

ADDITIONAL ITEM (WITH DETAILS)	COST (WITHOUT HST)
TOTAL OF ADDITIONAL ITEMS	\$
HST (extra)	\$

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

NAME OF BIDDER: _____

DETAILS: