



THE CITY OF WINNIPEG

TENDER

TENDER NO. 312-2026

REPLACE FLAT ROOF AT NORTH KILDONAN CC – 1144 KINGSFORD PLACE

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid/Proposal

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Site Investigation	1
B4. Enquiries	1
B5. Confidentiality	1
B6. Addenda	2
B7. Substitutes	2
B8. Bid Components	3
B9. Bid	3
B10. Prices	4
B11. Disclosure	4
B12. Conflict of Interest and Good Faith	4
B13. Qualification	5
B14. Opening of Bids and Release of Information	7
B15. Irrevocable Bid	7
B16. Withdrawal of Bids	7
B17. Evaluation of Bids	7
B18. Award of Contract	8

PART C - GENERAL CONDITIONS

C0. General Conditions	1
------------------------	---

PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Contract Administrator	1
D4. Contractor's Supervisor	1

Submissions

D5. Authority to Carry on Business	1
D6. Safe Work Plan	1
D7. Insurance	2
D8. Contract Security	2
D9. Subcontractor List	4

Schedule of Work

D10. Commencement	4
D11. Work By Others	5
D12. Substantial Performance	5
D13. Total Performance	5
D14. Liquidated Damages	5

Control of Work

D15. Job Meetings	6
D16. Prime Contractor – The Workplace Safety and Health Act (Manitoba)	6
D17. The Workplace Safety and Health Act (Manitoba) – Qualifications	6

Warranty

D18. Warranty	6
---------------	---

Indemnity

D19. Indemnity	7
Form J: Subcontractor List	8

PART E - SPECIFICATIONS

General

E1. Applicable Specifications and Drawings	1
E2. MATERIALS	2
E3. ROOFING PROCEDURES	4
E4. DESCRIPTION OF WORK	5
E5. ROOF AREA A1	5
E6. Hazardous Materials	9

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 Replace flat roof at North Kildonan CC – 1144 Kingsford Place

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, May 14, 2026

B2.2 The Contract Administrator or the Manager of Purchasing may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

B3.1 Further to C3.1, a Site meeting will be held at 9:00 am on April 30, 2026 to provide Bidders access to the Site.

B3.2 The Bidder shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Bidder's direct observation or is provided by the Contract Administrator in writing.

B3.3 The Bidder is responsible for inspecting the Site, the nature of the Work to be done and all conditions that might affect their Bid or their performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such inspection.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.

B4.2 If the Bidder finds errors, discrepancies or omissions in the Tender, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Tender will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Tender will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B4.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B4.6 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B5. CONFIDENTIALITY

B5.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

(a) was known to the Bidder before receipt hereof; or

- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B5.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Tender to the media or any member of the public without the prior written authorization of the Contract Administrator.

B6. ADDENDA

- B6.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Tender, or clarifying the meaning or intent of any provision therein.
- B6.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B6.3 Addenda will be available on the MERX website at www.merx.com.
- B6.4 The Bidder is responsible for ensuring that they have received all addenda and is advised to check the MERX website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B6.5 The Bidder shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Bid/Proposal. Failure to acknowledge receipt of an addendum may render a Bid non-responsive
- B6.6 Notwithstanding B4, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D3.

B7. SUBSTITUTES

- B7.1 The Work is based on the Plant, Materials and methods specified in the Tender.
- B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B7.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.
- B7.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with

the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.

- B7.5 The Contract Administrator, after assessing the request for approval of a substitute, may in their sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B7.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B7.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons they wish to inform.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B7.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base their Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B17.
- B7.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B8. BID COMPONENTS

- B8.1 The Bid shall consist of the following components:
- (a) Form A: Bid/Proposal;
- B8.2 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely.
- B8.3 The Bid shall be submitted electronically through MERX at www.merx.com.
- B8.3.1 Bids will **only** be accepted electronically through MERX.
- B8.4 Bidders are advised that inclusion of terms and conditions inconsistent with the Tender document, including the General Conditions, will be evaluated in accordance with B17.1(a).

B9. BID

- B9.1 The Bidder shall complete Form A: Bid/Proposal, making all required entries.
- B9.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in their own name, their name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than their own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B9.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.

- B9.3 In Paragraph 3 of Form A: Bid/Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B9.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in their own name, it shall be signed by the Bidder;
 - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Bidder is a corporation, it shall be signed by their duly authorized officer or officers;
 - (d) if the Bidder is carrying on business under a name other than their own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B9.4.1 The name and official capacity of all individuals signing Form A: Bid/Proposal should be entered below such signatures.
- B9.4.2 All signatures shall be original.
- B9.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B10. PRICES

- B10.1 The Bidder shall enter the lump sum price in Canadian funds for the Work in the Total Bid Price field in MERX.
- B10.1.1 Prices stated shall not include any costs which may be incurred by the Contractor with respect to any applicable funding agreement obligations as outlined in C24. Any such costs shall be determined in accordance with C24.
- B10.2 Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B11. DISCLOSURE

- B11.1 Various Persons provided information or services with respect to [this Work](#). In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.
- B11.2 The Persons are:
- (a) N/A

B12. CONFLICT OF INTEREST AND GOOD FAITH

- B12.1 Further to C3.3, Bidders, by responding to this Tender, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.
- B12.2 Conflict of Interest means any situation or circumstance where a Bidder or employee of the Bidder proposed for the Work has:
- (a) other commitments;
 - (b) relationships;
 - (c) financial interests; or
 - (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
 - (ii) compromise, impair or be incompatible with the effective performance of a Bidder's obligations under the Contract.
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of their participation in the Tender process or the Work; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the Tender process) of strategic and/or material relevance to the Tender process or to the Work that is not available to other bidders and that could or would be seen to give that Bidder an unfair competitive advantage.

B12.3 In connection with their Bid, each entity identified in B12.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the Tender process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B12.4 Without limiting B12.3, the City may, in their sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in their sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Bidder to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in their sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B12.5 Without limiting B12.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in their sole discretion:

- (a) disqualify a Bidder that fails to disclose a perceived, potential or actual Conflict of Interest of the Bidder or any of their employees proposed for the Work;
- (b) require the removal or replacement of any employees proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in their sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Bidder or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B12.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Bidder if the Bidder, or one of their employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B12.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

B13. QUALIFICATION

B13.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba; and
 - (b) be financially capable of carrying out the terms of the Contract; and
 - (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.
- B13.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
 - (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <https://www.winnipeg.ca/matmgt/Templates/files/debar.pdf>
- B13.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
 - (a) have successfully carried out work similar in nature, scope and value to the Work; and
 - (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
 - (c) have a written workplace safety and health program if required pursuant to The Workplace Safety and Health Act (Manitoba);
 - (d) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B13.5 and C6.19).
- B13.4 Further to B13.3(c), the Bidder shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Bidder/Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:
 - (a) Written confirmation of a safety and health certification meeting SAFE Work Manitoba's SAFE Work Certified Standard (e.g., COR™ and SECOR™) or
 - (i) a copy of their valid Manitoba COR certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Certificate of Recognition (COR) Program administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
 - (ii) a copy of their valid Manitoba SECOR™ certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Small Employer Certificate of Recognition Program (SECOR™) administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
 - (b) a report or letter to that effect from an independent reviewer acceptable to the City. A list of acceptable reviewers and the review template are available at <http://www.winnipeg.ca/matmgt/Safety/default.stm>.
- B13.5 Further to B13.3(d), the Bidder acknowledges that they and all Subcontractors have obtained training required by the Accessibility for Manitobans Act (AMA) available at <https://accessibilitymb.ca/resources-events-and-training/online-training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.
- B13.6 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.
- B13.7 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B14. OPENING OF BIDS AND RELEASE OF INFORMATION

- B14.1 Bids will not be opened publicly.
- B14.2 Following the submission deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the MERX website at www.merx.com.
- B14.3 After award of Contract, the name(s) of the successful Bidder(s) and their Contract amount(s) will be available on the MERX website at www.merx.com.
- B14.4 The Bidder is advised that any information contained in any Bid may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).
- B14.4.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Bid Submission identified by the Bidder as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B15. IRREVOCABLE BID

- B15.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.
- B15.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B16. WITHDRAWAL OF BIDS

- B16.1 A Bidder may withdraw their Bid without penalty prior to the Submission Deadline.

B17. EVALUATION OF BIDS

- B17.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Tender or acceptable deviation therefrom (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B13 (pass/fail);
 - (c) Total Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B7.
- B17.2 Further to B17.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities, if the interests of the City so require.
- B17.3 Further to B17.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in their Bid or in other information required to be submitted, that they are qualified.
- B17.4 Further to B17.1(c) the Award Authority may reject a Bid as being non-responsive if it exceeds the funds available as shown in D2.3.
- B17.4 Further to B17.1(c), the Total Bid Price shall be the lump sum price entered into MERX.

B18. AWARD OF CONTRACT

- B18.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B18.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be qualified, and the Bids are determined to be responsive.
- B18.2.1 Without limiting the generality of B18.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with their own forces;
 - (d) only one Bid is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B18.3 If funding for the Work is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, Bidders are advised that the terms of C24 shall immediately take effect upon confirmation of such funding, regardless of when funding is confirmed.
- B18.4 Where an award of Contract is made by the City, the award shall be made to the qualified Bidder submitting the lowest evaluated responsive Bid, in accordance with B17.
- B18.5 Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B18.5.1 The Contract Documents, as defined in C1.1(p), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.
- B18.6 Following the award of contract, a Bidder will be provided with information related to the evaluation of their Bid upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Construction* (Revision 2025-11-01) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Construction* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Tender to a section, clause or subclause with the prefix “C” designates a section, clause or subclause in the *General Conditions for Construction*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for Construction*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of the supply and installation of a new 2ply modified bitumen roof system, including all required mechanical works and flashing metals as specified
- D2.2 The work will consist of the replacement of Roof Section A1.
- D2.3 The funds available for this contract are \$150,000.00.

D3. CONTRACT ADMINISTRATOR

- D3.1 The Contract Administrator is:
Mike Rothwell
Building System Specialist
Telephone No. 204 451-4096
Email Address mrothwell@winnipeg.ca
- D3.2 At the pre-construction meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D4. CONTRACTOR'S SUPERVISOR

- D4.1 At the pre-construction meeting, the Contractor shall identify their designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

SUBMISSIONS

D5. AUTHORITY TO CARRY ON BUSINESS

- D5.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D6. SAFE WORK PLAN

- D6.1 The Contractor shall provide the Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site.
- D6.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/Safety/default.stm>

- D6.3 Notwithstanding B13.4 at any time during the term of the Contract, the City may, at their sole discretion and acting reasonably, require an updated COR Certificate or Annual Letter of good Standing. A Contractor, who fails to provide a satisfactory COR Certificate or Annual Letter of good Standing, will not be permitted to continue to perform any Work.

D7. INSURANCE

- D7.1 The Contractor shall provide and maintain the insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured, with a cross-liability clause, contractual liability, unlicensed motor vehicle liability (contractor's equipment), non-owned automobile liability and products and completed operations endorsement, to remain in place at all times during the performance of the Work and throughout the Warranty period;
 - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence;
 - (c) all risks course of construction insurance in the amount of one hundred percent (100%) of the total Contract Price, written in the name of the Contractor and The City of Winnipeg, at all times during the performance of the Work and until the date of Total Performance
- D7.2 Deductibles shall be borne by the Contractor.
- D7.3 All policies shall be taken out with insurers licensed to carry on business in the Province of Manitoba.
- D7.4 The Contractor shall provide:
- (a) The certificate of insurance, in a form satisfactory to the Supervisor of Insurance, to:

The City of Winnipeg
Risk Management
Insurance Section
185 King Street, 3rd Floor
Winnipeg, MB R3B 1J1
 - (b) The Contract Administrator with a copy of the certificate of insurance.

At least two (2) Business Days of notification of the award of the Contract and prior to the commencement of any Work on the Site.
- D7.5 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Supervisor of Insurance.

D8. CONTRACT SECURITY

- D8.1 If the Contract Price exceeds twenty-five thousand dollars (\$25,000.00), the Contractor shall provide and maintain contract security until the expiration of the warranty period in the form of:
- (a) a performance bond of a company registered to conduct the business of a surety in Manitoba, in the amount of fifty percent (50%) of the Contract Price; and
 - (b) labour and material payment bond of a company registered to conduct the business of a surety in Manitoba, in an amount equal to fifty percent (50%) of the Contract Price.

- (c) an irrevocable standby letter of credit issued by a bank or other financial institution registered to conduct business in Manitoba and drawn on a branch located in Winnipeg, in the amount of fifty percent (50%) of the Contract Price; or
- (d) a certified cheque or draft payable to "The City of Winnipeg", drawn on a bank or other financial institution registered to conduct business in Manitoba, in the amount of fifty percent (50%) of the Contract Price.

D8.1.1 Bonds are available at:

- (a) Performance Bond <https://www.winnipeg.ca/media/4928/>
 - (i) Performance Bond – Schedule A - Form of Notice
<https://www.winnipeg.ca/media/4831/>
 - (ii) Performance Bond – Schedule B – Surety's Acknowledgement
<https://www.winnipeg.ca/media/4832/>
 - (iii) Performance Bond – Schedule C – Surety's Position
<https://www.winnipeg.ca/media/4833/>
- (b) Labour & Material Payment Bond <https://www.winnipeg.ca/media/4930/>
 - (i) L&M Bond – Schedule A – Notice of Claim
<https://www.winnipeg.ca/media/4834/>
 - (ii) L&M Bond – Schedule B – Acknowledgement of a Notice
<https://www.winnipeg.ca/media/4835/>
 - (iii) L&M Bond – Schedule C – Surety's Position
<https://www.winnipeg.ca/media/4836/>
- (c) Irrevocable Standby Letter of Credit <https://www.winnipeg.ca/media/4931/>

D8.1.2 Where the contract security is a performance bond, it may be submitted in hard copy or digital format. If submitted in digital format the contract security must meet the following criteria:

- (a) the version submitted by the Contractor must have valid digital signatures and seals;
- (b) the version submitted by the Contractor must be verifiable by the City with respect to the totality and wholeness of the bond form, including: the content; all digital signatures and digital seals; with the surety company, or an approved verification service provider of the surety company.
- (c) the version submitted must be viewable, printable and storable in standard electronic file formats compatible with the City, and in a single file. Allowable formats include pdf.
- (d) the verification may be conducted by the City immediately or at any time during the life of the bond and at the discretion of the City with no requirement for passwords or fees.
- (e) the results of the verification must provide a clear, immediate and printable indication of pass or fail regarding D8.1.2(b).

D8.1.3 Digital bonds failing the verification process will not be considered to be valid and may be determined to be an event of default in accordance with C18.1. If a digital bond fails the verification process, the Contractor may provide a replacement bond (in hard copy or digital format) within seven (7) Calendar Days of the City's request or within such greater period of time as the City in their discretion, exercised reasonably, allows.

D8.1.4 Digital bonds passing the verification process will be treated as original and authentic.

D8.1.5 Where the contract security is in the form of a certified cheque or draft, it will be deposited by the City. The City will not pay any interest on certified cheques or drafts furnished as contract security.

D8.2 The Contractor shall provide:

- (a) the required Contract Security to:

The City of Winnipeg
Legal Services Department
185 King Street, 3rd Floor
Winnipeg, MB R3B 1J1

- (b) The Contract Administrator with copies of the required Contract Security.

within seven (7) Calendar Days of notification of the award of the Contract and prior to the commencement of any Work on the Site.

D8.3 Where the Contract Security is provided in accordance with D8.1(a) and D8.1(b), the Contractor shall, as soon as practicable after entering into a contract with a Subcontractor:

- (a) give the Subcontractor written notice of the existence of the labour and material payment bond in D8.1(b); and
- (b) post a notice of the bond and/or a copy of that bond in a conspicuous location at the Site of the Work.

D9. SUBCONTRACTOR LIST

D9.1 The Contractor shall provide the Contract Administrator with a complete list of the Subcontractors whom the Contractor proposes to engage (Form J: Subcontractor List) at least two (2) Business Days prior to the commencement of any Work on the Site.

SCHEDULE OF WORK

D10. COMMENCEMENT

D10.1 The Contractor shall not commence any Work until they are in receipt of a Purchase Order from the Award Authority authorizing the commencement of the Work.

D10.2 The Contractor shall not commence any Work on the Site until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D5;
 - (ii) evidence of the workers compensation coverage specified in C6.17;
 - (iii) the Safe Work Plan specified in D6;
 - (iv) evidence of the insurance specified in D7;
 - (v) evidence of the contract security specified in D8;
 - (vi) the Subcontractor list specified in D9;
 - (vii) the direct deposit application form specified in C12.20.
- (b) the Contractor has attended a pre-construction meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a pre-construction meeting.
- (c) All tapered insulation shop drawings including drain sumps are provided.
- (d) Submittal of data sheets for primers, insulation, SBS membranes, adhesives, MSDS for all products, other safety and handling instructions and installation instructions within five (5) days prior to commencement onsite.
- (e) Provide documentation of the review of the impacted mechanical and electrical equipment (belts, alignment, current draw, heating and cooling operation, gas-line connections, electrical connections, etc.) by a representative of the City of Winnipeg's Maintenance Staff (MS) and a representative from the Contractor's Mechanical Subcontractor.
- (f) Provide documentation of the application to Manitoba Hydro's Commercial Building Envelope Program for this project. Average R-Value shall be increased as required to meet efficiency Manitoba R-30 commercial building envelope program requirements.

D10.3 The Contractor shall not commence the Work on the Site before July 1, 2026.

D10.4 The City intends to award this Contract by May 29, 2026

D10.4.1 If the actual date of award is later than the intended date, the dates specified for Substantial Performance, and Total Performance will be adjusted by the difference between the aforementioned intended and actual dates.

D11. WORK BY OTHERS

D11.1 Further to C6.26, the Contractor's attention is directed to the fact that other Contractors, the personnel of Utilities and the staff of the City may be working within the project limit, approach roadway, adjacent roadways or right-of-way. The activities of these agencies may coincide with the Contractors execution of work and it will be the Contractor's responsibility to cooperate to the fullest extent with other personnel working in the area, and such cooperation is an obligation of the Contractor under the terms of Contract.

D11.2 Work by others on or near the Site will include but not necessarily be limited to:

- (a) City of Winnipeg staff
- (b) North Kildonan Community Center staff

D11.3 Further to D11.1 the Contractor shall cooperate and coordinate all activities with all parties performing required Work by Others. The Contractor must include and accommodate Work by Others identified in D11.2 or additional parties, in their construction schedule as per **Error! Reference source not found.** and accommodate the necessary area on Site required for the Work by Others to complete the Work.

D12. SUBSTANTIAL PERFORMANCE

D12.1 The Contractor shall achieve Substantial Performance by September 8, 2026.

D12.2 When the Contractor considers the Work to be substantially performed, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Substantial Performance. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be reinspected.

D12.3 The date on which the Work has been certified by the Contract Administrator as being substantially performed to the requirements of the Contract through the issue of a certificate of Substantial Performance is the date on which Substantial Performance has been achieved.

D13. TOTAL PERFORMANCE

D13.1 The Contractor shall achieve Total Performance by October 6, 2026.

D13.2 When the Contractor or the Contract Administrator considers the Work to be totally performed, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Total Performance. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be reinspected.

D13.3 The date on which the Work has been certified by the Contract Administrator as being totally performed to the requirements of the Contract through the issue of a certificate of Total Performance is the date on which Total Performance has been achieved.

D14. LIQUIDATED DAMAGES

D14.1 If the Contractor fails to achieve Substantial Performance in accordance with the Contract by the day fixed herein for Substantial Performance, the Contractor shall pay the City two hundred

and fifty dollars (\$250) per Working Day for each and every Working Day following the day fixed herein for Substantial Performance during which such failure continues.

- D14.2 The amount specified for liquidated damages in D14.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve Substantial Performance by the day fixed herein for same.
- D14.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

CONTROL OF WORK

D15. JOB MEETINGS

- D15.1 Regular weekly job meetings will be held at the Site. These meetings shall be attended by a minimum of one representative of the Contract Administrator, one representative of the City and one representative of the Contractor. Each representative shall be a responsible person capable of expressing the position of the Contract Administrator, the City and the Contractor respectively on any matter discussed at the meeting including the Work schedule and the need to make any revisions to the Work schedule. The progress of the Work will be reviewed at each of these meetings.
- D15.2 The Contract Administrator reserves the right to cancel any job meeting or call additional job meetings whenever they deem it necessary.

D16. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

- D16.1 Further to C6.27, the Contractor shall be the Prime Contractor and shall serve as, and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

D17. THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA) – QUALIFICATIONS

- D17.1 Further to B13.4, the Contractor/Subcontractor must, throughout the term of the Contract, have a Workplace Safety and Health Program meeting the requirements of The Workplace Safety and Health Act (Manitoba). At any time during the term of the Contract, the City may, at their sole discretion and acting reasonably, require updated proof of compliance, as set out in B13.4.

WARRANTY

D18. WARRANTY

- D18.1 Notwithstanding C13.2, the warranty period shall begin on the date of Total Performance and shall expire five (5) years thereafter unless extended pursuant to C13.2.1 or C13.2.2, in which case it shall expire when provided for thereunder.
- D18.2 The membrane manufacturer will issue a written document in the owner's name, valid for a ten (10) year period, saying that it will repair any deficiencies of the membrane and restore the roofing system to a dry and watertight condition, to the extent that the membrane manufacturing defects caused the water infiltration. The warranty must cover the entire cost of the repair(s) during the entire warranty period. The warranty must be transferrable, at no extra cost to subsequent building owners. The warranty certificate must reflect this requirement.
- D18.3 The Contractor will issue a written and signed document in the owner's name, certifying that the work executed will remain in place and free of workmanship defect for a period of five (5) years, starting from the date of Total Performance. The warranty must cover the entire cost of the repair(s) during the entire warranty period to restore the roof system to a dry and watertight

condition. The warranty must be transferrable; at no extra cost to subsequent building owners, the warranty certificate must reflect this requirement.

INDEMNITY

D19. INDEMNITY

D19.1 Indemnity shall be as stated in C17.

(See D9)

REPLACE FLAT ROOF AT NORTH KILDONAN CC – 1144 KINGSFORD PLACE

[illegible]

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 *The City of Winnipeg Standard Construction Specifications* in their entirety, whether or not specifically listed on Form B: Prices, shall apply to the Work.
- E1.2.1 *The City of Winnipeg Standard Construction Specifications* is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/Spec/Default.stm>
- E1.2.2 The version in effect three (3) Business Days before the Submission Deadline shall apply.
- E1.2.3 Further to C2.4(d), Specifications included in the Tender shall govern over *The City of Winnipeg Standard Construction Specifications*.
- E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7. In every instance where a brand name or design specification is used, the City will also consider approved equals and/or approved alternatives in accordance with B7.
- E1.4 The following are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
R-1	Roof plan
D-1	Roof detail
D-2	Roof Detail

E2. MATERIALS

E2.1 DIMENSIONAL LUMBER

This shall be construction grade spruce of the dimensions as outlined under the Description of Work.

E2.2 PLYWOOD SHEATHING

This shall be 1/2" Standard Grade spruce plywood. Thickness is to be increased to 3/4" when installed over a concrete substrate.

E2.3 DRYWALL SHEATHING

This shall be 1/2" DensDeck Prime as manufactured by Georgia Pacific or approved equal.

E2.4 BATT INSULATION

This shall be Roxul Rockwool Comfortbatt or approved equal.

E2.5 VAPOUR BARRIER

This shall be Soprema Sopravap'r, Siplast SA Vapor Barrier or approved equal.

E2.6 POURABLE SEALER (for pitch boxes)

This is to Siplast Parapro 123 two component pourable sealer, Firestone FillGard two component pourable sealer, Chem Link Pro Pack two component pourable sealer, or approved equal.

E2.7 INSULATION SUMPS

These shall be 4' x 8' fiberglass face acrylic coated sloped polyisocyanurate maximum thickness equal to the top layer of polyisocyanurate insulation and a minimum thickness of 1/2".

E2.8 ROOFING INSULATION

Insulation for filling cavity spaces in walls and dividers is to be rock wool such as Roxul.Expanded Polystyrene Type II with a minimum slope and thickness's as indicated on the roof plan. This shall be as manufactured by Plastifab Ltd., Co-Star Innovations or approved equal. Soprema Sopra-ISO Plus polyisocyanurate insulation with acrylic facer, Siplast Paratherm with Fiberglass Facer or approved equal. Thickness is as indicated on the roof plan.

Note: Average R-Value shall be increased as required to meet Efficiency Manitoba R-30 Commercial Building Envelope Program requirements. R-Value is not to be decreased. The Contractor is to be responsible for obtaining and filling in all appropriate rebate forms. Efficiency Manitoba approval must be obtained before the start of the project.

E2.9 INSULATION ADHESIVE

This shall be Weather-Tite One Step Foamable adhesive as manufactured by Millennium Products incorporated, Soprema Duotack, Siplast Parafast Insulation Adhesive "C" or approved equal. Adhesive shall be applied to obtain a minimum wind uplift rating as indicated within the Description of Work.

Note that an Invertapress 4000 pneumatic glue press use is mandatory.

E2.10 MODIFIED BITUMEN MEMBRANE

E2.10.1 Main Field Membrane:

Soprema Colvent 830 self-adhering base sheet with a Soprema Sopraply Traffic Cap sheet, Siplast Pro Base SA self-adhering base sheet with a Siplast Parafor 30 cap sheet or approved equal.

E2.10.2 Membrane Stripping:

Siplast Pro Base SA self-adhering base sheet with Siplast Parafor 30 TG cap sheet, Soprema Sopraply Stick Duo base sheet with Sopraply Traffic Cap or approved equal.

E2.11 COVER BOARD

This shall be 1/2" DensDeck Prime as manufactured by Georgia Pacific or approved equal.

E2.12 MODIFIED PRIMER

Torch Applied Membrane Primer: Soprema Elastocol 500, Siplast PA 917, or acceptable "as Equal".

Self Adhesive Membrane Primer: Soprema Sopraseal Stick, Siplast TA 325, or acceptable "as Equal."

E2.13 CAULKING

This shall be Tremco Dymonic FC or approved equal. Color is to be chosen by the Consultant from the standard range of colors.

E2.14 ALUMINUM PAINT

This shall be Tremco Double Duty, Henry Bakor 810-18 Aluminum Asphalt Roof Coating, John Mansville Fibrated Aluminum Roof Coating or approved equal.

E2.15 VENT STACKS

These shall be Insulated Vandal Proof Stack Jack Flashings SJ-31 as manufactured by Thaler. Size is to match existing plumbing.

E2.16 METAL FLASHING

The counter and cap flashing shall be a minimum of 24 gauge in thickness. Metal is to be prefinished and is to be chosen from the standard in stock range of Stelco 8000 series of colors.

E2.17 ACCESSORIES

All nails, bolts, screws and other fasteners etc. shall all be as recommended by the manufacturer of the materials for which they are to be used.

E2.18 GAS LINE SUPPORTS

For a maximum gas line size of 2" use Clearline C-Port CXP series rubber gas line sleepers with a 3/4" rubber pad placed under. Pads shall extend a minimum of 2" out from under all sides of the sleeper. For a greater than 2" gas lines use 12" x 12" Clearline C-Port CXW series rubber gas line sleepers c/w with appropriate Clearline accessories for height adjustments as required.

E2.19 ROOF HATCH

This shall be a 30" x 36" Type S-50TB roof scuttle as manufactured by The Bilco Company. Please note that this a new hatch type.

E2.20 SPRAY FOAM INSULATION

This shall be FROTH-PAK™ FS Portable Spray Foam as manufactured by DOW Chemical Corp.

E2.21 DUCT INSULATION

This shall be 2" polyisocyanurate complete with appropriate stick pins and clad with TPO membrane. All membrane seams are to be heat welded.

E2.22 SAFETY RAILING SYSTEM FOR ROOF HATCH

Hatch Barrier SG394 (NON-PENETRATING ALUMINUM HATCH GUARDRAIL SYSTEM) as manufactured by The Skyline Group.

E3. ROOFING PROCEDURES

(BUILT UP ROOFING)

E3.1 Protect all new work and the existing building and its contents against inclement weather. Supply and install equipment and enclosures necessary to provide this protection from beginning to completion of the work.

E3.2 Do not apply any roofing whatsoever during any inclement weather including when the temperature or wind-chill may fall lower than ten (10) degrees below Celsius.

E3.3 Do not expose roofing materials, vulnerable to water or sun damage, in quantities greater than can be weatherproofed in one day. Use only clean and dry materials and apply only during weather that will not introduce moisture into the roof system. This would include days of excessively high relative humidity. Undertake only that amount of roofing that can be completed as specified in the same day or prior to inclement weather forcing a shutdown of the operations.

E3.4 Apply roofing over clean and dry surfaces and in accordance to C.R.C.A. and /or manufacturers guidelines and as amended herein.

E3.5 All materials on the roof are to be stored in such a manner as to prevent blow-offs during high winds.

E3.6 Protect the surrounding surfaces against damage from the roofing operations. Where hoisting is necessary protect the buildings by hanging tarpaulins. Should equipment be parked on the surrounding lawn, it shall be protected with 3/4" plywood.

E3.7 Materials nor debris shall be stored or stockpiled on adjoining roof areas that are not being replaced.

E3.8 Provide protection for the public using walkways, grounds, entrances, etc., by using proper warning signs, hoarding, shelters, or barricades as agreed to by the owner.

E3.9 Where work must or will continue over the finished roofing membrane, the roofer will protect it with plywood sheathing.

E3.10 Removal of (opening up) existing roof membrane shall be done only after consultation and with agreement by the Building Owners. Remove only that portion that can be fully completed as specified within the same day work period.

E3.11 Employ qualified Mechanical Tradesmen to disconnect existing roof top units and to move the units to allow complete

E3.12 installation of roofing membrane, insulation and vapor barrier as specified herein. The same trades people shall be responsible for any required alterations, such as extending ducts or electrical, as is required to properly reconnect of the units.

E3.13 The roofer shall be held responsible for any damage to mechanical units from the roofing operations. Contact building tenants prior to any disconnections.

- E3.14 Notify Consultant and ensure he has proper time to appear on site during application period. Failure to do so may result in the total rejection of all work completed prior to notifying the consultant.
- E3.15 Inspect all roof decking prior to installation of roofing system and report all defects or unsuitable conditions to the roof consultant and correct deficiencies as directed.
- E3.16 The site shall be inspected prior to commencement of work to ensure no current anomalies are present such as lawn damage, asphalt on walls, broken windows. etc. All anomalies shall be reported to the consultant. They shall then be recorded and photographed by both parties at that time. Should no anomalies be reported prior to work commencing it shall be assumed that none existed prior to commencement.
- E3.17 Use only equipment in good working order including all thermometers and gauges. Locate equipment as instructed by Owners or Consultant. Maintain continuous supervision while kettles in operation.
- E3.18 All applicable safety regulations as indicated by Manitoba Health and Safety and Owner must be strictly followed at all times.
- E3.19 No primer or other such pourable liquids are to be left on the roof or on the grounds after hours unless it is safely locked up.
- E3.20 Propane bottles must be removed from the roof and site each night.
- E3.21 Any damage to the existing lawn is to be repaired with new sod. Topsoil and seed will not be accepted.

E4. DESCRIPTION OF WORK

Notes: The Roofing Contractors Association of Manitoba 5-year warranty is to be provided.

- E4.1 Soprema Sopravap'r, Siplast SA Vapor Barrier or approved equal must be used for temporary overnight seals. No exceptions.
- E4.2 Bidders must provide documentation from membrane manufacturer indicating that they are certified installers.
- E4.3 Contractor will be required to send early morning email updates outlining work to be undertaken each day.
- E4.4 The Contractor is to view the work premises prior to the start of any roofing or set up. The Contractor is to document any existing interior water damage. Any existing damage is to be photographed and the locations documented. This is to minimize any conflicts between the Owner and Roofer should any leaks occur during construction. A copy of the report is to be submitted to both the Consultant and the Owner.
- E4.5 The contractor shall be responsible for preparing forms for Efficiency Manitoba Commercial Building Envelope Program rebates.

E5. ROOF AREA A1

- E5.1 The existing sheet metal flashing are to be removed and discarded from site to an authorized nuisance ground.
- E5.2 The existing roof assembly is to be removed to the deck and discarded from site to an authorized nuisance ground.
- E5.3 The existing perimeter blocking is to be remain.

- E5.4 All necessary precautions must be taken to ensure no excessive dirt or debris enters the building interior and protect building contents from dust etc. Work closely with tenants to minimize disruptions to business. Temporarily cover interior items is necessary.
- E5.5 Temporarily disconnect any electrical, telecommunications equipment, gas lines, etc. to allow for the proper installation of the new roofing.
- E5.6 Temporarily remove the metal walkway and steps and store for later reinstallation.
- E5.7 Remove all non-used items such as old curbs, electrical, chimneys, gas lines etc. Patch the roof deck in a structurally sound manner. Gas lines and electrical are to be capped just inside the building interior.
- E5.8 Temporarily disconnect and remove mechanical units as required to allow roofing operations to continue. Ensure all units are in working condition prior to removal. Should the unit be malfunctioning advise the Consultant prior to removal. If this is not done the Contractor may be held responsible for the repair of the unit. Use only qualified mechanical trades people for these operations.
- E5.9 ALL loose vapor barrier is to be scraped from the deck and discarded as above. The roof deck is to then be swept clean of all dirt and debris.
- E5.10 All loads of debris removed from site shall be properly tarped.
- E5.11 Remove the existing siding on the east high wall and store for later installation. Remove and discard the existing cap flashing along the top of the siding. Once the existing roof is removed install a new insulated bottom blocking detail as specified. The existing siding is to then be shortened as required but raised to a higher elevation to eliminate the existing step in the cap flashing on the upper roof.
- E5.12 Remove a minimum of 24" of existing roofing on the base of the adjoining north roof slope. The new vapor barrier is to be carried up the slope and lapped overtop of the existing roof membrane to create an envelope for the new roofing. Install a second ply of vapor barrier membrane to create a 2ply vapor barrier envelope.
- E5.13 Raise parapet blocking with solid lumber blocking or insulated stud wall extension. The new height is to be no less than 4" above the top of the new roofing.
- E5.14 Install 1/2" plywood sheeting on the inside face of all parapets and carry to the top of any new extensions.
- E5.15 Adhere the drywall to the steel deck with the specified adhesive in the same manner as described for the insulation system. Install a 12" strip of matching thickness plywood in locations of new parapet or dividers.
- E5.16 Install the new self-adhering vapor barrier. Apply primer if required by the membrane manufacturer.
- E5.17 Install self-adhering base sheet membrane stripping up and over all parapets and on all curbs, dividers and elevation changes. This will also provide fire protection for the installation of the vapor barrier.
- E5.18 All plumbing vents are to be extended at this time. Existing cast hubs are to be removed (as required) and the appropriate length black ABS extensions securely clamped to the existing plumbing using Fernco couplers.
- E5.19 Fabricate and install new wood curbs to replace all existing wood curbs. Curbs are to be fabricated from 1 1/2" lumber stacked on edge to obtain a minimum height of 10" above the top of the new roofing.

- E5.20 All lines entering sides of curbs must do so in an upward angle. Lines are to penetrate no less than 8" up off the roof and no less than 2" from the top of the curb.
- E5.21 Fabricate and install curbs style pitch boxes as detailed for any mechanical, gas and electrical lines entering the interior through the roof.
- E5.22 Install the new roof hatch and new curb. The hatch curb is to be fabricated from solid lumber stacked on flat to a height a minimum of 1" above the top of the new roofing. Alternatively, an insulated 2x6 insulated wood framed pony wall curb can be used.
- E5.23 Install the specified hatch safety railing and gate.
- E5.24 Adhere the layers of insulation using the specified adhesive.
- E5.25 Stagger rows and layers from one another by a minimum of 12".
- E5.26 Fit scupper insulation sumps into layer of polyisocyanurate insulation.
- E5.27 Any gaps between insulation sheets wider than 1/8" are to be filled with fiberglass insulation.
- E5.28 Adhere the cover board using the specified adhesive. Stagger rows from one another by a minimum of 6". Tape joints over any EPS insulation drain sumps with 6" strips of specified self-adhering base sheet. Do not tape joints of cover sheets on main field of roof.
- E5.29 Prime cover board is required by membrane manufacturer.
- E5.30 The application of the adhesive must be done in strict accordance to the manufacturers guidelines with maximum spacing of adhesive ribbons not exceeding those listed below:
- a) Outside 12' x 12' corners is not to exceed 4" on centre.
 - b) Perimeter 8' is not to exceed 6" on centre.
 - c) Remaining main field is not to exceed 12" on centre.
 - d) Inside corners are to be treated in a similar manner to outside corners.
 - e) Confirm exact application with manufacturer.
 - f) Minimum ribbon width is to be 3/4" – 1" at time of application (before expansion) for Parafast adhesive and 5/8" for Millenium and Duotack adhesive.
- E5.31 Note that an Invertapress 4000 pneumatic glue press use is mandatory.
- E5.32 Insulation sheets and recovery board sheets shall be placed immediately into the wet adhesive. If left open, the adhesive can skin over within several minutes. Once skinned over, adhesive will not wet into the insulation board, creating a weak bond. Do not allow the adhesive to skin over.
- E5.33 Apply full coat of primer to the surface of the cover board. Cover board is to be black after priming.
- E5.34 Adhere the modified bitumen base sheet to the cover board. Ensure no wrinkles are present and that all side and end laps are properly sealed. Apply primer if required by the membrane manufacturer.
- E5.35 Roofing nails are to be installed on all base sheet stripping in a 12" grid pattern with the first row being approximately 3" up off the roof.
- E5.36 Set the base flanges of the Thaler Stackjacks in a bed of mastic. Seal in with a single ply of torch applied base sheet membrane. The riser shall extend 1/2" above the top of the base and a bead of sealant is to then be applied to the top lip of the riser and the top cap installed.

- E5.37 Install new 10" wide x 6" wide scuppers as detailed. Fabricate to fit an approximate 3" x 5" drop pipe to be fitted into the specified structural steel bottom sections.
- E5.38 Install the self-adhering cap sheet to the base sheet. Heat weld all side and end laps ensuring no wrinkles are present and that a minimum of 1/8" asphalt flow is present along the edges of all laps. Excessive seepage is not acceptable.
- E5.39 Seal the base of all plumbing vent flashings to the roof membrane with liquid membrane and fleece reinforcement.
- E5.40 All base sheet and cap sheet rolls are to be relaxed a minimum of 4 hours prior to installation. This will help to greatly reduce any buckling in the membrane.
- E5.41 Install the self-adhering cap sheet stripping. Cap sheet is to be carried 12" up the base of walls, to the outside face of parapets and onto the top of all curbs.
- E5.42 Adhere the cap sheet stripping to the base sheet with a full coat of Siplast 828 Flashing cement. APPLY TO BOTH SURFACES. Apply in strict accordance to the manufacturers guidelines. The stripping shall be carried to the outside face of the parapets and 12" up the adjoining walls past the bottom of the siding.
- E5.43 Install the new cap flashing on all parapets, dividers etc. in a manner as the enclosed details. Cap flashing is to be secured into the top of the parapets.
- E5.44 Install new prefinished metal counter flashing. Flashing is to be face fastened with all fasteners being left exposed to allow for easy removal should stripping repairs ever be required. Install with lap joints NOT s-locks for easy removal. Counter flashing is to incorporate a bottom drip and flashing is to be kept up about 1" from roof level.
- E5.45 Reinstall all roof top units. Extend all duct work, gas lines, and electrical as required to allow proper installation.
- E5.46 Where required replace all ducting insulation with new 2" polyisocyanurate insulation and cover with heat welded TPO membrane.
- E5.47 Replace any wood gas line sleepers or any sleepers sitting on foam insulation with new gas line sleepers and space in strict accordance with the local gas utility requirements. Threaded rod support extensions are to be used where required. All sleepers are to be placed on a minimum thickness of 1/2" rubber mat. Mat is to extend a minimum of 3" out from all side of the sleepers. This does not apply to any rubber sleepers with a solid underside such as the 12" x 12" pads.
- E5.48 Paint all gas lines in a manner and with materials as acceptable to the local gas utility.
- E5.49 Install new structural steel down pipes as specified.
- E5.50 Install all new 26 gauge galvanized skirt flashing and storm collars on all chimneys. The skirt flashing flange is to fold a minimum of 1" down the outside face of the curbs. The connection between the skirt and base flanges are to be lock seamed. Extend chimneys as required to accommodate the height of the new roofing.
- E5.51 All caulking must be properly tooled to a neat finish.
- E5.52 Reinstall the metal walkway. Set on 3/4" rubber pads where required to protect the new roofing.
- E5.53 Reinstall the siding on the east wall. Install 3/4" plywood overtop of the upper parapet and extend to fit flush with the outside face of the siding. Cover new plywood with the specified vapor barrier membrane. Install new cap flashing on upper roof.

E6. HAZARDOUS MATERIALS

- E6.1 If asbestos or other hazardous materials are encountered during the Work of the Contract, the Contractor shall stop all work and notify the Contract Administrator immediately. Removal of hazardous materials shall be dealt with by the City and the Contractor shall await further instruction by the Contract Administrator.