

REQUEST FOR TENDER

Date: FEBRUARY 26TH, 2026
Project: ROOF MAINTENANCE & REPAIRS
Owner: TOWNSHIP OF RIDEAU LAKES
Address: 441 HWY. 15, SMITHS FALLS, ON

To parties interested in submitting a bid for this tender request, you are invited to provide a proposal for the required roof maintenance repairs to be performed as soon as schedule permits. The purpose of this program is to enable quick engagement of a contractor per this RFQ and as required subject to the parameters outlined below. The roof maintenance quotation is to be provided on various low slope roofs.

Based on the inspection findings, necessary repairs and maintenance tasks should be promptly scheduled and carried out. This may include patching leaks, sealing seams, replacing damaged membranes, and addressing drainage issues. The maintenance program should include an emergency response plan for dealing with sudden roof damage caused by severe weather events or accidents. Having a plan in place will minimize downtime and protect building operations. All applicable safety codes & regulations should be adhered to and remain be a top priority during roof maintenance. The program should include protocols for safe access to the roof, fall protection measures, and training for personnel involved in roof inspections and repairs. Comprehensive records of all inspections, repairs, and maintenance activities should be maintained. This documentation helps track the roof's condition over time and informs future decisions regarding repairs or replacement. By implementing this well-structured roof maintenance program, the Township can proactively manage its low slope roofs, minimize potential disruptions, and protect its valuable assets, patients, and staff. The current roof areas comprise of various sloped and flat roof areas with different sections. It is expected that the contractor will carry out the repairs with a minimum 2 men at all times and provide their own access to roofs as needed. They will be responsible to load materials to the roof and provide any equipment & labour necessary to perform these tasks. Roof areas do not have fixed access in place and will require temporary access supplied by the contractor. One (1) liaison will be present during the work either from the Township staff, or Garland Canada Inc. to ensure the maintenance workers will be guided throughout the roof areas as needed.

The following is a brief outline of the required maintenance scope of work:

| Item | Quantity |
|--|------------|
| 1. North side of roof 4.0. Open power vent noted requiring repair. Remove down to curb, insulate the inside of the curb and cap with new wood, underlayment and metal flashings. | 1 |
| 2. Apply rubberized cold applied asphalt on all gravel stop edges of roof areas 2.0 and 5.0 along with pea gravel embedded into resat. | 100 lin ft |
| 3. Remove and replace membrane flashings along the East side (low end) of roof 4.0. | 40 lin ft |
| 4. Apply rubberized cold applied asphalt on all bare windswept areas of 5.0 along with pea gravel embedded into resat. | 20 sq ft |
| 5. Repair caulking throughout on all roofs as shown in the photo report. | 100 lin ft |
| 6. Aluminize goose neck. | 1 |
| 7. Replace backed out/missing fasteners. | 10-15 |
| 8. Membranes within scupper to be resealed. | 1 |

SPECIFICATION

1 GENERAL

1.1 Accessories. (2.19)

1.2 Edge Treatment and Roof Penetration Flashings. (2.20)(3.9)

2 REFERENCES

2.1.1 Canadian Roofing Contractors Association (CRCA): Roofing and Waterproofing Manual.

2.1.2 Underwriters Laboratories, Inc. (UL): Fire Hazard Classifications.

2.1.3 ANSI-SPRI ES-1 Wind Design Standard for Edge Systems used with Low Slope Roofing Systems.

2.1.4 ASCE 7, Minimum Design Loads for Buildings and Other Structures

2.1.5 UL - Fire Resistance Directory.

2.2 DESIGN / PERFORMANCE REQUIREMENTS

2.2.1 Perform work in accordance with all federal, state and local codes.

2.3 SUBMITTALS

2.3.1 Submit under provisions of Section 01 30 00.

2.3.2 Product Data: Manufacturer's data sheets on each product to be used, including:

2.3.2.1 Preparation instructions and recommendations.

2.3.2.2 Storage and handling requirements and recommendations.

2.3.2.3 Installation instructions.

2.3.3 Closeout Submittals: Provide manufacturer's maintenance instructions that include recommendations for periodic inspection and maintenance of all completed roofing work.

2.4 QUALITY ASSURANCE

2.4.1 Perform Work in accordance with CRCA Roofing and Waterproofing Manual.

2.4.2 Manufacturer Qualifications: Company specializing in manufacturing products specified with documented ISO 9001 certification and minimum of twelve years of documented experience and must not have been in Chapter 11 bankruptcy during the last five years.

2.4.3 Installer Qualifications: Company specializing in performing Work of this section with minimum five years documented experience and a certified Pre-Approved Contractor by the Manufacturer.

2.4.4 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.

2.4.5 Product Certification: Provide manufacturer's certification that materials conform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.

2.4.6 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.

2.5 PRE-INSTALLATION MEETINGS

2.5.1 Convene minimum two weeks prior to commencing Work of this section.

2.5.2 Review installation procedures and coordination required with related Work.

2.5.3 Inspect and make notes of job conditions prior to installation:

2.5.3.1 Record minutes of the conference and provide copies to all parties present.

2.5.3.2 Identify all outstanding issues in writing designating the responsible party for follow-up action and the timetable for completion.

2.6 DELIVERY, STORAGE, AND HANDLING

2.6.1 Deliver and store products in manufacturer's unopened packaging with labels intact until ready for installation.

- 2.6.2 Store all roofing materials in a dry place, on pallets or raised platforms, out of direct exposure to the elements until time of application. Store materials at least 4 inches above ground level and covered with "breathable" tarpaulins.
- 2.6.3 Store at room temperature wherever possible, until immediately prior to installing the roll. During winter, store materials in a heated location with a 50 degree F (10 degree C) minimum temperature, removed only as needed for immediate use. Keep materials away from open flame or welding sparks.
- 2.6.4 Avoid stockpiling of materials on roofs without first obtaining acceptance from an Engineer.
- 2.6.5 Adhesive storage shall be between the range of above 50 degree F (10 degree C) and below 80 degree F (27 degree C). Area of storage shall be constructed for flammable storage.

2.7 COORDINATION

- 2.7.1 Coordinate Work with installing associated metal flashings as work of this section proceeds.

2.8 PROJECT CONDITIONS

- 2.8.1 Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

3 PRODUCTS

3.1 MANUFACTURERS

- 3.1.1 Requests for substitutions will be considered with adequate product information confirming the products meet or exceed the performance standard listed within the specifications.
- 3.1.2 The Products specified are intended and the Standard of Quality for the products required for this project. If other products are proposed the bidder must disclose in the bid the manufacturer and the products that they intend to use on the Project. If no manufacturer and products are listed, the bid may be accepted only with the use of products specified.
 - 3.1.2.1 Bidder will not be allowed to change materials after the bid opening date.
 - 3.1.2.2 If alternate products are included in the bid, the products must be equal to or exceed the products specified. Supporting technical data shall be submitted to the Architect/ Owner for approval prior to acceptance.
 - 3.1.2.3 In making a request for substitution, the Bidder/Roofing Contractor represents that it has:
 - 3.1.2.3.1 Personally investigated the proposed product or method, and determined that it is equal or superior in all respects to that specified.
 - 3.1.2.3.2 Will provide the same guarantee for substitution as for the product and method specified.
 - 3.1.2.3.3 Will coordinate installation of accepted substitution in work, making such changes as may be required for work to be completed in all respects.
 - 3.1.2.3.4 Will waive all claims for additional cost related to substitution, which consequently become apparent.
 - 3.1.2.3.5 Cost data is complete and includes all related cost under his/her contract or other contracts, which may be affected by the substitution.
 - 3.1.2.3.6 Will reimburse the Owner for all redesign cost by the Designer for accommodation of the substitution.
 - 3.1.2.4 Owner reserves the right to be the final authority on the acceptance or rejection of any or all bids, proposed alternate roofing systems or materials that has met ALL specified requirement criteria.
 - 3.1.2.5 Failure to submit substitution package, or any portion thereof requested, will result in

immediate disqualification and consideration for that particular contractor's request for manufacturer substitution.

4 EXECUTION

4.1 EXAMINATION

- 4.1.1 Do not begin installation until substrates have been properly prepared.
- 4.1.2 Inspect and approve the deck condition, slopes and fastener backing if applicable, parapet walls, expansion joints, roof drains, stack vents, vent outlets, nailers and surfaces and elements.
- 4.1.3 Verify that work penetrating the roof deck, or which may otherwise affect the roofing, has been properly completed.
- 4.1.4 If substrate preparation and other conditions are the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

4.2 PREPARATION

- 4.2.1 General: Clean surfaces thoroughly prior to installation.
 - 4.2.1.1 Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
 - 4.2.1.2 Fill substrate surface voids that are greater than 1/4 inch wide with an acceptable fill material.
 - 4.2.1.3 Roof surface to receive roofing system shall be smooth, clean, free from loose gravel, dirt and debris, dry and structurally sound.
 - 4.2.1.4 Wherever necessary, all surfaces to receive roofing materials shall be power broom and vacuumed to remove debris and loose matter prior to starting work.
 - 4.2.1.5 Do not apply roofing during inclement weather. Do not apply roofing membrane to damp, frozen, dirty, or dusty surfaces.
 - 4.2.1.6 Fasteners and plates for fastening components mechanically to the substrate shall provide a minimum pull-out capacity of 300 lbs. (136 k) per fastener. Base or ply sheets attached with cap nails require a minimum pullout capacity of 40 lb. per nail.
 - 4.2.1.7 Prime decks where required, in accordance with requirements and recommendations of the primer and deck manufacturer.

4.3 SCOPE OF WORK:

1. Power vent to be removed and the curb insulated and capped.
 - a. Remove metal cap down to the existing curb.
 - b. Curb to be insulated and new 1/2" plywood sheeting installed over the entire top.
 - c. Underlayment to be installed over entire curb followed by new metal flashings including cap.
2. Bare areas along gravel stop on roof sections 2.0 to have adhesive installed and gravel embedded.
 - a. Install cold applied asphalt on all bare areas.
 - b. Pea gravel to be embedded into the new adhesive.
3. Replace flashings along lower roof edge of section 4.0.

- a. Remove metal flashings and set aside, remove existing flashings down to the substrate, gravel to be spudded back 18" from the cant strip.
 - b. Parapet to be primed with Pro-Stop FR primer. Field membranes to be primed/ degranulated prior to the installation of new flashing membranes.
 - c. Install self-adhered base membrane down the outside face encapsulating the entire parapet and extending down into the field a minimum 6".
 - d. Install new cap flashing membranes via torch application from the outside edge of the parapet extending minimum 9" into the field of the roof.
4. Install new adhesive and gravel over windswept areas of roof sections 4.0 & 5.0.
 - a. Install new cold applied asphalt over the entire windswept area.
 - b. Pea gravel to be embedded into the new adhesive.
 5. Replace deteriorated caulking throughout roof sections with new.
 - a. Remove existing caulking and clean area of any dirt or debris.
 - b. Install new Tuff-Stuff sealant where existing has been removed, tool in sealant to ensure proper seal.
 6. Aluminize goose neck vent.
 - a. Remove any debris or dirt from vent prior to new coating.
 - b. Coat entire goose neck vent with new aluminized coating ensuring all seams are covered to ensure a good seal.
 7. Replace backed out or missing fasteners with 1 size bigger that have a rubber gasket.
 8. Membranes in scupper to be re-sealed with aluminized cold applied asphalt coating.

4.4 CLEANING

- 4.4.1 Clean-up and remove daily from the site all wrappings, empty containers, paper, loose particles and other debris resulting from these operations.
- 4.4.2 Remove asphalt markings from finished surfaces.
- 4.4.3 Repair or replace defaced or disfigured finishes caused by Work of this section.

4.5 PROTECTION

- 4.5.1 Provide traffic ways, erect barriers, fences, guards, rails, enclosures, chutes and the like to protect personnel, roofs and structures, vehicles and utilities.
- 4.5.2 Protect exposed surfaces of finished walls with tarps to prevent damage.
- 4.5.3 Plywood for traffic ways required for material movement over existing roofs shall be not less than 5/8 inch (16 mm) thick.
- 4.5.4 In addition to the plywood listed above, an underlayment of minimum 1/2 inch (13 mm) recover board is required on new roofing.
- 4.5.5 Special permission shall be obtained from the Manufacturer before any traffic shall be permitted over

new roofing.

4.6 FIELD QUALITY CONTROL

4.6.1 Inspection: Provide manufacturer's field observations at start-up and at intervals of approximately 30 percent, 60 percent and 90 percent completion. Provide a final inspection upon completion of the Work.

4.6.1.1 Warranty shall be issued upon manufacturer's acceptance of the installation.

4.6.1.2 Field observations shall be performed by a Sales Representative employed full-time by the manufacturer and whose primary job description is to assist, inspect and approve membrane installations for the manufacturer.

4.6.1.3 Provide observation reports from the Sales Representative indicating procedures followed, weather conditions and any discrepancies found during inspection.

4.6.1.4 Provide a final report from the Sales Representative, certifying that the roofing system has been satisfactorily installed according to the project specifications, approved details and good general roofing practice.

END OF SECTION

1. I/WE agree to adhere to all Occupational Health and Safety standards and requirements as set out within the Occupational Health and Safety and the Safety Standards Sections of the Bid document.

2. I/WE acknowledge that we shall perform all Work in accordance with the Occupational Health and Safety Act and all its associated regulations. We have a written Occupational Health and Safety policy which is reviewed maintained and implemented in accordance with the Occupational Health and Safety Act and all its associated regulations.

Additional line items if required:

| | | | | |
|------------------------------|--|--|--|--|
| ROOFING TECH | | | | |
| LABOURER | | | | |
| DAILY TRUCK RATE | | | | |
| DAILY BOOM TRUCK RATE | | | | |

Material costs & information will need to be disclosed to the Owner prior to installation & invoice

All Line Items and Options are subject to owners' approval. The contractor must bring the items to the owner and owner's representative before proceeding.

PROVIDE A BRIEF DESCRIPTION OF THE EXPECTED ROLES REQUIRED TO CARRY OUT AN EMERGENCY REPAIR (MATERIALS TO BE ADDITIONAL AND DETERMINED DURING THE LEAK CALL):

THE EXPECTATION FOR EMERGENCY REPAIRS WILL BE SAME DAY RESPONSE AND WITHIN 24 HOURS TO ATTEND SITE. IF THE REPAIR IS GOING TO COST MORE THAN \$2,500 + HST, A DETAILED QUOTE AND PHOTO REPORT WILL BE REQUIRED FOR APPROVAL.

SUB-CONTRACTOR DECLARATION

If none, indicate NIL. The Contractor shall list the names of all sub-contractors to be used in the execution of this work.

| SUB-TRADE | SUB-CONTRACTOR COMPANY NAME | ADDRESS |
|------------------|------------------------------------|----------------|
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