



**City of Coquitlam
Tender No. 16-02-04**

**Roof Replacement at
City Centre Aquatic Complex (CCAC)**

Issue Date: March 30, 2016



CITY OF COQUITLAM

INVITATION TO *TENDER*

Tender Number: **16-02-04**

PROJECT NAME: **Roof Replacement at CCAC**

Description: The City of Coquitlam (the "Owner" "City") invites *Tenders* for **Roof Replacement at the City Centre Aquatic Complex (CCAC)** located at 1210 Pinetree Way, Coquitlam BC.

The work includes the provision of all equipment, labour, disposals, materials and incidentals required to complete the roof replacement as described herein these tender documents.

The general components of Work includes, but not limited to, the removal and disposal of the existing roof membrane system and the installation of a new SBS roofing membrane system including all new drains, flashings, etc as identified in the attached specification.

Refer to the project drawings and specifications for a complete description of the scope of work and services required.

Obtaining Tender Documents:

Tender documents are only available for downloading from the *City's website*:

www.coquitlam.ca/BidOpportunities

Printing of *Tender* documents and drawings is the sole responsibility of the Tenderers.

Mandatory Site Information Meeting:

A site information meeting is scheduled for **Thursday April 14, 2016 at 10:00 am.** Tenderers are to meet at **Coquitlam City Centre Aquatic Complex, Main Reception Area, 1210 Pinetree Way, Coquitlam, B.C.**

This will be the Contractors only opportunity to view the worksite and inspect the roof.

Tenderers are required to register by signing the attendance form provided by the City prior to being guided to the roof. Tenders will only be accepted from companies that are registered as attending the mandatory site visit.

Submission of Tenders:

Tenders must be accompanied by a copy of the original specified 10% Bid Bond and will be received on or before:

Tender Closing Date: **Tuesday, May 3, 2016**
Tender Closing Time: **on or before 2:00 pm local time**

Tender submissions are to be uploaded electronically through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter: Tender Number and Name**
- 2. Add files in .pdf format and Send**
(ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete)

Late *Tenders* will not be accepted. *Tenders* will not be opened in public.

Inquiries:

Inquiries are to be submitted in writing no later than 3 business days prior to the *Tender Closing Date* quoting the *Tender* name and number sent to Email: bid@coquitlam.ca
The *Owner* does not retain a bidder's list or bidder's registry.

Addenda:

Tenderers are required to check the *City's website* for any updated information and addenda issued before the *Tender Closing Date* at:

www.coquitlam.ca/BidOpportunities

Upon submitting a *Tender*, *Tenderers* are deemed to have received all Addenda issued and posted on the *City's website* and considered the information for inclusion in the *Tender* price submitted.

Should there be any discrepancy in the *Tender* documentation provided, the *Owner's* original file copy shall prevail.

The lowest or any *Tender* will not necessarily be accepted. The *Owner* reserves the right to accept or reject any or all *Tenders*. The *Owner* also reserves the right to cancel any request for *Tender* at any time without recourse by the *Tenderer*.

The *Owner* will not under any circumstances be responsible for any costs incurred by the *Tenderer* in preparing the *Tender*.

CONSULTANT DIRECTORY

Prime Consultant: **Sean Lang, IP, RRO**
 SPECIFEX BUILDING SCIENCE

END OF SECTION

COVER PAGE	1
INVITATION TO TENDER	2
CONSULTANT DIRECTORY	3
CONTENTS OF TENDER DOCUMENTS	4
PART A – INTRODUCTION	6
1.0 Introduction.....	7
2.0 Project Description.....	7
3.0 Definitions and Interpretations	8
PART B – INSTRUCTIONS TO TENDERERS	10
1.0 Closing Date and Time and Instructions for <i>Tender</i> Submission	11
2.0 Withdrawal of <i>Tenders</i>	12
3.0 Late <i>Tenders</i>	12
4.0 Amendments to <i>Tenders</i>	12
5.0 Inquiries.....	12
6.0 Addenda	12
7.0 <i>Tender</i> Documents	13
8.0 Examination of <i>Contract Documents</i> and Place of Work.....	13
9.0 <i>Tender</i> Submission Form and Contents.....	14
10.0 Total <i>Tender</i> Price	14
11.0 Opening of <i>Tenders</i>	14
12.0 <i>Tender</i> Status	14
13.0 Bonding	15
14.0 <i>Owner's</i> Interest (Acceptance of <i>Tenders</i>).....	15
15.0 Fees, Permits and Licenses.....	17
16.0 Codes and Standards	17
17.0 Conflict of Interest.....	17
18.0 Discrepancies in <i>Tender</i> Submission	18
19.0 <i>Product</i> Approval	18
20.0 Scheduling, Completion, and Coordination	18
21.0 List of <i>Subcontractors</i> and <i>Material Suppliers</i>	19
22.0 Non-Resident Withholding Tax	19
23.0 Confidentiality	19
24.0 Protection of Public, Work, Property, Material On-Site, Access and Site Security	20
25.0 Specifications	21
26.0 Disposal of Waste.....	21
27.0 Cleaning During Construction	21
28.0 Existing Area	22
29.0 No Claim.....	22
30.0 Right to Accept or Reject any <i>Tender</i>	22
31.0 Cancellation of <i>Tender</i>	22
32.0 Cost of <i>Tender</i> Preparation.....	22

PART C – FORM OF TENDER:.....23

Including:

Form of Tender Summary	24
Appendix 1 – Schedule of Values.....	30
Appendix 2 – Optional Prices	31
Appendix 3 – Force Account Labour and Equipment Rates.....	32
Appendix 4 – Subcontractors	34
Appendix 5 – Suppliers	35
Appendix 6 – Experience and References.....	36
Appendix 7 – Bid Bond.....	37
Appendix 8 – Preliminary Construction Schedule	38

SCHEDULES

- Schedule 1 – City of Coquitlam, Certificate of Insurance Form – Construction
- Schedule 2 – Prime Contractor Designation
- Schedule 3 – Risk, Health & Safety – Responsibility of Contractor(s)

PART D – FORM OF AGREEMENT

- Canadian Construction Document's Committee CCDC 2
- Stipulated Price Contract – 2008

PART E – SUPPLEMENTARY GENERAL CONDITIONS

PART F – TECHNICAL SPECIFICATIONS AND DRAWINGS

END OF SECTION

CITY OF COQUITLAM
TENDER No. 16-02-04
ROOF REPLACEMENT AT CCAC

PART A

Introduction

City of Coquitlam (the “Owner”)

Project/Contract: Roof Replacement at CCAC

Project/Contract No.: *Tender No. 16-02-04*

1.0 Introduction

Tenders for a Stipulated Price Contract (CCDC 2, 2008) are invited by the City of Coquitlam (the “Owner”) for a **Roof Replacement at CCAC**.

2.0 Project Description

The project consists of the removal and disposal of roof Areas A, A1, B, C, D and E as identified in the specifications and the installation of a new SBS membrane system.

Local address: **1210 Pinetree Way, Coquitlam, B.C.**

To be considered, Tenderers must comply with the following:

- **Qualified technical and skilled trades personnel having a minimum of five (5) years proven experience in the application of roofing projects of similar size and complexity.**

The Tender Price is to be inclusive of all supervision, coordination, equipment, labour, disposals, materials and incidentals required to complete the roof replacement as described herein these Tender Documents.

.1 The *Work* on this project generally includes, but is not limited to

- Removal and disposal of the existing roof membrane system, all insulation and roofing related metal flashings.
- Cutting of stucco at wall areas and at exterior wall separation joint areas as per specifications.
- Supply and install of new drains, scuppers and metal flashing
- Removal of brick as noted in specifications
- Supply and install of the SBS roofing system to RCABC standards
- PVC remediation to two barrel roofs as per specifications

.2 General

- Any required inspections and certifications
- Roof products manufacturer’s data submission
- Samples and Mock-ups
- Any required testing of materials and assemblies including performance testing of completed work
- As-Built documentation, warranties and commissioning
- Complete site clean-up

.3 Warranty

- The Contractor agrees to provide a **10 year labour and material guarantee** on corporate letter head covering 100% of all roof areas of the building, including any tie-in locations to roofing under this contract. Warranty for any tie-in locations to windows, walls, metal panel roofing, or any other fixture or building component that is directly incorporated into the new roof system.

3.0 Definitions and Interpretations

In this Tender the following definitions shall apply:

“City” “Owner” means City of Coquitlam;

“Closing Date and time” means the closing date, time and place as set out in Part B section 1.1 of the Instructions to *Tenderers*;

“Consultant” means the architect, engineer or other professional consultant engaged to provide services to the *Owner*.

“Contract” or “Agreement” means a formal written contract between the *Owner* and a *Tenderer*, whose *Tender* the *Owner* has accepted, to undertake the *Work*, the preferred form of which is attached as Part D of the Tender;

“Contract Document” means the agreement between the *Owner* and *Contractor*, the *Definitions* and the *General Conditions* shall be based on those contained in Canadian Construction Document’s Committee CCDC 2 Stipulated Price Contract - 2008, amended and supplemented herein;

“Contractor” means a *Tenderer* whose *Tender* the *Owner* has accepted and to whom the *Contract* has been awarded;

“Drawings” means the graphic and pictorial portions of the *Tender Documents* issued as an appendix to the ITT;

“Email” address means bid@coquitlam.ca

“Form of *Tender*” means the Form of *Tender* in Part C of the ITT;

“GST” means the Goods and Services tax payable and imposed pursuant to Part IX of the Excise Tax Act (Canada) as amended;

“ITT” means this Invitation to *Tender* No. 16-02-04;

“Notice of Award” means a written letter of intent from the *Owner* to a *Tenderer* that the *Owner* accepts the *Tenderer’s Tender*;

“Notice to Proceed” means a written notice from the *Owner* to a *Tenderer* to whom a *Notice of Award* has been delivered, directing the *Tenderer* to proceed with the *Work* in accordance with the *Tender Documents*;

“Owner” “City” means the City of Coquitlam.

“Place of the Work” means the *Place of the Work* the designated site or location of the *Work* identified in the *Tender Documents* and *Contract Documents*;

“Provide” means supervise, supply, deliver, install, commission and warranty.

“Specifications” means the **Part F** of the *Tender Documents* consisting of the written requirements and standards for products, systems, workmanship, quality, and the services necessary for the performance of the *Work*;

“*Tender*” means the *Form of Tender* submitted to the *Owner* in response to this ITT;

“*Tenderer*” means any person(s) or entity (ies) submitting a *Tender* in response to this ITT;

“Total *Tender Price*” means the amount stipulated by the *Tenderer* in the space provided in the *Form of Tender* which, for greater certainty, is the *Tenderer’s* proposed *Contract Price*;

“Website” means www.coquitlam.ca/BidOpportunities

“Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfillment of the requirements of the *Contract Documents* to be performed and fulfilled by the *Contractor*; and

“Work Site” means the place or places where the *Work* is to be performed.

END OF SECTION

CITY OF COQUITLAM
TENDER No. 16-02-04
ROOF REPLACEMENT AT CCAC

PART B

Instructions to *Tenderers*

1.0 Closing Date and Time and Instructions for Tender Submission

- .1 *Tenders* must be submitted on the *Form of Tender* provided, accompanied by a copy of the original 10% Bid Bond and will be received by the *Owner* on or before:

***Tender Closing Date:* Tuesday, May 3, 2016**
***Tender Closing Time:* 2:00 pm local time**

- .2 *Tenders* are to be uploaded through Qfile, the City's file transfer service accessed at website:
qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: Tender Number and Name
2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete)

Tenderers are responsible to allow ample time to complete the submission process. For assistance, phone 604-927-3060 or Fax 604-927-3035.

- .3 *Tenders* submitted shall be deemed to be received when displayed as a new email in the in-box of the *Owner's* email address. The *Owner* will not be responsible for any delay or for any *Tenders* not received for any reason, including technological delays or issues by either party's network or email program, and the *Owner* will not be liable for any damages associated with *Tenders* not received. Late receipt will be a cause for rejection.
- .4 *Tenders* received after the *Tender Closing Date* and time will not be accepted.
- .5 For the purpose of the *Tender* submission, digital copies of original documents and signatures sent electronically are accepted. Original documents are required upon request by the City.
- .6 Unevaluated *Tender* results will be forwarded to participants by email after the *Tender* closing.
- .7 *Tender* submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.
- .8 *Tenderers* will not discuss or communicate with one another, the preparation of their *Tenders*. Each *Tenderer* will ensure that its participation and that of its team members, in the *Tender* process is conducted without collusion or fraud. Failure to comply with this requirement may lead to disqualification without further notice or warning.

2.0 Withdrawal of Tenders

- .1 *Tenders* may be withdrawn prior to the *Tender Closing Date* and time upon written request sent to Email: bid@coquitlam.ca

Request for withdrawal must be made by an authorized representative of the *Tenderer*.

3.0 Late *Tenders*

- .1 Late *Tenders* will not be accepted or considered.

4.0 Amendments to *Tenders*

- .1 *Tenders* may not be revised or amended after the closing time.

5.0 Inquiries

- .1 All inquiries are to be submitted in writing no later than 3 business days prior to *Tender Closing Date* quoting the *Tender Name* and Number

Sent to Email: bid@coquitlam.ca

- .2 The *Owner* reserves the right not to respond to inquiries made within 3 days of the Closing Time. Inquiries and responses will be recorded and may be distributed to all *Tenderers* at the discretion of the *Owner*.
- .3 *Tenderers* finding discrepancies or omissions in the *Tender* documents, or having doubts as to the meaning or intent of any provision, should immediately notify the *Owner*. If the *Owner* determines that an amendment is required to this ITT, the *Owner* will issue an addendum in accordance with section 7. No oral conversation will affect or modify the terms of this ITT or may be relied upon by any *Tenderer*.

6.0 Addenda

- .1 ***Tenderers* are required to check the *City's website* for any updated information and addenda issued before the *Closing Date* at:**

www.coquitlam.ca/BidOpportunities

- .2 If the *Owner* determines that an amendment is required to this *Tender*, the *Owner* will issue a written addendum by posting it on the *City's website*. Any changes to the *Tender* Documentation issued by means of written Addenda and posted on the *City's website* and will form part of the *Tender*. No amendment of any kind to the *Tender* is effective unless it is posted in a formal written Addendum on the *City website*.

- .3 Upon submitting a *Tender*, *Tenderers* will be deemed to have received notice of all Addenda that are posted on the *City's website* and deemed to have considered the information for inclusion in the *Tender* submitted.

7.0 *Tender Documents*

- .1 *Tender Documents* are available for downloading from the City of Coquitlam website at:

www.coquitlam.ca/BidOpportunities

- .2 The following is the list or description of the *Tender Documents* referred to in the *Tender* for the above named project:
- (a) Cover Page, Consultant Directory and Table of Contents to the ITT;
 - (b) Part A – Introduction;
 - (c) Part B – Instructions to *Tenderers*
 - (d) Part C – Form of *Tender*, including Appendices and Schedules;
 - (e) Part D – Standard Construction Document CCDC 2, 2008, Agreement, Definitions, the General Conditions of the Stipulated Price Contract;
 - (f) Part E – City of Coquitlam, Supplementary General Conditions, Stipulated Price Contract CCDC 2 - 2008;
 - (g) Part F – Technical Specifications & Drawings as listed;
 - (h) Any and all amendments, addenda, and questions and answers issued by the *Owner* prior to the Closing Time.

8.0 *Examination of Contract Documents and Place of Work*

- .1 By submitting a *Tender*, *Tenderers* shall be deemed to have inspected and examined the site (*Owner* owned property) and surroundings and to have reviewed all applicable *Contract Documents* in order to obtain a satisfactory comprehension of the *Work* required and shall satisfy themselves and make all investigations necessary as to the quantities, *Place of the Work* and nature of the work, the means of access to the site, the accommodation and facilities they may require, and the conditions under which the labour force will be employed, and in general have themselves obtained all necessary information, local or otherwise, as to risks, contingencies, and other circumstances which may influence or affect their *Tender*. Additional payment will not be allowed for any such site conditions which a *Tenderer*, experienced in work similar to the *Work*, would have observed by these inspections.
- .2 The *Owner* gives no guarantee of any kind in relation to any *Work* site or geotechnical information provided in or with the *Tender* documents. *Tenderers* must evaluate such information themselves relative to actual conditions.

9.0 **Tender Submission Form and Contents**

- .1 **Submission** - *Tenders* should reference the *Tenderer's* name, title of the project and Tender reference number.
- .2 **Form of Tender** – *Tenderers* should complete the **Form of Tender attached as Part C, including Appendices 1 to 8**. *Tenderers* are encouraged to respond to the items listed in Appendices 1 to 8 in the order listed. *Tenderers* are encouraged to use the forms provided and attach additional pages as necessary.

(*Note - Schedules 1 through 3 of Part C – FORM OF TENDER are not to be included with your Tender submission.)

- .3 **Signature** - The legal name of the person or firm submitting the *Tender* should be electronically signed by a person authorized to sign on behalf of the *Tenderer*.

For the purpose of this Tender, electronic signatures will be accepted as defined by the Electronic Transactions Act.

10.0 **Total Tender Price**

- .1 The Total *Tender Price* is to be entirely in Canadian currency and will consist of:
 - (a) the total of all prices for all items listed in the Form of *Tender*, and
 - (b) all applicable taxes and fees, excluding GST
- .2 The Total *Tender Price* will include any and all amounts the *Tenderer* will accept for performing the *Work* and any and all costs of any kind that the *Tenderer* might incur in connection with the *Work*, including, without limitation, all costs of labour, supervision, materials, equipment, traffic control, provisions required to ensure maintaining the site operational throughout the Term of the project, financing, posting bonds, completion of substantial completion documentation, carrying insurance and overhead and any and all profits.
- .3 The *Owner*, in respect of any *Tender*, in order to meet budget limitations, or for any reason, may choose to proceed with only some, but not all of the *Work*, as originally described in the *Tender* documents, and as bid on in any *Tender*, and accept a *Tender* on that basis, in which case the scope of the *Work* will be reduced to those items identified in a Notice of Award as being the *Work* with which the City wishes to proceed and the Total *Tender Price* will be adjusted accordingly.

11.0 **Opening of Tenders**

- .1 *Tenders* will not be opened in public. The unevaluated *Tender* results will be forwarded by email to participating *Tenderers*.

12.0 **Tender Status**

- .1 *Tenderers* will be notified in writing of the award of Tender.

13.0 Bonding

- .1 Each *Tender* shall be accompanied by a Bid Bond duly completed by a surety company authorized and licensed to carry on business in British Columbia and having an office in British Columbia, payable to the “City of Coquitlam”, in the amount of ten percent (10%) of the Total *Tender* Price.
- .2 The *Contractor* shall, no later than 10 business days after receipt of “Notice of Award”, provide to the *Owner* a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the *Contract Price*, or as otherwise agreed to in writing from the *Owner*. The cost of all Bond premiums shall be included in the Total *Tender* Price, and noted on the schedule of pricing sheet.
- .3 The forms of the Bonds should be those issued by the Canadian Construction Documents Committee as follows:

Bid Bond:	CCDC 220 (latest)
Performance Bond:	CCDC 221 (latest)
Labour and Material Payment Bond:	CCDC 222 (latest)

14.0 *Owner's Interest (Acceptance of Tenders)*

Notwithstanding anything to the contrary contained in the ITT or any other document, material or communication:

- .1 The *Owner* will not necessarily accept the *Tender* with the lowest Total *Tender* Price, or any *Tender*, and the *Owner* reserves the right to reject any and all *Tenders* at any time without further explanation and to accept any *Tender* the *Owner* considers to be in any way advantageous to it. The *Owner's* acceptance of any *Tender* is contingent on having sufficient funding for the *Work* and a *Contract* with a *Tenderer*. *Tenders* containing qualifications will be considered to be non-conforming *Tenders* in that they will fail to conform to the requirements of the *Tender* documents and on that basis they may be disqualified or rejected. Nevertheless, the *Owner* may waive any non-compliance with the requirements of the *Tender* documents, specifications or any conditions, including, without limitation, the timing of delivery of anything required by these *Tender* documents, and the *Owner*, at its discretion, may consider non-conforming *Tenders* and accept a non-conforming *Tender*.
- .2 Where the *Owner* is of the view, in its sole discretion, that there is an ambiguity or other discrepancy which cannot be discerned or resolved from examining the contents of the *Tender*, then whether or not such an ambiguity or discrepancy actually exists on the face of the *Tender*, the *Owner* may, prior to *Contract* award, solicit clarification from the *Tenderer* or accept clarification from the *Tenderer* on any aspect of its *Tender*. Such clarification may include the acceptance of any further documents or information which will then form part of the *Tender*. The soliciting or accepting of such clarification (whether or not solicited) by the *Owner* will be without any duty or obligation on the *Owner* to advise any other *Tenderers* or to allow them to vary their *Total Tender Prices* as a result of the acceptance of clarification from any one or more *Tenderers* and the *Owner* will have no liability to any other *Tenderer(s)* as a result of such acceptance of clarification.

- .3 All *Tenders* will remain open for the *Owner* to accept at any time for a period of sixty (60) calendar days after the Closing Time.
- .4 If the *Owner* considers that all *Tenders* are priced too high, it may reject them all.
- .5 The *Owner*, prior to awarding of any *Contract*, may negotiate with the *Tenderer* presenting the lowest priced *Tender*, or any *Tenderer*, for changes in the *Work*, the materials, the specifications or any conditions, without having any duty or obligation to advise any other *Tenderers* or to allow them to modify their *Tenders*, and the *Owner* will have no liability to any *Tenderer* as a result of such negotiations or modifications.
- .6 The *Owner* and its representatives, agents, *Consultants* and advisors will not be liable to any *Tenderer* for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a *Tenderer* in preparing and submitting a *Tender*, or participating in negotiations for a final *Contract*, or other activity related to or arising out of this ITT, including in the event the *Owner* accepts a non-compliant *Tender* or otherwise breaches the terms of this ITT.
- .7 The *Owner* may award a *Contract* on the basis of policies and preferences not stated or otherwise than as stated in the ITT.
- .8 The *Owner* may evaluate *Tenders* on the basis of experience, qualifications, reputation and resources and will consider favourably *Tenderers* that have or comply with:
 - Qualified technical and skilled trades personnel having a minimum of five (5) years proven experience in the application of **SBS roofing on projects** of similar size and complexity.
- .9 A pre-award meeting will be conducted with the preferred Contractor prior to award to confirm project details and expectations of the City.

15.0 Fees, Permits and Licenses

- .1 The *Tenderer* will obtain and purchase all required permits, licenses including a Coquitlam business license, and certificates required for the performance of the *Work*. Provide the review authorities with such plans and information as may be required for issue of acceptance certificates. Furnish review certificates to the *Owner* and/or consultant in evidence that *Works* installed conform to the requirement of the authority having jurisdiction.
- .2 The *Owner* will not be liable in any way for any such costs not included in the *Tender*, except as may otherwise be indicated in the *Tender* documents, and the successful *Tenderer* will indemnify the *Owner* for and save it harmless from any and all losses incurred with respect thereto.

16.0 Codes and Standards

- .1 Execute the *Work* in accordance with all applicable codes, standards and authorities having jurisdiction.
- .2 Conform to the latest issue of codes and standards specified, as amended and revised on the date of receipt of *Tenders* unless otherwise required to meet applicable Codes and Standards.
- .3 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .4 If required by the *Owner* and/or consultant(s), the manufacturer/supplier shall furnish documentation indicating compliance with the requirements of the B.C. Building Code including, and where required, certification by a Professional Engineer registered in the Province of British Columbia.

17.0 Conflict of Interest

- .1 In submitting a *Tender*, the *Tenderer* represents and warrants that:
 - a) Prior to submitting the *Tender*, the *Tenderer* has disclosed to the *Owner* in writing any actual or potential conflict of interest;
 - b) The *Tenderer* has not and will not offer or provide any gifts or personal benefit to any elected or appointed representative or employee of the *Owner*;
 - c) Except as disclosed in writing by the *Tenderer*, no elected or appointed representative or employee of the *Owner*:
 - i) Has any interest in the *Tenderer* by way of *ownership* or management, or
 - ii) Is entitled to have any interest in the *Contract* or any benefit arising therefrom; and
 - d) The *Tenderer* has not and will not solicit or lobby any individual elected or appointed representative or employee of the *Owner* in regard to the award of the *Contract*.

18.0 Discrepancies in *Tender* Submission

- .1 If there are any obvious discrepancies, errors or omissions in the Appendix 1 Schedule of Prices (Contract Price) then the *Owner* shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the *Tender* as submitted, and in particular:
 - (a) if there is a discrepancy between a unit price and the extended total, then the unit prices shall be deemed to be correct, and corresponding corrections will be made to the extended totals;
 - (b) If a unit price has been given but the corresponding extended total has been omitted, then the extended total will be calculated from the unit price and the estimated quantity;
 - (c) If an extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated from the extended total and the estimated quantity.
 - (d) If there is a discrepancy between the written total *Tender* price and amount stated in numerical figures, the amount stated in writing shall prevail.

19.0 *Product Approval*

- .1 Wherever any material, machinery, equipment and fixtures ("**Product**") is specified or shown herein by description of proprietary items, model numbers, catalogue numbers, manufacturer, trade names or similar reference, the *Tender* and award of the *Contract* will be based upon the use of such products. Use of such product descriptions in the *Tender* documents is intended to establish a reference by which to measure the quality of the products required for the *Work*. In respect of specific situations for which two or more interchangeable products are shown or specified in the *Tender* documents, the *Tenderer* may choose which to use.
- .2 **For approval of products for use in substitution for those specified in the *Tender* documents, *Tenderers* will submit a request in writing to the *Owner* at least seven (7) working days prior to the closing date.** Requests will clearly define and describe the product for which approval is requested and be accompanied by manufacturer's literature, specifications, drawings, cuts, performance data or other information necessary to completely describe the product.

20.0 Scheduling, Completion and Coordination

- .1 Time is of the essence for all purposes in relation to the ITT, the *Contract* and the *Work*. This requirement can be waived only by explicit written waiver by the *Owner* and any such waiver will not be a general waiver but will be effective only as explicitly stated in the written waiver.
- .2 The *Tenderer* agrees to execute the *Contract* and start work under the *Contract* within approximately seven (7) working days of the Notice to Proceed.

Construction shall be substantially complete by **Friday September 2, 2016**.

Note: All work is to be completed as per agreed upon construction schedule.

- .3 Within fourteen (14) working days of the receipt of the *Notice of Award* for the *Contract*, the successful *Tenderer* will also be required to submit a site specific safety and health plan addressing as a high-level overview the health and safety issues including, but not limited to hazards; site use plan (showing; access routes, muster station, fire safety equipment, emergency contact numbers, public safety measures, etc.) mitigation measures; site orientations; safety meetings; first aid attendant requirements; and training requirements and record keeping.

21.0 List of *Subcontractors* and *Materials Suppliers*

- .1 The *Tenderer* will insert in the *Tender*, in Appendices 4 and 5, a list of proposed *Subcontractors*, providing their names, addresses of places of business and the part of the *Work* to be performed and/or the equipment or materials to be supplied by each of them. Pursuant to Appendix 4, the *Owner* reserves the right to object to any of the *Subcontractors* and *Suppliers* listed in a *Tender*. If the *Owner* objects to a listed *Subcontractor* and/or *Supplier* then the *Owner* will permit a *Tenderer* to, within five (5) Working days, propose a substitute *Subcontractor* and/or supplier acceptable to the *Owner*. A *Tenderer* will not be required to make such a substitution and, if the *Owner* objects to a listed *Subcontractor* and/or supplier, the *Tenderer* may, rather than propose a substitute *Subcontractor* and/or supplier, consider its *Tender* rejected by the *Owner* and by written notice withdraw its *Tender*.

22.0 Non-Resident Withholding Tax

- .1 If the *Tenderer* is a non-resident of Canada and does not provide to the *Owner* a waiver of regulation letter, the *Owner* will withhold and remit to the appropriate governmental authority the greater of:
 - (a) 15% of each payment due to the Contractor; or
 - (b) the amount required under applicable tax legislation.

23.0 Confidentiality

- .1 All *Tenders* become the property of the *Owner* and will not be returned to the *Tenderer*. *Tenders* will be held in confidence by the *Owner* unless otherwise required by law. *Tenderers* should be aware the *Owner* is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and *Tender* contents may be disclosed if required to do so pursuant to the Act.

24.0 Protection of Public, Work, Property, Material On-site, Access and Site Security

- .1 Protection of the public from all construction hazards is the full responsibility of the Contractor. This includes protecting the users of the facilities adjacent to the work site.

Safety hoarding (consisting of minimum 1.8 metre high construction fencing) to the minimum extent shown on the plans, signs warning of construction activity, construction flag personnel and all other appropriate safety measures must be installed and implemented prior to any construction and monitored for effectiveness throughout the Contract. All hoarding and other site protection measures must be completely removed from the project by the Contractor upon completion of all Work.

- .2 Adequately protect all work completed or in progress. Any work damaged or defaced due to failure to provide such protection shall be removed and replaced or repaired, as directed by the *Owner* and/or *Consultant(s)* at no increase in the Total Tender Price(s).
- .3 The *Tenderer* shall assume full responsibility for any damage to existing local roads, paving, walks, adjacent building and property, services, etc., caused by construction operations. The *Tenderer* shall repair and make good same, or bear the expense of such repairing.
- .4 Security and care of all material delivered to site is full responsibility of the Contractor.
- .5 The *Tenderer* shall notify the *Owner* and/or *Consultant(s)* immediately of any damage to existing amenities or services and shall remove and replace its work at no additional charge to allow repairs or replacement to affected damaged amenities or services.
- .6 Special attention is to be given to any existing fire protection and alarm systems. Prevention plan and procedures are to be put in place to eliminate false alarms.
- .7 The Contractor will be responsible for site security and site safety throughout the Contract duration.
- .8 Designated access to and from the construction site as indicated on the plans. Where the designated access is not shown on the plans, the Contractor will be responsible for identifying the construction access route to the work area and for obtaining the necessary approval from the City of Coquitlam.

All construction traffic must use the designated site access including heavy equipment, trucks and workers' personal vehicles.

The Contractor will be responsible for maintenance of the construction access, and any temporary accesses constructed to access the field work area. This will include keeping the existing paved access roads and parking lot areas clean of silt and dirt as well as repair of any pavement or concrete curbs broken due to construction activity. The Contractor is also responsible to restore the disturbed areas to existing condition or better after construction, as determined by the consultant or Owner.

25.0 Specifications

- .1 The *Tenderer* shall be responsible for all materials and labour required to complete the Work to the full intent of the *Drawings* and *Specifications* including changes made by addenda, supplemental instructions, *Change Directives* or *Change Orders*. The *Specifications* are complimentary to the *Drawings* and details and what is required by any one shall be as binding as if required by all.
- .2 The *Definitions* and *General Conditions* of the *Contract*, *Supplementary General Conditions*, and *General Requirements* all form an integral part of each individual section of the *Specifications* and shall be read, interpreted, and coordinated with all other parts.

26.0 Disposal of Waste

- .1 Fires, burning or burying of rubbish and waste materials on the site are not permitted.
- .2 Disposal of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers are prohibited.
- .3 A container for waste must be provided. Any hazardous materials shall be kept separate. Disposal of any waste materials must be in accordance with authorities and regulatory bodies having jurisdiction.

27.0 Cleaning During Construction

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .2 Maintain project grounds and public properties free from accumulations of waste materials on a daily basis throughout the project.
- .3 Provide Street cleaning in the immediate vicinity to remove any construction waste from the site.

28.0 Existing Area

- .1 Conduct construction operations with minimum interference to adjacent public or private roadways, parking lots, sidewalks and access facilities in general. Keep such areas free of material, debris and equipment at all times.

29.0 No Claim

- .1 Except as expressly and specifically permitted in these Instructions to *Tenderers*, no *Tenderer* shall have any claim for any compensation of any kind whatsoever, relating to this *Tender*, including accepting a non-compliant bid, and by submitting a *Tender*, the *Tenderer* shall be deemed to have agreed that it has no claim.

30.0 Right to Accept or Reject any *Tender*

- .1 The *Owner* reserves the right to accept or reject any or all *Tenders* and the lowest or any *Tender* may not necessarily be accepted.

31.0 Cancellation of *Tender*

- .1 The *Owner* reserves the right to cancel any request for *Tender* at any time without recourse by the *Tenderer*. The *Owner* has the right to not award this work for any reason including choosing to complete the work with the *Owner's* own forces.

32.0 Cost of *Tender* Preparation

- .1 The *Owner* will not under any circumstances be responsible for any costs incurred by the *Tenderer* in preparing the *Tender*.

END OF SECTION

CITY OF COQUITLAM
TENDER No. 16-02-04
ROOF REPLACEMENT AT CCAC

PART C

FORM OF *TENDER*



CITY OF COQUITLAM

Form of Tender Summary

Roof Replacement at CCAC TENDER No. 16-02-04

Name of Tenderer: _____

Tender Price (exclude GST): \$ _____
(FROM APPENDIX 1 OF FORM OF TENDER)

**Tender submitted must be accompanied by a copy of the
original 10% Bid Bond and will be received:**

On or before 2:00 pm (local time) on Tuesday, May 3, 2016

Instructions for Tender Submission

Tender submissions are to be uploaded electronically through QFile, the Owner's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: Tender Number and Name
2. Add files in .pdf format and "Send"
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Tenderers are responsible to allow ample time to complete the Tender submission process. If assistance is required, phone 604-927-3060 or fax 604-927-3035.

Tender Submission

Complete and return this section Part C – *Form of Tender* including Appendices 1 to 8

Project/Contract: Roof Replacement at CCAC

Project/Contract No.: *Tender No. 16-02-04*

OWNER: CITY OF COQUITLAM

PRIME CONSULTANT: **Sean Lang, IP, RRO**
 Specifex Building Science

Having carefully examined the plans, the site and the conditions affecting the Work, and having carefully read the specifications and the conditions of contract, we, the undersigned, offer to furnish all materials, labour, equipment and permits necessary to complete properly the entire Work, in all particulars, in accordance with the *Contract Documents* and instructions of the Project Manager or his authorized representatives for the sum of:

PRICE of *TENDER, which excludes GST is:*

_____ DOLLARS
In lawful money of Canada. (State in writing)

\$ _____
(State in numbers)

PRICE of GST of (5 %) payable by the Owner to the Contractor

_____ DOLLARS
In lawful money of Canada. (State in writing)

\$ _____
(State in numbers)

TOTAL *TENDER PRICE, which includes the Tender and GST price is:*

_____ DOLLARS
In lawful money of Canada. (State in writing)

\$ _____
(State in numbers)

BID BOND: We enclose herewith a copy of an original Bid Bond in the amount of 10% of the Total *Tender Price*, made out in favour of the Owner issued by a company licensed to carry on such business in Canada, and in British

Columbia. The original bid bond will be provided to the Owner upon request.

FORFEIT:

In the event of this *Tender* being accepted within the time stated below and our failure to enter into a *Contract* in the form hereinafter stated for the amount of our *Tender*, the said security or the difference between this *Tender* and the *Tender* for which the *Contract* is signed, may be forfeited in lieu of damages to which the *Owner* may be entitled by reason of our failure/refusal to enter into a *Contract*.

OWNER'S INTEREST:

The *Owner* reserves the right to reject any or all *Tenders* or to accept any *Tender* or part of any one *Tender* as may be deemed to be in their interests. The lowest or any *Tender* may not necessarily be accepted.

Where only one *Tender* is received the *Owner* may reject such and re-*Tender* on a selected basis including the sole *Tenderer*.

IRREVOCABLE TENDER:

In submitting this *Tender*, it is understood that the *Tender* is irrevocable and is open for acceptance until sixty (60) days have expired from the (**Acceptance Period**) *Tender* closing time.

SUBSTANTIAL PERFORMANCE:

The *Tenderer* will perform and complete all of the Work and to provide all the labour, equipment and material specified herein.

The *Tenderer* is anticipated to start the Work on or about **July 18, 2016** The Contractor will proceed with the Work diligently, will perform the Work generally in accordance with the Preliminary Construction Schedule as set out in the ITT as required by the *Contract Documents* and will achieve Substantial Performance of the Work on or before **September 2, 2016**.

TENDERERS INTERESTS:

The *Tenderer* has no right of claim against the *Owner* or his representatives in any way whatsoever in the event that this or any *Tender* is not accepted and/or no contract entered into.

APPENDICES:

The following Appendices forms are attached:
Appendix 1 – Schedule of Values;
Appendix 2 – Optional Prices;
Appendix 3 – Force Account Labour and Equipment Rates;
Appendix 4 – Subcontractors;
Appendix 5 – Suppliers;
Appendix 6 – Experience and References;
Appendix 7 - Bid Bond;
Appendix 8 – Preliminary Construction Schedule.

(*Please note, Schedules 1 through 3 (Incl.) of Part C – FORM OF TENDER are not to be included with your Tender submission.)

LETTER OF INTENT

If notified in writing by the Owner of the intent of acceptance of this *Tender* within the *Tender* Acceptance Period of the *Tender* Closing Time subject to other periods as may be specified in the *Tender* documents the City will within ten (10) business days, conduct a pre-award meeting. The tenderer will subsequently deliver to the Owner:

- (a) a Performance Bond and a Labour & Material Payment Bond, each in the amount of fifty percent (50%) of the Total *Tender* Price, issued by a surety licensed to carry on the business of suretyship in the province of British Columbia, and in a form acceptable to the *Owner*;
- (b) Agreed upon Schedule of Values;
- (c) a finalized critical path Construction schedule;
- (d) a detailed traffic management plan addressing vehicular and pedestrian movement, safety and access with specific detailing on methods, building and maintenance of temporary structures signage and materials used to maintain Site operations; and access to staff and public users of the Work Site;
- (e) a detailed Site Specific Safety and Health Plan addressing as a high-level overview the health and safety issues including, but not limited to hazards, mitigation measures, site orientations, safety meetings, first aid attendant requirements, and training requirements and record keeping;
- (f) A WorkSafeBC “clearance letter” and Prime Contractor Designation letter indicating that the *Tenderer* is in WorksafeBC compliance;
- (g) A City of Coquitlam or Tri-cities Intermunicipal Business License;
- (h) A completed and signed Certificate of Insurance (in the form attached as Schedule to this Form of *Tender*) indicating that all such insurance coverage is in place; and

NOTICE TO PROCEED:

Upon the *Owner* receiving from the successful *Tenderer* the documents described above, the *Owner* will give to the *Tenderer* a *Notice to Proceed* and the *Tenderer* will:

- (a) Duly execute and return to the *Owner* the original and two (2) executable copies of a final form CCDC Document No. 2 Agreement between *Owner* and *Contractor*.
- (b) Commence construction within seven (7) days of the date of acceptance of this *Tender* or other longer period as may be approved in writing by the *Owner*, or his representative.

**City of Coquitlam Tender No. 16-02-04
ROOF REPLACEMENT AT CCAC
PART C – FORM OF TENDER**

ADDENDA:

We, the *Tenderer* acknowledge receipt of the following Addenda issued and incorporated in this *Tender* price:

Addendum No.	Date Issued

Upon submitting a *Tender*, *Tenderers* are deemed to have received all Addenda issued and posted on the *Owner's Website* and deemed to have considered the information for inclusion in the *Tender* submitted.

COMPLETION DATE:

The *Owner* requests Substantial Performance of the Work on or before **September 2, 2016**.
Final Completion on or before **September 9, 2016**.

The *Contractor* confirms that Substantial Completion will be performed by: _____

The *Contractor* confirms that Final Completion will be performed by: _____

CONFLICT OF INTEREST:

Tenderers shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

CONFIRMATION OF QUALIFICATIONS:

The Contractor confirms that they are a member in good standing with the Roofing Contractors Association of British Columbia (RCABC) and they will employ qualified technical and skilled trades personnel having a minimum of five (5) years proven experience in the application of SBS roofing on projects of similar size and complexity.

Confirmed : (Yes/No) _____

**City of Coquitlam Tender No. 16-02-04
ROOF REPLACEMENT AT CCAC
PART C – FORM OF TENDER**

AUTHORIZATION:

We hereby submit our *Tender* for the work as specified and undertake to carry out the work in accordance with the Tender documentation including drawings, specifications and scope of work:

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this Tender</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this *Tender*, electronic signatures will be accepted.

APPENDIX 1 - SCHEDULE OF VALUES

Line Item	SECTION OF WORK	PRICES
1	MOBILIZATION AND DEMOBILIZATION	\$
2	GENERAL CONDITION ITEMS	\$
3	DEMOLITION, REMOVAL AND DISPOSAL	\$
4	SBS ROOFING MEMBRANE	\$
5	MASONRY	\$
6	METAL FLASHING & DRAINS	\$
7	PVC REMEDIATION (BARREL ROOFS)	\$
8	STANDARD WARRANTY (10 Year)	\$
9	AS-BUILT AND CLOSE OUT DOCUMENTS	\$
	TOTAL PRICE (exclude GST)	\$
	OTHERS NOT LISTED ABOVE	
		\$
		\$

APPENDIX 2 – OPTIONAL PRICES

Project/Contract: Roof Replacement at CCAC

Project/Contract No.: *Tender No. 16-02-04*

From *Tenderer*:

Company name

The following is a list of Optional Prices and forms part of this Contract, upon the acceptance of any or all of the Optional Prices. The Optional Prices are a deduction from or addition to the Total *Tender Price* and do not include GST. **DO NOT** state a revised Total *Tender Price*.

Line Item	Description of <u>Optional</u> Price Items	Addition (exclude GST)	Deduction (exclude GST)
1	Supply & Install six sided asphalt impregnated fibreboard. (per sheet 120mm x 240mm)	\$	\$ N/A

APPENDIX 3 – FORCE ACCOUNT LABOUR AND EQUIPMENT RATES

Project/Contract: Roof Replacement at CCAC

Project/Contract No.: Tender No. 16-02-04

From *Tenderer*: _____
 Company name

1. Contractors Current Own Forces Labour Rates

Tenderers should provide Force Account Labour Rates in the table below for all labour categories that will be involved in the Work. The labour rates will remain firm for the term of the Contract and will be used by the Owner for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account valuation.

The labour rates provided below are all inclusive and include without limitation, wages, taxes and assessments and benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

For the purposes of the above, small tools are considered to be any tool worth \$2,000 or less in new value. All other tools should be listed as equipment in the table under item 2 below.

Labour Category	Straight Time/hr (exclude GST)	Overtime Rate/hr (exclude GST)
1 Project Manager	\$	\$
2 Site Superintendent	\$	\$
3 Foreman	\$	\$
4 Carpenter	\$	\$
5 Roofer	\$	\$
6 Labourer / Helper	\$	\$
7 Plumber	\$	\$
8 Other (not listed above)	\$	\$

APPENDIX 3 – FORCE ACCOUNT LABOUR AND EQUIPMENT RATES (cont'd)

2. Equipment Rates

Tenderers should provide equipment rates for all equipment that will be involved in the Work. The equipment rates will remain firm for the term of the Contract and will be used by the Owner for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account valuation. The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

It is acknowledged by the Contractor that if any portion of an hour is spent in performing the Work on a force account basis, a pro-rated portion of the force account rate shall only be charged.

Equipment Classification	Hourly Rate (exclude GST)	Specify Make & Model
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

We confirm that the rates quoted above will remain in force until _____, 2016

APPENDIX 4 – SUBCONTRACTORS

Project/Contract: Roof Replacement at CCAC

Project/Contract No.: *Tender No. 16-02-04*

From *Tenderer*:

Company name

The *Tenderer* agrees that the *Subcontractors* employed will be as listed here and that no changes, additions or deletions will be made to these *Subcontractors* without the written approval of the Contract Administrator.

We submit the following list of trades to be executed by ourselves and by our *Subcontractors*. Substitution of another *Subcontractor* for any trade is subject to the approval of the Architect and Owner. Before signing of the contract, the successful *Tenderer* will provide a schedule of values including a breakdown by trade.

TRADE	SUBCONTRACTOR'S LEGAL NAME/CONTACT NUMBER	QUALIFICATIONS/CERTIFICATIONS

APPENDIX 5 - SUPPLIERS

Project/Contract: Roof Replacement at CCAC

Project/Contract No.: *Tender No. 16-02-04*

From *Tenderer*:

Company name

It is proposed to supply the various products for the construction of work from the following suppliers:

PRODUCT	MANUFACTURER	SUPPLIER

APPENDIX 6 – EXPERIENCE AND REFERENCES

Tenderers shall have a minimum of 5 years proven experience in application of a SBS membrane roof on projects of similar size, scope and complexity:

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

APPENDIX 7 – ATTACH BID BOND

(Submit with your Tender, a copy of the original 10% Bid Bond)

**City of Coquitlam Tender No. 16-02-04
 ROOF REPLACEMENT AT CCAC
 PART C – FORM OF TENDER**

APPENDIX 8 – PRELIMINARY CONSTRUCTION SCHEDULE

****INDICATE SCHEDULE WITH BAR CHART WITH MAJOR ITEM DESCRIPTIONS AND TIME****

CONSTRUCTION ACTIVITY	July				August					September			
					Weeks								
	4	11	18	25	1	8	15	22	29	5	12	19	26
Pre-Construction Meeting													
MOBILIZATION AND GENERAL REQ'S													
DEMOLITION & DISPOSAL													
ROOF DECK PREPARATION													
MASONRY WORK													
CARPENTRY WORK													
NEW ROOF MEMBRANE													
NEW METAL FLASHING													
FINAL CLEAN UP AND COMMISSIONING													
SUBSTANTIAL COMPLETION													
PROJECT CLOSE- OUT													

Completion Date: All work on this project is requested to be substantially complete by September 2, 2016.

Proposed Disposal Site: _____

**City of Coquitlam Tender No. 16-02-04
ROOF REPLACEMENT AT CCAC
PART C – SCHEDULE 1**

**City of Coquitlam
Certificate of Insurance Form - Construction**

(This form is to be completed by the Insurance Broker and will be provided at time of award)

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that thirty (30) days' notice of cancellation or reduction in applicable limit of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

This Certificate is issued to: **City of Coquitlam**, 3000 Guildford Way, Coquitlam, BC V3B 7N2

Insured	Name:	Email:
	Address:	Phone:

NOTE: INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN CANADA.

Broker	Name:	Agent's Name:
	Address:	Phone:

Address and Project to which this Certificate applies:

Address: 1219 Pinetree Way, Coquitlam, BC	Project Description: Tender No. 16-02-04 Roof Replacement at CCAC
--	--

COMMERCIAL GENERAL LIABILITY coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.

Type of Insurance	Insurer Name and Policy Number	Policy Term dd/mm/yy	Limits of Liability/Amounts
Section 1 Commercial General Liability <input type="checkbox"/> Occurrence Form <input type="checkbox"/> Claims Made Form		From: To:	Bodily injury, death & property damage \$ _____ Per Occurrence <input type="checkbox"/> MINIMUM \$5,000,000 \$ _____ Aggregate \$ _____ Deductible
<input type="checkbox"/> Umbrella Liability		From: To:	\$ _____ Umbrella Limit
<input type="checkbox"/> Excess Liability		From: To:	\$ _____ Excess Limit
Section 2 Other:		From: To:	\$ _____ Limit \$ _____ Deductible

Particulars of General Liability Insurance (Sections 1 & 2): indicates that the coverage is included.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured | <input checked="" type="checkbox"/> Coverage is Primary and not contributory | <input checked="" type="checkbox"/> 12 months Completed Operations |
| <input checked="" type="checkbox"/> Premises & Operations | <input checked="" type="checkbox"/> Personal Injury | <input type="checkbox"/> 24 months Completed Operations |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input type="checkbox"/> Use of explosives for blasting | <input type="checkbox"/> Aircraft/Aviation Liability |
| <input checked="" type="checkbox"/> Owners & Contractors Protective | <input type="checkbox"/> Vibration from pile driving or caisson work | <input type="checkbox"/> Non-owned aircraft liability |
| <input checked="" type="checkbox"/> Blanket Contractual | <input type="checkbox"/> Demolition | <input type="checkbox"/> Watercraft liability |
| <input checked="" type="checkbox"/> Cross Liability/Severability of Interests | <input type="checkbox"/> Shoring and Underpinning Hazard | <input type="checkbox"/> Non-owned watercraft liability |
| <input checked="" type="checkbox"/> Employees As Additional Insureds | <input type="checkbox"/> Water Ingress Coverage | <input type="checkbox"/> Airport Premises liability |
| <input checked="" type="checkbox"/> Non-Owned Automobile | <input type="checkbox"/> Work below ground level over 3 meters (XCU extension) | <input type="checkbox"/> Pollution Liability |
| <input checked="" type="checkbox"/> Attached Machinery | | <input type="checkbox"/> Asbestos |
| <input checked="" type="checkbox"/> Occurrence Property Damage | | |
| <input checked="" type="checkbox"/> Contingent Employer's Liability | | |
| <input checked="" type="checkbox"/> Broad Form Loss of Use | | |

Section 3: Automobile Liability (owned or leased vehicles)	If insured by ICBC, attach a copy of the ICBC form APV-47	From: To:	Personal Injury & Property Damage \$ _____ Limit <input type="checkbox"/> MINIMUM \$2,000,000
---	---	------------------	--

These policies comply with the insurance requirements of the governing contract, permit, lease, license or other requirements of the City of Coquitlam. It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

(Authorized to Sign on Behalf of Insurers and Brokers Stamp)

Date Signed

INTERNAL USE ONLY

Certificate Approved Not Approved

PLEASE COMPLETE, SIGN & RETURN TO CITY OF COQUITLAM, Purchasing

Email: bid@coquitlam.ca



PRIME CONTRACTOR DESIGNATION

Subject: **Prime Contractor Designation**
Contract No.: **16-02-04**
Tender Name: **Roof Replacement at CCAC**
(The "Project")

_____ (the "Contractor") represents, acknowledges and agrees that:

1. in accordance with section 118 of the *Workers Compensation Act*, R.S.B.C. 1996, c. 492 (the "*Workers Compensation Act*"), the Contractor shall be the "Prime Contractor" and is qualified to act as the "Prime Contractor" in respect of the Project ;
2. The Contractor accepts the duties and responsibilities for coordination of health and safety in accordance with the *Workers Compensation Act* and further agrees that it will do everything necessary to establish and maintain a system or process that will insure compliance with the *Workers Compensation Act* and the Regulations thereto;
3. the Contractor shall fulfill all the obligations of an "Owner" under section 119 of the *Workers Compensation Act* in respect of the Project site; and
4. that the City of Coquitlam has fulfilled its obligations as an "Owner" under section 119 of the *Workers Compensation Act*, in respect of the Project site.

Prime Contractor Name & Address:

Prime Contractor Signature

Date

Print Name

Please return a signed copy of this memo to the City of Coquitlam. If you have any questions please contact the City's Health and Safety Advisor at 604-927-3068.

RISK, HEALTH & SAFETY

Responsibility of Contractor(s)

The City of Coquitlam strives to maintain a safe work environment for employees and *Contractors* and insists upon the enforcement of safe practices and procedures in all premises and in all work activities. It is essential that all *Contractors* and their employees and *Subcontractor(s)* perform in the same manner.

As a *Contractor* to the City of Coquitlam, it is expected that your company will comply with the requirements of the Workers' Compensation Act, the WCB Occupational Health and Safety Regulation and to all federal, provincial and local laws and regulations. Any City of Coquitlam employee has the authority to order an unsafe act to cease or to have an unsafe piece of equipment removed from the premises or, in extreme situations, to shut down a job entirely.

The following information is provided as typical City of Coquitlam requirements, but does not relieve the *Contractor* from complying with all applicable local, provincial and federal laws, regulations and bylaws.

PERSONNEL

1. *Contractors* will inform employees of any potential hazard in the workplace and advise of appropriate action to be taken should a hazard be found or a fire or accident occur.
2. *Contractors* will restrict the premises to allow employees only to enter the work site. No families or friends are permitted.
3. The *Contractor* will advise the *Owner* of any on-site accidents involving the *Contractor's* employees, or injuries to others caused by the *Contractor's* business.

GENERAL SAFETY RULES

1. This is a NON-SMOKING site.
2. Horseplay, gambling and the use of alcohol or narcotics will not be tolerated.
3. Orderliness and good housekeeping are basic requirements and must be maintained at all times.
4. Any equipment, which could create a hazard, must be maintained in good condition.
5. Restricted and controlled products will be labeled, used and stored in accordance with the associated regulations, e.g. WHMIS.
6. *Contractors* will use a regular system of inspections to detect and correct hazardous conditions, safety violations and unsafe working practices on the job site.
7. *Contractors* will ensure their employees utilize proper safety equipment and clothing as required for job site activities.
8. *Contractors* must follow and have on site proper written safe work procedures for hazardous work, e.g. confined space entry, lockout, excavations and shoring, etc.
9. All ladders must be of an approved type and length. Unacceptable ladders must be removed immediately from the premises.
10. All vehicles and equipment on *Owner's* property must be kept in safe mechanical condition at all times, and be operated only by persons with a valid driver's license and/or proper training and qualifications.
11. *Contractors* will not operate any equipment, valves, switches, etc., which are part of the *Owner's* operation, unless specific permission is received from the Department Representative.
12. Accumulation of oily rags, combustible refuse or similar fire hazards will not be tolerated.

Your safety record and attitude are important criteria used to judge your qualification for future bidding on solicitations with the City of Coquitlam.

You can help ensure employee safety and your eligibility for future business with the *Owner* if you exhibit and practice a "Safe Work - Safe City" attitude.

END OF SECTION

CITY OF COQUITLAM
TENDER No. 16-02-04
ROOF REPLACEMENT AT
CCAC

PART D

FORM OF AGREEMENT
(Construction Document CCDC-2-2008)

ROOF REPLACEMENT AT CCAC
CONSTRUCTION DOCUMENT – CCDC-2 - 2008

The Agreement between the *Owner* and *Contractor*, the Definitions and the General Conditions shall be based on those contained in **Canadian Construction Document's Committee CCDC 2 Stipulated Price Contract - 2008**, amended and supplemented herein (refer to Part E – Supplementary General Conditions).

END OF SECTION

CITY OF COQUITLAM
TENDER No. 16-02-04
ROOF REPLACEMENT AT
CCAC

PART E

SUPPLEMENTARY GENERAL CONDITIONS
(Construction Document CCDC-2-2008)

SUPPLEMENTARY GENERAL CONDITIONS
STIPULATED PRICE CONTRACT CCDC 2 2008

These Supplementary General Conditions modify and amend Standard Construction Document CCDC-2 – 2008 and form a part of this *Contract*.

In the event of any conflict between the provisions of the Standard Construction Documents and any provision of these Supplementary General Conditions, these Supplementary General Conditions shall govern.

Standard Construction Document CCDC-2—2008 is amended as follows:

AGREEMENT BETWEEN OWNER AND CONTRACTOR

ARTICLE A-3 CONTRACT DOCUMENTS

1. The Agreement is amended by including “Part C – Schedule 1 - City of Coquitlam Certificate of Insurance Form – Construction”.

ARTICLE A-5 PAYMENT

2. The Agreement is amended by deleting Article A-5.3, including all of 5.3.1 and 5.3.2, in its entirety.

NEW ARTICLE

3. The Agreement is amended by adding the following new Article after Article A-8:

ARTICLE A-9 TIME OF THE ESSENCE

- 9.1 All time limits stated in this *Contract* are of the essence of the *Contract*.

GENERAL CONDITIONS OF THE STIPULATED PRICE CONTRACT

PART 1 GENERAL PROVISION

GC 1.1 CONTRACT DOCUMENTS

4. Section 1.1.8 is amended by replacing the term “sufficient copies” with “a pdf copy”.
5. Section 1.1 is amended by adding the following new subsection:
 - 1.1.11 The *Contractor* is responsible for the installation and the coordination of metric and imperial dimensioned products and materials as may be applicable.

PART 2 ADMINISTRATION OF THE CONTRACT

GC 2.1 AUTHORITY OF THE CONSULTANT

6. Section 2.1 is amended by adding a new subsection after subsection 2.1.3 as follows:

2.1.4 If a Consultant is not engaged on the Project, the Owner will fulfill the requirements of a Consultant.

GC 2.3 REVIEW AND INSPECTION OF THE WORK

7. Section 2.3 is amended by adding a new subsection after subsection 2.3.7 as follows:

2.3.8 Should the *Consultant* be required to make more than one review of rejected work or should the *Consultant* perform additional reviews due to failure of the *Work* to comply with the contract documents, the *Contractor* is required to compensate the *Owner* for such additional *Consultant* services, including expenses incurred. Adjustments for such compensation should be made as outlined under Part 6 CHANGES IN THE WORK.

PART 3 EXECUTION OF THE WORK

G.C. 3.5 CONSTRUCTION SCHEDULE

8. Section 3.5 is amended by adding the following new subsection after subsection 3.5.1.3:

3.5.1.4 The *Contractor* will perform the *Work* in compliance with the construction schedule. If, for any reason, the *Work* falls behind the schedule for the *Work* set forth in the construction schedule the *Contractor* shall as part of the *Work* either:

- (a) if in accordance with the *Contract Documents* the delay entitles the *Contractor* to a time extension the *Contractor* shall forthwith prepare and deliver to the *Consultant* a revised construction schedule to the reasonable satisfaction of the *Consultant* indicating the revised dates for the remaining activities of the *Work*; or
- (b) if in accordance with the *Contract Documents* the delay does not entitle the *Contractor* to a time extension then the *Contractor* shall take such steps as required to bring the *Work* back into conformity with the construction schedule.

Failure to comply with the requirements of this section shall be deemed to be a default under the *Contract* to which the provisions of GC 7.1.2 apply.

GC 3.6 SUPERVISION

9. Subsection 3.6.1 is amended by adding the following sentence at the end of the subsection: “The appointed *Contractor* representative shall not change without consultation with and written acceptance of the *Owner*, which acceptance will not be unreasonably withheld.”

GC 3.7 SUBCONTRACTORS AND SUPPLIERS

10. Subsection 3.7.2 is amended by adding the following sentence at the end of the subsection: “The *Contractor* shall not employ any *Subcontractor*, or change *Subcontractor*, without the written approval of the *Owner*, which approval will not be unreasonably withheld.”
11. Subsection 3.7.3 is deleted in its entirety and replaced with the following:
- 3.7.3 If the *Owner* reasonably objects to the performance, qualifications, experience or suitability of any of the *Contractor’s* personnel, *Subcontractors* or *Suppliers*, then the *Contractor* will, on written request from the *Owner*, replace such personnel, *Subcontractor* or *Supplier* immediately.
12. Section 3.7 is amended by adding the following new subsections after subsection 3.7.6:
- 3.7.7 The *Contractor* will provide only personnel who have qualifications, experience and capabilities to perform the *Work*.
- 3.7.8 The *Contractor* shall coordinate the *Work* of all of its *Subcontractors* and *Suppliers* and determine to what extent *Work* specified in each section of the specifications is effected by *Work* indicated elsewhere and make all necessary allowances for their integration. All additional *Work* resulting from the failure to make such determination shall be done at no cost to the *Owner*.
- 3.7.12 The *Contractor* shall indemnify and hold harmless the *Owner*, its agents, servants and employees, from and against all costs, claims, damages, debts, sums, actions and causes of action whatsoever and whenever arising out of any claim of lien or action by a *Subcontractor*, *Supplier* or labourer with whom the *Contractor* or any of its *Subcontractors* or *Suppliers* has contracted in relation to the *Work*.

GC 3.8 LABOUR AND PRODUCTS

13. Subsection 3.8.2 is amended by adding the following after “consultant”: “Products which are not specified shall conform to current applicable specifications and regulations of the Canadian Standards Association, Technical Builders' Bulletin, Canadian Government Specifications Board, National Building Code, British Columbia Building Code, American Society for Testing and Materials, Trade Association Specifications and all authorities having jurisdiction at the Place of the Work.”

14. Section 3.8 is amended by adding the following new subsections after subsection 3.8.3:

3.8.4 Immediately upon receiving from the *Consultant* or the *Owner* a written notice stating the *Consultant's* or the *Owner's* reasonable objection to the work conduct of any superintendent, foreman or worker on the Project site, the Contractor will remove such persons from the Project site.

3.8.5 No person shall with relation to his employment or eligibility for employment be discriminated against by reason of his or her race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age, or because he or she has been convicted of a criminal or summary conviction offence that is unrelated to the employment.

3.8.6 The *Contractor* shall supply labour that is compatible with other labour employed on the Work. In the event of labour disputes arising from the provision of skilled or unskilled labour by the *Contractor* or its *Subcontractors*, the *Contractor* shall, to the satisfaction of the *Owner* or *Consultant*, as applicable,, make such arrangements as are necessary to preclude delay to the Work or to the work of others at the Project Site.

GC 3.9 DOCUMENTS AT THE SITE

15. Subsection 3.9.1 is amended by inserting the words “reviewed shop drawings” immediately after “*Contract Documents*”.

16. Section 3.9 is amended by adding the following as a new subsection after subsection 3.9.1:

3.9.2 Record drawings to be maintained and available to view by *Consultant* and *Owner*.

GC 3.10 SHOP DRAWINGS

17. Section 3.10 is amended by adding the following new subsections after subsection 3.10.12:

3.10.13 Upon *Substantial Performance of the Work*, the *Contractor* will submit all reviewed and revised *Shop Drawings* to the *Owner* as a permanent record of the *Work*. As of the date of issuance of a final certificate for payment, the *Shop Drawings* will be retained by the *Owner* as the *Owner's* property.

3.10.14 Electronic submissions and electronic review stamp by the *Consultant* are acceptable.

PART 4 ALLOWANCES

GC 4.1 CASH ALLOWANCES

18. Subsection 4.1.4 is amended by:
- a) in all instances deleting the words “any cash allowance”, and replacing them with “all cash allowances”.
 - b) at the end of the last sentence, adding the following new sentence: “The *Contractor’s* overhead and profit on costs exceeding the amount of the allowance shall be ten (10%) percent on *Work* performed directly by the *Contractor*, and five (5%) percent on *Work* performed by *Subcontractors*.”
19. Section 4.1 is amended by add the following new subsection after subsection 4.1.7:
- 4.1.8 Expenditures of the cash allowance are to be directed as per GC 6.2 CHANGE ORDER or GC 6.3 CHANGE DIRECTIVE, at the Owner’s directive. All *Work* under cash allowance is to be competitively bid unless directed by the *Owner*. The *Contractor* shall keep records and submit a monthly update on expenditures of a cash allowance, including all unallocated amounts.

PART 5 PAYMENTS

GC 5.1 FINANCING INFORMATION REQUIRED OF THE OWNER

20. Section 5.1 is deleted in its entirety.

GC 5.2 APPLICATIONS FOR PROGRESS PAYMENT

21. Subsection 5.2.3 is amended by:
- a) deleting “and Products delivered to the Place of the Work”; and
 - b) adding the following at the end of the subsection: “The *Contractor* will identify separately, with reference to the applicable *Change Order*, any application for payment for *Work* performed pursuant to a *Change Order*. No payment for extras or changes will be made before the issuance of the applicable *Change Order*.”
22. Subsection 5.2.7 is deleted in its entirety and replaced with:
- 5.2.7 No claim shall be made for any *Product* which is delivered to the *Place of the Work* until it is incorporated into the *Work* and any claim for *Products* which are incorporated into the *Work* shall be supported by such evidence as the *Consultant* may reasonably require to estimate the value of such *Products*.
23. Section 5.2 is amended by adding the following new subsections after subsection 5.2.7:
- 5.2.8 A draft application for payment is to be submitted to the *Owner* on the 25th of the month.

5.2.9 An application for payment shall be deemed received only if submitted complete with required supporting documentations as determined by the *Owner*.

GC 5.3 PROGRESS PAYMENT

24. Subsection 5.3.1.3 is deleted in its entirety and replaced with:

5.3.1.3 The *Owner* shall use its best efforts to make payment to the *Contractor* on account as provided in Article A-5 of the agreement, such payment to be net 30 days from the date on which the invoice is delivered to the *Owner*.

25. Section 5.3 is amended by adding the following new subsections after subsection 5.3.1:

5.3.2 The *Owner* may set off from payments owing to the *Contractor* costs, expenses and damages the *Owner* incurs or suffers as a result of the *Contractor's* wrongful or negligent act or omission, or which the *Owner* incurs on the *Contractor's* behalf.

5.3.3 The *Owner* may, in addition to other holdbacks as provided by the *Contract Documents*, hold back an amount equal to any lien which has been filed with respect to the *Work*, plus 10% as security for costs. The *Owner* may, at its option, after five days written notice to the *Contractor*, pay such amount into court to discharge the lien. If the lien is discharged without payment of the holdback into court, then the *Owner* shall pay such holdback to the *Contractor*, without interest.

5.3.4 In addition to builders lien holdbacks, the *Owner* may retain holdbacks to cover deficiencies in the *Work*, in an amount equal to twice the amount the *Consultant* or *Owner* estimates as the total cost to complete the deficiencies and three times the amount if less than \$10,000.

GC 5.4 SUBSTANTIAL PERFORMANCE OF THE WORK

26. Section 5.4 is amended by:

a) adding the words "or Owner" after the word "Consultant" in subsection 5.4.2 and 5.4.3; and

b) adding the following new subsection after subsection 5.4.3:

5.4.4 Should the *Consultant* or *Owner* find significantly more incomplete or deficient *Work* than those listed by the *Contractor* with its application, the *Consultant* or *Owner* may elect to terminate its inspection and to not issue a certificate of *Substantial Performance*. If the *Consultant* or *Owner* terminates its inspection, the *Contractor* shall compensate the *Owner* for the additional time and expenses incurred by the construction manager, *Consultant*, *Sub consultants* and *Owner* in relation to multiple inspections.

GC 5.5 PAYMENT OF HOLDBACK UPON SUBSTANTIAL PERFORMANCE OF THE WORK

27. Subsection 5.5.3 is deleted in its entirety.

GC 5.7 FINAL PAYMENT

28. In subsection 5.7.4, the words “no later than 5 days after the issuance of a final certificate for payment” are deleted and replaced with “net 30 days from invoice date, on a best effort basis”.
29. Section 5.7 is amended by adding the following new subsection after subsection 5.7.4:
- 5.7.5 The issuance of a final certificate for payment in no way relieves the *Contractor* from correcting defects or deficiencies not apparent at the time the certificate is issued.

PART 6 CHANGES IN THE WORK

GC 6.1 OWNER’S RIGHT TO MAKE CHANGES

30. Subsection 6.1.2 is amended by adding the following to the end of the sentence: “[...] or written approval to proceed.”

GC 6.2 CHANGE ORDER

31. Subsection 6.2.1 is amended by adding the following at the end of the subsection: “A *Change Order* shall be a final determination of adjustments in the *Contract Price*, *Contract Time* or both, as applicable. There shall be no adjustment to the *Contract Price* or *Contract Time* should the *Contractor* fail to present a request for a specific adjustment in response to a notice describing a proposed change in the *Work*.”
32. Subsection 6.2.2 is amended by adding “[...] and be noted on the Change Order schedule of values” at the end of the sentence.
33. Section 6.2 is amended by adding the following new subsection after subsection 6.2.2:
- 6.2.3 The value of a change in the *Work* shall be determined in one or more of the following methods as selected by the *Consultant* in consultation with the *Owner*:
- (a) by estimate and acceptance in a lump sum;
 - (b) where unit prices are set out in the *Contract Documents* or subsequently agreed upon, in accordance with such unit prices;
 - (c) by costs and a percentage fee for overhead and profit as calculated below:
 - (i) for *Change Orders* not covered by allowances, the *Contractor’s* overhead and profit and supervision shall be 10% on *Work* performed directly by the *Contractor*, and 5% on work performed by *Subcontractors*;
 - (ii) the *Subcontractor’s* allowance for overhead and profit and supervision shall be 10% of the actual cost of all *Change Orders* attributed to the *Subcontractor’s Work*, as determined by this paragraph;

- (iii) where the *Change Order* involves the substitution of one type of *Product* for another the “actual cost” of the *Change Order*, whether credit or extra, shall be the net difference in the “actual cost” defined above.

GC 6.3 CHANGE DIRECTIVE

34. Subsection 6.3.7.1 is amended by adding the word “construction” before “personnel”, and after “personnel” adding: “[...] excluding administrative, clerical and supervisory personnel, and for only the portion of their time required for the Work attributable to the change.”
35. Section 6.3. is amended by adding the following new subsection after subsection 6.3.13:
- 6.3.14 all other costs attributable to the change in the *Work* including the costs of all administrative or supervisory personnel are included in overhead and profit calculated in accordance with the provisions of section 6.2.3 of GC6.2 CHANGE ORDER.

GC 6.4 CONCEALED OR UNKNOWN CONDITIONS

36. Section 6.4 is amended by adding the following new subsection after subsection 6.4.4:
- 6.4.5 The *Contractor* acknowledges that it has inspected the *Place of the Work* for the physical conditions described in GC 6.4.1 and has disclosed its findings to the *Owner*. The *Contractor* agrees not to seek any increases in the *Contractor's* cost or time to perform the *Work* in respect of any conditions that were or ought to have been discovered upon reasonable inspection by the *Contractor* prior to the date of the *Contract*.

GC 6.5 DELAYS

37. Subsection 6.5.4 is amended by adding the following at the end of the subsection: “[...]. No claim for additional time arising from a delay will be applicable to the *Contractor* unless the *Contractor* has prepared, or caused to be prepared, records of all *Work* and the costs of the *Work*, on a daily basis as the *Work* proceeds, and submits such records in support of the claim.”

GC 6.6 CLAIMS FOR A CHANGE IN CONTRACT PRICE

38. Subsection 6.6.5 is amended by adding the following at the end of the subsection: “[...]. No claim for additional payment arising from a delay will be payable to the *Contractor* unless the *Contractor* has prepared, or caused to be prepared, records of all *Work* and the costs of the *Work*, on a daily basis as the *Work* proceeds, and submits such records in support of the claim.”

PART 7 DEFAULT NOTICE

GC 7.1 OWNER'S RIGHT TO PERFORM THE WORK, TERMINATE THE CONTRACTOR'S RIGHT TO CONTINUE WITH THE WORK OR TERMINATE THE CONTRACT

39. Subsection 7.2.3.1. is deleted in its entirety.

PART 8 DISPUTE RESOLUTIONS

GC 8.2 NEGOTIATION, MEDIATION AND ARBITRATION

40. Section 8.2 is deleted in its entirety and replaced with the following:

8.2.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this *Contract* or related to this *Contract* (“Dispute”) using the dispute resolution procedures set out in this section.

Negotiation

The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

Mediation

If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may, by delivery of written notice to the other party, refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

Litigation

If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation in the metro Vancouver area.

PART 9 PROTECTION OF PERSONS AND PROPERTY

G.C. 9.1 PROTECTION OF WORK AND PROPERTY

41. Section 9.1 is amended by adding the following new subsection after subsection 9.1.4:

9.1.5 In the event of a delay or shut down which results in a stoppage of the Work, the Contractor shall take all reasonable steps to protect the Work for the entire period of the delay or shut down. The cost of such protection shall be paid as follows:

- (a) if under 6.5.1, or 6.5.2, the Owner will pay,
- (b) if under 6.5.3, the Contractor will pay.

PART 11 INSURANCE AND CONTRACT SECURITY

G.C. 11.1 INSURANCE

42. Section 11.1 is deleted in its entirety and replaced with the following:

11.1.1 The *Contractor* shall, without limiting its obligations or liabilities under this *Contract* or otherwise, and at its own expense, provide and maintain for the duration of the *Contract Time* and the applicable warranty period, insurance policies in the following forms and amounts:

- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the *Work* or operations of the *Contractor*, its employees and agents;
- (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and
- (c) all risk contractors equipment or property insurance covering all equipment owned or operated by the Contractor or its agents or employees for the performance of the *Work*, for all risks of loss or damage with coverage in such amounts and on such terms as to allow for immediate replacement.

11.1.2 All insurance policies required under this Contract must:

- (a) name the **Owner** as an additional insured;
- (b) be primary and not require the sharing of any loss by the Owner or any insurer of the Owner;
- (c) include cross liability and severability of interests clauses such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured;
- (d) include, but not be limited to: premises and operators liability, broad form products and completed operations, Owner's and Contractor's protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice;
- (e) be endorsed to provide the Owner with at least 30 days advanced written notice of cancellation or material change restricting coverage;
- (f) be issued by insurers licensed to conduct business in British Columbia.

11.1.3 In the event the insurance requirements specified in the City of Coquitlam Insurance Certificate Form—Construction, attached to the *Contract* differs from the requirements in section 11.1.1 above, then the provisions of the City of Coquitlam Insurance Certificate Form shall prevail.

11.1.4 The *Contractor* shall provide the *Owner* with evidence of the required insurance prior to commencement of the *Work* and as requested by the *Owner* from time to time.

PART 12 INDEMNIFICATION, WAIVER OF CLAIMS, AND WARRANTIES

G.C. 12.1 INDEMNIFICATIONS

Section 12.1 is deleted in its entirety and replaced with the following:

12.1.1 The Contractor will indemnify and save harmless the *Owner*, its employees and agents, including the *Consultants*, from and against any and all losses, claims, damages, action, causes of action cost and expenses that the owner may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this *Contract*, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the *Contractor* pursuant to this *Contract*, excepting always liability arising out of the independent negligent acts of the *Owner*.

12.1.2 At the *Owner's* option, the *Contractor* shall, at his own expense, promptly assume the defense of any claim, suit or any other proceeding and promptly pay any and all costs that may be incurred by or against the *Owner*. The *Owner* may, as a condition precedent to any payment hereunder, require the *Contractor* to submit waivers or releases extinguishing all claims of any person, firm or corporation.

12.1.3 If any encumbrance be placed upon or obtained against the property comprising the site of the *Work*, or as a result of any such suit or proceeding, the *Contractor* shall forthwith cause the same to be discharged. In the event that the *Contractor* fails to remove the said encumbrance(s), the *Owner* may pay whatever monies are necessary to fully discharge these encumbrances and all of its cost in that regard may be deducted from monies otherwise payable to the *Contractor*.

GC 12.2 WAIVER OF CLAIMS

43. Subsections 12.2.3, 12.2.4, 12.2.5, 12.2.9 and 12.2.10 are deleted in their entirety and subsections 12.2.6, 12.2.7 and 12.2.8 renumbered accordingly.

GC 12.3 WARRANTY

44. Subsections 12.3.1 and 12.3.6 are deleted in their entirety. Subsection 12.3.1 is replaced with the following:

- The Contractor agrees to provide a **10 year labour and material warranty/guarantee** on corporate letter head covering 100% of all roof areas of the building, including any tie-in locations to roofing under this contract. Warranty for any tie-in locations to windows, walls, metal panel roofing, or any other fixture or building component that is directly incorporated into the new roof system.

The warranty period under the *Contract* is 10 years from the date on which final certificate of payment is issued by the *Owner* under subsection 5.7.3.

45. Subsection 12.3.3 is deleted and replaced with the following:

12.3.3 The *Owner*, through the *Consultant*, shall promptly give the *Contractor* Notice in Writing of observed defects and deficiencies which occur during the 10 year warranty period, which Notice in Writing may specify the time within which the defects or deficiencies must be rectified. Defects or deficiencies shall include, but not be limited to, shrinkage, expansion and movement.

46. Subsection 12.3.4 is amended by adding the following at the end of the subsection: “The *Contractor* shall make good all deficiencies within such time period as specified in the *Notice of Writing* provided under subsection 12.3.3 or, if no time period is specified, then within thirty (30) days from the end of the warranty period. It shall be understood that in effecting the replacement, the *Contractor* shall also bear all costs involved in removing or replacing adjacent affected materials that may be disturbed and which shall be required in the complete restoration of the original finish.”

47. Subsection 12.3 is amended by adding the following new subsection after subsection 12.3.6:

12.3.7 Acceptance of the *Work* by the *Owner* does not relieve the *Contractor* from correcting deficiencies which are missed at the time of drawing up the list of deficiencies or from correcting hidden deficiencies which become apparent during the warranty period.

NEW PARTS

48. Standard Construction Document CCDC-2-2008 is further amended by adding the following new sections after Section 12:

PART 13 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

13.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

13.1.1 All documents submitted to the *Owner* will be in the custody or control of, or become the property of, the *Owner* and as such are subject to the *Freedom of Information and Protection of Privacy Act* (B.C.) and may be disclosed pursuant to that Act or otherwise required by law.

PART 14 CONFIDENTIALITY

14.1 CONFIDENTIALITY

- 14.1.1 Except as provided for by law or otherwise permitted or required pursuant to this *Contract* (including, without limitation, section 13.1), the *Owner* and the *Contractor* will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the *Owner* and the *Contractor* as a result of the provision of the goods or performance of the services under this *Contract*, and will not, without the prior express written consent of the *Owner*, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this *Contract*, except as reasonably required to provide the goods or complete the services.
- 14.1.2 The *Contractor* shall return to the *Owner* all of the *Owner's* property at the completion of the *Contract*, including any and all copies or originals of reports provided by the *Owner*.
- 14.1.3 The *Contractor* shall not publish any statement, paper, photograph or document, or hold any ceremony with respect to the *Contract* or the *Work* performed under the *Contract* without the prior written approval of the *Owner*, which approval shall not be withheld unreasonably.

PART 15 SEVERABILITY

15.1 SEVERABILITY

- 15.1 Any provision of this *Contract* which is found to be illegal, invalid, void, prohibited or unenforceable will be:
- (a) separate and severable from this *Contract*, and
 - (b) ineffective to the extent of such illegality, invalidity, avoidance, prohibition or unenforceability without affecting any of the remaining provisions of this *Contract*, which will remain in force, be binding upon the parties and be enforceable to the fullest extent of the law.

END OF SUPPLEMENTAL GENERAL CONDITIONS

CITY OF COQUITLAM
TENDER No. 16-02-04
ROOF REPLACEMENT AT CCAC

PART F

**TECHNICAL SPECIFICATIONS
AND
DRAWINGS**

Project

City Centre Aquatic Complex

1210 Pinetree Way

Coquitlam, BC

Project #: 06-183

Consultant

Specifex Building Science Inc.

5828 176th Street

Surrey, BC

	ROOF REPLACEMENT SPECIFICATIONS	Page 2 of 27 Job #: 06-0183
	City Centre Aquatic Complex 1210 Pinetree Way Coquitlam, BC	

Table of Contents

<i>Project</i>		<i>1</i>
<i>Consultant</i>		<i>1</i>
<i>Part A – Material Application</i>		<i>3</i>
1. Summary of Work		3
2. Materials		4
3. Preparation		5
4. Carpentry		6
5. Fibreboard Repair		6
6. Coverboard		6
7. Membrane		6
8. Liquid membrane		9
9. Hardware		9
10. Flashing		10
11. Protection Pads		12
12. PVC Remediation		12
<i>Part B – Detail Drawings</i>		<i>13</i>
13. Overview Drawing		13
14. Mechanical Drain		14
15. Overflow Drain		15
16. Plumbing Vent		16
17. Scupper		17
18. Tall Cone		18
19. Curb		19
20. Square to Round Flashing		20
21. Roof Area A, A1, C, E Perimeter		21
22. Roof Area B Perimeter		22
23. Roof Area C Wall Detail		23
24. Roof Area D Wall Detail		24
25. Exterior Wall Flashing Detail		25
26. Brick Wall Detail		26
<i>End of Document</i>		<i>27</i>

Part A – Material Application

1. Summary of Work

A. Demolition & Preparation

- .1 Remove & dispose of all roofing related flashings at perimeters and at walls.
- .2 Cutting of stucco at wall areas and at exterior wall separation joint areas.
- .3 Removal of brick as indicted in this specification.
- .4 Remove & dispose of all roof membrane assembly components to the level of the underlying fibreboard layer on all roof areas except the barrel roofs.
- .5 Do not remove the roof system on the two barrel roofs (A1 & B1).
- .6 Roof assembly on roof areas A, A1, C & E assumed to be:
 - Steel deck
 - Gypsum board
 - 1 ply self-adhesive SBS vapour barrier
 - 75mm Polyisocyanurate
 - 1-layer wood fibreboard
 - 2 ply SBS membrane.
- .7 Roof system on roof area B assumed to be:
 - Concrete substrate
 - 2 ply SBS vapour barrier
 - sloped EPS
 - 75mm polyisocyanurate
 - 1-layer wood fibreboard
 - 2 ply SBS membrane.
- .8 Roof assembly on roof area D assumed to be:
 - Steel deck
 - Gypsum board
 - 1 ply self-adhesive SBS vapour barrier
 - sloped EPS
 - 75mm Polyisocyanurate
 - 1-layer wood fibreboard
 - 2 ply SBS membrane.
- .9 Roof assembly on the two barrel roofs (A2 & B1) is assumed to be:
 - Steel deck
 - Polyethylene vapour barrier
 - 2-layers 38mm Phenolic foam insulation
 - one layer fleeceback PVC
 - one layer non-fleeceback PVC.
- .10 Lift and support all mechanical equipment as required to install the new roof system components. Include City Building Maintenance staff to assist as needed for this coordination of work.
- .11 Clean & repair (as required) the existing fibreboard layer.

B. Installation and Completion

- .1 Supply and install:
 - New six-sided asphalt impregnated wood fibreboard infill (to any damaged areas).
 - New 4.8mm asphaltic board layer.
 - New 2 ply SBS modified asphalt roof membrane assembly.
 - New roof hardware (drains, vents, etc.).
 - New 24 gauge flashings .
 - Reinstallation of bricks.
 - Clean all areas in, on and around the building of all construction debris and/or materials.

2. Materials

A. Membrane

- .1 Colvent 830 base or approved equal
- .2 Colvent 860 cap or approved equal – colour to be chosen by the City.
- .3 Sopralene Flam 180 or approved equal.
- .4 Sopralene Flam Stick or approved equal.
- .5 Sopraseal Stick 1100T or approved equal.

B. Coverboard

- .1 Six-sided, asphalt impregnated wood fibreboard.
- .2 4.8mm Sopraboard or approved equal.

C. Primers & Adhesives

- .1 Elastocol 500 or approved equal.
- .2 Elastocol Stick. or approved equal
- .3 Sopramastic or approved equal.
- .4 Duotack 365 adhesive or approved equal.

D. Liquid Membrane

- .1 Alsan RS230 Flash or approved equal.
- .2 Alsan Fleece or approved equal.
- .3 Alsan Liquid Flashing or approved equal.
- .4 R-Nova Plus or approved equal.

E. Drainage

- .1 1.8kg lead sheet.
- .2 Menzies 75mm hot welded flat flange drain (for overflows).

F. Exhaust Flashings

- .1 Hot welded, galvanized roof flashings, manufactured by Menzies Metal products.

G. Aluminum Flashings

- .1 Menzies aluminum stack flashings with vandal proof caps.

H. Metal Flashing

- .1 22 & 24 gauge baked enamel coated steel metal flashing.
- .2 Colour to be chosen by the City.

I. Fasteners

- .1 All nails for blocking and sheathing securement to have spiral or ring shank.
 - Nails for blocking securement to be minimum 2 times long as the material they are securing is thick (25mm thick wood requires minimum 50mm long nails).
- .2 25mm metal cap, Simplex nails – for membrane securement at parapets and walls only.

- .3 All screws to be polymer coated, hardened carbon steel or stainless steel.
 - Length to penetrate substrate 18mm, where appropriate.
 - Ends to be drill point or thread point to allow for penetration of substrate.
 - Heads to be low profile – Phillips or Robertson.
- .4 Cladding screws to be neoprene washer equipped, with colour matched heads.
- .5 75mm Galvanized hexagonal plates – for insulation securement.
- .6 50mm Galvanized round plates – for membrane securement.

3. Preparation

- A. Remove and dispose of all roof membrane, leads, vents, overflow drains, scuppers, and metal flashings to the level of the wood fibreboard.
- B. Remove and discard the small EIFS widths at low perimeters.
- C. Remove stucco/EIFS at short walls below barrel roofs.
- D. At all high stucco/EIFS walls areas, carefully chalk line, saw cut, and remove stucco/EIFS.
 - .1 Remove to a point 150mm above the surface of the parapet to wall intersection. Run this line consistently across the wall.
 - .2 At exterior wall separation joint areas, follow the same line as the stucco/EIFS cut on the main roof. Maintain this height consistently around the building.
 - .3 Remove any wall flashing in these areas.
 - .4 Do not damage the underlying wall sheathing paper. This contractor will be required to replace all sheathing paper damaged during the execution of the work.
 - .5 Remove cap flashings from the tops of stucco/EIFS wall areas.
- E. At brick wall on roof area B, remove 3-4 course of brick at the bottom of the wall to allow for installation of new roofing and flashings 200mm up the wall surface.
 - .1 This work is to be carried out by a professional masonry contractor sub-contracted by the roofing contractor.
 - .2 Masonry contractor is to also remove as many bricks as necessary to remediate the bulge roughly midway along the brick wall. This wall is to be re-pointed as required.
 - .3 Brick sections may have to be removed in segments to retain support for the remainder of the wall.
- F. Remove redundant sleepers on roof areas B and C.
 - .1 Infill sleeper voids with matching thickness and type insulation.
 - .2 Adhere all layers of insulation with Duotack 365 adhesive.
- G. At eave edges of barrel roofs, loosen lower flashing but do not bend or deform. This flashing will have new roofing and flashing tucked underneath.
- H. At doorways, remove the lower door sill tread plate and save for reinstallation.
- I. Remove existing duct support blocks on roof area B. these are to be replaced with deck mounted solid blocking.
- J. Leave SBS membrane in place on the mechanical unit curb walls on roof area B, and on the vent curb walls on roof area A1.
- K. Remove the redundant curb at the south east corner of roof area A1. Infill area with matching thickness and type insulation.
- L. Remove square to round flashings from curbs on roof area A.
- M. At curbs where membrane is to be left in place, depress granules in cap sheet up the sides of the curb as high as possible. Use a heat gun as necessary.

4. Carpentry

- A. All parapet walls are to have a continuous, sloped solid wood blocking securely mechanically fastened to top of wall detail.
 - .1 The wood blocking is to have a positive 2% slope to the roof interior.
 - .2 Install sloped blocking to the top of the brick veneer at exterior wall areas to provide slope away from the wall.
- B. Install solid wood blocking to replace all surface mounted sleepers at ductwork on roof area B.
 - .1 Blocking is to be 150mm wide, and as long as needed to secure duct support legs (legs may be improved by the City – check with City representatives).
 - .2 Secure the first block to the deck, then secure all other layers of blocking to the first.
 - .3 Stack blocking to achieve a minimum height of 150mm above the finished roof surface.

5. Fibreboard Repair

- A. Where existing fibreboard has been damaged, repair by replacing with six sided asphalt impregnated fibreboard
 - .1 Square off areas of damaged fibreboard to allow for new infill.
 - .2 Replacement pieces shall be no less than 600mm x 600mm in size.
 - .3 Take digital photos of all damage and replacement to supply with invoicing for extra materials.
 - .4 Adhere new fibreboard pieces with Duotack 365 adhesive.

6. Coverboard

- A. Over repaired and prepared fibreboard layer, install 1 layer of 4.8mm asphaltic cover board.
- B. All end joints are to be staggered a minimum of 300mm.
- C. All end and side joints are to be staggered from the underlying insulation layer by a minimum of 300mm as much as possible.
- D. Overlay board is to be secured with Duotack 365 adhesive – applied in rows spaced 150mm apart.
- E. Ensure all corners are firmly secured.
- F. Install asphaltic board to all wall areas where membrane is to be installed.
- G. All fire sensitive areas are to be taped with compatible self-adhesive SBS fire tape.

7. Membrane

- A. Base Ply
 - .1 Apply an even covering of self-adhesive membrane primer over secured asphaltic board.
 - .2 Ensure primer's installed dry time does not exceed the manufacturers written recommendations.
 - .3 Over primed asphaltic board, install base ply membrane.
 - .4 Apply pressure to membrane to ensure 100% adhesion to the substrate.
 - .5 All side laps are to be minimum 75mm and all end laps 25mm.
 - .6 All end laps are to be staggered a minimum of 1 metre. Aligning end laps is not acceptable and will result in rejection of the roof.
 - .7 All seams in this ply are to be offset a minimum of 300mm from seams in the underlying substrate board.
 - .8 This ply is to terminate at base of cants/walls.

- .9 At sumps, lap this membrane within the sump, not on top or out of the sump. Keep ply build up within the sump. Membrane ply build up outside of the sump will result in rejection of membrane.
- .10 Remove side joint backing tape to adhere self-adhesive portion of lap. Lift and heat the last portion of sidelaps to finish sidelap bond, ensuring sufficient bleed out is achieved.
- .11 Heat weld a 300mm wide cover strip over each end joint, centered over the joint, and trowel down using a hot trowel.

B. Base Stripping

- .1 At all flammable perimeters and flammable areas, install 1 ply of self-adhesive base ply membrane.
- .2 Prime all surfaces. Membrane is to be adhered using proprietary adhesive. Allow primer to fully flash off prior to membrane application.
- .3 Ensure primer's installed dry time does not exceed the manufacturers written recommendations.
- .4 All corners are to be gusseted as per manufacturer's requirements.
- .5 All corners are to be double wrapped.
- .6 Hand roll into place to assure 100% adhesion.
- .7 Stripping plies are to be mechanically fastened at their vertical termination where possible.
- .8 All seams and edges are to be heated and troweled upon completion.
- .9 Stripping ply at non-flammable perimeters or for hardware stripping shall be torchable membrane stripping.
- .10 Torchable membrane is to be fully adhered using the torch-on method of application.
- .11 All seams and edges are to be heated and troweled upon completion.
- .12 Upon completion of all base ply and base stripping applications, this contractor shall provide a close inspection of all seams, laps, "T" joints, etc., to ensure that proper bonding has been attained throughout. Upon assurance that no defects exist, the cap sheet can then be applied.
- .13 Stripping terminations:
 - Extend up high walls a minimum of 200mm.
 - Extend up and over edges and down the outside face 75mm onto finishing wall surface.
 - At curbs where membrane is being left in place, extend up the sides of the curb 150mm and trowel top edge tight to curb.
 - Extend 150mm minimum onto completed field membrane from base of walls/curbs.
 - Fully encase sleepers on roof area B.

C. Cap Ply

- .1 Over completed base membrane and stripping plies, install 1 ply of torchable membrane cap sheet.
- .2 All cap sheet membrane is to be 100% adhered using the torch-on method of application.
- .3 All seams in cap sheet are to be offset a minimum of 300mm from seams in underlying base membrane.
- .4 All end seams are to be overlapped a minimum of 150mm and granules in underlying membrane are to be heated and depressed to provide for secure bonding.
- .5 All end joints are to be staggered a minimum of 1 metre.

- .6 Maintain a consistent 3mm to 6mm bleed out of bitumen at all seams and end laps.
- .7 All field cap sheet membrane is to terminate at base of walls and cants.
- .8 Upon completion of all cap sheet applications, this contractor shall provide a close inspection of all seams, laps, "T" joints, etc., to ensure that proper bonding has been attained throughout.
- .9 Alsan and granules will not be acceptable as a repair for blemishes, footprints, over torching, etc.
 - All repairs are to be completed with cap sheet membrane installed in metre wide pieces (i.e. cut off the selvedge and install the sheet in between seams to cover the damaged area).
 - Excessive bleedout is to be corrected as the roll is being installed by adding granules to the bleed out while hot and embedding.
 - Short runs of cap sheet at high points in roof are to be covered by a minimum half width run of cap sheet centred over the shortfall area.
 - Alsan and granules may only be utilized with prior approval or direction from Specifex.

D. Cap Stripping

- .1 At all vertical surfaces, i.e. parapets, building walls, curbs, etc., install 1 ply of torchable cap sheet membrane.
- .2 All cap sheet stripping is to be fully adhered using the torch-on method of application.
- .3 Granules on underlying cap sheet are to be heated and depressed to provide for secure bonding.
- .4 This cap sheet stripping is to be applied in maximum 1 meter (1m or 1 roll width) lengths and all side laps shall be a minimum 75mm and staggered a minimum of 100mm from laps in the field and underlying stripping membrane.
- .5 Chalk lines are to be used to ensure continuity of stripping plies on the roof surface.
- .6 Maintain a consistent 3mm to 6mm bleed out of bitumen at all seams and end laps.
- .7 Upon completion of all cap sheet and cap sheet stripping applications, this contractor shall provide a close inspection of all seams, laps, "T" joints, etc., to ensure that proper bonding has been attained throughout.
- .8 Stripping terminations:
 - Terminate at a point 175mm minimum above finished roof level at high walls.
 - At curbs with membrane left in place, carry to 50mm past base ply and trowel tight.
 - Fully encase new sleepers on roof area B.
 - Terminate 200mm onto completed field membrane.

- E. Exterior wall membrane
- .1 Over installed primed blocking on exterior wall areas, install one layer of Sopraseal Stick 1100T.
 - Carry this membrane onto brick below 75mm.
 - Extend this membrane up wall, behind existing wall membrane 75mm minimum.
 - Lap all side laps 150mm minimum and apply pressure with a silicon roller to create a good bond.

8. Liquid membrane

- A. Apply Alsan RS230 and reinforcement to membrane terminations at walls and condenser curbs.
- .1 Lap reinforcement onto wall/curb surface and onto membrane 75mm.
- B. Apply Alsan RS230 to doorway sill areas to seal membrane.
- C. Apply R-Nova Plus to the drain sumps.
- .1 Extend R-Nova Plus up onto main roof field 150mm around sump.
 - .2 Apply a border of tape around sump to define the areas to be coated.
 - .3 Apply base coat and wait the specified cure time before applying the finishing coat.

9. Hardware

- A. Overflow Drains
- .1 Supply and install all new copper overflow drains to existing locations.
 - .2 Copper drains are to have a 75mm drainage pipe and hot welded seams.
 - .3 Overflow drains are to be installed over the base ply membrane and are to be stripped in with one ply pad of Sopralene flam 180 torch applied membrane.
 - .4 Extend overflow drain outlets 75mm past exterior wall surfaces.
 - .5 Apply polyurethane sealant around the entire drain outlet at exterior wall to seal opening.
- B. Mechanical Drains
- .1 Lead sheets are to be installed over completed base membrane prior to application of cap sheet.
 - .2 All lead sheets are to be replaced with 1.8kg lead sheet approximately 1m x 1m in dimension.
 - .3 Lead sheet is to be set in a trowel coat of Sopramastic and stepped in place.
 - .4 The lead sheet is to be stripped into roof system with a 1 ply pad of Sopralene Flam 180, torchable membrane.
 - .5 The clamping ring is to be installed with the same number of fasteners which the drain bowl is designed to receive.
 - .6 This contractor is to replace any missing or damaged components of the drain bowl assembly at no additional cost the owner. The drainage bowl and components below the drainage bowl are exempt from this clause.
 - .7 Upon completion of the cap sheet application, all drain edges are to be sealed with Alsan liquid flashing.
- C. Scupper Drains
- .1 Replace all scuppers with new copper scuppers.
 - .2 Scuppers are to be fully flanged with 100mm wide flanges.

- .3 Scuppers are to be fully boxed where through walls to 25mm past exterior wall surface.
- .4 Scuppers are to have overflow cutouts at the exterior edge.
- .5 Scuppers are to have drain flange set in a trowel coat of Sopramastic and stepped in place.
- .6 Scupper flanges are to be fastened every 75mm around the perimeter within 25mm of the outside edge using screws of sufficient length.
- .7 The scuppers are to be stripped into roof system with a 1 ply pad of Sopralene Flam 180, torchable membrane.
- .8 Upon completion of the cap sheet application, all drain edges are to be sealed with Alsan liquid flashing.
- .9 Ensure downpipes are firmly connected to scupper outlets.
- .10 Install metal wall plates around scuppers that extend up under cap flashing.
- .11 Seal all sides of scupper to wall plate with polyurethane sealant.

D. Aluminum Flashings

- .1 Install all new Menzies aluminum plumbing stack flashings.
- .2 Size is to be compatible with pipes and complete with vandal proof aluminum caps of appropriate size.
- .3 All vent flanges are to be set in a trowel coat of compatible mastic and stepped in place.
- .4 Plumbing flashings are to be fastened every 75mm around the perimeter within 25mm of the outside edge using ring shank nails of sufficient length or screws of sufficient length. Large head "round top" or "simplex" nails are NOT to be used and will result in rejection of the plumbing flashing.
- .5 All vents are to be stripped into roof system with a 1 ply pad of polyethylene surfaced, torch-applied base ply membrane.
- .6 Extend all plumbing pipes, as required to ensure a proper fit of the aluminum caps into the top of the plumbing pipes.

E. Exhaust Flashings

- .1 Replace all tall cone flashings to match existing.
- .2 All metal vent flanges are to be primed with proprietary Primer.
- .3 Metal vent flanges are to be set in a trowel coat of mastic, stepped in place and mechanically fastened.
- .4 Metal vent flanges are to be fastened every 75mm around the perimeter within 25mm of the outside edge using screws of sufficient length. Large head "round top" or "simplex" nails are NOT to be used and will result in rejection of the vents.
- .5 Metal vents are to be stripped into roof system with a 1 ply pad of polyethylene surface base ply torchable membrane.
- .6 All metal vents are to have an application of membrane compatible liquid flashing applied to the vertical portion of the vents 100mm minimum.
- .7 Install a new double storm collars to tall cone flashings complete with new polyurethane sealant.

10. Flashing

A. General

- .1 All exposed edges are to be hemmed to form a drip edge.
- .2 All metal is to have proper allowance for expansion and contraction.

- .3 All fastenings are to be concealed. Colour matching neoprene gasketed cladding screws may be installed on the interior face of the cap flashing with pre-approval of the owner/consultant.
- .4 All standing seam corners and any other openings are to be caulk sealed with polyurethane sealant. Sealant colour is to compliment flashing colour.
- .5 Top surface of flashings are to slope to the interior, regardless of girth.
- .6 All sheet metal flashings are to be minimum 24 gauge, pre-painted baked enamel steel, unless otherwise noted.
- .7 Colour of flashing is to be as provided by the manufacturer and colour is to be pre-approved by the owners.

B. Cap Flashing

- .1 All cap flashings are to have positive slope to the interior.
- .2 All corner joints are to be standing seam with incorporated standing seam clips.
- .3 Standing seams are to be 19mm in height.
- .4 S-locks are to be used in the main runs of flashing.
- .5 Install sheet metal clips to outside edges of the cap flashing.
- .6 No lengths of cap flashing are to be less than 90cm in length. Shorten the last two pieces if the last piece is below 90cm in length.
- .7 All cap flashing at curved parapet areas is to have Pittsburgh seams.
- .8 Tops of all parapets on roof area D are to have one layer of self-adhesive membrane installed prior to cap flashing installation.

C. Walls & Curbs

- .1 Install base wall flashings to all walls and curbs.
- .2 Bottom edge of metal base flashing is to be kept approximately 25mm above completed roof surface.
- .3 Base flashings are to be secured every 300mm along the top edge.
- .4 All side joints are to be S-lock, with a minimum of two fasteners in the S-lock tab.
- .5 All corner joints are to be standing seam.
- .6 Keep lowest fastener a minimum of 100mm off of the roof surface.
- .7 Install a minimum of two cladding screws, evenly spaced lengthwise, and placed midway on the wall flashing to secure the mid-section.
- .8 Provide hemmed cut-outs at scuppers.
- .9 Extend base wall flashings up to cut stucco/EIFS.
- .10 If possible, install shim flashing up behind stucco/EIFS 75mm, tucked behind any wall membrane. Lap onto base wall flashing 75mm.
- .11 Install a single gum edge flashing detail onto stucco/EIFS that laps over lower flashings 75mm minimum and extends up onto stucco 75mm. Secure every 400mm with colour matched cladding screws.
- .12 Flashings at wall transition joints and at exterior wall separation joints are to be sloped to shed water.
- .13 All wall flashings at curved walls are to have Pittsburgh seams.

	ROOF REPLACEMENT SPECIFICATIONS	Page 12 of 27 Job #: 06-0183
	City Centre Aquatic Complex 1210 Pinetree Way Coquitlam, BC	

D. Square to round flashings

- .1 Supply and install all new 24-gauge square to round flashing to replace existing.
 - Flashing are to be fully soldered on exterior surface joints – interior only soldering will not be accepted.
 - Flashings are to have a minimum 150mm vertical upright.
 - Flashing horizontal surfaces are to be centre crested to shed water.
 - Flashing are to extend over curb sides 75mm and are to be secured with a minimum of two cladding screws per side.
 - Flashing are to be fully powder coated to match perimeter flashing colour.
 - Provide double storm collars to each vent pipe.

11. Protection Pads

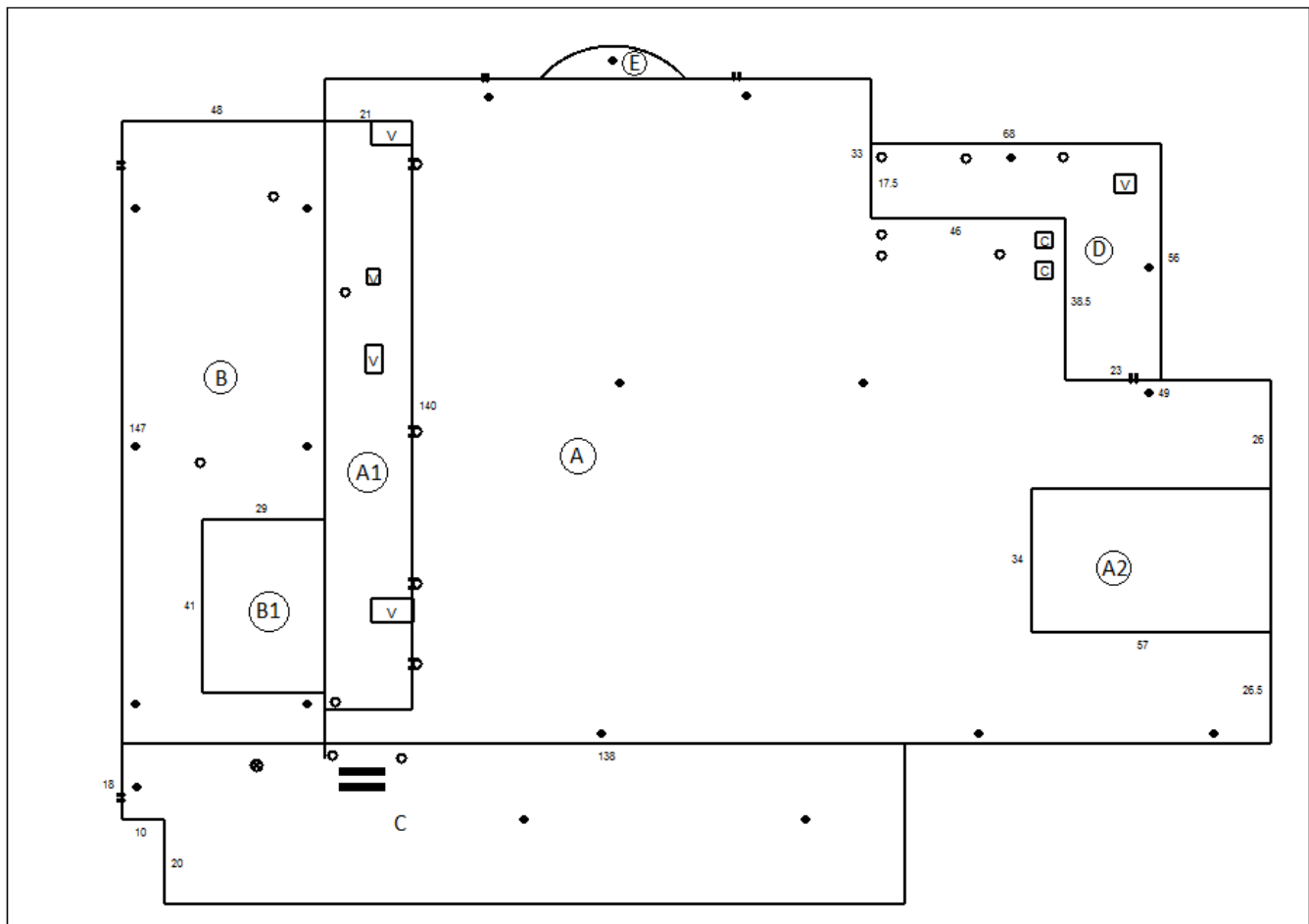
- A. Install new rubber protection pads at doorways and at the roof hatch.
 - Pads are to be squarely positioned.
 - Install a minimum of 4 - 450mm x 450mm pads at each location.
 - Pads are to be spaced to allow for drainage.

12. PVC Remediation

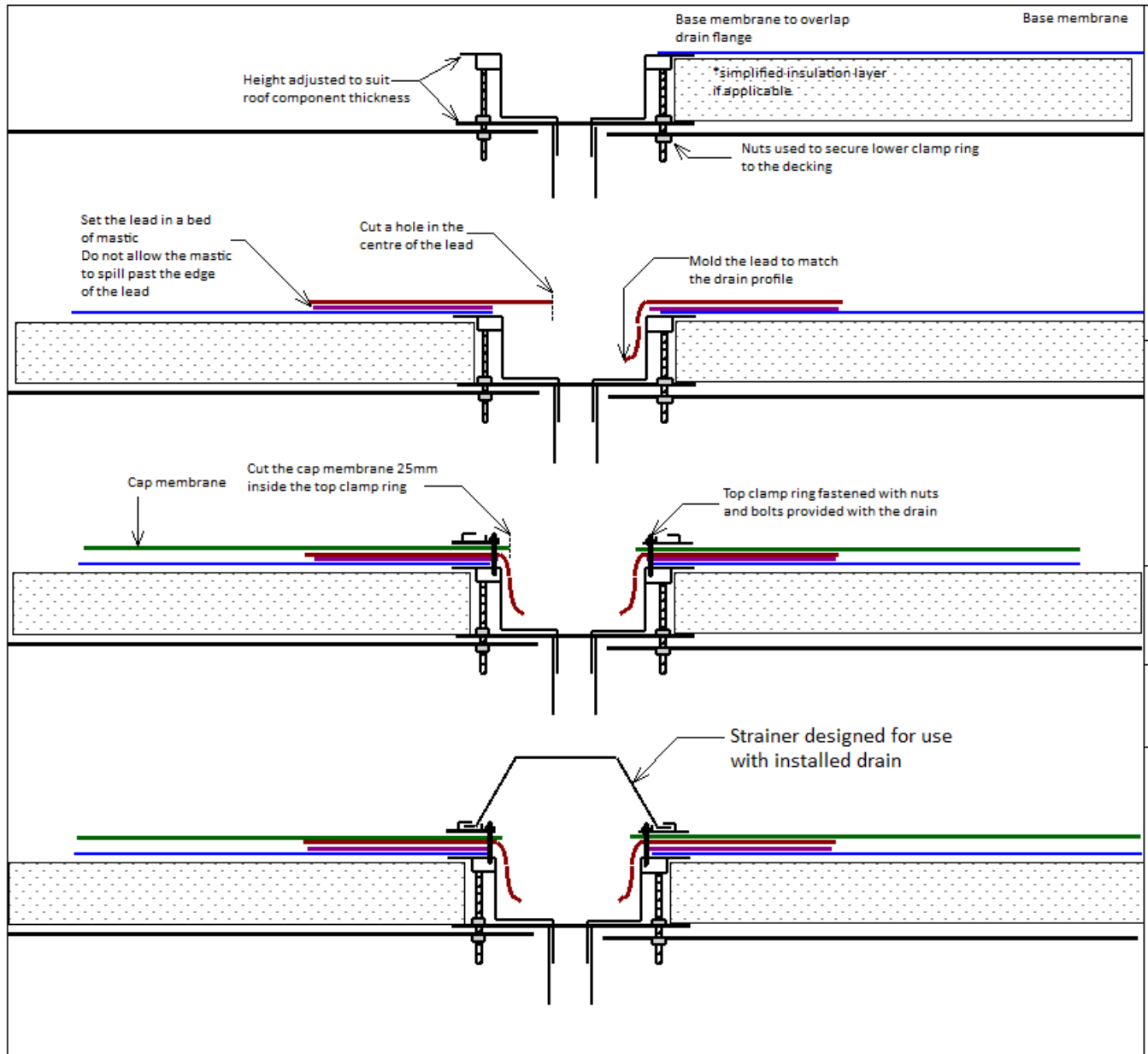
- A. At barrel roofs, clean existing PVC membrane and repair as needed.
 - .1 Prior to existing flat roof removal, using scrub brushes and mild detergent, scrub PVC roof membrane clean of all grime and dirt on the surface of the membrane.
 - .2 Once clean, probe all seams to check for loose laps or pin hole openings.
 - .3 Clean any repair areas with weather membrane cleaner prior to applying any repairs.
 - .4 Any loose laps or pin holes are to be repaired by adding a minimum 150mm x 150mm cover patch.

Part B – Detail Drawings

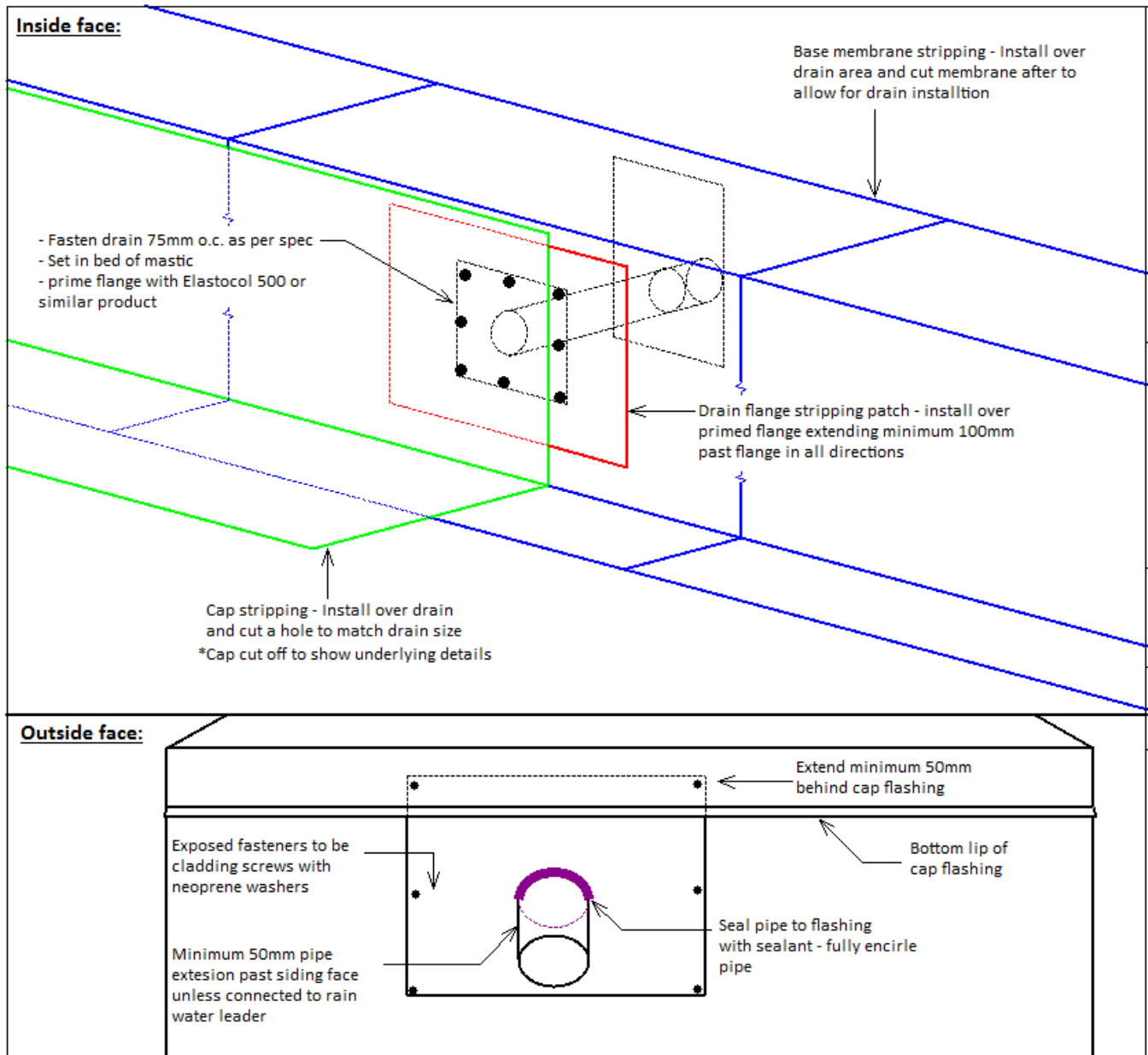
13. Overview Drawing



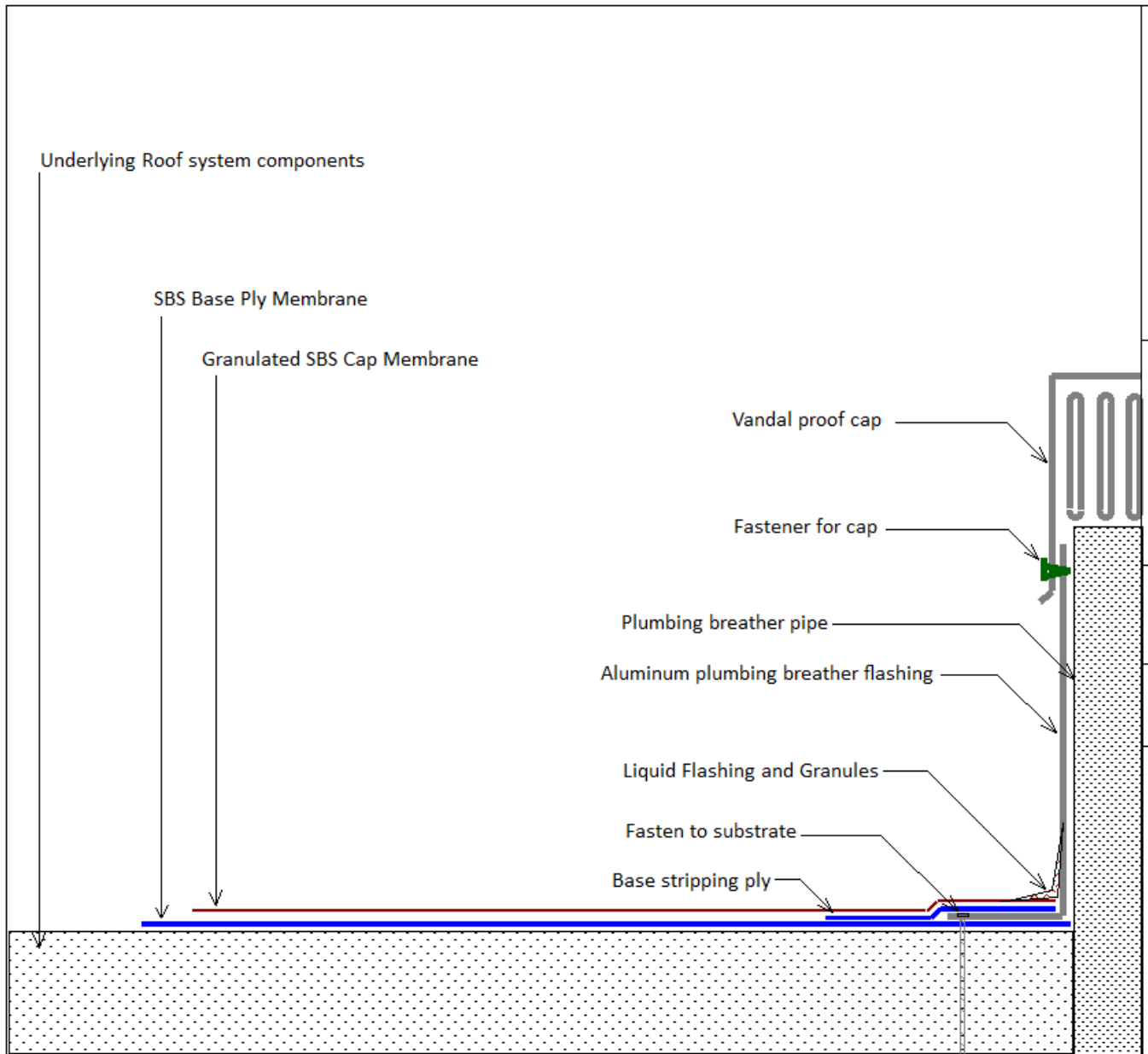
14. Mechanical Drain



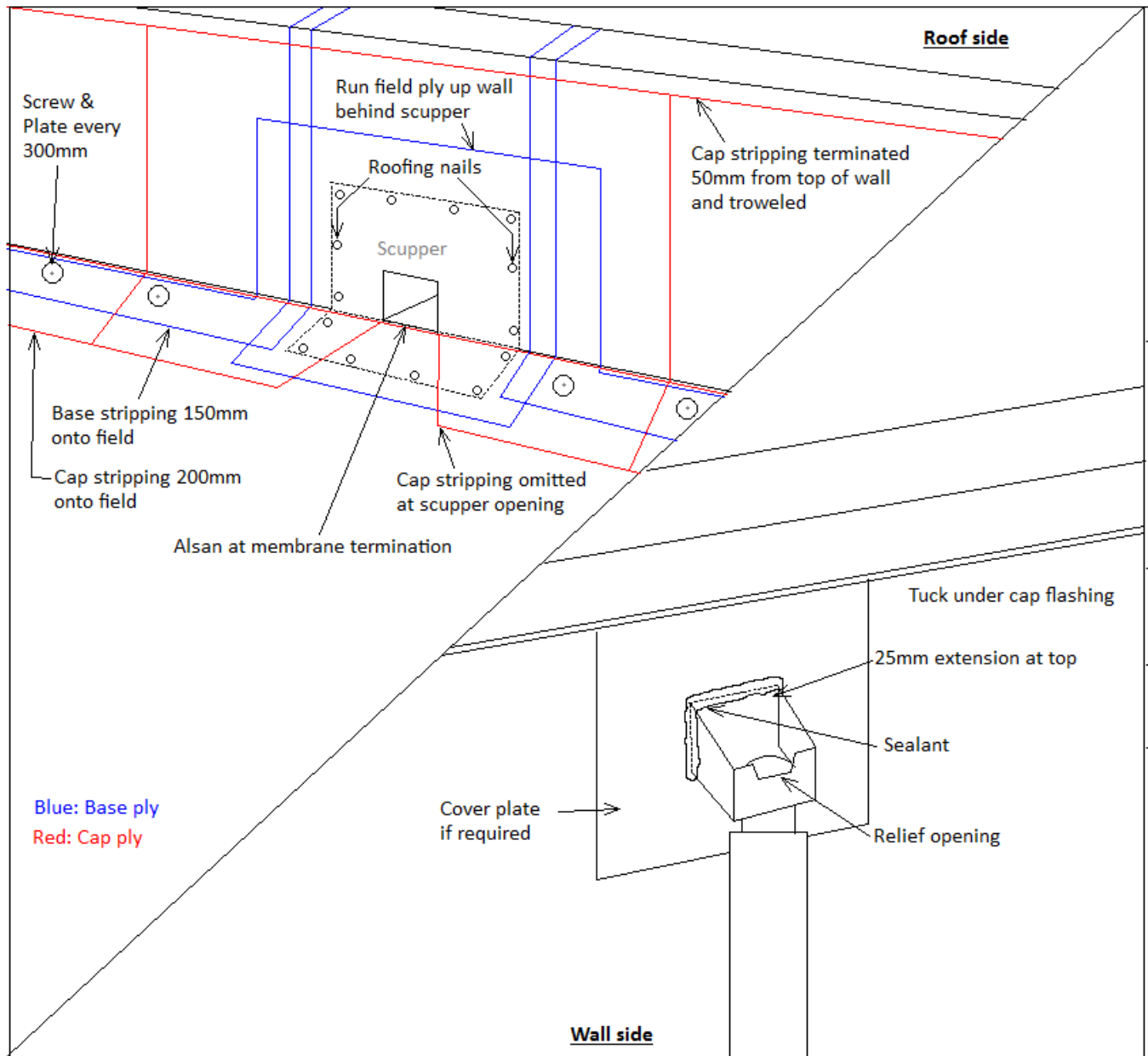
15. Overflow Drain



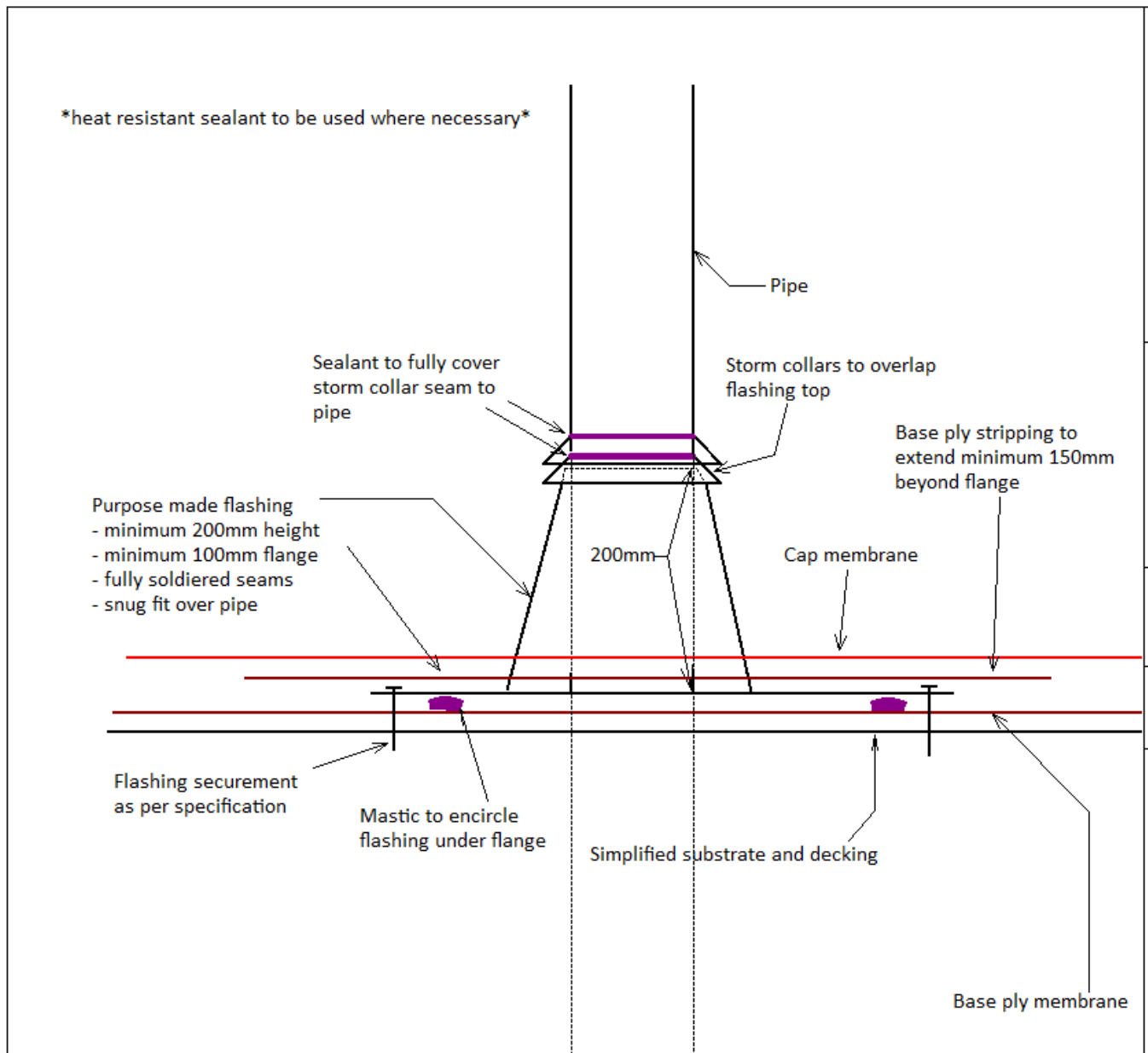
16. Plumbing Vent



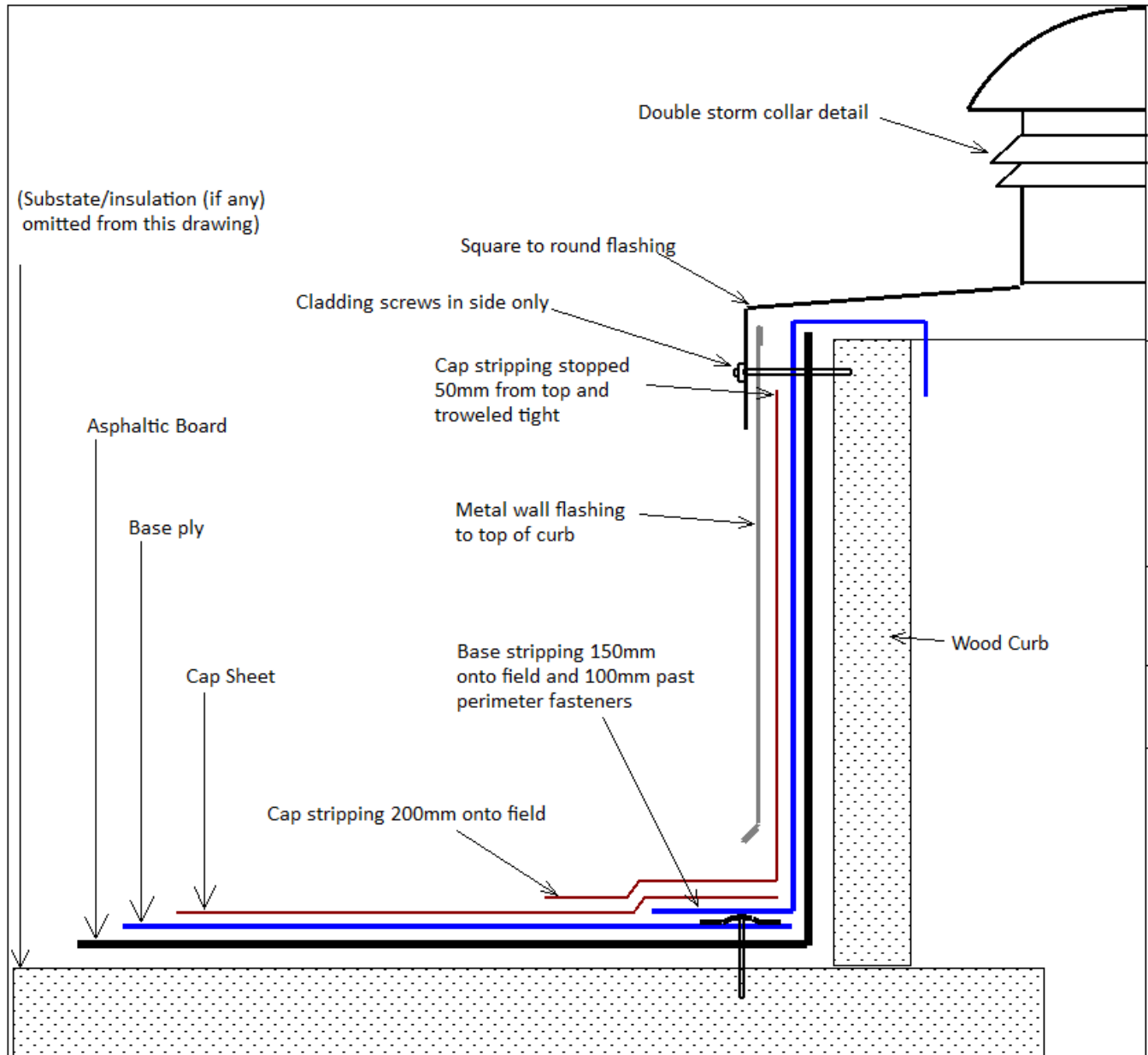
17. Scupper



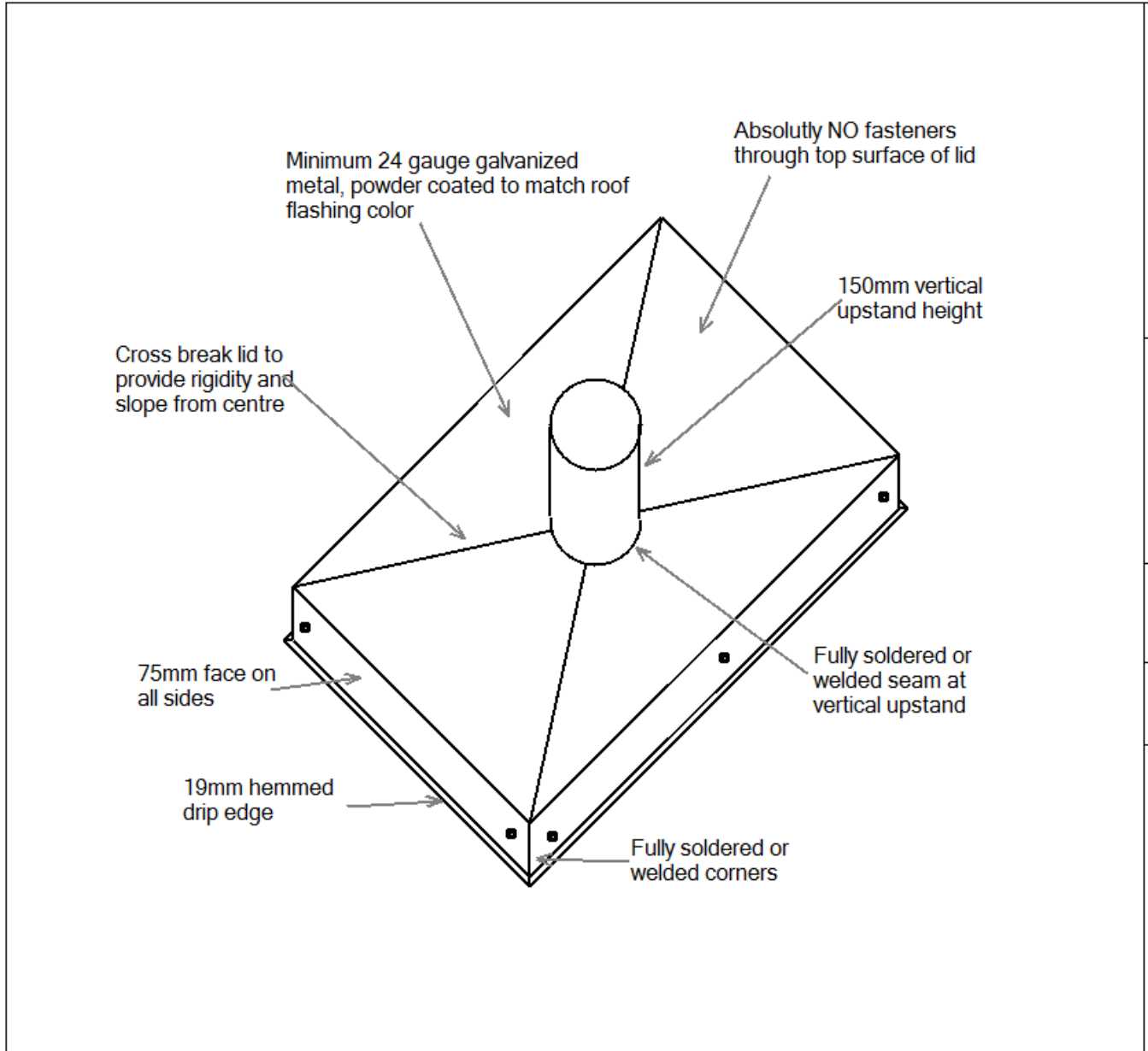
18. Tall Cone



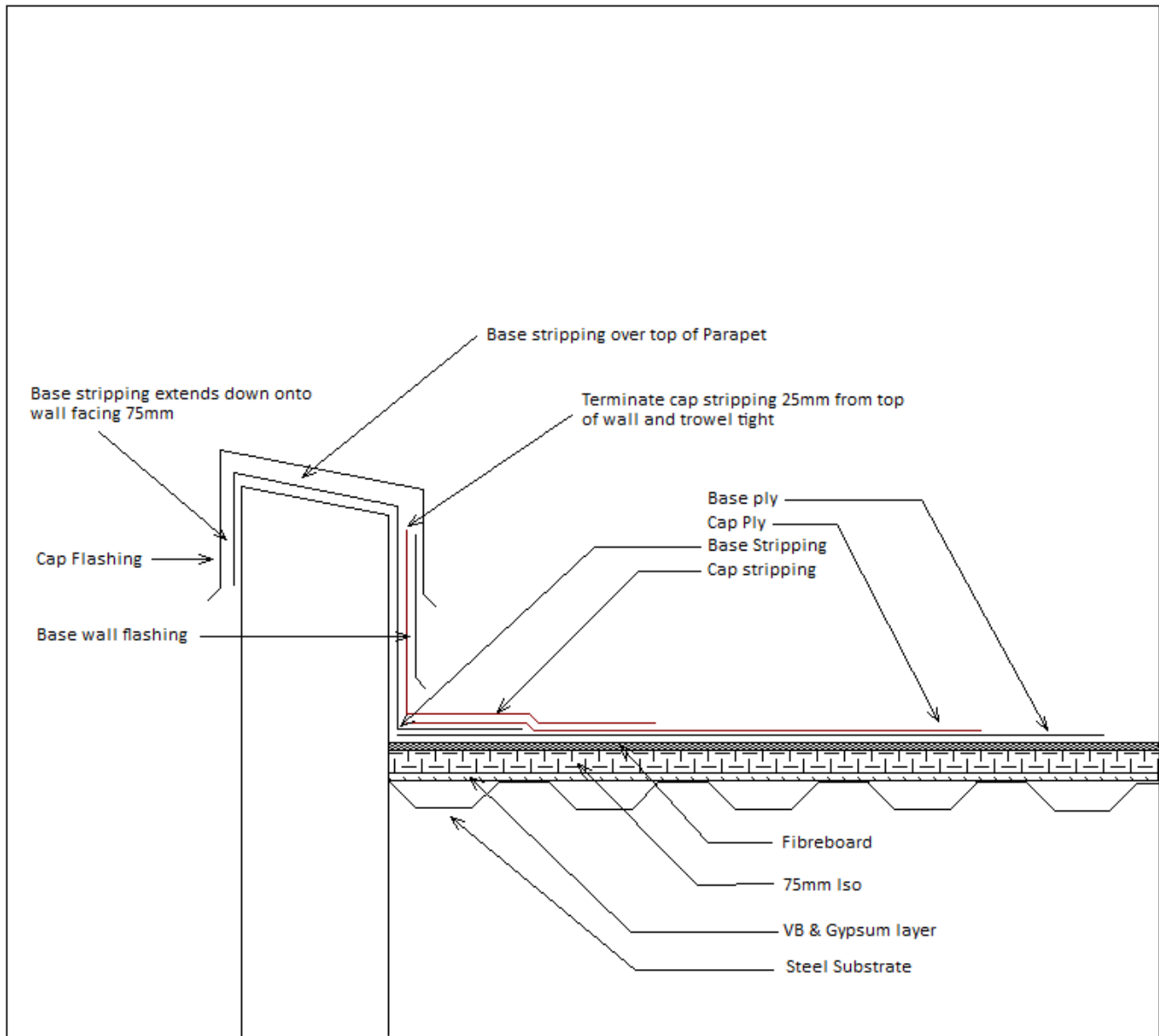
19. Curb



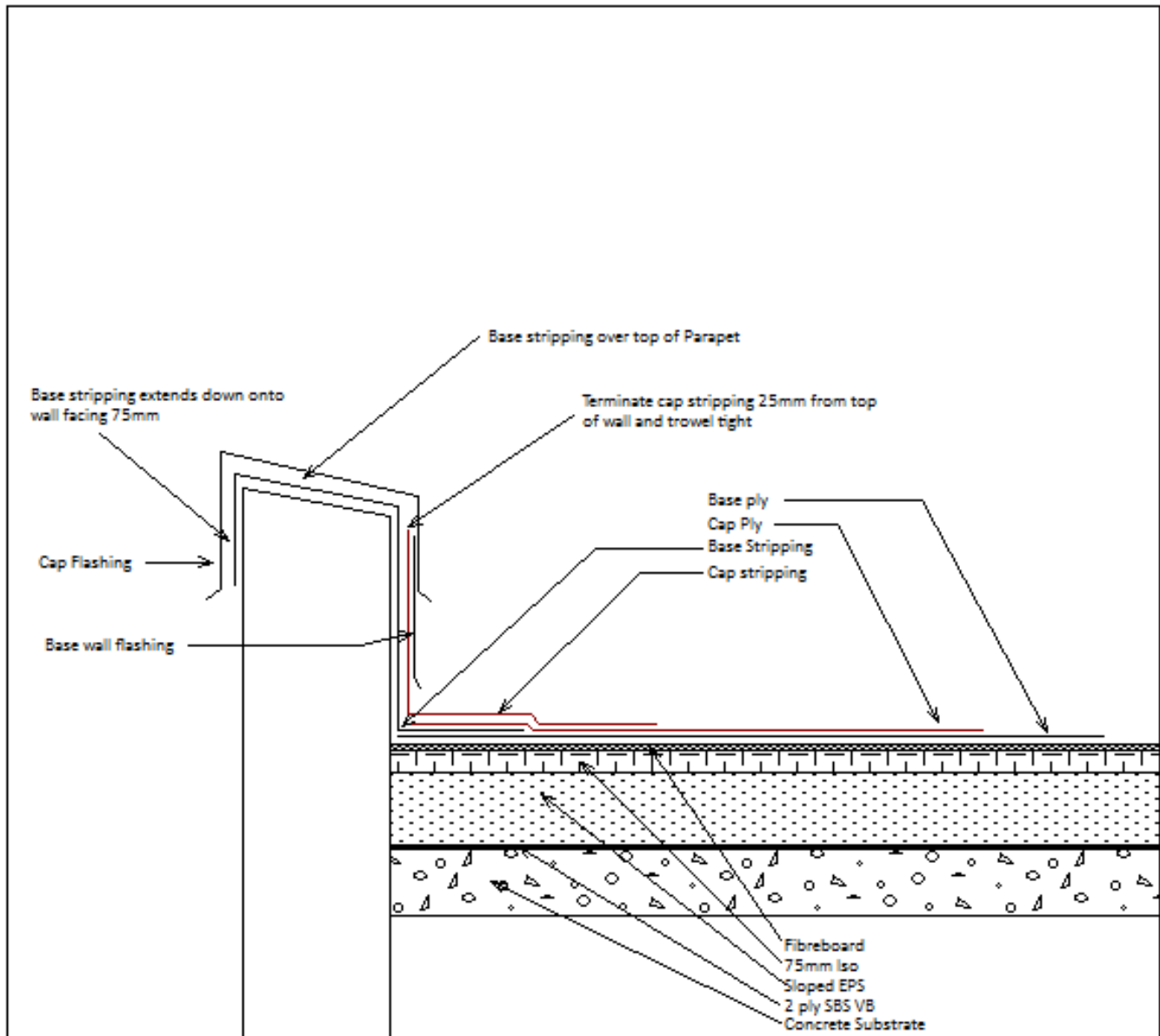
20. Square to Round Flashing



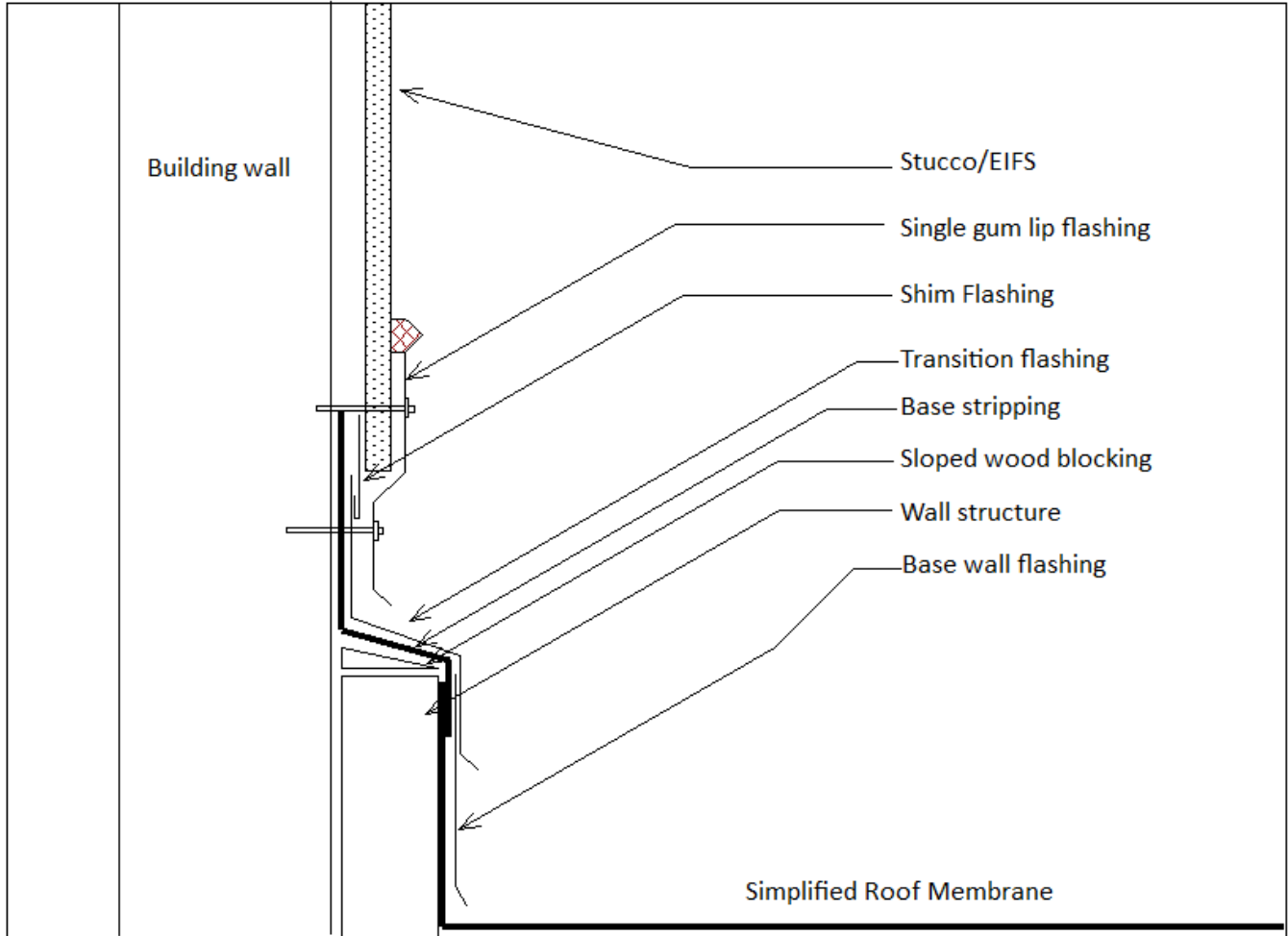
21. Roof Area A, A1, C, E Perimeter



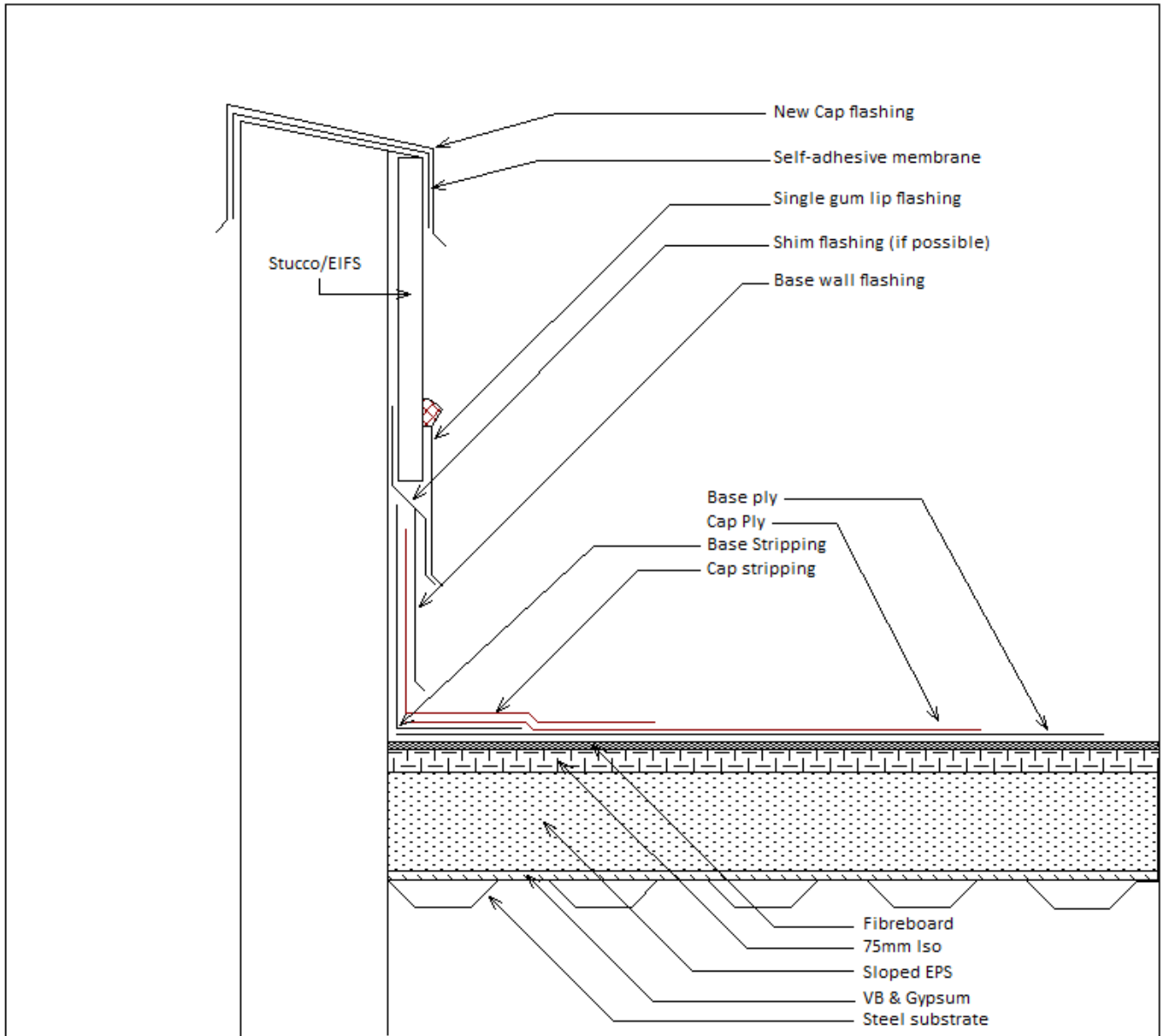
22. Roof Area B Perimeter



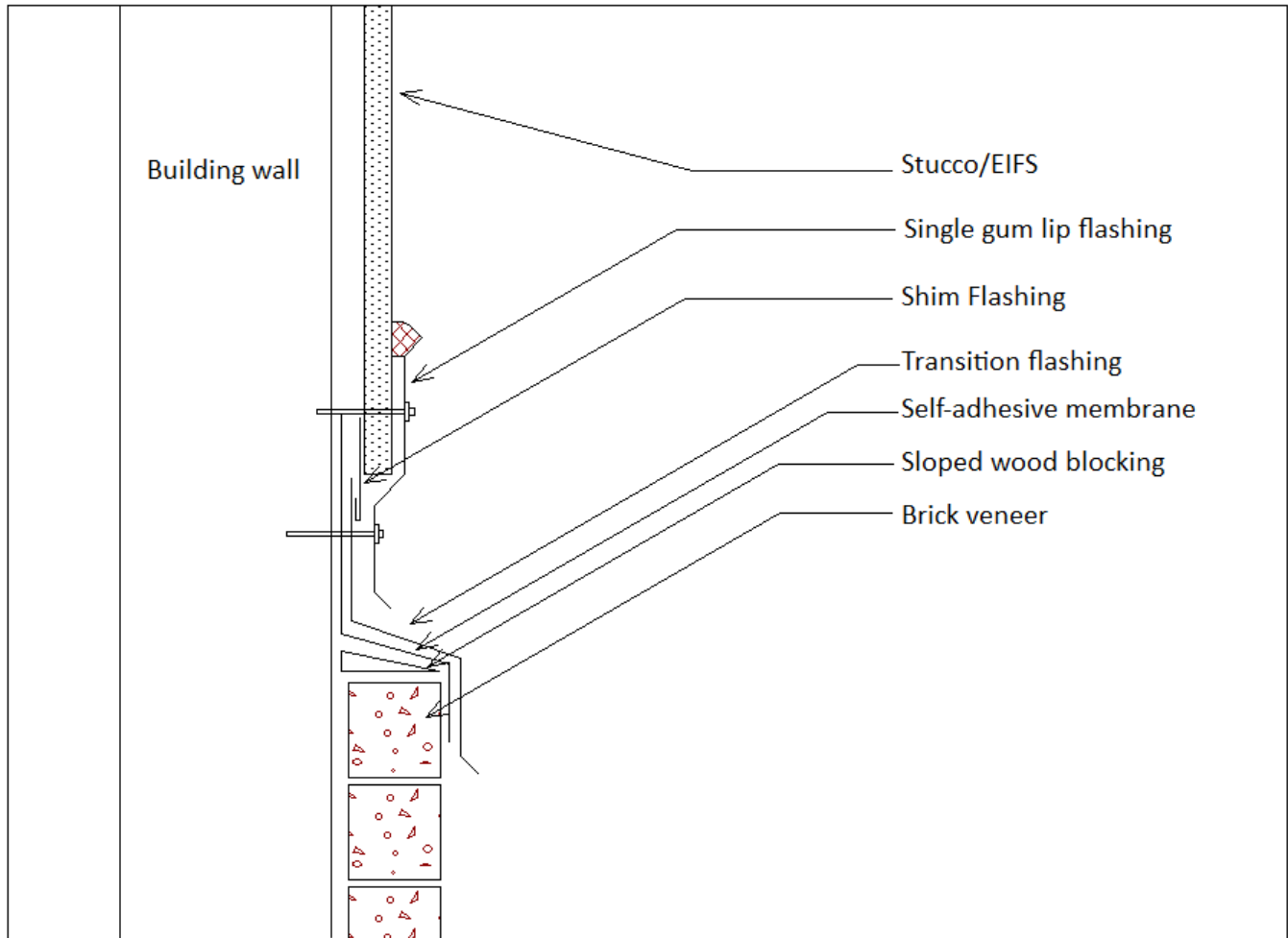
23. Roof Area C Wall Detail



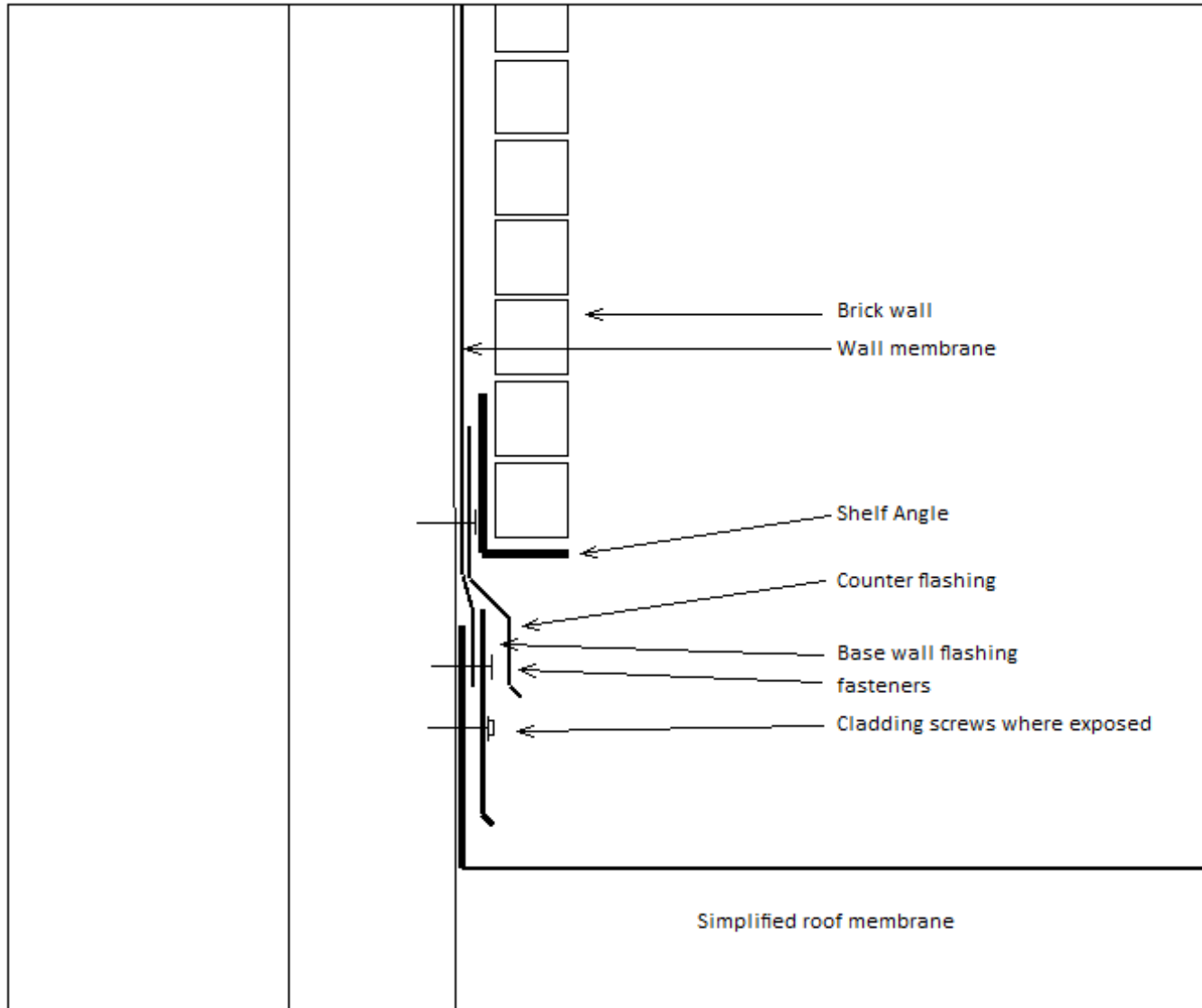
24. Roof Area D Wall Detail



25. Exterior Wall Flashing Detail



26. Brick Wall Detail



	ROOF REPLACEMENT SPECIFICATIONS	Page 27 of 27 Job #: 06-0183
	City Centre Aquatic Complex 1210 Pinetree Way Coquitlam, BC	

End of Document
