



**TENDER REQUEST**  
**Stratford Town Hall Partial Roof Replacement**

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**TOWN OF STRATFORD**  
**234 Shakespeare Drive**  
**Stratford, PEI**  
**C1B 2V8**

**Tender Submissions Due: 2:00 PM September 20,  
2019**

## 1.0 General

The Town of Stratford invites qualified and experienced contractors to submit a tender quote for the provision of Partial Roof Replacement Services for the Stratford Town Hall, Public Schools Branch, which shall include the supply of all materials, labour and equipment necessary to conduct the work. The requirements of the submission and scope of services are outlined in this Tender.

### 1.1 Submission

The proponents shall submit one (1) copy of their tender in a sealed envelope, clearly marked with the name of the project to the front desk at:

Town of Stratford  
234 Shakespeare Drive  
Stratford, PEI  
C1B 2V8  
Attention: Joe Driscoll

no later than **2:00 pm** on Friday, **September 20, 2019**. This will be a public opening

**Emailed tender submissions will not be accepted.** Tender specifications can be requested electronically by emailing

[jdriscoll@townofstratford.ca](mailto:jdriscoll@townofstratford.ca)

### 1.2 Inquiries and Amendments

All inquiries are to be directed to:

Joe Driscoll, Infrastructure Supervisor  
Town of Stratford  
Phone: 902-626-9130  
[Email: jdriscoll@townofstratford.ca](mailto:jdriscoll@townofstratford.ca)

## 2.0 Terms and Conditions

- Submission constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this tender.
- The Town will not make any payments for the preparation of a response to this tender. All costs incurred by a proponent will be borne by the proponent.
- The Town does not bind itself to accept the lowest price or any tender.

- The Town has the right to cancel this Tender at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Tender.
- The Town will not be responsible for any tender that is delivered to any address other than that provided in Section 1.1 of this Request for Quotations.
- If a contract is to be awarded as a result of this Tender, it will be awarded to the proponent whose price, in the Town's opinion, provides the best potential value to the Town and who is capable in all respects to perform fully the contract requirements with the integrity and reliability to assure performance of the contract obligations.
- Proponents may not amend their pricing after the closing date and time but may withdraw their tender at any time prior to acceptance by the Town.
- Tender submissions will be evaluated as soon as practicable after the closing time.
- There will be a site tour at 2:00 pm Monday September 9, 2019. It is not a mandatory tour, but it is highly recommended that all contractors submitting bids attend. Tour will start at the main entrance, 234 Shakespeare Drive.
- The tender, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.
- The tender submissions shall remain open for acceptance for a period of not less than thirty (30) days from the closing date of this Tender Request.

### **3.0 Insurance and Liability**

The Contractor shall provide, maintain and pay for the following insurance coverage in the joint names of the Contractor and the Town of Stratford. Such policy will extend throughout the length of the contract period. The Contractor will have included with the quotation, **proof of ability to obtain insurance coverage.**

- a. General Liability Insurance** coverage with limits of not less than **three million dollars (\$3,000,000)** per occurrence with a property damage **deductible of five thousand dollars (\$5,000)** in the joint names of the Contractor and the Town of Stratford.
- b. Automobile Liability Insurance** in respect of licensed vehicles shall have limits of not less than **three million dollars (\$3,000,000)** per occurrence for bodily injury, death and damage to property, covering all licensed vehicles owned or leased by the contractor.

### **4.0 Subcontractors**

All subcontractors employed by the Contractor will be subject to the same terms and conditions of the contract, and will be under the supervision and control of the Contractor. The Town of Stratford may, for reasonable cause, object to the use of a proposed subcontractor and require the Contractor to employ another subcontractor. Nothing contained in this contract shall create a contractual relationship between a subcontractor and the Town of Stratford.

### **5.0 Terms of Reference**

#### **5.1 Scope of Work**

The Town of Stratford is seeking the services of a qualified contractor to undertake a partial roof replacement at the Stratford Town Hall. The Contractor shall supply all materials, labour and equipment required to complete the project.

The Contractor shall supply for the **Stratford Town Hall:** Limited Lifetime Warranty 3 – 1 green shingles, with mineral granules conforming to CSA A-123.1 Standards.

- i. The work is to include the following, but not necessarily be limited to:
  - a) Apply ice and water protector to eaves and rakes;
  - b) Apply permanent roof underlay (i.e. Nova Seal or equivalent) on all areas including covering ice shield;
  - c) Install all materials as per manufacturers specifications;
  - d) Ensure starter strip is mineral surface with matching roof shingles;
  - e) Install rolled ridge vent for section of roof being re-shingled;
  - f) Install new white drip edge; and
  - g) Install Moss Boss or equivalent at ridge cap.
  
- ii. The Contractor shall:
  - a) Remove existing asphalt shingles, felt paper, roofing nails, staples, etc.;
  - b) Report to the Town of Stratford any roof trusses, sheathing or attached framing and board lumber which require repair/replacement;
  - c) Ensure ice and water protector is installed to cover from the eave to at least 24” beyond the inside wall line, or at least 36” from the eave, whichever is greater and also 36” on rakes;
  - d) Ensure each shingle tab is cemented down with asphalt cement; and
  - e) Clean out eaves trough of all dirt and debris that accumulates during construction.
  
- iii. The Contractor shall be responsible for:
  - a) Ensuring the work is completed in a safe manner, in full compliance with Occupational Health and Safety Act and Regulations;
  - b) Erecting temporary barricades, fencing or warning signals around the worksite for the safe passage of persons to and from the buildings;
  - c) Removing rubbish and debris from the site on a daily basis;
  - d) Repairing any damage to the buildings, property or grounds resulting from the work of this contract;
  - e) Ensuring a thorough site cleaning, to the Town’s satisfaction, upon completion of the work.

## **5.2 Submittals**

The Contractor must include in their Tender Submission the following items:

- Completed Tender Bid Form
- Proof of Commercial General Liability Insurance
- Proof of Good Standing with WCBPEI (Workers Compensation)

### **5.3 Terms of Payment**

Payment will be made for work completed within 30 days of substantial completion of the work required under the project.

### **5.4 Schedule**

Tender Request Issued	August 24, 2019
Site Tour	Sept.9 @ 2:00 pm
Submission of Tender Bids	Sept. 20, by 2:00 pm
Award of Contract	TBD
Completion of Project	Oct. 31, 2019

(All work and cleanup to be completed by October 31, 2019)

**Bid Form – Stratford Town Hall Partial Roof Replacement**

1. This tender submission has been prepared and submitted by:

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(Contractor)

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(Address)

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(Phone)

2. This tender is for the provision of all labour, equipment, and materials necessary to perform the partial roof replacement project as required under tender request.
3. The Contractor declares:
1. That the Contractor was familiar with local conditions relevant to this tender.
  2. That the signing officers on this quotation form are authorized to sign on behalf of the Contractor.
  3. That all of the above were taken into consideration in preparation of this submission.
4. The Contractor agrees:
1. To enter into a contract to supply all labour, material and equipment and to do all work necessary to supply, deliver and install all items as described and specified in these specifications. Such contract shall be formed through this Tender Request, the Contractor's bid and the issuance of a Purchase Order, duly issued by an authorized signing officer(s) of the Town of Stratford, upon award of the work.

**Bid Form – Stratford Town Hall Partial Roof Replacement Con't**

**Location: Stratford Town Hall**

**Shingled Roofing:**

A portion of the Stratford Town Hall Roof requires the removal and replacement with three tab Limited Lifetime Warranty Green Shingles. See Focus area 2019 on last page.

Roofing Area Approximate Size

Price \$

Applicable Taxes \$

Total Price \$

**Signature**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Authorized Signing Officer

Date

\_\_\_\_\_

\_\_\_\_\_



