



Renfrew

TOWN OF RENFREW
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Tender 2025-12-IPWE **Roof Replacement for the Municipal Garage**

Section I – Information

Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids for replacement of the roof at the Municipal Garage. This includes the removal and disposal of the existing metal roof, as well as supply, delivery and installation of materials for a new roof.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this tender. This offer shall be irrevocable for a period ninety (90) calendar days following the date bids are to be received.

Registration and Communications

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew
Email: arobertson@renfrew.ca

All communications must reference **Tender 2025-12-IPWE** in the subject line.

Questions related to this tender or the requirements are to be received by **2:00 p.m. on Thursday September 25th, 2025**. Inquiries should be directed to the Municipal Contact listed.

Municipal Contact: Ashley Robertson, Purchasing Assistant, Town of Renfrew
Email: arobertson@renfrew.ca

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of Renfrew in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town



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reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

Delivery and Closing Time

Tenders must be received no later than **2:00 p.m., October 2nd, 2025**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Tenders shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Tenders received by this time, date and at the location specified above, shall be opened and read in a virtual public opening. The virtual public reading of a tender does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.
- (c) All Tenders must be completed in full, in ink and be legible.
- (d) The Tender Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Tender is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.

The Bidder Declares

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the



same work and is in all respects fair and without collusion or fraud.

- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

Examination of Premises

Bidders must attend a mandatory site visit. Please contact the Town of Renfrew the Municipal Contact identified above to register. The site visit is scheduled for **Tuesday September 23rd, 2025, from 10:00 am to 11:00 am.** Please meet at the Municipal Garage, located at 529 Lisgar Avenue, Renfrew, Ontario.

Questions arising from site visit shall be provided in written form to the Municipal Contact listed.

Tender Deposit

Each tender must be accompanied by a certified cheque, money order, bank draft, or bid bond. The bid deposit must be at least 10% of the bid price before taxes, payable to the Municipality, and it must be enclosed in the same envelope as the tender.

Insurance

The bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful tenderer shall provide the Corporation of the Town of Renfrew with an original Certificate of **Commercial Liability Insurance** in the amount of at least five million dollars (\$5,000,000.00). Coverage should include, but not limited to:
- Bodily injury and property damage
 - Products and completed operations
 - Non-owned automobile liability
 - Contractual liability
 - Cross liability clause
- (c) A policy of **Motor Vehicle Liability Insurance** of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Bidder, in connection with



the Services provided or to be provided under this Agreement, with coverage of not less than Five Million (\$5,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated with coverage of not less than Five Million (\$5,000,000) exclusive of interest or costs per occurrence;

(d) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew
127 Raglan Street South, Renfrew ON, K7V 1P8

Damages And Responsibilities

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

Warranty

- (a) The Contractor shall provide a signed, written warranty covering defects in roofing workmanship for a period of **two (2) years** from the date of Substantial Performance. The Contractor shall, at no additional cost to the Town, remedy any such defects and make good any damage to other work arising from these defects during this period.
- (b) The Contractor shall also provide written warranties from the roofing system manufacturer as follows:
 - Steel panels: minimum **twenty (20) years** against perforation due to corrosion.
 - Paint/finish coating: minimum **fifteen (15) years** against peeling, cracking, or excessive fading.
 - Fasteners, sealants, and accessories: minimum **two (2) years** from the date of Substantial Performance, unless otherwise specified by the manufacturer.
- (c) In accordance with the Ontario Construction Act, the Town will retain a 10% statutory holdback from progress payments. This holdback will be released following the expiry of the lien period, subject to the requirements of the Act.
- (d) In addition to the statutory holdback, the Town will retain a **Maintenance Guarantee** equal to **2% of the Final Contract Value (including H.S.T.)** for the



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duration of the two-year warranty period. The applicable amount will be deducted proportionally from each progress payment.

- (e) Any major defects or deficiencies identified by the Town during the warranty period shall be corrected by the Contractor within **30 calendar days** of written notification. If the Contractor fails to complete the corrections within this timeframe, the Town may complete the repairs and deduct all associated costs from the Maintenance Guarantee.
- (f) The Maintenance Guarantee will be released at the end of the two-year warranty period, provided that all defects and deficiencies have been corrected to the satisfaction of the Town.

Freedom Of Information

All written Quotations received by the Town of Renfrew become a **public** record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the **public**, including personal information.



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Section II – Tender Specifications

Scope of Tender

The Town of Renfrew is requesting tenders for bids for replacement of the roof at the Municipal Garage. This includes the removal and disposal of the existing metal roof, as well as supply, delivery and installation of materials for a new roof.

The Town of Renfrew Municipal Garage is in poor condition and is in need of repairs. A Building Condition Assessment (BCA) was completed in 2023, identifying that the roof required replacement. The Town is seeking proposals for the complete roof replacement, which is approximately 9,400 sq. ft. As the garage remains operational for the Public Works staff, bidders must consider coordination with ongoing municipal operations when proposing schedules and work plans.

Review of Specifications

Bidders are required to read all parts of the specifications below in the tender document to familiarize themselves with what shall be expected in carrying out of the renovation to completion.

General Requirements

Project Scope includes labour, equipment, excavation, materials, contracting and construction services to perform the following work and clean-up of site with removal and disposal of all construction debris. Any required drawings and permits will be the responsibility of the successful bidder/contractor.

It is also understood that the Bidder/Contractor will include the cost of any required steps or work required, that is not listed below, but needed to reach the 'approximate specifications', as outlined. All construction must be in compliance with the latest version of the Ontario Building Code and Accessibility of Ontarians with Disabilities Act (AODA) requirements.

Bidders should augment the scope as needed based on their expertise and knowledge.

Task 1: Removal

- Remove and dispose of the existing metal roofing down to steel purlins.
- Remove and dispose of all existing insulation.



Task 2: Supply & Installation

Supply and install:

- One (1) layer of 3.0" insulation c/w integrated vapour barrier over entire roof area.
- Pre-finished 24-gauge commercial rib metal roofing mechanically fastened to existing purlins over entire roof area.
- Pre-finished 26-gauge vented ridge cap flashing along entire ridge of roof.
- Four (4) Dektite flashings at each of the existing roof penetrations.
- Pre-finished 26-gauge metal flashings along perimeter of roof, where required.
- Pre-finished 26-gauge metal flashing along perimeter of each chimney.
- Two (2) four-foot sections of Ideal Guard 3-bar snow/ice guards at existing locations, and three additional sections, above man door and garage doors on the west side of the building.

The Successful Contractor Shall:

- Comply with the current version of the Ontario Building Code and Manufacturer's Installation Instructions.
- Supply/install all materials for the new roof system.
- Seal all seams, fasteners, and trims; install all required components such as ridge caps, drip edge, soffit, fascia, and decking per industry best practices.
- Ensure the perimeter remains clean and free of debris during the project. Scrap steel is to be stacked neatly on site and will remain the property of the Town.
- Provide all necessary roofing tools and remove them at project completion.
- Protect the building from water infiltration of the event of weather delays (e.g. through tarping). Any damages resulting from failure to do so will be the contractor's responsibility.
- The successful Contractor shall assume all liability for and be responsible for the loss of or damage to, all equipment and materials stored on site, and for any equipment or materials delivered from whatever source to the site of the work.



Additional Requirements

Scheduling

- Provide a detailed project schedule, including site prep, material delivery, and installation.
- Work is permitted Monday through Friday. Weekend work permitted if necessary – to be confirmed with Town staff.
- Contractor to hold a pre-installation meeting before the start of roofing works, with the Departmental Representative, to review installation conditions particular to this project.

Pricing

- Include a cost breakdown for materials, labour, equipment, and optional value-engineered alternatives.
- Clearly note any potential savings or cost advantages.

Related Experience and References

- Provide details of relevant projects completed within the past five (5) years in municipal or institutional settings.
- Include at least three (3) references.

Supervision

- A qualified on-site foreperson must be present during all work hours, overseeing all trades and subcontractors.

Subcontractors

- List any proposed subcontractors involved in the project.

Health and Safety

- A site-specific Health and Safety Plan must be submitted by the successful Bidder prior to commencement of work.

Existing Services

- Contractor is responsible for all utility locates before starting work.
- Coordinate any service interruptions with the Town and obtain prior approval.



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- Report and document any unknown or unmarked services encountered.

Chimneys & Roof Penetrations

- All vents and chimneys are to be properly flashed and worked around with care.

Environmental

- Do not install roofing during weather that might adversely affect the performance of the system.
- Do not install roofing over surfaces that are wet, icy, dirty or otherwise unacceptable to the system being installed.
- Secure the Work in a safe and watertight fashion before the onset of inclement weather and at the end of each day's work.

Project Schedule

The anticipated construction shall commence upon Award of Tender and be completed by **November 30th, 2025**.

Inspection

The Town reserves the right to:

- (a) Inspect all work performed by the Bidder under this Tender.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

Materials

Materials and equipment shall be supplied by the Contractor unless specifically stated in the Specifications.

Labour

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.
- (b) Increases in the cost of performing the work due to wage increases of adjustments shall be borne by the Contractor without additional cost to the Town.



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Supervision And Coordination

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.
- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

Commencement And Termination

- (a) The Contractor shall commence work on the date stated in the Agreement as agreed upon by the Contractor and the Owner and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.
- (b) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor neglecting or failing to perform the Work properly or diligently.

Change In the Work

- (a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.
- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

Documentation

Operating and Technical Manuals

As required to support ongoing operations and maintenance, original manufacturers manuals and documentation shall be submitted whenever available.

Training Requirements

Training of operational and maintenance staff on systems operation will be required.



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Miscellaneous

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above., in the form of a numbered addendum.

Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope and delivered to:

TOWN OF RENFREW (Town Hall)

Attention: Ashley Robertson

127 Raglan Street South
Renfrew, Ontario K7V 1P8

Tender submissions must be received not later than **2:00 p.m. on October 2nd, 2025.**

The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Timeline

The expected timeline for selection is as follows:

Task	Target Date
Tender Issued	September 11, 2025
Mandatory Site Visit	September 23, 2025
Question Deadline	September 25, 2025
Town Published Addendum (if applicable)	September 29, 2025
Closing date for Proposal Submissions	October 2, 2025
Approval at Town Council	October 14, 2025
Anticipated Award (on or about)	October 15, 2025



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Section III – Form of Tender

Company Information

1.	Company Name	
2.	Bidder Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone Number	
5.	Cellular Phone Number	
6.	Fax Number	
7.	Email Address	
8.	HST Account Number	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #

Date Received

☐ Check here if No Addenda considered.



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Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

Method of Payment:

Payments shall be made upon scope completion, receipt of an itemized invoice sent in by the Successful Bidder to the Treasury Department and acceptance by the Project Manager. The invoice should include a breakdown of separate line items with descriptions, the subtotal, HST and total amount due. Additional back-up documentation shall also be provided where sub-contracted works form part of the overall work.

Cost Estimate Breakdown (excludes HST)

Description:	Cost:
Removal	\$
Supply & Installation	\$
Additional Requirements (drawings, permits, etc.)	\$

Overall Project Quotation:

Description:	Cost:
Bid Price (as specified) No HST	\$
HST	\$
Total Upset Cost (including HST)	\$

Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS _____ DAY OF _____ 202__

Tender 2025-12-IPWE - Roof Replacement for the Municipal Garage

From:

Contact:

Telephone:

Deliver to:

**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8
Attention: Ashley Robertson, Purchasing Assistant**

Tender Number:

Closing Date and Time:

Description: