RFP: SSPentzRoof20

Roof Renovations at Pentz Elementary School
2680 Highway 331
Lahave, Nova Scotia
B0R 1C0

Closing Date: Tuesday September 29, 2020
Closing/Opening Time: 2:00:00 p.m.

SSRCE Contact:
Clayton Smith, Procurement Analyst
Tel: (902) 541-3006
Fax: (902) 541-3037
Email: csmith@ssrce.ca

Email and faxed responses will not be accepted for this RFP.
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SECTION 00 00 15 - DESCRIPTION OF WORK and LIST OF DRAWINGS

1. General
   1.1 The work of this contract includes the provision of all materials, labour and equipment necessary to complete the Roof Renovations at Pentz Elementary School 2680 Highway 331 Lahave, NS B0R 1C0. The work will take place on the following sections of Roof (see drawings for more details) Sections A1 & B1.
   1.2. It is the SSRCE’s intent to have all work completed, to point of Substantial Performance, on or before December 31, 2020. The Building will be occupied during this time period, so it is critical that the contractor ensures that the jobsite remains accessible and safe.
   1.3. The project is subject to Budget Constraints. There is no guarantee that all of the work will be awarded.
   1.4. This request is being administered as a Request for Proposal (RFP), not a tender. With that being stated, there may be some references to the word “tender” in this document. It should be treated as interchangeable with RFP for this project.
   1.5. The whole of the work shall agree in all particulars with the levels, measurements and details contained in the drawing accompanying this specification and with such other drawing or information as may from time to time be supplied by the SSRCE, or may be supplied by the Contractor and reviewed by the SSRCE.

2. List Of Drawings and Details

<table>
<thead>
<tr>
<th>Dwg #</th>
<th>Drawing Title</th>
<th>Issued/Revised</th>
<th>Date</th>
</tr>
</thead>
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<tr>
<td>1</td>
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<td>For BID</td>
<td>July 2020</td>
</tr>
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<td>Wall Detail</td>
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<td>July 2020</td>
</tr>
<tr>
<td>3</td>
<td>Drip Edge Detail</td>
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<td>July 2020</td>
</tr>
<tr>
<td>4</td>
<td>Curb Detail</td>
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<td>July 2020</td>
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Drawings have been prepared by our consultant; Tri-tech Pinnacle Group Inc. located at 73 Industrial Parkway North, Unit 3, Aurora, Ontario.

END OF SECTION 00 00 15
1. Invitation:
   1.1 Bid Call
   1.1.1 Sealed submissions clearly marked “RFP SSPentzRoof20” must be received no later than **2:00:00 p.m.** (local time) (as per the clock at SSRCE Reception Area, 69 Wentzell Drive, Bridgewater) on **Tuesday September 29, 2020** (the “RFP Closing Date”) at the office of the Procurement Analyst noted below. The envelope is to be **clearly identified** with Bidders name and project name on the outside and contain two separate and sealed envelopes – one marked “Technical Submission” and one marked “Price Submission”.
   
   Clayton Smith, Procurement Analyst
   
   South Shore Regional Centre for Education
   
   69 Wentzell Drive
   
   Bridgewater, Nova Scotia B4V 0A2
   
   1.1.2 Replies submitted after the closing time/date shall be returned to the bidder unopened.
   
   1.1.3 There is no public opening for this RFP.
   
   1.1.4 Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed the offer. If an amendment relates to the “Technical Submission”, it must be dated and sealed in an envelope marked “Technical Submission Amendment” and identifying the project RFP: SSPentzRoof20 and the submitter. If an amendment relates to the Price Submission, it must be dated and sealed in an envelope marked “Price Submission Amendment” and identifying the project RFP: SSPentzRoof20 and the submitter.
   
   1.1.5 Faxed or electronically submitted submissions will not be accepted.
   
   1.1.6 It is the bidder’s sole responsibility to submit your bid in the manner described and by the date and time noted in section 1.1.1 above.

2. Intent
   
   2.1. The intent of this bid call is to obtain an offer to perform all work associated RFP SSPentzRoof20, Roof Renovations at Elementary School for a Stipulated Price Contract in accordance with the Contract Documents.
   
   2.2. Substantial Performance of the Project to be achieved on or before December 31, 2020, providing contract is awarded within seven (7) days of close of bid closing time.
   
   2.3. After receipt of the purchase order, the area of work will be available to the Successful Bidder to start work immediately.
   
   2.4. SSRCE does not guarantee the award of all areas, phases or any portion thereof.
   
   2.5. SSRCE may award individual areas or portions of areas.

3. Scope of work
   
   3.1. Refer to Section 00 00 15 – Description of Work and List of Drawings and Section 01 11 00 Summary of Work.

4. Availability
   
   4.1. Bid Documents should be obtained from SSRCE Purchasing by emailing csmith@ssrce.ca or telephone 902 541-3006.
   
   4.2. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not confer a license or grant for other purposes.
   
   4.3. The South Shore Regional Centre for Education is not responsible for accuracy of documents and project postings obtained from any other source.
5. Examination  
5.1. Upon receipt of Bid Documents from SSRCE verify that documents are complete; notify SSRCE Purchasing by email csmith@ssrce.ca, should the documents be incomplete, or upon finding discrepancies or omissions in the Bid Documents.  
5.2. Bidders shall become fully aware of the content of all RFP documents for the preparation of the Bidder’s offer.  
5.3. Bidders will be deemed to have familiarized themselves with the existing site and working conditions and all other conditions which may affect the performance of the work. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.

6. Clarification and Addenda  
6.1. All inquiries related to this Request for Proposal are to be directed, in writing to Clayton Smith, by email at csmith@ssrce.ca by 12:00 noon, no less than five (5) business days of the RFP Closing of omissions, errors or ambiguities found in Contract Documents.  
6.2. If SSRCE considers that correction, explanation or interpretation is necessary, a reply will be in the form of an addendum, a copy of which will be posted on the www.novascotia.ca/tenders website. It is the responsibility of the Bidder to ensure all addendums are received and acknowledged. Where the SSRCE deems the information significantly affects the bid price, an addendum will be issued no later than three (3) business days before the deadline for receipt of bids.  
6.3 Verbal answers to queries are not binding. Information must be confirmed by written addenda. The South Shore Regional Centre for Education shall not be bound and the Bidder agrees not to rely upon any written or verbal statements or representations of any SSRCE representatives other than the above named person who has sole responsibility for all inquiries.  
6.4 Information obtained by any other source is not official and will not bind the South Shore Regional Centre for Education.  
6.5 All addenda issued during the bidding period shall become part of the Contract Documents. Bid price shall reflect all addenda.  
6.6 Complete tender form (section 00 41 13) acknowledging that addenda have been received.

7 Product/System Options  
7.1 Alternatives to specified products and systems will only be considered during the bidding period in the manner prescribed below:  
7.1.1 Where the Bid Documents stipulate a particular product, alternatives may be considered by the SSRCE/Consultant up to 12:00 noon four (4) working days before receipt of bids specified for delivery to SSRCE.  
7.1.1.1 Bidders should email their written requests to the SSRCE Contact csmith@ssrce.ca. Requests for alternate products must be submitted by the Bidder only.  
7.1 When a request to substitute an alternate product is made, SSRCE may approve the substitution and will issue an Addendum, a copy of which will be available for viewing on the Province of Nova Scotia Procurement Website at www.novascotia.ca/tenders.  
7.2 In submission of alternates to products specified, bidders shall include in their bid, any changes required in the work to accommodate such alternatives. A later claim by the bidder for an addition to the contract price because of changes in work necessitated by use of alternatives shall not be considered.
7.3 The submission shall provide sufficient information to enable SSRCE/Consultant to determine acceptability of such products.

7.4 Submission of alternate must provide complete information on required revisions to other work to accommodate each alternative, the dollar amount of additions to or reductions from the Bid Price, including revisions to other Work.

7.5 Unless alternatives are submitted in this manner and subsequently accepted, provide products as specified.

8 Bidders’ Site Meeting (Site Assessment)

8.1 Bidders will be deemed to have familiarized themselves with existing project site and working conditions and all other conditions, which may affect performance of the Contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.

8.2 A Bidders’ Site Meeting has been scheduled for Tuesday, September 22nd at 10:00 a.m. at Pentz Elementary School, 2680 Highway 331 Lahave, Nova Scotia, B0R 1C0. Bidders are to meet at the front entrance of the School. SSRCE recommends that interested bidders ensure they are in attendance at the site meeting. Bidders must register their presence with SSRCE stating, at a minimum, the name of the contractor they represent. Due to the COVID-19 pandemic, physical distancing guidelines must be maintained and masks should be worn. The site visit is not mandatory, but please send an email to Clayton Smith (csmith@ssrce.ca) to indicate your interest in attending.

9 Bidders Registration

9.1 The successful Contractor and Sub-contractors must comply with the Nova Scotia Corporations Registration Act or Partnerships and Business Name Registration Act, or equivalent, before a contract is awarded.

10 Subcontractors/Other Tradespersons/Individuals

10.1 Bidders will submit a list of subcontractors with their submission.

10.2 Bidders are fully responsible to SSRCE for the acts and/or omissions of subcontractors and of persons either directly or indirectly employed or retained by them. Nothing contained in the Contract documents shall create any contractual relation between any subcontractor and SSRCE. Subcontracting the Contract shall not relieve the Bidder from any contract obligations.

10.3 Bidders must provide subcontractors with a copy of the RFP documents making subcontractors aware that SSRCE is not responsible for any payments to subcontractor and that all actions, directions or claims are solely between the Bidder and subcontractor.

10.4 The Contract, or any portion thereof, shall not be assigned nor sub-contracted without the prior written approval of SSRCE, which approval may be withheld in SSRCE’s sole discretion. When sub-contracting, Successful Bidder(s) must be prepared, if requested, to provide copies of billings from subcontractors.

10.5 Successful Bidder(s) shall only use additional subcontractors during the course of the contract with the prior written approval of SSRCE.

10.6 The Successful Bidder(s) shall at all times enforce strict discipline and good order among their employees and subcontractors and shall avoid any unfit person or any person not skilled in the work assigned to the employee.

10.7 SSRCE reserves the right to reject a proposed sub-contractor for a reasonable cause.

11 Bid Submission

11.1 RFP Proposal Package

A complete proposal package is comprised of the elements below, presented in the order listed:

- Technical Submission and Fee Submission -
11.1.1 Each proposer shall include, as a minimum, a Technical Submission envelope and a Price Submission envelope packaged separately and clearly labelled.

11.1.2 Both the Technical Submission envelope, which shall be identified as Technical Submission, and the separate Price Submission envelope, which shall be identified as Price Submission, shall be submitted simultaneously.

11.1.3 The ‘Technical Submission’ envelope must not contain any reference to the fee being offered.

11.1.4 The two envelopes, one labeled ‘Technical Submission’ and one labeled ‘Price Submission’ are to be inserted and sealed into one envelope.

11.1.5 The identification label on the outside of the envelope should identify the name of the proponent and RFP name and number.

11.1.6 Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

11.1.7 **Price Submissions** to be submitted on the Bid Form provided by SSRCE (Section 00 41 13 – Bid Form). These forms are to be completely filled out in ink, with the signature in longhand and the completed form shall be without interlineations, alterations or erasures. The Bid Form to be completed in full. The contract price to be entered in both written words and numerals. Where this bid is requested in both words and numbers, and if the two (2) do not represent the identical amount, words shall prevail.

Electronic bid submissions sent by facsimile transmission or email will not be accepted. Submit the Price Submission on the Bid Form together with the required bid security in a closed envelope as per above. Improperly completed information, irregularities in the bid security, may be cause to declare the bid invalid.

11.1.8 **Technical Submissions** to be submitted in typed format on Bidder’s letterhead with the signature in longhand. The Technical Submission is to include the following:

- Demonstrated Expertise and Past Performance - An outline of your experience over the past 5 years with comparable projects, an outline of your experience with comparable projects, including all previous projects performed for SSRCE or the former South Shore Regional School Board by the submitter or any business or entity related to the submitter involving any present or past personnel of the submitter.

- References - Four (4) references for any work done by your firm in the past three years that is similar in nature, complexity and size to the requirements specified in this RFP. Provide the name of each project reference, along with his/her phone number, fax number and email address. The project reference information provided should identify the size of the projects conducted, as well as demonstrate the extent of your previous experience, the clients’ overall satisfaction with your services and the results achieved, including your adherence to final deadlines.

- Proposed Project Manager and resume.

- Proposed Resources - The proponent should be able to demonstrate that its proposed team as a whole has the experience/skills to perform the services in accordance with the requirements. Identify key personnel who will be assigned to the project and contribute to (i) the routine management and/or (ii) the performance of the required services. Provide each person’s name, title, role on this project, experience in this role.

- Management of Project Risk - The proponent should identify the likelihood of the risks identified below occurring, identify risk mitigation strategies for each and, in the event the risk occur, assess the impact and identify the corrective action.
  - If you can’t complete the project on time
  - Unavailability of resources
12 Proposal Evaluation

12.1 Evaluation Process – Compliant proposals will be evaluated, first in a Phase A, and those meeting the minimum qualifying score under Phase A will then be evaluated in Phase B, for final evaluation in Phase C.

12.2 Proposals that do not meet the qualifying score for the Phase A subtotal set out below will be given no further consideration.

12.3 Proposals will be evaluated by an Evaluation Team comprised of a minimum of three (3) representatives of SSRCE. It is to be understood that the degree to which a proposal meets the proposal requirements will be at the sole discretion of the Evaluation Team.

12.4 Phase A – Technical Submission – The Technical Submission for compliant proposals will be evaluated using the Evaluation Criteria set out in the table below. Scores will be recorded for each criterion and a total score will be determined.

<table>
<thead>
<tr>
<th>Phase A - Evaluation Criteria – Technical Submission</th>
<th>Weight (points)</th>
<th>Qualifying Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated Expertise and Past Performance (SSRCE Projects and South Shore Regional School Board Projects and projects with other Nova Scotia Regional Centres for Education or Transportation and Infrastructure Renewal)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>References from four sources in last three years</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Work Schedule and Project Approach (Include a Gantt Chart detailing steps of the project with consideration around limitations caused by Covid-19) Also includes the provision of requested bonding and safety documents.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td><strong>Total Phase A – Evaluation Score</strong></td>
<td><strong>50</strong></td>
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</table>

12.5 A minimum Qualifying Score of 35 points is required at Phase A for the proposal to be given further consideration. All bids that have met the minimum qualifying score of thirty-five (35) will proceed to Phase B - Fee Submission.

**There should be no reference to price in your technical submission**

12.6 In the Phase A evaluation, SSRCE may rely on its own knowledge of previous projects performed for SSRCE or the former South Shore Regional School Board and work provided to other RCEs or School Boards or Transportation and Infrastructure Renewal by the submitter or any business or entity related to the submitter involving any present or past personnel of the submitter, in addition to any information included in a Technical Submission concerning Demonstrated Experience and Past Performance.

12.7 Phase B - Price Submission - The Price Submission of the Proponents whose Technical Submission has received fifty (50) points or greater will be opened. Evaluation of the Price Submission will use the following criteria and weighting:

<table>
<thead>
<tr>
<th>Phase B – Price Submission</th>
<th>Weight (points)</th>
<th>Qualifying Score</th>
</tr>
</thead>
</table>
Phase B - Price submissions - will be evaluated and a Phase B Score assigned by the following formula:

The Price Submission portion will count for 50 points and will be scored as lowest qualified price submitted receives 50 points, all submissions within 5% of the lowest submission receive 48 points, all submissions within 10% of the lowest submission receive 45 points, all submissions within 15% of the lowest submission receive 41 points. All others receive 36 points.

12.8 Phase C – Final Score – The total score for a submission which has advanced through both Phase A and Phase B evaluations, shall be the final Phase C score, reached by totaling both the Phase A and Phase B scores:

<table>
<thead>
<tr>
<th>Phase C Total Score (Phase A + Phase B)</th>
<th>Weight (points)</th>
<th>Qualifying Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Score (A + B)</td>
<td>100</td>
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12.9 The submission which has met the minimum qualifying score for Phase A and achieves the highest total score under the Phase C calculation, will be the successful submission, subject to other provisions herein, including Section 19.5.

13 Accuracy of Referencing

13.1 Indexing and cross-referencing are for convenience only.

14 Conditions of Tendering

14.1 Take full cognizance of content of all Contract Documents in preparation of Tender. Refer to Section 00 41 13 – Tender Form, Subsection 5.0 for a complete list of Contract Documents.

15 Preparation of Tender

15.1 Complete Bid Form (section 00 41 13) provided with Contract Documents in ink. Tender all items and fill in all blanks. Have corrections initialed by person signing Tender. Bidders’ are required to provide all information as detailed. See “11 Bid Submission” above for additional information.

16 Amendment of Tender

16.1 A Tender Price Amendment Form is provided immediately following the Bid Form (Section 00 41 73).

16.2 Amendments shall not disclose either original or revised total price.

17 Bid Ineligibility (Reason for Rejection)

17.1 SSRCE may reject a bid which has been received prior to the closing time where:

17.1.1 The bid is not submitted on the required bid form (Section 00 41 13) included herein.

17.1.2 Two Envelope System (Technical Submission and Price Submission) is not followed.

17.1.3 The bid is submitted by electronic transmission or facsimile.

17.1.4 There are omissions of information that SSRCE in its sole discretion deems to be significant.

17.1.5 The bid is not signed as required.

17.1.6 The bid has conditions attached which are not authorized by the solicitation.

17.1.7 The bid fails to meet one or more standards specified in the solicitation.

17.1.8 All addenda have not been acknowledged.

17.1.9 Any other defect which, in the opinion of the SSRCE brings the meaning of the bid into
17.1.10 The required bid security in the required form is not provided.
17.1.11 Bidder failed to attend Bidders’ Mandatory Site Meeting.

17.2 A major irregularity is a deviation from the bid request which affects the price, quality, quantity, or delivery of the project and is material to the award, and is a reason for rejection.

17.3 A minor irregularity is a deviation from the bid request which affects form, rather than substance. The effect on price, quality, quantity or delivery is not material to the award, and may be waived by the SSRCE.

18 Communications Affecting Bids
18.1 Electronic Transmissions, including, but not limited to facsimile transmission:
18.1.1 Bid forms submitted by facsimile and/or e-mail etc. transmission are not acceptable and will be rejected.
18.1.2 Electronic transmissions (facsimile only) modifying bidder supplied information are acceptable when signed by an authorized signatory of the original bid. Submission and receipt of such electronic transmissions is at the risk of the bidder. SSRCE assumes no liability for the receipt of the electronic transmission or for their proper inclusion with original bid. There is no requirement for follow up and upon receipt of an electronic transmission it will be considered binding on both parties. Electronic submissions must be submitted and received prior to closing time and date specified in the bid documents.

19 Right to Accept or Reject any Tender
19.1 SSRCE reserves the right to reject any bid in its sole and absolute discretion for any reason whatsoever.
19.2 SSRCE specifically reserves the right to reject all bids if none is considered to be satisfactory in SSRCE’s sole and absolute discretion and, in that event, at its option, to call for additional bids.
19.3 Without limiting the generality of any other provision herein, SSRCE reserves the right to accept or reject any Tender that:
19.3.1 contains any irregularity, informality, condition or qualification.
19.3.2 is not accompanied by the required tender security documents.
19.3.3 is not properly signed by or on behalf of the bidder.
19.3.4 contains an alteration in the pricing that is not initialed by or on behalf of the bidder.
19.3.5 incomplete or ambiguous; or
19.3.6 does not strictly comply with the other requirements contained in these instructions.
19.4 Notwithstanding the above, SSRCE shall be entitled, in its sole and absolute discretion, to waive any irregularity, informality or non-conformance with these instructions in any proposal received by SSRCE. SSRCE reserves the right to reject any or all tenders, or to accept any tender, or portion thereof, deemed in its best interest.
19.5 In the event that a number of Bidders submit bids in substantially the same amount, SSRCE may, at its discretion, call upon those Bidders to submit further bids.
19.6 No term or condition shall be implied, based upon any industry or trade practice or custom or in a practice or policy of SSRCE or otherwise, which is inconsistent or conflicts with the provisions contained in these Instructions.

20 Construction Contract Guidelines
20.1 The printed policies of the Nova Scotia Construction Guidelines, dated May 18, 2006 (or latest revisions) are applicable to these bid documents.

21 Bid and Security Forms – Signatures
21.1 All bid forms, bid security forms and performance assurance forms must bear the Bidder’s original signature and name SSRCE as insured.

22  **Bid Security**

22.1 One of the following must be submitted with your reply: Bid security in the form of a Certified Cheque, Irrevocable Letter of Credit, or Bid Bond, in the amount of ten percent (10%) of the Bid Price made payable to, or naming the SSRCE (as obligee).

22.2 Where bid bond is provided as bid security:

22.2.1 Bid Bonds, submitted by the general contractor bidder, signed and sealed by the general contractor bidder and Surety and shall be with an established Surety Company satisfactory to and approved by the SSRCE.

22.2.2 Where Bid Bond is used as Bid Security, include the cost of providing the Bid Bond in the Bid Price.

22.3 Where certified cheque or bank draft is provided as bid security:

22.3.1 Provide a certified cheque or bank draft, endorsed in the name of the SSRCE, for a sum not less than ten percent (10%) of the amount of the Bid Price.

22.3.2 Where certified cheque or bank draft is used as Bid Security, include the cost in the Bid Price.

22.4 Where the Irrevocable Standby Letter of Credit is used as bid security:

22.4.1 Provide an Irrevocable Standby Letter, endorsed in the name of the SSRCE for a sum not less than ten percent (10%) of the Bid Price.

22.4.2 The Irrevocable Standby Letter of Credit shall be issued by a certified financial institution subject to the Uniform Custom and Practices for Documentary Credit (1993 revision or latest revision) International Chamber of Commerce (Publication No. 500).

22.4.3 Where Irrevocable Standby Letter of Credit is used as bid security, include the cost in the Bid Price.

22.5 Return of Bid Security:

22.5.1 The bid security of the unsuccessful bidders will be returned to them after the contract has been signed, or previous to such time, at the discretion of the SSRCE.

22.5.2 The above shall apply provided a contract is awarded within ninety (90) days from the closing date of the bid.

22.5.3 If no contract is awarded, all bid security will be returned.

23  **Contract Security (Performance Assurance)**

23.1 All bid forms, bid security forms and performance assurance forms must bear the bidder’s original signature and name the SSRCE as insured.

23.2 Bidder shall maintain performance assurance in force for a period of not less than twelve (12) months after the issue of the substantial performance certificate certified by SSRCE and until completion of the contract.

23.3 Endorse Performance Assurance as specified for bid security.

23.4 Should it become apparent that the final cost of the project will exceed the total amount payable by more than 20%, the bidder shall arrange to have their bonds reissued based on the projected final cost.

23.5 Refer to project documents for amount of Contract Security and alternate type of Contract Security if applicable.

23.6 Submit as Performance Assurance one of the following:

23.6.1 Where a Bid Bond was used as bid security:
23.6.1.1 Within ten (10) days after notification of award of the Contract, provide a Performance Bond and a Labour & Material Payment Bond, each in an amount equal to fifty percent (50%) of the amount of the Contract, naming the SSRCE.

23.6.1.2 Performance Bond and Labour and Material Payment Bonds, submitted by the bidders, shall be provided at the expense of the bidder and shall be with an established Surety Company satisfactory to and approved by the SSRCE.

23.6.1.3 Include the cost of providing the Performance Bond and Labour and Material bond in the Contract price.

23.6.2 Where a Certified Cheque or Bank Draft is used as Contract Security:

23.6.2.1 The Certified Cheque or Bank Draft submitted during the bid period will be cashed and the amount retained by the SSRCE shall serve as Performance Assurance, including the payment of all obligations arising under the Contract.

23.6.2.2 The Certified Cheque or Bank Draft will be held in lieu of the Performance Bond and Labour and Material Bonds, providing that, at Contract award, the successful Bidder shall supplement their Certified Cheque or Bank Draft to maintain an amount of ten (10%) of the total amount payable (Contract Price plus HST) under the contract.

23.6.2.3 The amount remaining will be returned without interest after a period of not less than twelve (12) months after the issue of the substantial performance certificate certified by the SSRCE and shall serve as performance assurance and not until completion of the contract.

23.6.2.4 Where certified cheque or bank draft is used as Performance Assurance, include the cost of providing the certified cheque in the Contract price.

23.6.3 Where an Irrevocable Standby Letter or Credit is used as Contract Security

23.6.3.1 The Irrevocable Standby Letter of Credit submitted during the bid period will be retained by the SSRCE and shall serve as performance assurance, including the payment of all obligations arising under the contract. The irrevocable standby letter of credit shall be issued by a certified financial institution subject to the Uniform Customs and Practices for Documentary Credit (1993 revision) International Chamber of Commerce (Publication No. 500).

23.6.3.2 Where irrevocable standby letter of credit is used as Performance Assurance, include the cost of providing and Irrevocable Standby Letter of Credit in the Contract Price. The contractor shall provide to the SSRCE documentation throughout the duration of the contract that the irrevocable standby letter of credit remains in full effect at all times as specified,

23.6.3.3 Upon expiry of the Irrevocable Standby Letter of Credit, a separate Irrevocable Standby Letter of Credit shall be provided for work requiring extended warranties for such amounts as are required by the contract.

23.6.3.4 The Irrevocable Standby Letter of Credit is to be in effect for a period of not less than twelve (12) months after the issue of the substantial performance certificate certified by the SSRCE and shall serve as performance assurance and not until completion of the contract.

24 Proof of Competency of Bidder
24.1 Any bidder may be required to furnish evidence satisfactory to SSRCE that the bidder and their proposed sub-contractors have sufficient means and experience in the types of work called for to assure completion of the contract in a satisfactory manner.

24.2 The successful bidder must be a member in good standing with CRCA, RCANS. Proof must be supplied to SSRCE.

25 Bid Form Requirements

26.1 Bid Submission

26.1.1 Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

26.1.2 Price Bids to be submitted on forms provided by SSRCE. These forms are to be completely filled out in ink or by typewriter, with the signature in longhand, and the completed form shall be without interlineations, alterations or erasures.

26.1.3 Submit the executed bid on the price bid forms provided, signed and corporate sealed as applicable together with the required security in a closed opaque envelope, clearly identified as per “11 Bid Submission” above.

26.1.4 Improperly completed information, irregularities, in required enclosures may be cause to declare the bid informal.

26.1.5 Bid Signing- The bid form must be signed by a duly authorized signing officer(s) in their normal signatures.

26.2 Contract Time

26.2.1 The Bidder, in submitting an offer, agrees to achieve Substantial Performance of the work on or before December 31st, 2020.

27 Offer Acceptance / Rejection

27.1 Duration of offer

27.1.1 Bids shall remain open to acceptance and shall be irrevocable for a period of ninety (90) days after the bid closing date.

27.2 Award/Selection/Acceptance of Offer

27.3 SSRCE’s evaluation of any and all bid submission(s) will be final.

27.4 SSRCE reserves the right to accept or reject any or all offers or to accept any offer deemed most satisfactory, SSRCE reserves the right to waive any informality in any or all bids.

27.5 After acceptance by SSRCE, the successful bidder will be notified in writing of acceptance of the bid and/or will be issued an official purchase order.

28 Agreement/Contract

28.1 Upon the selection of the Successful Bidder(s), this Request for Proposal (including technical specifications and drawings), the SSRCE Terms and Conditions Goods and Services, Addenda, the Successful Bidder’s response to the Request for Proposal, and the purchase order(s) issued by SSRCE, shall all form the Contract between the parties (the “Contract”).

29 Safety Documents

29.1 Each Bidder will provide a copy of the following documents with their Technical Submission
29.1.1 Current Certificate of Recognition or Letter of Good Standing issued jointly by the Workers’ Compensation Board of Nova Scotia and an occupational health and safety organization approved by the Workers’ Compensation Board of Nova Scotia (such as the Nova Scotia Construction Safety Association). These approved organizations are currently listed on the Workers’ Compensation Board of Nova Scotia website www.wcb.ns.ca.

29.1.2 Supply a clearance letter from the Workers’ Compensation Board of Nova Scotia indicating the Successful Bidder assessed in good standing. It is the SSRCE’s policy that Successful Bidders maintain a level of coverage and there are no exemptions and/or exceptions.

29.1.3 Certificates of good standing with CRCA (Canadian Roofing Contractors Association) and RCANS (Roofing Contractors Association of Nova Scotia).

29.1.4 Individuals not in good standing are not permitted on SSRCE property.

29.1.5 In the event that any such certification during the term of the contract expires, the obligation remains with the Successful Bidder(s) to provide the updated required certificates.

29.1.6 The Successful Bidder and subcontractors shall remain in good standing for the duration of the contract and the Successful Bidder(s) is responsible to ensure that good standing status is maintained.

29.1.7 Proof of good standing must be on an annual basis or as required by SSRCE thereafter.

29.1.8 If requested, submit the following post award documents within ten (10) working days of notice of award:

29.1.8.1 Provide all required contract security and insurance documentation,

29.1.8.2 Schedule of Values

29.1.8.3 Safety plan

29.1.8.4 Hot Work Permit system and procedures, if applicable

29.1.8.5 Shop drawings, as applicable, and

29.1.8.6 Applicable documentation as required by the RFP Documents.

29.1.9 The Successful Bidder(s) to provide a copy of a clearance letter from the Workers’ Compensation Board of Nova Scotia and the current Certificate of Recognition or Letter of Good Standing for each subcontractor.

29.2 Workers Compensation and Insurance

29.2.1 Each bidder shall secure and maintain at its expense during the term of this Agreement:

(i) Workers’ Compensation to meet statutory requirements and employer’s liability insurance (with limits of not less than $5 million)

(ii) Commercial General Liability insurance, including but not limited to, products liability and completed operations, contractual liability, owners and contractors liability, attached machinery extension endorsement, independent contractor, for a combined single limit of no less than $5 million per occurrence; and

(iii) Commercial Auto Liability insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of $5 million per occurrence.

29.2.2 Primary Insurance - Bidders agree that the insurance as required above shall be primary and non-contributory.

29.2.3 No Limitation – The Successful Bidder(s) are responsible for determining whether the above minimum insurance covers are adequate to protect its interests. The above minimum covers do not constitute limitations upon Successful Bidder(s)’ liability.

29.2.4 Endorsements - For the policies referenced in 1(ii), 1(iii) above, there shall contain an endorsement naming SSRCE as an Additional Insured, and eliminating and removing any exclusion of liability for i) injury, including bodily injury and death to an employee of the
insured or of SSRCE or ii) any obligation of the insured to indemnify, hold harmless, defend, or otherwise make contribution to SSRCE because of damage arising out of injury, including bodily injury and death, to an employee of SSRCE.

29.2.5 The Successful Bidder(s) must deliver a certificate of insurance evidencing the above prior to the work being performed. It is also agreed that the above insurance coverage is primary and must be kept in force during the term of the Contract. Furthermore, SSRCE must receive at least thirty (30) days notice of cancellation or modification of the above insurance.

29.2.6 The Successful Bidder(s) to provide, after receipt of a written SSRCE request a copy, provided by each subcontractor, of their Commercial Auto Liability and Commercial General Liability insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of $2,000,000 per occurrence. The Commercial General Liability insurance document shall contain an endorsement naming the SSRCE as an Additional Insured. The insurance must be kept in force during the term of the contract. Proof must be received prior to commencement of work.

29.3 Document(s) must be provided to the Purchasing Department after receipt of a written SSRCE request and prior to commencement of work.

29.4 The above documentation is required before any contract is awarded or purchase order issued.

30 Purchase Orders/Invoices/Taxes/Payments

30.2 Purchase Orders

30.2.4 Work will begin on issuance of SSRCE’s official purchase order. No work is authorized until the Successful Bidder(s) has received an official purchase order or the SSRCE written notification. SSRCE accepts no responsibility for any work performed prior to the issuance of a purchase order or SSRCE written notification.

30.3 Invoices

30.3.1 The purchase order number and HST number should appear on any/all invoices covering same. Invoices are to be forwarded to Accounts Payable, South Shore Regional Centre for Education, 69 Wentzell Drive, Bridgewater, Nova Scotia, B4V 0A2 or email payables@ssrce.ca

30.3.2 Invoices to include a description of the goods, services and construction provided with SSRCE Work Order Numbers (where applicable).

30.3.3 The Successful Bidder(s) should invoice SSRCE at least monthly with the application based on progress or services provided during that month.

30.3.4 If change orders have been approved, the invoice should reflect a separate line for each change order amount being billed or issue a separate invoice for change orders.

30.3.5 SSRCE will hold back ten percent (10%) of any payment and handle such amounts, in accordance with the requirements of the Builders Lien Act, R.S.N.S. 1989, c.277, as amended. The Successful Bidder will show the ten percent (10%) holdback as a separate line on each invoice.

30.4 Taxes

30.4.1 The HST payable by SSRCE will be added as a separate item on all invoices during the processing of progress payments and therefore HST will not appear as a cost in the aggregate amount of your reply.

30.4.2 Bidders are advised that they may be eligible to claim an Input Tax Credit (ITC) for a portion of the HST paid in relation to the Contract requirement of the Government of Canada.

30.5 Payment

30.5.1 In order to maximize efficiencies, as well as to be more environmentally friendly, vendor payments are now being paid via EFT (Electronic Funds Transfer) direct deposit to vendor bank accounts. A vendor direct deposit form must be filled out with banking information for EFT payments.

30.5.2 Early payment discount terms (minimum period ten (10) days) may be considered in the evaluation of the Solicitation response. Payment of term discount invoices will be calculated
from the date of the invoice or goods have been received, whichever is later. Discount terms must appear on the invoice.

31 **Child Abuse Register and RCMP Criminal Record Check and Vulnerable Sector Check**

31.1 SSRCE reserves and shall have the right at any time to require a Vulnerable Sector Check, including RCMP Criminal Record Check and/or a Child Abuse Registry Check performed for any employee of a Successful Bidder, or any subcontractor, subcontractor personnel or any other individual who will be on SSRCE premises or controlled property for the purposes of providing the services and/or supply required hereunder. Upon request by SSRCE, the check must be undertaken in a prompt and timely manner and results must be immediately communicated to SSRCE and meet the satisfaction of SSRCE. SSRCE shall be entitled to further information or confirmation regarding the results of any such check, at its discretion. A failure to comply with this requirement and/or an unsatisfactory result, determined at the sole discretion of SSRCE, may result in immediate Contract termination.

31.2 If it is not possible for any individual to obtain the results of either a Child Abuse Registry Check, a Vulnerable Sector Check or a Criminal Record Check, confirmation of the reason must be immediately provided in a form satisfactory to SSRCE. Such confirmation will not in any way require SSRCE waive requirements of either a Child Abuse Registry Check or a Vulnerable Sector Check or a Criminal Record Check.

31.3 Notwithstanding any other provision, in the event of any failure of the Successful Bidder(s) to provide to SSRCE the results of any Child Abuse Registry Check, Vulnerable Sector Check or Criminal Record Check, as stipulated elsewhere herein (including in a prompt and timely manner when requested by SSRCE), the Contract with the Successful Bidder(s) may be terminated at the discretion of SSRCE or SSRCE may require that the individual to whom any such check would relate be banned and prohibited from attending any SSRCE premises or controlled property. In the event any individual is banned and prohibited from attending any SSRCE premises or controlled property hereunder, the Successful Bidder(s) shall be responsible for ensuring that any such individual does not attend the premises or property, and SSRCE may terminate the Contract if the individual attends the property after such a ban and prohibition being communicated to any Successful Bidder.

31.4 It is the responsibility of any Successful Bidder to ensure that hiring or contracting arrangements of the Successful Bidder with others are such as to allow the Successful Bidder to comply with the foregoing provisions dealing with Child Abuse Registry Checks, Vulnerable Sector Check or a Criminal Record Checks.
32 DEFINITIONS

32.1 ADDENDUM: Written information adding to, clarifying or modifying the bidding documents intended to become part of the Contract documents when the construction Contract is executed.

32.2 AGREEMENT: An arrangement between the parties regarding a method of action.

32.3 ALTERNATE BID: Amount stated in the bid to be added or deducted from the base bid amount proposed for alternate materials and/or methods of construction.

32.4 BID: An offer or proposal of a price.

32.6 BID BOND: A written form of security executed by the bidder as principal and by a surety for the purpose of guaranteeing that the bidder will sign the Contract, if awarded the Contract, for the stated bid amount.

32.7 BID CLOSE: The due date and time set by the Owner, architect or engineer for receiving bids.

32.8 BID FORM: A standard written form furnished to all bidders for the purpose of obtaining the requested information and required signatures from the authorized bidding representatives.

32.9 BID OPENING: The actual process of opening and tabulating bids submitted within the prescribed bid date/time and conforming with the bid procedures.

32.10 BID PRICE: The stipulated sum stated in the bidder's bid.

32.11 BIDDING DOCUMENTS: The published advertisement or written invitation to bid, instructions to bidders, the bid form and the proposed Contract Documents including any acknowledged addenda issued prior to receipt of bids.

32.12 BIDDING PERIOD: The calendar period allowed from issuance of bidding requirements and the Contract documents to the prescribed bid date/time. (see Bid Date/Time).

32.13 BIDDING REQUIREMENTS: The written minimum acceptable requirements set forth by the Owner to the Contractor during the bidding process.

32.14 BONDING COMPANY: A properly licensed firm or corporation willing to execute a surety bond, or bonds, payable to the Owner, securing the performance on a Contract either in whole or in part; or securing payment for labour and materials.

32.15 CODES: Prevailing regulations, ordinances or statutory requirements set forth by governmental agencies associated with building construction practices and Owner occupancy, adopted and administered for the protection of public health, life safety and welfare.

32.16 CONSTRUCTION DOCUMENTS: All drawings, specifications and addenda associated with a specific construction project.

32.17 CONSULTANT: One hired by the Owner or client to give professional advice.

32.18 CONTRACT: An agreement between two or more parties, especially one that is written and enforceable by law. The writing or document containing such an agreement.

32.19 CONTRACT DOCUMENTS: Those items so designated in the Agreement between the Owner and the Contractor; any general, supplementary or other Contract conditions; the drawings and specifications; all addenda issued
prior to execution of the Contract; and any other items specifically stipulated as being included in the Contract Documents, and which together comprise the Contract.

32.20 CONTRACT PERIOD: The elapsed number of working days or calendar days from the specified date of commencing work to the specified date of completion, as specified in the Contract.

32.21 CONTRACT SUM: The total agreeable amount payable by the Owner to the Contractor for the performance of the work under the Contract documents.

32.22 CONTRACT TIME: The time period set forth established in the Contract documents for completing a specific project; usually stated in working days or calendar days. The Contract time can only be adjusted by valid time extensions through change order.

32.23 CONTRACTUAL LIABILITY: The liability assumed by a party under a Contract.

32.24 CONTRACTOR: A properly licensed individual or company that agrees to furnish labour, materials, equipment and associated services to perform the work as specified for a specified price.

32.25 COST OF WORK: All costs incurred by the Contractor in the proper performance of the work required by the plans and specifications for a specific project.

32.26 DRAWINGS: The part of the Contract that graphically shows the scope, extent, and character of the Work to be performed by the Contractor.

32.27 LABOUR AND MATERIAL BOND: A written form of security from a surety company to the Owner, on behalf of an acceptable prime or main Contractor or subcontractor, guaranteeing payment to all persons providing labour, materials, equipment, or services in accordance with the Contract.

32.28 LUMP SUM BID: A single entry amount to cover all labour, equipment, materials, services, and overhead and profit for completing the construction of a variety of unspecified items of work without the benefit of a cost breakdown.

32.29 PERFORMANCE BOND: A written form of security from a surety company to the Owner, on behalf of an acceptable prime or main Contractor or subcontractor, guaranteeing the completion of the work in accordance with the terms of the Contract.

32.30 SPECIFICATIONS: The part of the Contract that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.

END OF SECTION 00 21 13
1. Salutation:
   To: South Shore Regional Centre for Education
   69 Wentzell Drive
   Bridgewater, Nova Scotia B4V 0A2
   Attention: Clayton Smith, Procurement Analyst

   For: RFP: SSPentzRoof20

   From:

2. Bidder Declares:
   2.1. That this tender was made without collusion or fraud.
   2.2. That the proposed work was carefully examined.
   2.3. That the Bidder was familiar with local conditions.
   2.4. That Contract Documents and Addenda were carefully examined.
   2.5. That all the above were taken into consideration in preparation of this Tender.

3. Bidder Agrees:
   3.1. To provide all necessary equipment, tools, labour, incidentals and other means of construction to do all the Work and furnish all the materials of the specified requirements which are necessary to complete the Work in accordance with the Contract and agrees to accept, therefore, as payment in full the Lump Sum Price stated in Subsection 6 hereunder.
   3.2. Carefully examined the site of the work described herein; become familiar with local conditions and the character and the extent of the work; carefully examined every part of the proposed Contract and thoroughly understands its stipulations, requirements and provisions.
   3.3. Determined the quality and quantity of materials required; investigated the location and determined the source of supply of the materials required; investigated labour conditions; and has arranged for the continuous prosecution of the work herein described
   3.4. To be bound by the award of the contract and if awarded the contract on this bid to execute the required contract within ten (10) days after notice of award.
   3.5. That the Harmonized Sales Tax is excluded from the “Contract Price”.

4. SSRCE Agrees
   4.1. To examine this bid and in consideration, therefore, the bidder hereby agrees not to revoke this bid:
       4.1.1. until some other bidder has entered into the contract with the SSRCE for the performance of the work and the supply of the materials specified in the notice inviting bids; or in the Information to Bidders, or
       4.1.2. until ninety (90) days after the time fixed in the Information to Bidders for receiving bids has expired,
       4.1.3. Whichever first occurs; provided, however, that the bidder may revoke this bid at any time before the time fixed in the Information to Bidders for receiving bids has expired upon receipt by SSRCE from the bidder of written notice of such revocation before said time has expired.

5. Contract Documents will include:
5.1.1. All sections which comprise Division 00 to Division 01, as noted in the specifications.
5.1.2. Specifications of Work (all applicable sections)
5.1.3. Drawing(s) – as applicable
5.1.4. Successful Bidder’s Price and Technical responses to the Request for Proposal
5.1.5. Purchase Order(s) issued by SSRCE
5.1.6. Addendum/Addenda No.(s) *

6. Price Submission - Contract Price:
6.1. The undersigned Bidder, having carefully read and examined the aforementioned Contract Documents prepared by the Consultant, for South Shore Regional Centre for Education hereby accepts the same as part and parcel of the Contract herein referred to, and having carefully examined the locality and Site of Works and having full knowledge of the work required and of the materials to be furnished and used, does hereby Tender and offer to enter into a contract to perform and complete, the whole of the said works and provide all necessary labour, plant, tools, materials and equipment and pay all applicable taxes, as set forth and in strict accordance with the Specifications, Drawings and other Contract Documents and to do all therein called for on the terms and conditions and under the provisions therein set forth for the following:

6.2. LUMP SUM BID PRICE

____________________________________________/100 Dollars ($_______________) (HST Excluded)

Contract Price to be completed in written form on the lines provided above, with cents expressed as numerical fraction of a dollar. Contract price to be completed in numerical form on the line bounded by parenthesis above, with cents expressed as a decimal of a dollar. WHERE THERE IS A CONFLICT, WRITTEN WORD WILL GOVERN.

6.3 Separate Prices: Separate prices requested as detailed below SHALL NOT BE INCLUDED IN THE LUMP SUM BID PRICE above (6.2 – Lump Sum Bid Price) and added only on the instruction and at the sole discretion of the Owner, for which the contract will be adjusted, equal to the separate pricing detailed below (price excludes HST):

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Unit Cost</th>
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<tbody>
<tr>
<td>i)</td>
<td>To install additional roof drains (underside connections by others)</td>
<td>$         /Unit</td>
</tr>
<tr>
<td>ii</td>
<td>Perimeter Wood Blocking (to match existing)</td>
<td>$         /LF</td>
</tr>
<tr>
<td>iii</td>
<td>Interior Protection (tarping)</td>
<td>$         /SF</td>
</tr>
<tr>
<td>iv)</td>
<td>Wood deck replacement to match the existing profile:</td>
<td>$         /SF</td>
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<tr>
<td>v )</td>
<td>Replacement of existing fibreboard if found to be in poor condition or saturated with water</td>
<td>$         /SF</td>
</tr>
<tr>
<td>vi)</td>
<td>Replacement of rigid insulation if found to be in poor condition or saturated with water to match thickness and slope</td>
<td>$         /SF</td>
</tr>
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</table>
7. **SUBCONTRACTORS TO BE USED ON THIS PROJECT**

The roofing portion of this project cannot be subcontracted and must be completed by the bidding Contractor’s own forces.

The insurance requirements of this contract shall extend to all Subcontractors and/or be carried under the prime Contractor’s insurance coverage.

It is our intention to employ the following Subcontractors in accordance with the Bid Documents. All portions of the Work other than those placed with the Subcontractors named will be executed by ourselves with our own workforce and are indicated below by the words "Own Forces".

<table>
<thead>
<tr>
<th>WORK</th>
<th>CONTRACTOR</th>
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<tbody>
<tr>
<td>Metal Fabrications</td>
<td></td>
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<tr>
<td>Rough Carpentry</td>
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<td>Electrical</td>
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<tr>
<td>Mechanical</td>
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<tr>
<td>Plumbing</td>
<td></td>
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<tr>
<td>Tarping</td>
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</tbody>
</table>

8. **Completion Time:**

8.1. Bidder agrees to be substantially complete as follows:

8.1.1.1. **December 31, 2020**
8.1.1.2. The undersigned Bidder agrees if awarded the Contract on this Bid to achieve the Substantial Completion Date providing the contract is awarded within seven (7) business days of tender closing time.

9. **Addenda Acknowledgement**

I/We have received and noted the following addenda for RFP SSPtentzRoof20.

<table>
<thead>
<tr>
<th>Addendum #</th>
<th>Dated</th>
<th># of Pages</th>
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</table>
Signature * The undersigned Bidder declares that this bid is made without connection with any other person(s) submitting bids for the same work and is in all respects fair and without collusion or fraud

Legal Name of Company____________________________________________________

Address: ______________________________________________________________

Telephone: _______________________ Fax: _________________________________

Email: __________________________________________________________________

Authorized Bidder’s Name: _______________________________________________

Authorized Bidder’s Signature: ___________________________ Dated: ______________

END OF SECTION 00 41 13
SECTION 00 41 73 - TENDER AMENDMENT FORM

South Shore Regional Centre for Education
RFP: SSPentzRoof20
Roof Renovations
Pentz Elementary School

Note: To be completed and forwarded (Fax number 902-541-3037) for each Bid Price adjustment prior to bid closing time and date as detailed on the Cover Sheet of the tender document and related Addendum.

Lump Sum Price Adjustment – Section 00 41 13 Tender form, Article 6.2 Lump Sum Bid Price

<table>
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<tr>
<th>Amount (excluding HST)</th>
<th>Increase Bid by</th>
<th>$</th>
<th></th>
<th>Amount (excluding HST)</th>
<th>Decrease Bid By</th>
<th>$</th>
</tr>
</thead>
</table>

It is the Bidder’s responsibility to ensure the table above is legible.

Attachments included: No ☐ Yes ☑ (one)

If yes above, check ☑ and complete information regarding attachments.

☐ Revised Bid Form: Dated ________________ # of pages ______

☐ Other, Specify

Dated ________________ # of pages ______

Total number of pages (including this form) ______

Submitted by:

Legal Name of Company__________________________________________________________

Address: _________________________________________________________________

Authorized Bidder’s Signature: _______________________________ Dated: ________________

END OF SECTION 00 41 73
Section 00 73 10 - SSRCE General Terms and Conditions

NOTE: These Terms and Conditions for SSRCE shall apply only to those documents that reference them specifically. In the event of any conflict or disagreement between these Terms and Conditions and the Solicitation documents, the Solicitation documents have precedence and will be assumed to be correct.

These Terms and Conditions are intended to cover a wide range of procurements, including goods and services. As such, not all clauses will be applicable in all situations. If Bidders have questions regarding any of these Terms and Conditions, they should call the contact person named on the Solicitation form. To satisfy special requirements, supplementary Terms and Conditions may also apply to some acquisitions. If this is the case, the Solicitation documents will reference any such documents, in addition to these Terms and Conditions.

Failure to comply with these Terms and Conditions could cause the Bidder's Bid to be rejected.

1. General
   1. These Terms and Conditions, shall apply only to those documents (Quotations, Request for Proposals and Tenders, herein referred to as Public RFX or RFX) that reference them specifically. In the event of any conflict or disagreement between these Terms and Conditions and the RFX documents, the RFX documents have precedence and will be assumed to be correct.
   2. These Terms and Conditions are intended to cover a wide range of procurements, including goods and services. As such, not all clauses will be applicable in all situations. If Suppliers have questions regarding any of these Terms and Conditions, they should contact the South Shore Regional Centre for Education (SSRCE) Procurement Division. To satisfy special requirements, supplementary Terms and Conditions may also apply to some acquisitions. If this is the case, the RFX documents will reference any such documents, in addition to these Terms and Conditions.
   3. For the purpose of these Terms and Conditions, SSRCE intends to only contract with responsible Suppliers who are in the business of providing the goods and/or services submitted upon, and can provide proof that they can furnish satisfactory performance based on past work experience with the SSRCE, other companies, or government agencies and have the financial managerial, and resource capabilities for the size of project bid upon. Satisfactory performance includes meeting all of the requirements of the various federal and provincial regulations and agencies for the completion of work and making payment to sub-contractors in a timely basis.
   4. All of the terms, conditions and/or specifications stated or referenced in the Solicitation are assumed to be accepted by the Bidder and incorporated in the Bid.

2. RFX Documents
   1. RFX Documents should be obtained from Clayton Smith, Procurement Analyst; csmith@ssrce.ca
   2. While the SSRCE has tried to ensure accuracy in the RFX documents, it is not guaranteed or warranted by the SSRCE to be accurate, nor is it necessarily comprehensive or exhaustive.
   3. SSRCE cannot ensure the accuracy of RFX documents obtained from any other source. (i.e. Construction Association of Nova Scotia (CANS), Nova Scotia , Project Consultants, etc.).
   4. All inquiries to this RFX are to be directed, in writing, to the SSRCE Procurement Division representative indicated in the RFX documents. Information obtained from any other source is not official and will not bind the SSRCE.
   5. The SSRCE will assume that all Suppliers have resolved any questions they might have about the RFX and have informed themselves as to existing conditions and limitations, site restrictions, etc. before providing a RFX submission.
   6. Nothing in the RFX is intended to relieve Suppliers from forming their own opinions and conclusions with respect to the matters addressed in the RFX or its associated documents.
   7. In the event that SSRCE Regional Office (69 Wentzell Drive, Bridgewater, NS) is closed (this includes partial day closures) due to inclement weather on the date and time of the RFX closing, the closing date and time will be extended one (1) business day. Bidders should note that closure of Schools does not necessarily mean the closure of the SSRCE Central Office. Closures are detailed on the SSRCE website.
3. **Verbal instructions:** Any changes to RFX call, specifications, terms and conditions shall be stated in writing. Verbal statements made by employees or representatives of the SSRCE, whether or not they appear to have the proper authority, shall not be binding on the SSRCE.

4. **Addenda:** The SSRCE reserves the right to modify the terms of the RFX documents prior to closing, at its sole discretion by addenda.
   1. The SSRCE Procurement Division will make every effort to ensure the information is complete and accurate, please report any omissions or discrepancies to the Procurement Division immediately. **Any requests for clarification arising from omissions, discrepancies, or ambiguities, must be made in writing no later than five (5) working days prior to the closing date, not including the closing date.** Replies to requests for clarification, if required, will be made in the form of written addenda, copies of which will be posted on the Procurement Nova Scotia Tender Web Portal no later than three (3) working days prior to the date of closing, not including the closing date.
   2. The SSRCE Procurement Division will make reasonable efforts, strictly as a courtesy, to directly inform registered Suppliers of any addenda, **however it is the sole responsibility of each registered Supplier to ensure that they have all the documents associated with any RFX and, to this end, every registered Supplier should review the Procurement Nova Scotia Tender Web Portal daily.** These documents may be obtained from Clayton Smith, Procurement Analyst; csmith@ssrce.ca. Suppliers must acknowledge receipt of all addenda(s) with their RFX Submission.

5. **Suppliers Responsibility:** Suppliers are solely responsible for their own expenses in preparing, delivering or presenting a RFX and for subsequent negotiations, if any, with the SSRCE. It will be the responsibility of the Supplier to acquire at the Suppliers cost, any RFX documents requiring deposits and payment may be made by cheque, cash or money order payable to South Shore Regional Centre for Education.

6. **Existing Conditions:** Suppliers will be deemed to have familiarized themselves with the existing conditions which may affect the performance of required goods, services and construction. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time. Suppliers are to ensure that they understand the expected use for the requested goods, service and construction and submit their RFX submission accordingly.

7. **RFX Submissions**
   1. RFX will close at the time, date and location specified in the RFX documents. All times are local times of the SSRCE.
   2. All RFX submissions must be received in their entirety on or before the closing time specified; Suppliers are responsible for ensuring that their RFX submission, however submitted, is received on time and at the location specified.
   3. RFX Submissions must be submitted on the forms provided or in such format as directed in the RFX documents. These forms must be legible, complete, filled out in ink, or by typewriter, with the signature in longhand and the completed form shall be without interlineations, alterations or erasures.
   4. If an electronic transmission (i.e. Facsimile or e-mail) can be accepted, as detailed in the applicable RFX documents it is the responsibility of the Supplier:
      7.4.1. to ensure that the submissions are delivered on or before the closing time and date shown on the RFX documents;
      7.4.2. that the correspondence is legible and properly transmitted; and
      7.4.3. that the name and number of the RFX is clearly displayed.
   5. Electronic transmission of a RFX submission cannot be used where original documents are required, e.g. bid bonds, certified cheques, samples, etc., or as may be otherwise stated in the RFX documents.
   6. **Sealed RFX submissions** must be delivered to the SSRCE Office 69 Wentzell Drive, Bridgewater, Nova Scotia, on or before the closing time and date shown on the RFX documents. The RFX Submission is to be submitted on the provided forms, signed (together with the required RFX security as applicable) in a sealed opaque envelope, clearly identified with Suppliers name, RFX identification number and name, and closing date on the outside of the envelope. RFX Submissions are date and time stamped upon receipt at the Main Reception (not at any other
location) by the date time stamp. Any submission received after the closing date and time shown on the RFX documents will not be accepted and will be returned to the Supplier unopened and deemed non-compliant.

7. **Facsimile submissions** received are date and time stamped by the Procurement Division Facsimile, no other time stamp will be considered. A facsimile submission received after the closing date and time shown on the RFX documents will not be accepted and shall be deemed non-compliant. The facsimile number for the Procurement Department of the SSRCE is (902) 541-3037. Do not send RFX correspondence to any other fax number.

7.7.1. Facsimile submissions are accepted for the convenience of the Supplier; the SSRCE cannot ensure the confidentiality or error-free receipt of facsimile submissions.

8. **Amendments/Withdrawn Submissions**

7.8.1. Submissions may be withdrawn or amended by written request (on company letterhead or equivalent), prior to RFX closing date and time, but cannot be altered or changed in any way after the RFX closing.

7.8.2. Facsimile transmissions modifying supplier provided information are acceptable when signed by a duly authorized officer or agent. Submission of such electronic transmissions is at the risk of the Supplier. The SSRCE assumes no liability for the receipt of the electronic transmissions or their proper inclusion with original RFX submission. An electronic submission must be submitted prior to closing time and date specified in the RFX documents.

7.8.3. An amendment to a RFX submission replaces any other RFX submission amendment previously submitted by the supplier; only the last of any RFX submission amendment received will be accepted.

9. All RFX submissions must be signed by an authorized representative of the entity.

10. SSRCE’s time clocks (time stamp, SSRCE Procurement Division Facsimile) will be assumed to be correct in the event of dispute.

11. The SSRCE reserves the right in its sole discretion to clarify any RFX submission after closing by seeking further information from that Supplier, without becoming obligated to clarify or seek further information from any or all other Supplier. However, Suppliers are cautioned that any clarifications sought will not be an opportunity either to correct errors or change their Bids in any substantive manner.

8. **Brand Name:** Some terminology may be used that would imply or denote a particular supplier. Brand names may be utilized to designate the type and quality of the product requested. Such usage shall not to be construed as restrictive in any way. Suppliers must be prepared to provide samples if required.

9. **Substitute**

1. If the Supplier is offering an equivalent (similar) substitute product to those specified, unless a specific product is requested, the supplier must clearly identify this substitution and supply the manufacturer’s name, product number and provide any technical information required so that the SSRCE can determine the acceptability of the substitute.

2. The SSRCE reserves the right to inspect or test any product bid to determine equivalency, and may require demonstrator or sample items in order to be able to evaluate the items proposed.

3. The SSRCE shall be the sole judge of the acceptability of any substitute or proposed equivalent.

4. Specifications may, for technical or logistical reasons, require that the items specified be supplied without substitution.

10. **Warranty**

1. The supplier must describe the duration, type (e.g. on-site, depot, ship-in or carry-in) and terms of the manufacturer’s warranty on all goods. If the supplier provides any additional/supplementary warranty coverage, describe this as well.

2. If warranties can be upgraded or extended, identify the upgrade costs separately. Do not include warranty upgrade or extension costs in the price unless the RFX documents specifically states that the upgrade is a mandatory requirement.

11. **Pricing**

1. All prices must be extended and totaled, where practical to do so. RFX Submission may be rejected as incomplete if total figures are not provided. In the case of an error in the extension of prices, the unit prices shall prevail.
2. Prices must be in Canadian funds, and shall include all shipping, handling, freight, offloading, duty, insurance and any other charges, which are applicable at time RFX is awarded (FOB – Destination). SSRCE will not assume responsibility for any goods or services until they have been delivered to the destination(s) specified in the Solicitation. It is the responsibility of the Supplier to find out from the appropriate authorities what rates and charges are applicable to this RFX. No extra charges will be paid by the SSRCE.

3. In the event that a number of Suppliers provide submission in substantially the same amount, the SSRCE may, at its discretion, call upon those Suppliers to submit further bids.

12. Permits and Taxes: It is the responsibility of the Supplier to ensure that quotations include all taxes, permits, and other charges required to supply the goods, services and construction. The successful Supplier is to comply with all codes, regulations, and by-laws and all government and applicable standards pertaining to the work and job-site including, and not limited to, the Nova Scotia Occupational Health and Safety Act and Regulations. The SSRCE is required to pay a Harmonized Sales Tax (HST) at a rate of 15%. This tax is to be shown as a separate line item.

13. Standards
   1. All goods, services and construction supplied to the SSRCE shall, when standards are available, be certified in accordance with the applicable code(s), but not limited to:
      13.1.1. Canadian Standards Association;
      13.1.2. Canadian Government Standards ;
      13.1.3. Underwriters Laboratories of Canada; and
      13.1.4. And all applicable Federal, Provincial and Municipal regulations and acts.
   2. The SSRCE reserves the right to discontinue the purchase of any product/service that does not continue to meet the applicable standard(s).

14. Inspection: The SSRCE reserves the right to inspect any goods, services or construction supplied either during or after manufacture and delivery, and shall be the sole judge as to the acceptability of goods, services and construction to meet the needs of the SSRCE and fulfills the requirements as specified.

15. Rejection of RFX Submissions/Compliance:
   1. Failure to comply with any of the mandatory terms or conditions contained or referenced in the RFX documents shall result in the rejection of the RFX submission.
   2. The SSRCE specifically reserves the right to accept or reject any or all RFX submission and implies no obligation on the SSRCE to accept any RFX submission, a portion of any RFX submission or any RFX submission. The SSRCE reserves the right to cancel any RFX in its entirety and shall not be responsible, in any manner, for expenses incurred by the Supplier for preparing a RFX submission. The SSRCE may award all or a portion of the work to one or more Suppliers. Without limiting the generality or any other provision hereof, The SSRCE reserves the right to reject or accept any RFX submission:
      15.2.1. that contains any irregularity or informality;
      15.2.2. that is not accompanied by the security documents required;
      15.2.3. that contains an alteration in the quoted price that is not initialed by the or on behalf of the Supplier;
      15.2.4. that is incomplete or ambiguous;
      15.2.5. contains clauses additional to the RFX that are "qualified" or "conditional"; and/or
      15.2.6. that does not strictly comply with the requirements contained in these instructions.
   3. The SSRCE reserves the right to waive minor non-compliance where such non-compliance is not of a material nature in its sole and absolute discretion, or to accept or reject in whole or in part any or all RFX submissions, with or without giving notice. Such minor non-compliance will be deemed substantial compliance and capable of acceptance. The SSRCE will be the sole judge of whether a RFX submission is accepted or rejected.
   4. The SSRCE reserves the right to accept or reject any or all RFX submission, not necessarily accept the lowest priced RFX submission, or to accept any RFX submission which it may consider to be in its best interest.

16. Evaluation criteria: If applicable, award of the RFX will be based on “Best Value” (which includes, but not limited to; price, discounts, product specifications, warranty, delivery, reference checks, etc.). An Evaluation team will consist of in-house professionals.
17. Cancellation/no award
   1. Issuing a RFX implies no obligation on the SSRCE to accept any submission, or a portion of any submission. The lowest or any RFX submission will not necessarily be accepted.
   2. RFX’s may be cancelled in whole or in part by the SSRCE in its sole discretion when:
      17.2.1. the RFX submission price exceeds the funds allocated for the purchase;
      17.2.2. there has been a substantial change in the requirements after the RFX has been issued;
      17.2.3. information has been received by the RFX after the RFX has been issued that the RFX believes has substantially altered the procurement;
      17.2.4. there was insufficient competition in order to provide the level of service, quality of goods or pricing required.
   3. If no compliant RFX submission are received in response to a RFX, the RFX reserves the right to enter into negotiations with one or more suppliers in order to complete the procurement.
   4. The SSRCE will be the sole judge of whether there is sufficient justification to cancel any RFX.
   5. No action or liability will lie or reside against the SSRCE in its exercise of its rights under this section.

18. Eligibility and Conflict of Interest
   1. A RFX Submission may not be eligible for acceptance if current or past corporate or other interests of the Bidder may, in the SSRCE’s opinion, give rise to a conflict of interest in connection with a project.
   2. Suppliers are cautioned that acceptance of their RFX submission may preclude them from submitting a response on subsequent phases where a conflict of interest may arise; Suppliers should study the project implementation strategy to determine whether or not they plan to submit response on subsequent phases.
   3. If the RFX submission covers the first phase of what may prove to be a multi-phased project, the successful Supplier on the initial phase may be permitted to respond on subsequent phases as long as, in the SSRCE’s opinion, no conflict of interest would be created in performance of the work by that Supplier.
   4. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the SSRCE’s opinion, give rise to a conflict of interest in connection with this bid will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of the RFX documents.

19. Disputes: In case of dispute as to whether or not an item or service quoted or delivered meets RFX requirements, the decision of the SSRCE, or its authorized representative, shall be final and binding on all parties.

20. Exceptions: A RFX submission shall be considered an agreement to all terms and conditions provided herein and in various RFX documents, unless specifically noted otherwise in the RFX documents.

21. Irrevocable Offer: A RFX submission represents an irrevocable offer, unless otherwise stated in the RFX documents and shall be valid for a period of sixty (60) days following the closing date for RFX submissions.

22. Patent right and royalties: The successful Supplier shall pay all royalties and patent license fees required for the performance of the work. The successful Supplier shall hold the SSRCE harmless from and against claims, demands, losses, costs, damages, action suits or proceedings arising out of the successful Supplier’s performance of the Contract which are attributable to an infringement or an alleged infringement of a patent of invention by the successful Supplier or anyone for whose acts the successful Supplier may be liable.

23. Assignment: The successful Supplier shall not assign the Contract (or portion thereof) nor sub-contract without the prior written consent of the SSRCE, consent shall not be unreasonably withheld.

24. Purchase Order: Work by the Supplier will begin only with the issuance of the SSRCE’s official purchase order and/or any Contract Documents as applicable. The purchase order number must appear on any/all invoices covering same. No work is authorized until the successful Supplier has received an official SSRCE purchase order and/or required Contract Documents. The SSRCE accepts no responsibility for any work performed prior to the issuance of a purchase order and/or required Contract Documents.
25. Delivery
   1. Where the RFX Document includes a mandatory delivery schedule, the SSRCE will assume that the Supplier can meet the requested schedule and is satisfied that the goods or services required will be available for delivery on the requested date(s).
   2. If Suppliers wish to specify a delivery schedule different from that requested in the RFX document, they must provide specific delivery dates or a schedule in calendar days from the date a Purchase Order is issued. RFX Submission that do not meet the delivery schedule as requested in the RFX documents may be rejected.
   3. Time is of the essence, and supplier’s delivery schedule is legally binding. The SSRCE reserves the right to assess penalties or cancel awards to Suppliers who fail to meet their stated delivery or completion dates.

26. Invoices
   1. All invoices are to be submitted quoting the Purchase Order number (as applicable). The H.S.T. number must be shown on each invoice. Invoices must include a description of the goods, services and construction provided with corresponding SSRCE material numbers. Invoices must also clearly indicate list price, discounts offered and net price, if applicable:
      All invoices are to be forwarded to:
      South Shore Regional Centre for Education  
      69 Wentzell Drive  
      Bridgewater, NS, B4V 0A2  
      Attn: Accounts Payable
   2. All Suppliers are required to maintain their tax status in good standing. In this regard, Suppliers are advised that verification of good standing with the Nova Scotia Minister of Finance and Revenue Canada (GST/HST) may be carried out prior to the award of a contract to a successful Supplier.
   3. In order to maximize efficiencies, as well as to be more environmentally friendly, vendor payments are now being paid via EFT (Electronic Funds Transfer) direct deposit to vendor bank accounts. A vendor direct deposit form must be filled out with banking information.

27. Payment:
   1. The SSRCE’s normal payment terms are thirty (30) days from acceptance that the goods, services and construction meet the specifications. Alternative payment schedules may be proposed and are to be shown as an option and list any additional discounts to the SSRCE. Early payment discount terms (minimum period ten (10) days) may be considered in the evaluation of the RFX response. Payment of term discount invoices will be calculated from the date of the invoice or goods have been received, whichever is later. Discount terms must appear on the invoice.
   2. The Supplier shall make application for payment at least monthly with the application based on progress or services provided during that month. The SSRCE will hold back ten percent (10%) of any payment until the lien periods have expired and the Supplier has provided the SSRCE with a complete release of any lien registered as a result of any work carried out by the Supplier, or any sub-contractor or supplier to the Supplier.

28. Right to offset: The successful Supplier agrees that the SSRCE may apply payments for goods, services and construction to any amount owing to the SSRCE by the Supplier or supplier including any related administration fees.

29. Confidentiality: The Supplier shall keep private, treat as being confidential, and not make public or divulge during, as well as after, the term on this Agreement, any information or material to which the Supplier or staff becomes privy as a result of acting under this Agreement without having first obtained the SSRCE’s consent in writing.

30. Freedom of Information and Protection of Privacy (FOIPOP) Act and Personal Information International Disclosure Protection Act (PIIDPA)
   1. As a public body, the SSRCE is subject to provincial legislation, Freedom of Information and Protection of Privacy (FOIPOP) Act. RFX submissions and associated documents are subject to disclosure and protection under this legislation. In the event an application for disclosure of information is made under FOIPOP, the SSRCE is subject to the disclosure and protection of information in accordance with that legislation. Suppliers are recommended to
visit the following websites for more information on the Act: [http://www.gov.ns.ca/just/IAP/default.asp](http://www.gov.ns.ca/just/IAP/default.asp) and [http://www.foiopop.ns.ca/](http://www.foiopop.ns.ca/)

2. As a public body, the SSRCE is subject to Personal Information International Disclosure Protection Act (PIIDPA) of Nova Scotia which prevents the use, disclosure, management, storage or access of any South Shore Regional School SSRCE personal information outside Canada. All service providers and their affiliates/associates and any sub-contractors will be subject to that legislation.

3. Regarding contracts dealing with personal information: The Province of Nova Scotia is required to comply with the Personal Information International Disclosure Protection Act (S.N.S 2006, c.3). The act creates obligations for the Province of Nova Scotia and its service providers when personal information is collected, used or disclosed. Requirements include limiting storage, access and disclosure of personal information to Canada, except as necessary or otherwise required by law. Suppliers are recommended to visit the following PIIDPA websites for more information on the Act: [http://nslegislature.ca/legc/bills/60th_1st/3rd_read/b019.htm](http://nslegislature.ca/legc/bills/60th_1st/3rd_read/b019.htm) and [http://www.gov.ns.ca/just/IAP/PIIDPAquest.asp#p01](http://www.gov.ns.ca/just/IAP/PIIDPAquest.asp#p01)

4. The Supplier acknowledges and confirms that it is a “service provider” as defined in the Personal Information International Disclosure Protection Act, SNS 2006 c. 3 (“PIIDPA”), that the Supplier has read and understands its obligations as a service provider thereunder and that as a service provider it is legally bound by the obligations imposed on it by PIIDPA. It is a condition precedent to the SSRCE entering into the Agreement with the Supplier that the Supplier irrevocably undertakes covenants and agrees to be bound by and comply with the obligations imposed on it as a service provider under PIIDPA.

5. The Supplier further covenants, warranty and represents to the SSRCE that it will not at any time provide or allow the release of personal information to which it has access in its capacity as a service provider to the SSRCE in response to any “foreign demand for disclosure” or permit or allow the “unauthorized disclosure of personal information” as each of those terms are defined in PIIDPA.

6. The Supplier shall implement and strictly enforce security arrangements that will ensure that all personal information that it collects or uses on behalf of the SSRCE is protected at all times from unauthorized access or disclosure and shall confirm in writing to the SSRCE, upon request, the details of such security arrangement. The Supplier also agrees to implement and enforce any additional security procedures as may be required by the SSRCE from time to time to protect the personal information that the Supplier collects on behalf of the SSRCE. The SSRCE shall be authorized, upon giving prior written notice to the Supplier, to enter the premises of the Supplier during normal business hours for the purpose of conducting an audit of the security arrangement referenced herein.

7. All personal information that the Supplier obtains or becomes aware of while providing services to the SSRCE is not and shall not be or be deemed to be the property of the Supplier. The Supplier acknowledges and agrees that it will not, either directly or indirectly, acquire any rights to use or own any such information other than the right to use it for the sole purpose of fulfilling its obligations to the SSRCE under the Agreement.

8. All RFX submissions become the property of the SSRCE. By providing a RFX submission, the supplier hereby grants the SSRCE a license to distribute, copy, print or translate the RFX submission for the purposes of the RFX. Any attempt to limit the SSRCE’s right in this area may result in rejection of the RFX submission.

9. Suppliers RFX submission may be subject to disclosure under the Province’s "freedom of information" legislation. By submitting a RFX submission, the Supplier agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The SSRCE cannot guarantee the confidentiality of the complete content of any RFX submissions after the procurement has been awarded to the successful supplier.

10. During the delivery and installation of goods and/or services, the supplier or supplier’s staff may have access to confidential information belonging to the SSRCE. Should this occur, the supplier must ensure that such information is not released to any third parties or unauthorized individuals; failure to comply may result in legal action being taken and/or the supplier’s disqualification from any further RFX’s issued by the SSRCE.

31. **Indemnification:** The Supplier shall indemnify and hold harmless the SSRCE, their agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or resulting from the performance of this work, provided that any such claim is caused in whole or in part by the negligent act or omission of the Supplier, and sub-contractor, supplier, licensee, anyone directly or indirectly employed by any one of them or anyone for whose act any of them is liable, regardless of whether or not it is cause in part by a party indemnified hereunder.
32. **Insurance:** Unless otherwise stated, before work begins, Commercial General Liability Insurance with policy limits of not less than two (2) million dollars ($2,000,000.00) must be filed with the Procurement Department of the SSRCE; such insurance shall be in the name of the Supplier and the SSRCE. The insurance must include non-owned automobile liability with policy limits of not less than two (2) million dollars ($2,000,000.00). All insurances are to be maintained in good standing for the duration of the Contract.

33. **Termination for convenience:** The SSRCE may terminate a contract, in whole or part, whenever the SSRCE determined that such termination is in the best interest of the SSRCE, without just cause by giving sixty (60) days written notice to the proponent. However, in no event shall the proponent be paid an amount that exceeds the submitted price for the work performed.

34. **Termination for default:** When the proponent has not performed or has unsatisfactorily performed the contract, the SSRCE may terminate the contract for default. Upon termination for default, outstanding payment will be withheld at the discretion of the SSRCE. Failure on the part of the proponent to fulfill the contract obligations shall be considered just cause for termination of the contract. The proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the SSRCE in re-procuring and completing the work.

35. **Workers Compensation:** Prior to commencing the work, the Supplier shall provide a current clearance letter from the Worker’s Compensation Board (WCB) and must maintain this coverage during the whole term of the Contract.

36. **WHMIS:** All controlled products supplied to the SSRCE must have approved Workplace Hazardous Materials Information System (WHMIS) supplier labels; Safety Data Sheets must also be supplied. Failure to comply with this requirement may result in rejection of any shipment, and may result in cancellation of the order and the return of goods to the supplier at the supplier’s expense.

37. **Health and Safety Act:** The Supplier shall take every precaution to ensure that every employee, self-employed person and employer performing work in respect of the project complies with the latest revisions of the Nova Scotia Occupational Health and Safety Act and its Regulations, the SSRCE Occupational Health and Safety Policy No. 470 and all other safety measures as required by authorities having jurisdiction.

38. **Site Safety Plan:** Before being permitted access to the site to commence construction the Supplier may be requested provide the SSRCE with a written Project Specific Site Safety Plan. The Site Safety Plan provided shall be a written course of action that, through a pre-job evaluation, identifies and sets out specific actions to be taken to eliminate or control hazards associated with the work to be performed and to also deal with concerns or hazards that may develop during the course of the project. This Plan shall include, but not be limited to, identification of safety hazards anticipated during the project, solutions to those hazards, safety procedures, identification of designated safety officers and provision for safe access to the site for SSRCE staff and or Consultants. Receipt and acceptance of the safety plan shall be mandatory prior to commencement of work.

39. **Extension to the Broader Public Sector**
   1. The SSRCE may choose to allow the Broader Public Sector (MASH) to purchase goods or services from some RFX’s. The Broader Public Sector are generally permitted to purchase from "Standing Offers", that are normally long term contracts resulting from a RFX.
   2. By submitting a response to a RFX, the Supplier agrees to extend the same pricing to other eligible Broader Public Sector institutions as per the terms and specifications in the Solicitation

40. **Governing Laws and Trade Agreements**
   1. Unless the RFX documents specifically state otherwise, the RFX, all submissions, and any subsequent contracts will be construed and interpreted in accordance with the laws of the Province in which the Solicitation was issued.
2. RFX’s subject to the Atlantic Procurement Agreement, the Agreement on Internal Trade, any other inter-provincial trade agreements, or any international trade agreements, will be specifically identified as such in the public notice and/or the Solicitation documents.

3. Information of any applicable trade or procurement agreements and/or legislation can be obtained by contacting the SSRCE.

4. Suppliers agree to comply with all applicable laws, regulations and standards, including all labour, occupational health & safety, and worker compensation requirements of the Province.

5. The SSRCE may consider and evaluate any RFX submission from other jurisdictions on the same basis that the purchasing authorities in those jurisdictions would treat a similar RFX submission from a supplier located in this Province. The SSRCE will be the sole judge of whether these conditions will be used and the extent to which they will be applied.

6. Suppliers registered to do business in any Atlantic Province can bid on RFX issued by any other Atlantic Province without having to satisfy any local registration or residency requirements.

7. Under Canadian law (and international agreements), your RFX submission must be arrived at separately and independently, without conspiracy, collusion or fraud; see http://www.competitionbureau.gc.ca/internet/index.cfm?itemid=1243&lg=e for further information.

41. Other General Conditions

1. No RFX submissions shall be accepted from any person or corporation who, or which, has a claim or has instituted a legal proceeding against the SSRCE or against whom the SSRCE has a claim or has instituted a legal proceeding with respect to a previous contract, without prior approval of the SSRCE.

2. The Supplier shall perform the obligations of this Contract in a good and workmanlike manner in compliance with all applicable legislation in effect in Nova Scotia, and in accordance with industry standards and practice.

3. The Supplier shall be solely responsible for all means, methods, techniques and procedures necessary for performing the work required under this Contract.

4. All Suppliers must comply with the Nova Scotia Corporations Registration Act (CRA) or the Partnerships and Business Names Registration Act (PBNRA) as one of the conditions of doing business with the Province of Nova Scotia. In this regard, Suppliers are advised that verification of registration and good standing may be carried out prior to the final award of a contract to a successful Supplier. Suppliers residing outside Nova Scotia (which are not otherwise carrying on business in Nova Scotia) are expected to be registered in an equivalent manner in their respective jurisdictions.

5. Unless otherwise specified, all materials installed by the Supplier as part of this Contract shall be new and shall comply with the specifications and any applicable building codes. The Supplier is, at all times, responsible for correcting any defective work or materials at the Supplier’s cost, and payment by the SSRCE to the Supplier does not relieve the Supplier of that responsibility.

6. Where applicable, the end user must be provided with complete operation manuals, warranty registration forms, user licenses/ authentications and/or other associated documentation normally provided by the manufacturer, reseller, installer and/or consultant.

7. The Supplier shall, at all times, keep SSRCE premises free from accumulations of waste and rubbish. Disposal of all waste and rubbish shall be at approved waste disposal sites.

8. If the Supplier files for bankruptcy, becomes insolvent or fails to perform the Supplier’s obligations under this Contract in a timely and workmanlike manner, the SSRCE may, by written notice, immediately terminate the employment of the Supplier and the Supplier shall be entitled only to the value of work performed and materials supplied up to the date of the termination.

9. The Supplier shall not permit smoking by any of its employees or sub-contractors on SSRCE property.

10. The Supplier warrants its work and materials for a minimum of twelve (12) months after the date of substantial completion.

11. The Supplier, if performing work on SSRCE property may be required to provide a safety program certified with the Nova Scotia Construction Safety Association or with an approved alternate safety association and/or program.

12. The SSRCE reserves the right to split an award amongst Suppliers as deemed in the best interests of the SSRCE.

End of document 00 73 10
00 72 13 - General Conditions – Stipulated Price Contract

PART 1  GENERAL

1.1  CONTRACT DOCUMENTS

1.1.1  Although not bound within this Labour and Materials Specification, Canadian Standard Construction Document, CCDC 2 2008, containing both agreement between Owner and Contractor, and General Conditions of Stipulated Price Contract, binds Contract Documents defined therein.

1.1.2  Modification of the Contract Documents is to be made only by Addendum.

1.1.3  Perform all work described in the Contract Documents under one Contract.

1.1.4  Consider the General Conditions of the Contract complete only with certain articles amended and supplemented as noted within the Supplementary Conditions.

1.2  RELATED DOCUMENTS

1.2.1  Division 01 00 00 General Requirements.

1.2.2  Supplementary Conditions.

1.2.3  CCDC 2 2008.

END OF SECTION 00 72 13
PART 2 GENERAL

2.1 GENERAL CONDITIONS

2.1.1 Conform to all sections in this document and to the requirements of the Canadian Roofing Contractors Association Roofing Manual Specifications as referred to herein.

2.1.2 Abide by all Federal, Provincial, Municipal and Local Laws or Codes, rules and regulations that in any way affect work including all amendments up to the project date. No plea of misunderstanding will be considered on account of ignorance thereof. Notify the Consultant immediately in writing of any provisions in drawings, specifications or Contract, which are contrary to or inconsistent with any law, rule or regulation.

2.1.3 Where documents differ, the most stringent interpretation will apply.

2.2 TYPE OF FACILITY

2.2.1 This Contract will be carried out on the premises of a commercial building.

2.2.2 Exercise appropriate care and keep construction noise and disruption to an absolute minimum and to the satisfaction of the Owner.

2.2.3 Take special precautions where alterations are required above and in all areas occupied by staff, or pedestrians.

PART 3 ROOF RETROFIT & REPLACEMENT - ROOF AREAS A1 & B1

3.1 EXISTING ASSEMBLIES

3.1.1 It is the Contractor’s choice to cut and confirm the roof assemblies. No additional costs will be accepted or approved for/or by the Owner. The existing roofing assemblies are:

1. Roof Area A1
   (a) 1 ply modified bitumen granulated cap sheet
   (b) 1 ply modified bitumen base sheet
   (c) 2 layers of ½” fibreboard
   (d) 4” Expanded Polystyrene rigid insulation
   (e) ½” gypsum board
   (f) 1 ply vapour retarder
   (g) Wood deck

2. Roof Area B1
   (a) 1 ply modified bitumen granulated cap sheet
   (b) 1 ply modified bitumen base sheet
   (c) 2 layers of ½” fibreboard
   (d) 4” Expanded Polystyrene rigid insulation
   (e) ½” gypsum board
   (f) 1 ply vapour retarder
   (g) Wood deck

3.2 NEW ROOF ASSEMBLIES:

3.2.1 Roof Areas A1 & B1
Supply and install the new roofing system comprised of the following (from the top down):

(a) 1-ply of modified bituminous granulated cap sheet torched in place over existing field membranes. Existing field membrane must be repaired such that there are no deficiencies remaining prior to the installation of the new membrane.

(b) All membrane flashings are to be 1-ply granulated, self-adhered modified bituminous membrane (cap sheet) adhered in place.

(c) Replace wet/saturated/damaged substrate to match existing thickness and slope

(d) Conform to Section 07 52 16 – Styrene-Butadiene-Styrene Modified Bituminous Membrane Roofing.

3.3 ADDITIONAL REQUIREMENTS

3.3.1 Remove and dispose of the existing roofing components that are not required to remain as part of the new roofing system.

3.3.2 Supply and install the new roofing components in accordance with the Contract Documents.

3.3.3 Utilize a single source supplier of membrane and related primary materials.

3.3.4 Provide the membrane manufacturer’s warranty as specified.

3.3.5 Dispose of all debris/waste in approved containers and transfer to an approved municipal and/or provincial disposal site(s).

3.3.6 Make any and all membrane repairs including, but not limited to: wrinkles, ridges, blisters, fishmouths, and areas found to be wet/damaged, and replace with new roof system to match existing composition and thickness, unless directed otherwise by the Consultant.

3.3.7 A 10% cash allowance is to be retained for any repairs to the existing cap sheets or roofing components.

3.3.8 New eavestroughs and downspouts are required along the base of the roof, on Roof Area A1.

END OF SECTION 01 11 00
PART 4 GENERAL

4.1 DESCRIPTION OF WORK

4.1.1 The Scope of Work shall be as outlined in the attached specification. It is intended that the Work so described is complete in that typographical errors or omissions will not impart a partial or incomplete aspect to the Work. Any such situation must be brought to the immediate attention of the Owner prior to the close of Tender.

4.1.2 The Work listed herein shall constitute the furnishings and installation of all roofing materials, insulation, fasteners, metal work, and other materials deemed to be a part of the overall system as specified in the accompanying drawings, documents, and specifications.

4.1.3 The Contractor shall provide all superintendence, labour, equipment, and materials necessary to the orderly, competent, and expeditious completion of the Work. While Work is in progress, the Contractor must maintain site superintendent capable of acting competently on-site instructions given by the Owner or his duly appointed representative. A copy of all specifications, drawings, written instructions, and changes in the Work shall be kept on site by the Contractor and shall be available for reference as required.

4.2 SPECIFICATION OF TEXT

4.2.1 In case of any error, inconsistency, or omission in the drawings or specifications, the Consultant must be contacted immediately.

4.2.2 It is understood and agreed by the Contractor that the Work herein described and/or shown on the drawings and details shall be complete in every detail even though items necessarily involved are not particularly mentioned. The Contractor shall be held to provide all labour and materials necessary for the completion of the Work intended to be so described and/or shown.

4.2.3 Should the drawings and/or specifications disagree as to the quantity or quality of the Work required, the greater quantity or better quality shall be provided unless contrary instructions are issued by the Consultant in writing.

4.2.4 Application of materials or installation of equipment shall be done in strict accordance with the respective manufacturers’ specifications and/or field instructions.

4.2.5 Any details or procedures not covered by these specifications will be performed in accordance with the recommended procedures outlined in the latest publication of the CRCA Roofing Manual.

4.2.6 For the purpose of this specification, the terms Owner’s Representative, Inspector, Inspection Company, and Consultant shall mean Consultant, represented by Tri-Tech Pinnacle Group Inc.

4.3 01 14 13 ACCESS TO SITE

4.3.1 Provide and maintain adequate access to the project site.

4.3.2 Design, construct and maintain temporary “access to” and “egress from” work areas, including stairs, runways, ramps, ladders and/or scaffolding, independent of finished surfaces and in accordance with the relevant municipal, provincial and other regulations.

4.3.3 Coordinate access to the interior of the building with the Owner’s representative.

4.3.4 Allow inspection/testing agencies access to the Work, off site manufacturing and fabrication plants.

4.3.5 Co-operate to provide reasonable facilities for such access.

4.4 01 14 16 COORDINATION WITH OCCUPANTS
4.4.1 ALTERATIONS, ADDITIONS OR REPAIRS TO THE EXISTING BUILDING
Execute the work with the least possible interference or disturbance to the building operations, occupants and public and normal use of the premises. Arrange with the Owner’s Representative to facilitate the execution of the work.

4.4.2 EXISTING SERVICES
Notify the Owner’s Representative and the utility companies of any intended interruption of services and obtain the required permission.

.1 Maintain existing services to the building and provide for personnel and vehicle access.

.2 Where Work involves breaking into or connecting to existing services, give the Owner’s Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of the work. Keep the duration of interruptions minimal. Carry out interruptions after normal working hours of occupants, preferably on weekends.

.3 Construct barriers in accordance with Section 01 50 00, Part 5 Temporary Barriers and Enclosures.

4.5 SPECIAL REQUIREMENTS
4.5.1 Ensure the Contractor’s personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.

4.5.2 Keep within limits of work and avenues of ingress and egress.

4.6 SECURITY
4.6.1 Where security has been reduced by Work of Contract, provide temporary means to maintain security.

4.7 01 14 19 USE OF SITE
4.7.1 The Contractor and his/her employees shall adhere to all regulations set forth by the Ministry of Labour.

4.7.2 The Contractor and his/her employees shall adhere to all the rules and regulations of the facility.

4.7.3 The Contractor’s employees will be limited to the Work area. Cleanliness is critical in this building.

4.7.4 The Contractor’s vehicles must observe facility speed limits and stay on hard surface roads. Permission to drive on lawns and/or landscaped areas or to enter restricted areas must be secured from the Owner.

4.7.5 The Contractor will not use the Owner’s equipment or tools unless specifically permitted to do so by the Owner. The Contractor will be responsible for any equipment or tools he is permitted to borrow.

4.7.6 WORK AREA - The Contractor shall confine his equipment, storage of materials, and operations of his Workmen to limits indicated by laws, ordinances, permits, or prior arrangements with the Owner. The Contractor shall not unreasonably encumber the premises with his apparatus and shall leave said premises in its original condition upon completion of the Work. All debris created by the execution of the Work shall be considered to be the Contractor’s property and removed progressively from the site to the appropriate disposal grounds.

4.7.7 PROTECTION - In areas where hot asphalt and/or materials will be raised to, or lowered from
the roof, a protective covering shall be placed from the base of the wall extending up and over
the top edge of the roof. This covering shall be wide enough to ensure that the exterior walls
do not become stained or soiled during roofing operations.

4.7.8 CLEANING - All splatters of bitumen shall be removed from ladders, flashings, walls, all
finished surfaces, etc. Workers will wear only street shoes in the building. Any and all dirt or
damage will be cleaned, repaired, or replaced to the satisfaction of the Consultant.

4.7.9 BARRIERS AND SIGNS - The Contractor shall place necessary barriers and warning signs
around and/or under all Work areas where his operations may endanger pedestrians or
create a dangerous situation.

4.7.10 Designated existing elevators are to be used by construction personnel and the transporting
of materials only. Co-ordinate use with the Owner’s Representative.

.1 Provide protective coverings for finish surfaces of cars and entrances.

.2 Accept liability for damage, safety of equipment and overloading of the existing
equipment.

4.7.11 Protect all work temporarily until permanent closures are completed.

4.7.12 Comply with all smoking restrictions. Smoking is not permitted on site.

END OF SECTION 01 14 00
01 20 00 - Price & Payment Procedures

PART 5  01 21 00 ALLOWANCES

5.1  01 21 16 CONTINGENCY ALLOWANCES

5.1.1 Conform to the Owner/Contractor Agreement.

PART 6  01 29 00 PAYMENT PROCEDURES

6.1  GENERAL

6.1.1 The following Terms and Conditions described under this section will apply unless other arrangements are negotiated and agreed to in writing by the Contractor and Owner prior to the issuance of a Purchase Order by the Owner to the Contractor for this project. Any extras change orders or additional costs will be governed by this section.

6.2  01 29 73 SCHEDULE OF VALUES

6.2.1 Provide a schedule of values supported by evidence as the Consultant may reasonably direct and when accepted by the Consultant, to be used as basis for applications for payment.

6.2.2 Include a statement based on the schedule of values with each application for payment.

6.2.3 Support claims for products delivered to the Place of the Work but not yet incorporated into the Work by such evidence as the Consultant may reasonably be required to establish value and delivery of products.

6.3  01 29 76 PROGRESS PAYMENT PROCEDURES

6.3.1 APPLICATIONS FOR PROGRESS PAYMENT

.1 Conform to the Owner/Contractor Agreement.

.2 Make applications for payment on account as provided in the Agreement as Work progresses, dated the last day of each month, unless otherwise agreed to in writing by the Owner.

.3 The amount of each invoice shall represent the value of Work performed and products delivered to the Place of Work as of the date stated on the invoice.

.4 The applicable sales tax must be shown as a separate amount on all invoices.

.5 All payment requests shall be submitted to the Consultant for review and approval.

.6 Ninety percent (90%) of approved invoices, up to ninety percent (90%) of the total contract price, will be paid by the Owner.

6.3.2 PROGRESS PAYMENT

.1 Conform to the Owner/Contractor Agreement.

.2 Partial or progress payments shall not relieve the Contractor of performance obligations under this contract, nor shall such payments be viewed as approval or acceptance of the Work performed.

.3 A waiver of lien certificate from the material suppliers may be requested from the Contractor at the discretion of the Owner as proof of payment for the materials used on site. If this certificate is requested, payment of invoices will be delayed until presentation of this certificate.

6.3.3 FINAL PAYMENT
.1 Conform to the Owner/Contractor Agreement.

(a) Submit application for final payment when Work is completed.

(b) The Consultant will review the Work to verify the validity of application. The Consultant will give notification that the application is valid or give reasons why it is not valid.

(c) The Consultant will issue the final certificate for payment when application for final payment is found valid.

(d) Final payment will be withheld until all provisions of the specifications are met, including clean up, and the Owner receives written verification of completion from the Consultant.

(e) Fifteen percent of the total contract price will be withheld until all metal flashings are completed to the satisfaction of the consultant.

.2 Final acceptance of the work is when:

(a) All work is satisfactorily completed as per the Consultant’s final report of acceptance,

(b) Form(s) of Guarantee and/or Warranty have been submitted as required,

(c) A signed and sealed statutory declaration is submitted for release of the holdback. Such statutory declaration will certify that the Contractor has paid for all labour, wages, material, taxes, plant, etc. and that no liens exist or can be registered against project being invoiced, and

(d) A Worker’s Compensation Board Certificate of Clearance has been submitted to the Owner with the final invoice.

6.3.4 PAYMENT OF HOLDBACK

.1 Conform to the Owner/Contractor Agreement.

(a) After issuance of the certificate of Substantial Performance of the Work:

(i) Submit an application for payment of the holdback amount in accordance with the contractual agreement.

(ii) Submit a Statutory Declaration that accounts for labour, subcontracts, products, construction machinery and equipment, and other indebtedness which may have been incurred in Substantial Performance of the Work and for which the Owner might be held responsible, have been paid in full, except for amounts properly retained as holdback or as identified amount in dispute.

(b) After receipt of the application for payment and the sworn statement, the Consultant will issue the certificate for payment of the holdback amount.

(c) Amount authorized by the certificate of payment of the holdback amount is due and payable on the day following the expiration of the holdback period stipulated in the lien legislation applicable to the Place of the Work. Where lien legislation does not exist or apply, the holdback amount is due and payable in accordance with other legislation, industry practice, or provisions which may be agreed to between parties. The Owner may retain out of the holdback amount, sums required by law to satisfy liens against Work or, if permitted by lien legislation applicable to Place of the Work, other third party monetary claims against Contractor which are enforceable against the Owner.

(d) Final payment and release of the Holdback will be made in accordance with the latest requirements of The Construction Lien Act, 45 days after the work is certified as 100% complete by the Consultant.
PART 7  01 31 00 PROJECT MANAGEMENT & COORDINATION

7.1  01 31 19 PROJECT MEETINGS

7.1.1  01 31 19.13 PRECONSTRUCTION MEETING

.1 An initial project meeting is to take place on site with representatives of the Owner, the Consultant and the Contractor prior to the arrival of any workers, materials or equipment to the site, and will be coordinated by the Consultant.

.2 The purpose of this meeting is to discuss building procedures, handling and storage of materials and the Owner’s requirements during the construction period.

.3 Senior representatives of the Contractor (including the Project Superintendent and the Project Foreman), major Subcontractors, field inspectors and supervisors will be in attendance. As required by the Consultant, the Contractor is to have the roof system Manufacturer’s Technical Representative attend this meeting.

7.1.2  01 31 19.23 PROGRESS MEETINGS

.1 Site progress meetings will be held as required, and will be coordinated by the Consultant for the duration of project.

.2 The Contractor is to have their Project Superintendent and Project Foreman attend these meetings and all other sub-contractors with scheduled work at the time of the meeting.

PART 8  01 32 00 CONSTRUCTION PROGRESS DOCUMENTATION

8.1  01 32 13 SCHEDULING OF WORK

8.1.1 Upon receipt of a written Purchase Order for the Work or written authorization to proceed, the Contractor shall contact the Consultant to arrange the start date, the work schedule, and the hours of the day that will be permissible for the workmen to be on the job site and/or adjacent areas. All local and municipal noise ordinances shall be complied with at all times.

8.1.2 Planning: ensure that planning process results in generally top-down processing with more detail being developed as planning progresses, and decisions concerning options and alternatives are made.

8.1.3 Ensure project schedule efficiencies through monitoring of the Project in detail to ensure the integrity of Critical Path, by comparing actual completions of individual activities with their scheduled completions, and review progress of activities that have started but are not yet completed.

8.1.4 Monitor sufficiently often so that causes of delays can immediately be identified and removed.

8.1.5 Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.

8.1.6 Keep the team aware of changes to schedule, and possible consequences as the project progresses.

8.1.7 Use narrative reports to provide advice on seriousness of difficulties and measures to overcome them.

8.1.8 Begin narrative reporting with a statement on the general status of the Project followed by a summarization of delays, potential problems, corrective measures and Project status criticality.
PART 9  01 33 00 SUBMITTAL PROCEDURES

9.1 ADMINISTRATIVE

9.1.1 In accordance with the contract amount and prior to the commencement of work, the Contractor is to file notice of project with the Ministry of Labour and supply both the Owner and the Consultant with a copy.

9.1.2 Submit to the Consultant submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.

9.1.3 Do not proceed with Work affected by the submittal until the review is complete.

9.1.4 Review submittals prior to submission to the Consultant. This review represents that the necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with the requirements of the Work and Contract Documents. Submittals that are not stamped, signed, dated and identified as to the specific project will be returned without being examined and considered rejected.

9.1.5 Notify the Consultant, in writing at the time of submission, identifying deviations from any requirements of the Contract Documents and stating the reasons for the deviations.

9.1.6 Verify the field measurements and that any affected adjacent Work are co-ordinated.

9.1.7 The Contractor’s responsibility for errors and omissions in their submission is not relieved by the Consultant’s review of the submittals.

9.1.8 The Contractor’s responsibility for deviations in their submission from the requirements of the Contract Documents is not relieved by the Consultant’s review of the submittals.

9.1.9 Keep one reviewed copy of each submission on site.

9.1.10 The Contractor is responsible to submit all required documents in .pdf format to the following email address: submittals@ttpg.ca

9.2 01 33 13 CERTIFICATES

9.2.1 Immediately after the award of the Contract, submit the Workers’ Compensation Board status.

9.2.2 Submit the transcription of insurance immediately after the award of the Contract.

9.3 01 33 23 PRODUCT DATA AND SAMPLES

9.3.1 PRODUCT DATA

(a) Written documentation from the material manufacturer stating all roofing components are from a single source manufacturer, are compatible with each other and that the roofing system application meets manufacturer’s requirements.

(b) Manufacturer’s Instructions.

(i) Technical Data Sheets describing the installation of the product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.

(c) Manufacturer’s field reports.
(d) Documentation of the testing and verification actions taken by the manufacturer’s representative to confirm compliance with the manufacturer’s standards or instructions.

(e) Operation and Maintenance Data.

9.3.2 SAMPLES

.1 As directed by the Consultant, provide samples of all materials and samples of finish to be used in the erection and completion of different works herein described with the Owner. Do not erect or finish any work without said samples having been first approved, unless such previous approval is waived for particular material or finish. All materials furnished or finished are to be equal to the approved samples.

.2 When required by the Owner and/or the Consultant, erect sample portions of Works for the Owner’s and/or the Consultant’s approval.

.3 Deliver samples prepaid to the Consultant’s business address.

.4 Notify the Consultant in writing, at the time of the submission of any deviations in samples from the requirements of the Contract Documents.

.5 Where colour, pattern or texture is criterion, submit a full range of samples.

.6 Adjustments made on samples by the Consultant are not intended to change the Contract Price. If the adjustments affect the value of the Work, state such in writing to the Consultant prior to proceeding with the Work.

.7 Make any changes in samples which the Consultant may require, consistent with the Contract Documents.

.8 Reviewed and accepted samples will become the standard of workmanship and materials against which installed Work will be verified.

PART 10 01 35 00 SPECIAL PROCEDURES

10.1 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS

10.1.1 Conform to the Owner/Contractor Agreement.

.1 The Contractor is solely responsible for construction safety at the Place of the Work and shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.

10.1.2 Comply with Federal, Provincial, Local and Owner’s fire and safety regulations. The Contractor shall comply with all applicable provisions of the Construction Safety Act throughout the duration of the Work.

10.1.3 Take all necessary precautions to ensure the safety of the public. Provide, install and maintain all necessary barricades, fences and signs required.

10.1.4 All application, material handling and associated equipment shall conform to and be operated in conformance with the guidelines as outlined by the Workplace hazardous material Information System (WHMIS), the Provincial Ministry of Labour, the Occupational Health and Safety Act (Provincial), the Provincial Building Code, Provincial Hydro Safety Requirements and the Workers Compensation Board. In the event of conflict between any provisions of the above authorities, the most stringent provisions will apply.

10.1.5 At no time shall the Consultant or any of their representatives perform the functions of Safety Inspector. The Contractor shall comply with all applicable provisions of the Occupational
Health and Safety Act throughout the duration of the specified Work.

10.1.6 The set up area shall be on firm ground, reasonably level, and clear of wires and overhead obstructions. Locate all equipment away from areas where fumes and dust would enter fresh air intakes and/or windows. The roofing kettle must be located a minimum of 10 feet away from any wall. The kettle and storage area on the ground must be secured and surrounded with fencing. The kettle will be so located as not to block any emergency exits from the roof.

10.1.7 Proper clothing shall be worn at all times. Long sleeved shirts, properly fitted pants without cuffs, and high top safety shoes laced to the top will be considered standard dress. Hard hats shall be worn at all times. The kettle operator shall wear a clear visor to protect his/her face.

10.1.8 All equipment will be checked prior to the project to ensure that they are in safe operating condition. All hand tools shall also be inspected for safe operation and where applicable, they shall be properly grounded.

10.1.9 Ladders must be properly secured at the top and firmly placed at the bottom. The ladder shall extend a minimum of 3 feet above the rooftop. All ladders must be kept away from power lines and used for the transportation of persons only. Ladders must be taken down at the end of each day’s work.

10.1.10 Proper first aid kits will be located in the set-up area of each job site. These kits shall contain the proper materials for the treatment of burns, fractures, etc. and shall be an approved kit.

10.1.11 All debris will be removed from the roof by means of a fully enclosed chute, a roofer’s hoist, or a crane. No debris will be thrown from the roof.

10.2 01 35 29 HEALTH, SAFETY, AND EMERGENCY RESPONSE PROCEDURES

10.2.1 01 35 29 06 HEALTH AND SAFETY REQUIREMENTS

.1 REFERENCES
(a) Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.

.2 ACTION AND INFORMATIONAL SUBMITTALS
(a) Submit in accordance with Section 01 30 00, Part 3 Submittal Procedures.
(b) Submit copies of incident and accident reports.
(c) Submit WHMIS MSDS - Material Safety Data Sheets.
(d) On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

.3 FILING OF NOTICE
(a) File Notice of the Project with the Provincial/Territorial authorities prior to the beginning of the Work.

.4 REGULATORY REQUIREMENTS
(a) Complete Work in accordance with Section 01 40 00, Part 1 Regulatory Requirements.

.5 RESPONSIBILITY
(a) Be responsible for the health and safety of persons on site, the safety of property on site and for the protection of persons adjacent to the site and environment to the extent that they may be affected by the conduct of the Work.
(b) The Contractor will be responsible and assume the role of the Constructor as described in the Provincial Occupational Health and Safety Act and Regulations for Construction Projects.

6 COMPLIANCE REQUIREMENTS


7 UNFORSEEN HAZARDS

(a) When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of the Work, advise the Health and Safety Co-ordinator and/or the Safety Officer and follow procedures in accordance with the Acts and Regulations of Province/Territory having jurisdiction and advise the Consultant verbally and in writing.

8 HEALTH AND SAFETY CO-ORDINATOR

(a) Employ and assign to the Work, a competent and authorized representative as the Health and Safety Co-ordinator. The Health and Safety Co-ordinator must:

(i) Have site-related working experience specific to the activities associated with the work being performed.

(ii) Have working knowledge of the occupational safety and health regulations.

(iii) Be responsible for completing the Contractor’s Health and Safety Training Sessions and ensuring that personnel not successfully completing the required training are not permitted to enter the site to perform the Work.

(iv) Be responsible for implementing, enforcing daily and monitoring a site-specific Contractor’s Health and Safety Plan.

(v) Be on site during the execution of the Work.

9 POSTING OF DOCUMENTS

(a) Ensure applicable items, articles, notices and orders are posted in a conspicuous location on site in accordance with the Acts and Regulations of Province/Territory having jurisdiction, and in consultation with the Consultant.

10 CORRECTION OF NON-COMPLIANCE

(a) Immediately address any health and safety non-compliance issues identified by the authority having jurisdiction or by the Consultant.

(b) Provide the Consultant with a written report of the action taken to correct any non-compliance of any health and safety issues identified.

(c) The Consultant may stop Work if non-compliance of health and safety regulations is not corrected.

11 EMERGENCY RESPONSE

(a) The Contractor shall provide 24-hour emergency service throughout the duration of this contract and will be held solely responsible for damages directly related to and caused by Work undertaken in the execution of the Contract.

12 WORK STOPPAGAGE

(a) Give precedence to the safety and health of the public and site personnel and the protection of the environment over cost and schedule considerations for the Work.
01 40 00 - Quality Requirements

PART 11  01 41 00 REGULATORY REQUIREMENTS

11.1  GENERAL

11.1.1 Conform to the Owner/Contractor Agreement.

11.1.2 Where any by-law, code or official standard is quoted, it is to mean the latest edition including all revisions or amendments at the time of the contract.

11.1.3 In general, all materials, equipment and labour are to conform with the latest in force laws and codes set forth by lawful authorities having jurisdiction of such materials, equipment and labour.

11.1.4 Lack of possession of knowledge of any Code or Standard is not to constitute sufficient reason for deviation.

11.2  01 41 13 CODE, LAW, FEE, AND PERMIT REQUIREMENTS

11.2.1 Conform to the Owner/Contractor Agreement.

11.2.2 Except as otherwise specifically noted in specification, give all necessary notices and obtain all permits and pay all legal fees for permits and inspections and certificates and strictly comply with all Municipal, Provincial or other authorities’ rules, by-laws, ordinances and regulations relating to works, surroundings, streets, sidewalks, water mains, sewers, or otherwise howsoever.

11.2.3 The Contractor shall be responsible for notifying the Ministry of Labour of the start date of this project should the contract amount exceed $50,000.00.

11.2.4 Perform Work in accordance with National Building Code of Canada (NBC) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.

11.2.5 Carry out all work in accordance with specific applicable requirements of the latest edition of the following Codes and Standards: Provincial Building Code; Canadian Roofing Contractors Association’s Roofing Manual; Occupational Health and Safety Act, Bill #70.

11.2.6 Meet or exceed the requirements of:

.1 Contract documents.

.2 Specified standards, codes, and referenced documents.

11.3  HAZARDOUS MATERIAL DISCOVERY

11.3.1 STANDARDS AND REGULATIONS

.1 Where applicable, the Contractor agrees to conform to and abide by the latest version of:
(a) All Owner’s health and safety policies and codes of conduct.
(b) Construction Project Regulations.
(c) Provincial and/or National Building Code.
(d) Provincial and/or National Fire Code.
(e) Provincial and/or National Occupational Health & Safety Standards or Regulations.
(f) Workplace Safety and Health Act & Regulations.
(g) Workplace Health, Safety and Compensation Commission Act.

PART 12  01 43 00 QUALITY ASSURANCE

12.1  01 43 23 CONTRACTOR QUALIFICATIONS

12.1.1 The Contracting company must be an operating roofing company in business for a minimum of 5 years.
12.1.2 All workers shall be thoroughly experienced in the particular class of Work in which they are employed. The Consultant reserves the right to reject any worker who, in his/her opinion, does not have the skills necessary to properly complete any job they are so assigned.
12.1.3 The Contractor must be acceptable to the materials manufacturer in order to provide the required warranties.
12.1.4 These requirements are required for any and all Sub Contractors.
12.1.5 Provide a competent supervisor to supervise all Work.
12.1.6 Ensure that the quality of the work conforms to the best standard trade practices.
12.1.7 Ensure that torching operators continually carry identity verification together with verification of the membrane manufacturer's torching training certification.

12.2  01 43 36 FIELD SAMPLES

12.2.1 When requested by the Consultant, remove samples of the installed Work for testing.

12.3  01 43 39 MOCKUPS

12.3.1 Prepare mock-ups for Work specifically requested in the specifications. Include for Work of Sections required to provide mock-ups.
12.3.2 Construct in locations acceptable to the Consultant.
12.3.3 Prepare mock-ups for the Consultant's review with reasonable promptness and in orderly sequence, to not cause delays in Work.
12.3.4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
12.3.5 If requested, the Consultant will assist in preparing a schedule fixing dates for preparation.
12.3.6 Mock-ups may remain as part of the Work.

PART 13  01 45 00 QUALITY CONTROL

13.1  01 45 16 FIELD QUALITY CONTROL PROCEDURES

13.1.1 FOREMAN

.1 Once the project has started, the roofing foreman cannot be replaced without the written permission of the Consultant.
13.1.2 HOUSEKEEPING

.1 The Contractor shall be responsible for maintaining all work areas in a neat and orderly manner. All ground areas shall be clean, neat, and orderly at the end of each day’s work. All materials and equipment (including kettle) stored on the ground must be placed on plywood to prevent damage to paved areas. If ballast materials must be placed on a grass surface, it must be placed on a protective covering sufficiently large enough to ensure that no ballast remains on the grass. Any and all landscaping damaged or destroyed shall be restored to its original condition by a landscape Contractor paid for by the Contractor.

.2 All roof top areas shall be clean, and materials properly stored at the end of each day’s work.

.3 If the Contractor does not comply with the requirements to keep the premises clean or does not take steps to correct any damage that may have occurred, a written notice will be issued to the Contractor. If immediate, satisfactory steps are not taken to correct the situation, it shall be the prerogative of the Owner to rectify the situation and charge the Contractor accordingly.

13.1.3 PROTECTION

.1 Existing roof areas and roof top equipment shall be completely protected throughout the course of this project. Protect roofing system in hoisting area by means of plywood sheets extending a minimum of ten feet beyond the Working area.

.2 Do not transport any materials across new roofing without first installing adequate plywood protection. Failure to adequately protect the roof may result in the rejection of that roof area.

13.1.4 SURFACE CONDITION

.1 The Contractor will ensure that all substrates are clean, dry, sound, smooth, and free of dirt, debris, moisture, and other contamination before any materials are applied.

13.1.5 REPLACEMENT

.1 Any isolated areas that must be torn off and replaced will be built up to the height of the existing roof prior to the installation of the new roofing membrane system.

13.1.6 DAMAGED MATERIALS

.1 If in the opinion of the Inspector, any materials, either in place or not yet applied, are deemed to have been damaged by moisture, traffic, or any other cause, the Contractor will repair and/or replace the damaged materials to the approval of the Inspector, and at no cost to the Owner.

13.1.7 WEATHER CONDITIONS

.1 No materials are to be applied when the outside temperature is below 5 degrees Celsius unless written approval is obtained from the manufacturer's representative. No materials are to be applied when precipitation is imminent. No materials will be applied to damp, wet, or contaminated surfaces. No roofing is to be carried on during periods of high winds.

13.1.8 PHASED ROOFING
All installed insulation must be covered with the specified membranes and membrane flashings the same day. *Phased roofing will not be accepted.*

### 13.1.9 NIGHT SEALS

1. At the end of each working day, the incomplete installation shall be sealed along all edges to prevent water from entering the roofing system and structure. This temporary night seal must be removed before proceeding with the adjoining area.

### 13.1.10 INSPECTION

1. Before leaving the roof at the end of a working day, inspect the project to ensure that all materials and equipment are covered and secure, no fire hazards are present, no drains are plugged, all openings are properly protected, and all night-seals are completed. Remove the ladder from the building. Secure the kettle area and ensure that the kettle temperature has been reduced to a safe temperature.

### 13.1.11 MATERIALS & EQUIPMENT

1. All surplus materials and equipment shall be removed from the site when they are no longer required to complete the remaining Work.

### 13.1.12 GOOD ROOFING PRACTICES

1. **RESPONSIBILITY** - The Contractor shall be responsible for all supervision and execution of the Work as defined in the Construction Documents. The Contractor shall be solely responsible for construction safety and compliance with all legislation, practices, rules and regulations.

2. **STANDARDS** - Unless otherwise noted in the specifications, Contractors will adhere to the principles, practices, and guidelines of the Canadian Roofing Contractors Association, and the Provincial Industrial Roofing Contractors Association.

3. **MANUFACTURERS** - When possible and practical, use materials supplied from a single manufacturer. All materials, equipment, accessories, etc. are to be applied and/or installed strictly in accordance with the manufacturer’s written instructions. No deviations will be permitted without the written approval from the manufacturer of that material, equipment, accessory, etc.

4. **ACCEPTANCE** - The Contractor must verify that all materials can be installed to accommodate the building design, pertinent codes and regulations, and the manufacturer’s current recommendations.

### 13.1.13 REVIEW & QUALITY ASSURANCE OF THE WORK

1. Conform to the Owner/Contractor Agreement.

   (a) Co-operate with the Owner and their representative(s) to afford all facilities necessary to permit full inspection of the work and testing of materials prior to, during their use and during the warranty period. Act immediately on instructions given by the Consultant.

   (b) If the Contractor covers or permits to be covered the Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.

   (c) The Consultant will order part of the Work to be examined if the Work is suspected to be not in accordance with the Contract Documents. If, upon examination such
work is found not in accordance with the Contract Documents, correct such Work and pay the cost of the examination and correction.

.2 Undertaking and periodic inspections by the Owner, their agent, Consultant or Inspector is not to be construed as supervision of actual construction, nor make him responsible for providing a safe place for performance of work by contractors or contractor's employees or those of suppliers or sub-contractors or for access, visits, use, work, travel or occupancy by any person.

.3 PRE-START MEETING - This meeting is deemed to be a site visit and shall be held before the start of the project. The Contractor, the foreman for this project, and the Consultant will review the specifications, drawings, and details. The site will be examined, and the condition of the grounds and the buildings will be noted. The Contractor will be responsible for any damage to the facilities resulting from the execution of this project.

.4 NOTIFICATION - The Contractor shall provide the Consultant with forty-eight (48) hours written notice before commencing Work on this project. At the completion of any patching, flashing repair, or cleaning, and prior to any resurfacing and restoration work, the Contractor shall provide the Consultant with forty-eight (48) hours written notice to inspect the area before work proceeds. After the start date of this project, it shall be the responsibility of the Contractor to notify the Consultant before 8:00 a.m. each and every day, if no roofing personnel will be on site that day; for any reason, weather, labour, materials, strikes, etc., or any other delays. Failure to notify the Consultant will result in an invoice issued to the Contractor in the amount of three hundred and fifty dollars per occurrence. Payment of this invoice must be received by the Inspection Company before the holdback for this project will be released. Further, the Contractor shall send a written notification to the Consultant before 12:00 noon the same day, confirming that their employees will not be on site that day, and that the Consultant was notified before 8:00 a.m. This will serve as a permanent record and proof of notification.

.5 CORE SAMPLES - When directed by the Consultant, the Contractor shall cut not more than four (4) cores of approximately 200 square inches each from every newly constructed built-up roof system, and shall restore all such areas to sound and watertight condition. These procedures will be done at the Contractor’s cost.

.6 INSPECTION - The Owner authorizes Tri-Tech Pinnacle Group Inc. to periodically visit the site in order to assist in ascertaining the extent to which the materials and procedures conform to the requirements of these specifications and to the published instructions of the material manufacturer.

.7 LEAKS - If a roof leak occurs during the project and the inspector visits the site, the Contractor is required to reimburse the inspection company three hundred and fifty dollars per visit.

.8 ACCEPTANCE - The acceptability of the completed roofing Work will be based on its conformance to the written specifications and addenda. The Owner and/or his representative are not obligated to accept non-conforming work and such non-conforming work may be rejected. The rejected Work shall be promptly replaced or corrected in a manner and by methods approved by the Owner’s representative. The Consultant will instruct the Contractor’s foreman and Work crew on the proper methods of installation of the roofing system and will follow
up on a regular basis to inspect the Work being done. Any deficiencies or deviations from the specified Work will be noted and reported to the Owner along with recommended corrective actions necessary. Acceptance of any Work in no way relieves the Contractor of his/her warranty obligations.

.9 NONCOMPLIANCE – Non-compliance with the terms of this specification and ensuing contract can result in either the cancellation of the contract or complete replacement of the defective areas at the Contractor’s expense. In the event of cancellation, the Owner will not be obligated to compensate the Contractor for any work undertaken. Furthermore, all damages caused by water infiltration resulting from the failure of the Contractor to secure each day’s Work in a watertight manner, will be corrected at the Contractor’s expense. Included as damages will be all labour costs incurred by the Owner as a result of such water infiltration.

.10 FINAL INSPECTIONS - Final inspections are noted as site visits. Additional visits to re-inspect the project because of defective or incomplete work, or for any other reason may result in additional visits charged to the Contractor.

.11 RESPONSIBILITY - The presence and activities of the Consultant shall in no way relieve the Contractor and/or Sub Contractor(s) of his/her contractual responsibilities. The Consultant will not act as a supervisor of any work force present on the site.

.12 SAFETY - Safety is the absolute responsibility of the Contractor. The Consultant is not responsible for, nor has control of safety procedures required for the Work as set forth by legislation, the facility, or accepted construction practices. However, if in the opinion of the Consultant, unsafe conditions, practices and procedures are present, the project may be shut down by order of the Consultant or the Owner until such conditions are corrected.

.13 ENGINEERING RESPONSIBILITY - Tri-Tech Pinnacle Group Inc. does not, nor do its representatives, practice engineering or architecture. We make no judgements on, and hereby disclaim any responsibility for the soundness of any roof deck or structural component of buildings upon which Work is carried out and recommend that the Owner obtain written certification from a structural engineer that the structure will support the proposed weight of any Work undertaken, including, but not limited to Replacement, Repair, Retrofit, Restoration, or Ballasted Roofing Systems or Equipment installations.

13.1.14 PROCEDURES

.1 Notify the Consultant in advance of the requirement for tests, in order that attendance arrangements can be made.

.2 Submit samples and/or materials required for testing, as specifically requested in the specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in the Work.

.3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

13.1.15 DEFECTIVE WORK

.1 Conform to the Owner/Contractor Agreement.

(a) Remove defective Work, whether the result of poor workmanship, use of defective
products or damage and whether incorporated in the Work or not, which has been rejected by the Consultant as failing to conform to the Contract Documents. Replace or re-execute in accordance with the Contract Documents.

(b) Make good other Contractor’s work damaged by such removals or replacements promptly.

(c) If in the opinion of the Consultant it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, the Owner will deduct from the Contract Price the difference in value between Work performed and that called for by the Contract Documents, amount of which will be determined by the Consultant.

13.1.16 QUALITY OF WORK

.1 Execute the Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.

.2 Ensure that the Quality of the Work is of the highest standard, executed by workers experienced and skilled in the respective duties for which they are employed. Immediately notify the Consultant if the required Work is such as to make it impractical to produce the required results.

.3 Do not employ anyone unskilled in their required duties. The Consultant reserves the right to require dismissal from the site, workers deemed incompetent or careless.

.4 Decisions as to the standard or fitness of Quality of Work in cases of dispute rest solely with the Consultant, whose decision is final.

13.1.17 COORDINATION

.1 Ensure the co-operation of workers in laying out the Work. Maintain efficient and continuous supervision.

.2 Be responsible for the coordination and placement of openings, sleeves and accessories.

13.1.18 CONCEALMENT

.1 In finished areas, conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.

.2 Before installation, inform the Consultant if there is interference. Install as directed by the Consultant.

13.1.19 REMEDIAL WORK

.1 Perform remedial work required to repair or replace parts or portions of the Work identified as defective or unacceptable. Co-ordinate the adjacent affected Work as required.

.2 Perform remedial work by specialists familiar with the materials affected. Perform in a manner to neither damage nor put at risk any portion of the Work.

13.2 01 45 23 TESTING AND INSPECTING SERVICES

13.2.1 CONSULTANT

.1 Independent Inspection/Testing Agencies may be engaged by the Consultant for the purpose of inspecting and/or testing portions of the Work.
.2 Provide the equipment required for executing the inspection and testing by the appointed agencies.

.3 Employment of inspection/testing agencies does not relax responsibility to perform the Work in accordance with the Contract Documents.

.4 If defects are revealed during the inspection and/or testing, the appointed agency will request additional inspection and/or testing to ascertain the full degree of defect. Correct the defect and irregularities as advised by the Consultant at no cost to the Owner. Pay the costs for the retesting and re-inspection.

13.2.2 CONTRACTOR

.1 Notify the Consultant in advance of the requirement for tests, in order that attendance arrangements can be made.

.2 Submit samples and/or materials required for testing, as specifically requested in the specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in the Work.

.3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

.4 Submit a copy of the inspection and test reports to the Consultant.

.5 Provide copies to the subcontractor of the work being inspected or tested and/or the manufacturer or the fabricator of the material being inspected or tested.

END OF SECTION 01 40 00
01 50 00 - Temporary Facilities & Controls

PART 14 01 51 00 TEMPORARY UTILITIES

14.1 GENERAL

14.1.1 The Owner shall, where possible, provide existing electricity, lighting, and water necessary for construction purposes. When this is not possible, the Contractor shall provide the same at no additional cost to the Owner. The Contractor must obtain permission from the property manager to use electricity. The Owner will designate exactly which outlets are available to the Contractor. The Owner will allow 120-volt usage from designated outlets, 220-volt service will not be supplied.

14.1.2 The Contractor will undertake all necessary connections and maintain such connections in good order.

14.1.3 The Contractor will remove all interconnections and make good the original system when such services are no longer required.

14.2 01 51 13 TEMPORARY ELECTRICITY

14.2.1 Use the existing electrical service in relation to the Work.

14.2.2 The Owner is to pay all electrical consumption charges incurred for the duration of the Contract.

14.3 01 51 16 TEMPORARY FIRE PROTECTION

14.3.1 Abide by the Provincial and/or National Fire Protection/prevention codes and standards, Provincial Occupational Health and Safety regulations, and regulations for the construction projects.

14.3.2 Ensure that all employees are fully aware of the procedures to be followed in the event of fire, and that they are fully trained in operating fire-extinguishing equipment. During working hours, check operations of workers to ensure appliances, extension lights, flammable liquids, etc. are used safely and take such corrective measures as necessary.

14.3.3 Ensure that the supervisor and the fire safety representative are fully familiar with WHMIS and MSDS sheets relating to all materials on site and to the fire safety recommendations of the manufacturer, applicable provincial Contractor’s association and local authorities. Copies are to be kept on site for reference.

14.3.4 Smoking is not permitted on site.

14.3.5 Act as the Fire Warden and maintain fire protection and enforce proper fire protection practices.

14.3.6 Never apply open flame directly to old or dry wood surfaces.

14.3.7 Torches are never to be placed near combustible or flammable products.

14.3.8 Comply with the requirements of the standard for Building Construction Operations FCC #301-June 1982, issued by the Fire Commissioner of Canada and all subsequent Amendments. This standard may be obtained from:

14.3.9 KETTLES

.1 Locate roofing kettles in a safe location a minimum of ten feet away from any Walls. Under no circumstances is a kettle to be operational and used from the rooftop.

.2 Roofing kettles are to be continuously supervised to ensure that the bitumen is not overheated. Temperature is to be checked with an accurate thermometer that is not attached to the kettle. This thermometer must be made available to
the inspector on demand. Apply roofing asphalt at + or - 15 degrees C. of the indicated EVT stated on the asphalt kegs.

.3 Any bitumen that is found to have exceeded the recommended EVT must be disposed of away from the site.

.4 The kettle person shall wear all required protective equipment. All propane bottles shall be maintained in an upright position. Two fully charged fire extinguishers shall be maintained near the kettle.

.5 When 2 different types of asphalt are specified, 2 separate kettles will be required on site. Mixing of different asphalt grades will not be tolerated.

14.3.10 REPORTING FIRES

.1 Know the location of the nearest fire alarm box and telephone, including emergency phone number, and make available to all employees.

.2 Immediately report any fire incidents to the Fire Department as follows:
   (a) Activate the nearest fire alarm box; or
   (b) Telephone.

.3 The person activating the fire alarm box will remain at the box to direct the Fire Department to the scene of the fire.

.4 When reporting a fire by telephone, give the location of the fire, the name or number of the building and be prepared to verify the location.

14.3.11 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

.1 Fire protection and alarm system will not be:
   (a) Obstructed
   (b) Shut-off
   (c) Left inactive at the end of the working day or shift without authorization from the Fire Chief

.2 Fire hydrants, standpipes and hose systems will not be used for anything other than fire-fighting purposes unless authorized by the Fire Chief.

14.3.12 FIRE WATCH

.1 A fire watch on the kettle must be maintained at all times. The kettle operator's duties will involve work exclusively at the kettle location to maintain a constant fire watch. It is the responsibility of the fire watch to maintain proper operating temperatures and conditions around the kettle. There will be at least two (2) serviceable, full sized extinguishers located at each kettle location.

.2 Maintain a fire watch for a minimum of two (2) hours after the stop of the torch operation within roof areas of work for each work period. Log a record of the fire watch within the Contractor's logbook to be forwarded to the Owner upon leaving the site on a daily basis.

14.3.13 FIRE EXTINGUISHERS

.1 Fire extinguishers shall be present on the job site at all times. All extinguishers should be checked no less than once each month and serviced by qualified personnel on a yearly basis. There shall be one fire extinguisher present for each
torch unit being used on the project. Said extinguisher will be located within twenty-five (25) feet of the area where the torch is being used.

.2 Supply fire extinguishers, as scaled by the Fire Chief, necessary to protect work in progress and the Contractor's physical plant on site.

.3 Provide at least three Class ABC working fire extinguishers throughout the duration of project. Keep one of these at the location of the kettles at all times and at least one 20 lb. fire extinguisher within 3 m (10') of all operating torches.

.4 Replace all empty or partially discharged fire extinguishers immediately after use and remove used extinguishers from the site.

14.3.14 RUBBISH AND WASTE MATERIALS

.1 Keep rubbish and waste materials at minimum quantities.

.2 Burning of rubbish is prohibited.

.3 Removal:
   (a) Remove rubbish from the work site at the end of the workday or shift or as directed.

.4 Storage:
   (a) Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
   (b) Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as specified.
   (c) All used mops are to be spread open and cooled before leaving the roof to avoid fire potential.

14.3.15 FLAMMABLE AND COMBUSTIBLE LIQUIDS

.1 Handling, storage and use of flammable and combustible liquids is governed by the current National Fire Code of Canada.

.2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of the Fire Chief.

.3 The transfer of flammable and combustible liquids is prohibited within buildings or jetties.

.4 The transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.

.5 Do not use flammable liquids having a flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.

.6 Store flammable and combustible waste liquids, for disposal, in approved containers located in a safe ventilated area. Keep quantities to a minimum and the Fire Department is to be notified when disposal is required.

14.3.16 HAZARDOUS SUBSTANCES

.1 Work entailing the use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health is in accordance
with National Fire Code of Canada.

.2 Obtain from the Fire Chief, a "Hot Work" permit for work involving welding, burning or the use of blowtorches and salamanders, in buildings or facilities.

.3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with the level of protection necessary for the Fire Watch is at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on the scale established and in conjunction with the Fire Chief at pre-work conference.

.4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform the Fire Chief prior to and at the cessation of such work.

14.3.17 QUESTIONS AND/OR CLARIFICATION

.1 Direct questions or clarification on Fire Safety in addition to the above requirements to the Fire Chief.

14.3.18 FIRE INSPECTION

.1 Co-ordinate site inspections by the Fire Chief through the Departmental Representative.

.2 Allow the Fire Chief unrestricted access to the work site.

.3 Co-operate with the Fire Chief during routine fire safety inspection of the work site.

.4 Immediately remedy any unsafe fire situations observed by the Fire Chief.

PART 15 01 52 00 CONSTRUCTION FACILITIES

15.1 01 52 13 FIELD OFFICES AND SHEDS

15.1.1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.

15.1.2 Locate materials not required to be stored in weatherproof sheds on site in a manner to cause the least interference with work activities.

15.2 01 52 19 SANITARY FACILITIES

15.2.1 The Contractor shall provide the toilet facilities for his employees as required. The Contractor’s personnel are not permitted to enter the building without proper authorization from the Owner.

15.2.2 Post notices and take precautions as required by the local health authorities. Keep the area and the premises in a sanitary condition.

15.2.3 The location is as directed by the Owner/Consultant.

PART 16 01 54 00 CONSTRUCTION AIDS

16.1 01 54 16 TEMPORARY HOISTS AND CRANES

16.1.1 Provide, operate and maintain hoists and/or cranes required for the moving of workers, materials and equipment. Make financial arrangements with Subcontractors for their use of hoists.

16.1.2 Hoists and/or cranes are to be operated by a qualified operator.
16.2 01 54 23 TEMPORARY SCAFFOLDING AND PLATFORMS
16.2.1 Erect and maintain scaffolding and platforms in accordance with CAN/CSA-S269.2.
16.2.2 Provide temporary controls in order to execute the Work expeditiously.
16.2.3 The location of scaffolding is to be approved by the Owner or the Consultant prior to its erection.
16.2.4 Construct and maintain all scaffolding in a rigid, secure and safe manner.
16.2.5 Erect scaffolding independent of any walls.
16.2.6 Remove promptly when no longer required.

PART 17 01 55 00 VEHICULAR ACCESS AND PARKING
17.1 01 55 13 TEMPORARY ACCESS ROADS
17.1.1 Provide and maintain access to all roads, sidewalk crossings, ramps and construction runways as may be required for access to the Work.
17.1.2 Maintain access to the property, including overhead clearances for use by emergency response vehicles.
17.1.3 Do not close or obstruct walkways, passageways, or stairways without the Owner’s and/or Consultant’s authorization. Do not store or place materials in passageways, stairs, or other means of egress. Conduct operations with minimum traffic interference.

17.2 01 55 16 HAUL ROUTES
17.2.1 The Contractor’s traffic on roads, selected for hauling the material to and from the site, are to interfere as little as possible with public traffic.

17.3 01 55 19 TEMPORARY PARKING AREAS
17.3.1 Parking will be subject to the Owner’s approval and instructions.
17.3.2 Temporary parking space for the delivery of materials will be made available by the Owner.

17.4 01 55 26 TRAFFIC CONTROL
17.4.1 Protect the travelling public from damage to person and property.

PART 18 01 56 00 TEMPORARY BARRIERS AND ENCLOSURES
18.1 01 56 16 TEMPORARY DUST BARRIERS
18.1.1 As required, install temporary debris barriers to ensure containment of loose, wind-blown debris.

18.2 01 56 23 TEMPORARY BARRICADES
18.2.1 GUARD RAILS AND BARRICADES
18.2.1.1 Provide as temporary guard rails and barricades required by governing authorities.
18.2.1.2 Provide, erect, and maintain catch platforms, lights, barriers, weather protection, warning signs, and other items as required for proper protection of workers engaged in renovation operations, building occupants, and members of the public and adjacent construction.

18.2.2 HOARDING
18.2.2.1 Erect temporary site enclosures using 38mm x 89mm [2x4] construction grade
lumber framing at 610mm [24"] centres and 1219mm x 2438mm x 13mm [48” x 96” x ½"] exterior grade fir plywood to CSA O121.

.2 Apply plywood panels vertically flush and butt jointed.

.3 Provide barriers around trees and plants designated to remain. Protect from damage by equipment and construction procedures.

18.3 01 56 26 TEMPORARY FENCING

18.3.1 Provide an "Insta-Fence" type fence system and lockable barriers around all ground operations.

18.4 01 56 36 TEMPORARY SECURITY ENCLOSURES

18.4.1 To avoid vandalism and/or theft, remove or store and secure all tools and equipment at the end of each day's work.

PART 19 01 57 00 TEMPORARY CONTROLS

19.1 01 57 26 SITE WATERING FOR DUST CONTROL

19.1.1 Take necessary precautions to prevent dust and dirt from rising by wetting demolished masonry, concrete, plaster, and similar debris. Protect unaltered portions of the existing building affected by the operation under this section using dustproof partitions and other adequate means.

PART 20 01 58 00 PROJECT IDENTIFICATION

20.1 01 58 13 TEMPORARY PROJECT SIGNAGE

20.1.1 No signs or advertising is permitted to be erected on the building or the site, without previous approval by the Consultant or the Owner.

20.1.2 All customary signs or posters relative to fire, traffic and pedestrian safety, danger and miscellaneous safety or those required by law, are to be prominently displayed at the required locations.

END OF SECTION 01 50 00
01 60 00 - Product Requirements

PART 21 01 61 00 COMMON PRODUCT REQUIREMENTS

21.1 REFERENCES

21.1.1 Within the text of each specifications section, reference may be made to reference standards.

21.1.2 Conform to these reference standards, in whole or in part as specifically requested in the specifications.

21.1.3 If there is question as to whether products or systems are in conformance with the applicable standards, the Consultant reserves the right to have such products or systems tested to prove or disprove conformance.

21.2 PRODUCT QUALITY

21.2.1 Conform to the Owner/Contractor Agreement.

1. Products, materials, equipment and articles incorporated in the Work shall be new, not damaged or defective, and of best quality for the purpose intended. If requested, furnish evidence as to the type, source and quality of the products provided.

2. The procurement policy is to acquire, in a cost-effective manner, items containing the highest percentage of recycled and recovered materials practicable, consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in the execution of work.

3. Defective products, whenever identified prior to the completion of the Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility but is precaution against oversight or error. Remove and replace defective products at your own expense and be responsible for delays and expenses caused by the rejection.

4. Should disputes arise as to the quality or fitness of products, the decision rests strictly with the Consultant based upon the requirements of the Contract Documents.

5. Unless otherwise indicated in the specifications, maintain uniformity of manufacture for any particular or like items throughout the building.

21.2.6 APPROVAL OF MATERIALS

1. All materials specified are subject to the approval of the Owner/Consultant, but where materials are definitely named by brand, size and quality in drawings and specifications, such materials may be used without further reference to the Owner.

21.2.7 EQUIVALENTS

1. Where any particular brand or manufactured article is specified, it is to be regarded as standard. Another brand or make equally as good in the opinion of Owner/Consultant may be accepted but is to be submitted to him for approval in all cases and such approval to be in writing.

21.2.8 OWNERSHIP OF MATERIALS

1. Unless otherwise specified, all materials existing on site or premises at the time of bidding is to remain the property of the Owner.

2. All work and materials delivered on site or premises to form part of the Work is to be considered property of the Owner. Do not remove without consent of the
Owner. The Contractor is to have the right to remove all surplus material after he has completed the work and if they are directed by the Owner, remove such surplus materials at any time prior to completion of the work.

21.3 LOCATION OF FIXTURES

21.3.1 Consider the location of fixtures, outlets, and mechanical and electrical items indicated as approximate.

21.3.2 Inform the Consultant of any conflicting installation. Install as directed.

21.4 FASTENINGS

21.4.1 Provide metal fastenings and accessories in the same texture, colour and finish as the adjacent materials, unless indicated otherwise.

21.4.2 Prevent electrolytic action between dissimilar metals and materials.

21.4.3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in the affected specification Section.

21.4.4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.

21.4.5 Keep exposed fastenings to a minimum, space evenly and install neatly.

21.4.6 Fastenings which cause spalling or cracking of the material to which anchorage is made are not acceptable.

21.5 FASTENINGS - EQUIPMENT

21.5.1 Use fastenings of standard commercial sizes and patterns with a material and finish suitable for service.

21.5.2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.

21.5.3 Bolts may not project more than one diameter beyond nuts.

21.5.4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

PART 22 01 62 00 PRODUCT OPTIONS

22.1 GENERAL

22.1.1 Change in Materials: Submit any requests for substitutions in accordance with Section 01 30 00, Part 3 Submittal Procedures.

PART 23 01 64 00 OWNER-FURNISHED PRODUCTS

23.1 GENERAL

23.1.1 Transportation costs of products supplied by the Owner will be paid for by the Owner's Representative. Unload, handle and store such products.

PART 24 01 65 00 PRODUCT DELIVERY REQUIREMENTS

24.1 AVAILABILITY

24.1.1 Immediately upon signing the Contract, review the product delivery requirements and anticipate foreseeable supply delays for items. If delays in the supply of products are foreseeable, notify the Consultant of such, in order that substitutions or other remedial action may be authorized in ample time to prevent any delay in performance of Work.
24.1.2 In the event of failure to notify the Consultant at the commencement of the Work and should it subsequently appear that Work may be delayed for such reason, the Consultant reserves the right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

24.1.3 Pay costs for the transportation of products required in the performance of the Work.

24.1.4 Deliver materials to the site undamaged and in their original packages. All materials shall have the manufacturers' labels intact and legible. Labels should be affixed to the outside of the package stating the type of the product, the name, and the address of the manufacturer.

24.1.5 An authorized representative of the Contractor must be on site to receive all materials. The Owner will not accept delivery or supervise unloading or designate placement location of any delivered materials. The Owner will not provide loading dock access, equipment, or interior storage space.

24.1.6 When such materials are purchased directly by the Contractor for this project, it shall be the Contractor’s responsibility to replace all damaged or missing materials at no additional expense to the Owner.

24.1.7 Copies of WHMIS, (Workplace Hazardous Materials Information System), data sheets for all materials must be on site and readily available to all workers. Copies will be submitted to the Property Manager at the pre-construction site meeting.

PART 25 01 66 00 PRODUCT STORAGE AND HANDLING REQUIREMENTS

25.1 GENERAL

25.1.1 Handle and store products in a manner to prevent damage, deterioration and soiling and in accordance with the manufacturer’s instructions when applicable.

25.1.2 Store products subject to damage from weather and/or theft in lockable weatherproof enclosures.

25.1.3 All roofing membranes must be stored on end. Granular surfaced membranes will be stored selvage side up. Protect edges of roll goods.

25.1.4 Store cementitious products clear of earth or concrete floors, and away from walls.

25.1.5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.

25.1.6 Store sheet materials and lumber on flat, solid supports and keep clear of ground and/or roof surface. Slope to shed moisture.

25.1.7 Store and mix paints in a heated and ventilated room. Remove oily rags and other combustible debris from the site daily. Take every precaution necessary to prevent spontaneous combustion.

25.1.8 Remove and replace wet and otherwise damaged products at your own expense and to the satisfaction of the Consultant.

25.1.9 Touch-up damaged factory finished surfaces to the Consultant's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

25.1.10 Locate all the materials not required to be stored in weatherproof sheds on site in a manner to cause the least interference with work activities.

25.1.11 Confine work and operations of employees to those defined by the Contract Documents. Do not unreasonably encumber the premises with products.

25.1.12 Do not load or permit to load any part of the Work with weight or force that will endanger the Work. The Contractor is fully responsible to ensure the structural loading of the roof is not excessive. Should doubt exist as to the structural capacity of the existing roofing structure,
the Contractor will be held responsible for acquiring the opinion and direction from a Professional Structural Engineer, licensed to practice within the province of work at no additional cost to the Owner.

25.1.13 All materials shall be safely stored and protected against weather, vandalism, and theft. All materials will be adequately tarped with waterproof breathable coverings and secured with rope. Provide additional tarps to protect all materials from weather and be responsible at all times for the protection of the materials and the securement of the tarps.

25.1.14 All roofing materials must be stored above the roof surface on wooden pallets. Scrap insulation pieces used for this purpose will not be allowed as they wick water up to the roofing materials. Polyethylene shrink wrap will not be considered adequate protection. All plastic wraps must be slit and/or removed to eliminate condensation. The roofing materials will then be tarped and secured with ropes.

25.1.15 No roofing materials are to be used as ballast to secure protective coverings. Any materials used in this manner will be marked with paint and rejected by the Consultant. These materials must be immediately removed from the job site. Any of these materials found incorporated into the applied roofing system will result in that portion of the Work being rejected.

25.1.16 Store all solvent based materials in well ventilated areas away from excessive heat or open flames.

25.2 01 66 13 PRODUCT STORAGE AND HANDLING REQUIREMENTS FOR HAZARDOUS MATERIALS

25.2.1 PROPANE CYLINDERS/GAS CYLINDERS

.1 Follow the supplier’s instructions and comply with the Provincial and/or National Health and Safety Guidelines for Low-Slope Roofing when handling and storing gas cylinders.

.2 Transport gas cylinders in an upright position, properly secured. Store gas cylinders with valve closed and safety cap in place inside a locked storage area, at least 7.6m (25'0") from the kettle or tanker.

.3 Check the pressure regulator before using any gas cylinder and adjust it as required.

.4 Check hoses and couplings for cracks and cuts and replace them as required before using the cylinder.

25.3 01 66 16 PRODUCT STORAGE AND HANDLING REQUIREMENTS FOR TOXIC MATERIALS

25.3.1 Store volatile waste in covered metal containers and remove from the premises at the end of each working day.

END OF SECTION 01 60 00
01 70 00 - Execution & Closeout Requirements

PART 26 01 71 00 EXAMINATION AND PREPARATION

26.1 01 71 13 MOBILIZATION

26.1.1 DOCUMENTS AT THE SITE

.1 Conform to the Owner/Contractor Agreement.

.2 Maintain at the job site, one copy of each document as follows:

(a) Contract Documents.
(b) Submittals.
(c) Reports.
(d) Records of Meetings.
(e) Copy of the Approved Work Schedule.
(f) Health and Safety Plan and Other Safety Related Documents.
(g) Other documents as specified.

26.1.2 CONSTRUCTION SCHEDULE

.1 Conform to the Owner/Contractor Agreement.

(a) Before commencing any alteration or demolition work, submit for review by the Consultant and approval of the Owner, a schedule showing the commencement, order, and completion dates for various parts of this work.

.2 Indicate options that will be made available for the purpose of recovering time lost due to weather or circumstances beyond the control of the Contractor.

.3 Subsequent to the pre-start meeting, notify the Owner or their representative at least 48 hours before roofing operations commence. Subsequently, give one working day's prior notice to the Consultant for the commencement of each phase of the Work. Notify the Owner and the Consultant and QAO of delays and restarts.

.4 Before starting any work relating to the existing utilities that will temporarily discontinue or disrupt service to the existing building, notify the Consultant and the Owner 48 hours in advance and obtain the Owner's approval in writing before proceeding with this phase of Work.

26.1.3 PROJECT STARTUP

.1 Start work on site on or before the date submitted on the Bid Form unless agreed to in writing by the Owner.

.2 Complete all work prior to the date submitted on the Bid Form unless adjusted in accordance with this section. If, in opinion of the Owner, the Contractor is unable to complete the work before the onset of inclement weather, the Owner may terminate the Contract in accordance with this section.

26.1.4 DELAYS

.1 Conform to the Owner/Contractor Agreement.

(a) If the Contractor is delayed in completion of the work by any act or neglect of the Owner, or of any employee of the Owner, or by any other Contractor employed by
the Owner, or by changes ordered in work, or by strikes, lockouts, fire, unusual delay by common carriers, or unavoidable casualties, or by any other cause of any kind whatsoever, beyond the Contractors' control, or by any cause within the Contractors' control which the Owner may decide as justifying delay, then the time of completion will be extended for such reasonable time as the Owner may decide.

.2 Should work, for any reason, be suspended during the course of Contract, the Contractor assumes all responsibility for its proper protection during such periods.

26.1.5 CONCURRENT OPERATIONS

.1 Other activities of the Owner may be proceeding at the same time as the Work covered by this specification. The Contractor shall co-operate with the Owner and the Consultant to ensure that all contract work progresses in a manner which does not conflict with other activities.

26.1.6 EMERGENCIES

.1 Prior to any work beginning, provide to the Owner, in writing, names, addresses and telephone numbers of members of their organization to be contacted in the event of an out-of-hours emergency at the building site.

26.2 01 71 16 ACCEPTANCE OF CONDITIONS

26.2.1 Inspect the existing conditions, including elements subject to damage or movement during cutting, patching and mechanically fastening.

26.2.2 After uncovering, inspect conditions affecting the performance of the Work.

26.2.3 The beginning of cutting or patching means the acceptance of the existing conditions.

26.2.4 Prior to fastening the thermal barrier/insulation and/or other roof system components, the Contractor is to inspect the underside of the deck for conduit locations, fire-proofing material and other potential hazards.

.1 The Contractor is fully responsible to avoid damaging existing conduits within the interior space, and are to utilize all available means to ensure continued uninterrupted function of the electrical/electronic items, including visual reviews and available electronic detection devices, such as a cable avoidance tool as manufactured by Radiodetection Ltd.

.2 The Contractor is to assume all responsibility for damages occurring as a result of fastening through the deck and to make good all such damages at no additional cost to the Owner.

.3 Inspect the existing roof drains to ensure they are open and working properly before commencing. Ensure all rainwater leaders are properly secured before proceeding with work. Provide temporary drain plugs and otherwise protect drains during roofing operations. Remove at the completion of roofing work.

26.3 01 71 33 PROTECTION OF ADJACENT CONSTRUCTION

26.3.1 Conform to CCDC2, GC 9.1 Protections of Work and Property.

26.3.2 Make such explorations and probes as are necessary to ascertain any required protective measures before proceeding with demolition and removal.

26.3.3 Only such portions of the premises may be used for storage of materials as are authorized by the Owner.
26.3.4 Cover building façades affected by the Work with tarpaulins to protect against debris, asphalt spills, damages caused during hoisting and the like. Provide additional protection to areas at ground level affected by the Work. Be responsible for any damage to the existing structure and/or contents (such as pavement, walks, curbs, landscaping, etc.) by reason of insufficiency of protection provided.

26.3.5 Protect active utilities from damage and remove or relocate only as indicated, specified or directed. Inactive abandoned utilities encountered in excavation and grading operations are to be removed, if requested, plugged, or capped at no expense to the Owner.

26.3.6 Protect works and, where performance of the work may be means of damaging work of other trades, protect such other work, and make good to the Owner's requirements any work damaged.

26.3.7 Co-ordinate work to ensure that special protection against damage from traffic or work performed on top of completed roofing is provided and as otherwise specified. Protect roofing used as a working platform by plywood sheets installed over the entire work area and 3 metres (10') beyond, including hoisting areas. Secure or ballast as required to ensure against wind uplift.

26.3.8 Carry out repairs to the existing roof membrane as required in maintaining the watertight integrity of the membrane throughout the duration of the Contract, at no additional cost to the Owner. Maintain adequate roof drainage during all phases of the work.

26.3.9 Prevent overloading of parts of the building. Do not cut, drill or sleeve load any bearing structural member, unless specifically indicated without written approval of an Engineer. Provide supports to assure the structural integrity of the surroundings; provide devices and methods to protect other portions of the project from damage.

26.3.10 Provide protection from the elements for areas which are to be exposed by uncovering work.

26.3.11 Should the job be stopped for any cause, the Contractor is to be responsible for, and provide all necessary protection to prevent, damage by weather or other causes until the project can be safely completed. Nothing contained in this paragraph limits or releases the Contractor from any liability. The Contractor is to accept full responsibility for prevention of pilferage and theft, to instruct all trades accordingly, and to be responsible for any losses incurred by theft.

PART 27 01 73 00 EXECUTION

27.1 01 73 13 APPLICATION AND INSTALLATION

27.1.1 ENVIRONMENTAL CONDITIONS

.1 PRECIPITATION - No work is to be carried out during any form of precipitation including rain, snow, hail, or fog. Postpone all roofing Work when inclement weather is forecast.

.2 WET SURFACES - No roofing materials are to be applied on wet or damp surfaces.

.3 WINDS - No roofing Work is to be carried out during periods of high winds.

.4 DISPOSAL - All materials removed from the site become the property of the Contractor. It is the Contractor's responsibility to ensure that a properly licensed disposal company is employed, and that all refuse is hauled to a properly licensed land fill site or recycling depot.

.5 HAZARDOUS MATERIALS - Any and all toxic materials and/or conditions discovered on site by the Contractor are to be immediately reported to the Owner and the appropriate authorities.
27.1.2 MANUFACTURER’S INSTRUCTIONS

.1 Unless otherwise indicated in the specifications, install or erect products in accordance with the manufacturer’s instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from the manufacturers.

.2 Notify the Consultant in writing of conflicts between the specifications and the manufacturer’s instructions, so that the Consultant can establish a course of action.

.3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes the Consultant to require the removal and re-installation at no increase in Contract Price or Contract Time.

27.1.3 CHANGES IN WORK

.1 The Owner, or his representative, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work, the Contract price and the Contract time being adjusted accordingly.

.2 Any unforeseen but required Work not included in the original bid must be brought to the attention of the Owner. An agreed to price and a written Work order are required prior to starting the Work.

.3 The Owner reserves the right, should additional material and/or labour be necessary for compliance with said recommendations, to request competitive bids from at least two (2) independent Contractors qualified to perform Work in such related areas. The Owner and/or the Consultant reserve the right to hold in abeyance progress on any project until such time as said additional Work has been properly completed.

.4 All work covered by the unit prices submitted by the Contractor in his proposal must be authorized by a written Work order from the Owner, prior to starting the Work, which will include the quantity of work to be performed and the related costs thereof.

.5 Any deviations from the written specifications must be authorized in writing by the Owner or the Owners Representative.

.6 Where works not shown or implied by drawings and specifications are required by changes in drawings, or for other reasons, do such work when directed by Owner and/or Consultant and this work to be subject to specifications and done in accordance therewith as rest of work.

.7 Where approved work involves additional cost to the Contractor, they are to be paid for the work.

.8 No extra work is to be paid for unless it is authorized by the Owner in writing.

.9 Submit detailed estimates on extra work, showing separate items of materials and labour, before any such work is commenced, unless otherwise specifically agreed upon by the Owner and/or the Consultant in writing. In cases of work to be deducted, submit a detailed schedule of quantities and prices when required by the Owner and/or the Consultant.

27.2 01 73 29 CUTTING AND PATCHING
27.2.1 Conform to the Owner/Contractor Agreement.

.1 Unless specifically stated otherwise under the contract, the Contractor will do all cutting and patching necessary for the proper installation and performance of the Work.

27.2.2 Avoid unnecessary cutting. Lay out work and advise the Sub-Contractors, when necessary, where to leave holes for the installation of pipe and other work. Should the Contractor fail to do so, advise the Sub-Contractors, they themselves are to provide for cutting and making good.

27.2.3 Employ the original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.

27.2.4 Restore the work with new products in accordance with the requirements of the Contract Documents.

27.2.5 Provide proper protection to trimmed holes, stairwells, excavations, or other places where required.

27.2.6 Provide temporary barricades, screens or barriers as directed by the Owner for the safety of person or persons, or for dividing work from the portion of the building or site that may be required for use or other purposes.

27.2.7 Furnish and maintain all lights, signals or barricades, or other protection needed or required by civic authorities or as directed by the Owner and/or the Consultant.

27.2.8 When breaking into or connecting to existing services or utilities, execute the Work at times directed by local governing authorities, with minimum of disturbance to the Work, and/or building occupants and pedestrian and vehicular traffic.

27.2.9 Remove and replace defective and non-conforming Work.

27.2.10 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.

27.2.11 Cut rigid materials using a masonry saw or core drill. Pneumatic or impact tools are not allowed on masonry work without prior approval.

27.2.12 Fit the Work weathertight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

27.2.13 At the penetration of fire rated construction elements, completely seal voids with firestopping material in accordance with National, Provincial, and local firestopping regulations.

27.2.14 Refinish surfaces to match adjacent finishes. Refinish continuous surfaces to the nearest intersection. Refinish assemblies by refinishing the entire unit.

27.2.15 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

PART 28 01 74 00 CLEANING AND WASTE MANAGEMENT

28.1 01 74 13 PROGRESS CLEANING

28.1.1 Conform to the Owner/Contractor Agreement.

.1 Remove waste materials from the site at daily regularly scheduled times. Do not burn waste materials on site.

28.1.2 Provide purpose-built on-site containers for the collection of waste materials and debris.

28.1.3 Provide for use marked separate bins for recycling.

28.1.4 Provide adequate ventilation during the use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
28.1.5 Use only cleaning materials recommended by the manufacturer of the surface to be cleaned, and as recommended by the cleaning material manufacturer.

28.1.6 Schedule any cleaning operations so that the resulting dust, debris, and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

28.1.7 Clean up immediately upon the completion of each trade's work.

28.2 01 74 16 SITE MAINTENANCE

28.2.1 Maintain the premises and job site in a safe, reasonable, neat and orderly condition. On a daily basis be responsible for the removal and disposal of debris caused by work of this contract during the course of construction and keep the site free from the accumulation of waste materials and rubbish during the entire renovation period.

28.2.2 Stock piling of debris on site is not permitted. Dispose of waste materials and debris off site.

28.2.3 Make arrangements with and obtain permits from authorities having jurisdiction for the disposal of waste and debris.

28.2.4 Maintain the security of the building and its contents during work.

28.2.5 Notify the Owner's on-site representative, prior to doing any work, of any drains found plugged, damaged or leaking. Drains continuous function becomes the Contractor's responsibility once work begins within an area, up to and including the end of work within the area.

28.2.6 Where alterations occur, or new and old work join, cut, remove, patch, repair, or refinish adjacent surfaces or so much thereof as is required by the involved condition, and leave in as good a condition as existed prior to commencing the work. Materials and quality of work employed in alterations, unless otherwise shown or specified, are to conform to that of the original work. Alteration work is to be performed by various respective trades that normally perform those particular items of work.

28.2.7 As circumstances dictate, and as directed by the Owner, repair any damage to existing equipment, inclusive of deck underside conduits, caused by work, at no additional cost to the Owner.

28.2.8 Sweep the Work area with a magnetized roller before leaving the site to detect any metal debris, which is to be removed.

28.2.9 Care is to be taken by workers not to mark, soil, or otherwise deface finished surfaces. In the event that finished surfaces become defaced, clean and restore such surfaces to their original condition.

28.2.10 Separate non-salvageable materials from salvaged items. Protect store and catalogue items to be reused, recycled and salvaged in locations as directed by the Consultant. Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with the requirements for acceptability by designated facilities.

28.2.11 Protect structural components not removed for demolition from movement or damage.

28.2.12 Support affected structures. If the safety of the building is endangered, cease operations and immediately notify the Consultant.

28.2.13 Ensure the continuity of surface drainage and raise the mechanical and electrical from damage and blockage.

28.2.14 Separate and store materials produced during the dismantling of structures in designated areas.

28.2.15 Clear snow and ice from access to the building, bank/pile snow in designated areas only.

28.3 01 74 19 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
28.3.1 WASTE MANAGEMENT GOALS

.1 Accomplish maximum control of solid construction waste.

.2 Preserve the environment and prevent pollution and environmental damage.

28.3.2 STORAGE, HANDLING AND PROTECTION

.1 Store materials to be reused, recycled, and salvaged in locations as directed by the Owner’s Representative.

.2 Unless specified otherwise, materials for removal do not become the Contractor’s property.

.3 If material is to be turned over to the Owner or third party, protect, stockpile, store and catalogue all salvaged items.

.4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to a licensed disposal facility.

.5 Protect structural components not removed for demolition from movement or damage.

.6 Support affected structures. If the safety of the building is endangered, cease operations and immediately notify the Owner’s Representative and then the Consultant.

.7 Ensure the continuity of surface drainage and raise the mechanical and electrical from damage and blockage.

.8 Separate and store materials produced during the dismantling of structures in designated areas.

.9 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with the requirements for acceptance by designated facilities.

(a) On-site source separation is recommended.

(b) Remove co-mingled materials to off-site processing facility for separation.

(c) Provide waybills for separated materials.

28.3.3 EXECUTION

.1 Handle waste materials not reused, salvaged, or recycled in accordance with the appropriate regulations and codes.

28.3.4 DIVERSION OF MATERIALS

.1 From the following list, separate materials from the general waste stream and stockpile them into separate piles or containers, as reviewed by the Consultant, and consistent with the applicable fire regulations.

(a) Mark containers or stockpile areas.

(b) Provide instruction on disposal practices.

.2 On-site sale of material is not permitted.

28.4 01 74 23 FINAL CLEANING

28.4.1 Conform to the Owner/Contractor Agreement.
.1 Upon completion of work, remove from the work site, temporary buildings and structures, fences, scaffolding, rubbish, tools, surplus materials and construction machinery and equipment not required for the performance of the remaining Work.

28.4.2 Remove waste products and debris. Do not burn waste materials on site.

28.4.3 Remove dirt and any other disfiguration from exterior surfaces.

28.4.4 Clear downspouts and drainage systems of debris and ensure no blockage exists.

28.4.5 Inspect finishes, fitments and the equipment and ensure the specified workmanship and operation. Clean the equipment and fixtures to a sanitary condition.

28.4.6 Broom clean and wash the exterior paved areas, walks, steps, and surfaces; rake clean other surfaces of the grounds.

28.4.7 Remove any debris and surplus materials from crawl spaces and all other accessible concealed spaces.

PART 29 01 77 00 CLOSEOUT PROCEDURES

29.1 01 77 13 PRELIMINARY CLOSEOUT REVIEWS

29.1.1 CONTRACTOR’S INSPECTION

.1 Conduct an inspection of the Work, identify any deficiencies and defects, and repair them as required to conform to the Contract Documents.

.2 Request the Consultant’s inspection.

29.1.2 CONSULTANT’S INSPECTION

.1 The Consultant is to inspect the Work and identify any/all defects and deficiencies.

.2 The Contractor is to correct the Work as directed.

29.1.3 COMPLETION TASKS

.1 Submit written certificates that tasks have been performed as follows:

(a) Work: completed and inspected for compliance with the Contract Documents.

(b) Defects: corrected and all deficiencies have been completed.

(c) Equipment and systems: tested, and fully operational.

(d) Certificates required by the Fire Commissioner, Utility companies: submitted.

29.2 01 77 16 FINAL CLOSEOUT REVIEW

29.2.1 When completion tasks are done, request a final review of the Work by the Consultant.

29.2.2 When the Work is incomplete according to the Consultant, complete the outstanding items and request another review of the work.

29.3 01 77 19 CLOSEOUT REQUIREMENTS

29.3.1 SUBSTANTIAL PERFORMANCE OF THE WORK

.1 Conform to the Owner/Contractor Agreement.

(a) Prepare and submit to the Consultant a comprehensive list of items to be completed or corrected and apply for a review by the Consultant to establish Substantial Performance of the Work. Failure to include items on the list does not alter the responsibility to complete the Contract.
(b) The Consultant will review the Work to verify the validity of the application and will notify the Contractor if the Work is substantially performed.

(c) Immediately following the issuance of the certificate of Substantial Performance of Work, in consultation with the Consultant, establish a reasonable date for finishing the Work.

PART 30 01 78 00 CLOSEOUT SUBMITTALS

30.1 01 78 36 WARRANTIES

30.1.1 The Contractor will furnish the Owner and the Consultant with a standard 2-year Canadian Roofing Contractor’s Association labour warranty and the material manufacturer’s standard 10 year warranty.

30.1.2 The contractor will inspect the roofing project with the Consultant immediately after its completion and will correct any workmanship defects within a reasonable time period (30 days) at the Contractor’s expense. Failure to correct the deficiencies and/or provide the required written warranty may cause final payment to be withheld until the situation is rectified.

30.1.3 Failure to provide full documentation will prevent issuance of the certificate of substantial completion and delay the release of final payment and holdback.

30.1.4 The Owner must notify the Contractor and the Consultant in writing a minimum of thirty days before installation of any equipment or procedures that may damage or alter the roofing system. Failure to notify may void the warranty.

30.1.5 It is responsibility of the Contractor to notify the membrane manufacturer before the Work begins to arrange on-site inspections by the manufacturer’s technical representative. The purpose of these visits is to ensure adherence to the manufacturer’s printed procedures in order to obtain the manufacturer’s warranty.

END OF SECTION 01 70 00
06 10 00 - Rough Carpentry

PART 31 GENERAL

31.1 GENERAL CONDITIONS

31.1.1 All conditions of the Contract and Divisions 00 and 01 apply to this section and to the requirements of the Canadian Roofing Contractors Association Roofing Manual Specifications as referred to herein.

31.1.2 Abide by all Federal, Provincial, Municipal and Local Laws or Codes, rules and regulations that in any way affect the work, including all amendments up to the project date.

31.1.3 All standards, regulations and specifications listed herein are the latest edition.

31.2 CO-ORDINATION

31.2.1 Co-ordinate work of this Section with work of:

.1 Section 01 10 00 General Requirements.
.2 Section 01 11 00 Scope of Work.
.3 Section 07 52 16 Butadiene-Styrene Modified Bituminous Membrane Roofing.
.4 Section 07 62 00 Sheet Metal Flashing and Trim.
.5 Section 07 92 00 Joint Sealants.

31.3 STANDARDS

31.3.1 ASTM INTERNATIONAL

.2 ASTM A307, Carbon Steel Bolts & Studs.
.3 ASTM A653/A653M-[09a], Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvanealled) by Hot-Dip Process.
.4 ASTM D1761-[06], Standard Test Methods for Mechanical Fasteners in Wood.
.5 ASTM D5456-[10], Standard Specification for Evaluation of Structural Composite Lumber Products.

31.3.2 CANADIAN GENERAL STANDARDS BOARD (CGSB)

.1 CAN/CGSB-11.3-[M87], Hardboard.
.2 CAN/CGSB-51.32-[M77], Sheathing, Membrane, Breather Type.
.3 CAN/CGSB-51.34-[M86], Vapour Barrier, Polyethylene Sheet for Use in Building Construction and amendment.
.4 CAN/CGSB-71.26-[M88], Adhesive for Field-Gluing Plywood to Lumber Framing for Floor Systems.

31.3.3 CSA INTERNATIONAL

.1 CAN/CSA-A123.2-[03(R2008)], Asphalt Coated Roofing Sheets.
.2 CAN/CSA-A247-[M86(R1996)], Insulating Fiberboard.
.3 CSA B111-[1974(R2003)], Wire Nails, Spikes and Staples.
.4 CSA O112 Series-[M1977(R2006)], CSA Standards for Wood Adhesives.
.5 CSA O121-[08], Douglas Fir Plywood.
.6 CAN/CSA O122-[06], Structural Glued-Laminated Timber.
.7 CSA O141-[05(R2009)], Softwood Lumber.
.8 CSA O151-[09], Canadian Softwood Plywood.
.9 CSA O153-[M1980(R2008)], Poplar Plywood.
.10 CSA O325-[07], Construction Sheathing.
.11 CSA O437 Series-[93(R2006)], Standards on OSB and Waferboard.

31.3.4 FOREST STEWARDSHIP COUNCIL (FSC)
.1 FSC-STD-01-001-[2004], FSC Principle and Criteria for Forest Stewardship.
.2 FSC-STD-20-002-[2004], Structure and Content of Forest Stewardship Standards V2-1.
.3 FSC Accredited Certified Bodies.

31.3.5 NATIONAL LUMBER GRADES AUTHORITY (NLGA)
.1 Standard Grading Rules for Canadian Lumber [2007].

31.3.6 UNDERWRITERS’ LABORATORIES OF CANADA (ULC)
.1 CAN/ULC-S706-[09], Standard for Wood Fibre Insulating Boards for Buildings.

31.4 QUALITY ASSURANCE

31.4.1 Lumber by grade stamp of an agency certified by Canadian Lumber Standards Accreditation Board.

31.4.2 Plywood, particleboard, OSB and wood based composite panels in accordance with CSA and ANSI standards.

PART 32 PRODUCTS

32.1 COMPATIBILITY

32.1.1 Compatibility between materials is an essential requirement of the Contract.

32.2 WOOD

32.2.1 BLOCKING AND ROUGH FRAMING
.1 Grade No. 2, Northern Softwood in accordance with “Standard Grading Rules for Canadian Lumber” as issued by National Lumber Grades Authority (N.L.G.A.).
.2 Spruce, #1 Softwood, conforming to CSA 0151.
.3 Wood Cants: 89mm x 89mm (3.5” x 3.5”, 2x4 nominal).
.4 Wood Blocking: 38mm x 38mm (1.5” x 1.5”, 2x2 nominal), 38mm x 89mm (1.5” x 3.5”, 2x4 nominal), 38mm x 140mm (1.5” x 5.5”, 2x6 nominal), 38 x 184mm (1.5” x 7.25”, 2x8 nominal), 38mm x 254mm (1.5” x 9.25”, 2x10 nominal), 38mm x 286mm (1.5” x 11.25” (2x12 nominal)).

32.2.2 PLYWOOD SHEATHING
.1 Exterior, Spruce #1, conforming to CSA 0151 or 0121, exterior grade, G1S.
Thickness of 13mm (1/2”) and/or 19mm (3/4”) as noted on the drawings.

32.3  FASTENERS

32.3.1  NAILS

.1  Ardox spiral, to CSA Standard B111, length to give 25mm (1”) minimum penetration into the materials being fastened.

32.3.2  SCREWS

.1  Fasteners for wood: Galvanized steel wood screws with countersunk heads of size and length to provide a minimum 38mm (1.5”) penetration into the underlying member.

.2  Fasteners for steel substrates: Flat head, self-tapping steel screw with galvanized finish as supplied by Fastening House, or Approved Alternate. Length: to suit. Penetrate through the member a minimum of 19mm (3/4”).

.3  Fasteners for masonry and concrete substrates: Tapcon fasteners with "Climaseal" corrosion resistant finish, as manufactured by Buildex/Red Head, or Approved Alternate. Screw to be of sufficient length to penetrate into the substrate a minimum of 38mm (1.5”).

.4  Bolts, Washers and Nuts: to ASTM A307. Size as indicated on the Drawings. Hot dipped galvanized or an approved equivalent corrosion resistant finish.

PART 33  EXECUTION

33.1  GENERAL

33.1.1  All carpentry work is to comply with the best practices of trade and by skilled carpenters.

33.1.2  Provide carpentry alterations and comply with best trade practices. Anchor all wood blocking securely to the existing surfaces and to each other.

33.1.3  Make adjustments to the specified procedures caused by weather and site conditions only with the Owner’s approval.

33.1.4  Maintain all equipment in good working order to ensure the control of roofing operations and the protection of the Work. Equipment and laying techniques are to meet the approval of the Consultant.

33.2  EXAMINATION

33.2.1  Ensure that existing wood blocking to be incorporated with the work is in good condition and is permanently and properly secured to the existing surfaces.

33.2.2  Inform the Consultant of any unacceptable conditions immediately upon discovery.

33.2.3  Proceed with installation only after the unacceptable conditions have been remedied.

33.2.4  Replace all damaged material and reseal masonry anchors as required to conform to the design intent herein described.

33.2.5  Remove all sharp edges that would otherwise damage materials that come in contact.

33.3  INSTALLATION

33.3.1  Cut, align, plumb, and secure the wood to conform to the full intent of the details. Shim the new wood assembly where required in order to obtain true to line levels.

33.3.2  Construct continuous members from pieces of the longest practical length. Treat all saw cuts with wood preservative.
33.3.3 Countersink bolts where necessary to provide clearance for other work.

33.3.4 Install spanning members with "crown-edge" up.

33.3.5 Install cant strips and blocking as indicated on the drawings, secured permanently to the structure trimmed and levelled to accommodate chamfers and slopes. Install to accommodate insulation, roofing and flashing materials.

33.3.6 Install continuous plywood sheathing, wood blockings, cants, studs, nailers and continuous shims where required and detailed on the Drawings and Details. Shims are to be of sufficient height to ensure a minimum two (2%) percent positive slope on all parapet, perimeter and dividing walls.

33.3.7 Install the roof sheathing in accordance with the requirements of the NBC (National Building Code).

33.3.8 Install furring and blocking as required to space-out and support facings, fascia, soffit, siding, and other work as required.

33.3.9 Install furring to support siding applied vertically where sheathing is not suitable for direct nailing.

33.3.10 Install rough bucks, nailers and linings to rough openings as required to provide backing for frames and other work.

33.3.11 Frame, anchor, fasten, tie and brace members to provide necessary strength and rigidity.

33.3.12 Use nailing disks for soft sheathing as recommended by sheathing manufacturer.

33.3.13 Fabricate sleepers, expansion joints, perimeters and walls as detailed. Maintain a minimum height of 305mm (12") above the finished roof surface for sleepers and curbs and where permitted at walls.

33.3.14 Securely the anchor wood blocking, cant strips, nailers and shims in place at 305mm (12") on centre in a staggered pattern. Fasten studs to the top and bottom plates with two screw fasteners. Fasten wood blocking, wood cant strips, nailers and shims to existing substrate with appropriate screw fasteners.

33.3.15 Fasten the plywood along the supported edges at a minimum of 152mm (6") on centre. Fasten to the framing members within the field of the plywood panel at a maximum of 406mm (16") on centre. Fasten the plywood to the framing and the existing substrate with the appropriate fasteners.

33.3.16 Re-fasten any loose existing wood blocking, cants, shims and plywood with screw fasteners where permitted to remain as part of the finished work and to the satisfaction of the Consultant.

33.3.17 Coordinate work to keep cutting and remedial work to a minimum. Fasteners are to be of size and spacing required to assure secure anchorage. Fastener spacing of the wood blocking to the substrate and to each other is not to exceed 305mm (12") o.c. unless otherwise accepted in writing by the Consultant.

33.3.18 Construct wood blocking as per details. Build-up all perimeter details to accommodate the height of the new roof assembly where required. Install wood blocking so that the new wood blocking extends a minimum of 101.6mm (4") above the required finished roof surface. Install sloped wood blocking along the top of the perimeter sloping inward towards the roof. Build-up all unit curbs a minimum of 304.8mm (12") above the finished roof level to accommodate the height of the new roof assembly.

33.3.19 Offset blocking layers 304.8mm (12") and weave corners.

33.3.20 Assemble blocking using two staggered rows of nailing. Space nails in any row a maximum of 609.6mm (24") on center. Within 2440mm (8") of outside corners, reduce maximum spacing
to 304.8mm (12") on center.

33.3.21 Install asphalt protection board along the perimeters/curbs/walls, from the top of the existing deck to the top edge of the wood blocking along the perimeters/curbs/walls. The asphalt protection board is to be secured 152.4mm (6") on center horizontally with fasteners spaced no more than 304.8mm (12") on center vertically.

33.4 PROTECTION

33.4.1 Protect the installed products and components from damage during construction.

33.4.2 Repair damage to adjacent materials caused by rough carpentry installation.

33.5 CLEANING

33.5.1 Clean in accordance with 01 10 00 General Requirements.

33.5.2 Remove all surplus materials and debris resulting from the foregoing work daily as the Work proceeds and upon completion.

END OF SECTION 06 10 00
07 52 16 - Styrene-Butadiene-Styrene Modified Bituminous Membrane Roofing

PART 34  GENERAL

34.1  GENERAL CONDITIONS

34.1.1  All conditions of Contract and Divisions 0 and 1 apply to this section and to requirements of Canadian Roofing Contractors Association Roofing Manual Specifications as referred to herein.

34.1.2  Abide by all Federal, Provincial, Municipal and Local Laws or Codes, rules and regulations that in any way affect work including all amendments up to project date.

34.2  SECTION INCLUDES

34.2.1  Roof Areas A1 & B1

34.3  CO-ORDINATION

34.3.1  Co-ordinate work of this Section with work of:

.1  Section 01 10 00 General Requirements.

.2  Section 06 10 00 Rough Carpentry.

.3  Section 07 62 00 Sheet Metal Flashing and Trim.

.4  Section 07 92 00 Joint Sealants.

34.4  STANDARDS

34.4.1  CAN/CSA O80 SERIES-08 – Wood Preservation.

34.4.2  ASTM C1177/C1177M-[06], Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing.

34.4.3  ASTM C1278/1278M. Fiber Reinforced Gypsum Panels.

34.4.4  ASTM C1396/C1396M-[06a], Standard Specification for Gypsum Board.

34.4.5  CAN/CGSB 19.13-M87: Single Compound, One-Component, Elastomeric, Chemical Curing.

34.4.6  CGSB 37-GP-56M Amend: Membrane, Modified, Bituminous, Prefabricated, and Reinforced for Roofing.

34.4.7  CGSB 37-GP-9MA: Primer, Asphalt, Unfilled, for Asphalt Roofing, Dampproofing and Waterproofing.

34.4.8  CGSB 37-GP-64M: Mat Reinforcing, Fibrous Glass, for Membrane Waterproofing Systems and Built-up Roofing.

34.4.9  ASTM C165-12: Standard Test Method for Measuring Compressive Properties of Thermal Insulations.


34.4.11  ASTM A653/A653M-10: Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by Hot-Dip Process.

34.4.12  ASTM E84-12: Standard Test Method for Surface Burning Characteristics of Building Materials

34.4.13  UL 790: Standard Test Methods for Fire Tests of Roof Coverings

34.4.14  UL 1256: Fire Test of Roof Deck Constructions.
34.5 SYSTEM DESCRIPTION
34.5.1 Roof Area A1 & B1
   .1 Modified Bituminous Re-cap: 1-ply granulated modified bitumen membrane (cap sheet) torched in place over primed and repaired existing cap sheet membrane and flashings. All flashings are to be self-adhered.

34.6 QUALIFICATIONS
34.6.1 Contractor qualifications are listed in the GENERAL CONDITIONS under section 01 43 23 CONTRACTOR QUALIFICATIONS.

34.7 QUALITY CONTROL
34.7.1 Quality controls are listed in the GENERAL CONDITIONS under section 01 45 00 QUALITY CONTROL – GOOD ROOFING PRACTICES

34.8 PRE-START MEETING
34.8.1 A pre-start meeting is to be scheduled one week prior to any work commencing. The roofing contractor, the consultant, the on-site contact and/or owner’s representative should be present.
34.8.2 The following items will be discussed at the pre-start meeting:
   .1 methods and procedures relating to the roof assembly installation
   .2 on-site procedures
   .3 on-site material storage
   .4 the construction schedules

34.9 DELIVERY, STORAGE & HANDLING
34.9.1 Delivery, storage, and handling are listed in the GENERAL CONDITIONS under section 01 66 00 STORAGE & DELIVERY OF MATERIALS.

PART 35 PRODUCTS
35.1 MATERIALS
35.1.1 Roof Membrane (Modified Bitumen – Cap Sheet): Modified bituminous membranes, granulated top and thermo fusible bottom surfaces, 250gm/sq.m., non-woven polyester reinforced, conforming to CGSB 37.56-M and ASTM D-6162 by Soprema, IKO, Johns Manville or approved alternate.
35.1.2 Flashing Membrane (Modified Bitumen – Cap Sheet): Self-Adhered Modified bituminous membranes, granulated, 250gm/sq.m., non-woven polyester reinforced, conforming to CGSB 37.56-M and ASTM D-6162 by Soprema, IKO, Johns Manville or approved alternate.
35.1.3 Primer (Vapour Retarder): 930-38 Fire Resistive Primer and Adhesive by Bakor, or approved alternate
35.1.4 Self-Adhering Membrane (Perimeter Parapets): Self-adhering, self-sealing, composite membrane consisting of a high softening point with SBS rubberized asphalt compound.
35.1.5 Self-Adhering Membrane Adhesive (Perimeter Parapets): Rubber based adhesive for self-adhering membranes.

35.2 ACCESSORIES
35.2.1 Wood Blocking, Plywood Sheathing: Construction grade; free from warping and visible decay; pressure-treated spruce, to CAN/CSA O80 SERIES-08.
35.2.2 Metal Flashing: 26-gauge pre-painted galvanized; Series 8000 baked enamel finish; colour to match existing, to ASTM A653/A653M-10. 24-gauge metal for all cleats and hook strips. Colour to be confirmed by the Owner.

35.2.3 Sealant: single component; moisture cure; polyurethane sealant conforming to CAN/CGSB19.13M87.

35.2.4 Fasteners: 25 mm square or round head, ring shanked galvanized or non-ferrous type, length as required to suit application.

35.2.5 Drains: boxed copper retro drain with flange, with dome and seals. Grade T-2 copper and heavy-duty dome.

35.2.6 Control Flow Mechanism: 5” I.D. to aluminum wall with .8” insulation thickness, made of .07” heavy duty spun aluminum

35.2.7 Vent Stack: insulated aluminum vent stack with factory applied polyurethane foam insulation and vent stack cap.

35.2.8 Electrical Flashing: 30” stainless steel gooseneck 1.9” I.D. and spun aluminum base.

35.2.9 Tall Cones: all sizes (1.5” – 12”): spun aluminum without welded seams.

35.2.10 Termination Bar: 10’ Alum Term Bar

35.2.11 Gas Line Supports: heavy duty gas line support with adjustable height and multiple head sizes. 10”x10” base insulated with 1” XPS insulation.

35.2.12 Foam Gasket: Cellular high-density polyurethane foam, with resistance to aging and UV to ASTM G155-00A.

NOTE: The contractor must supply all primers, mastics, and membranes from a single source Manufacturer. No alternates will be accepted without written approval from the Consultant.

PART 36 EXECUTION

36.1 PREPARATION

36.1.1 Supply and install perimeter safety warning as prescribed by the Provincial Occupational Health and Safety Code and all local codes before starting any other work.

36.1.2 It is the contractor’s responsibility to obtain all required permits for this project and must carry this cost in his bid price.

36.1.3 The ground areas around the building are to be protected as much as possible. All disposal boxes must be placed on planks. The interior areas of the building, where the roofing contractor has access, are to be protected.

36.1.4 It is the responsibility of the roofing contractor to contact the Owner to mark the exact location of buried utilities.

36.1.5 Low Slope Roof Areas:

36.1.6 REPAIR AREAS: Remove the existing roofing down to the existing wood deck or layer found to be in serviceable condition (by Consultant). Dispose of all debris at an appropriate licensed dump site. No garbage is to be stored on the roof. Remove the existing metal flashings and membrane flashings down to the existing substrates.

36.1.7 Clean and prime existing modified bitumen cap sheet membrane. Repair all cap sheet deficiencies prior to priming.

36.1.8 Should the wood deck, existing gypsum boards, and/or existing rigid insulation be found to be deteriorated, requiring replacement, the roofing contractor is responsible to document all areas with photographs and measurements indicated on a roof plan, on a daily basis and provide them to both the consultant and property manager/owner. Wood deck and gypsum
board sub deck replacement quantities proposed for replacement are to be approved in writing by the owner/property manager prior to any area being replaced. Should the roofing contractor proceed to install any structural deck or gypsum boards without photos, measurements and written approval, no additional funds will be paid for these areas. All pricing for the deck and sub deck replacement will be taken from the unit prices provided in the tender form. Should approval not be obtained the same day, the roofing contractor will be responsible for temporarily waterproofing the area.

36.1.9 Should the existing wood deck require replacement, the roofing contractor is responsible to have an engineer review the installation of the wood deck and provide a written and stamped report indicating that the deck has been installed according to code requirements and is structurally adequate. All reports are to be submitted to the property manager and the consultant.

36.1.10 Inspect the sub deck and structural deck and report any deficiencies to the Owner's Representative. Do not apply any new roofing over deficiencies, other than temporary waterproofing, until all deficiencies have been corrected.

36.1.11 Do not remove more of the existing roofing than can be completely waterproofed in one day.

36.1.12 The roofing contractor shall be responsible for all roof leaks (both on the existing roofing assembly and the new roofing assembly) at the building once they begin to set-up and load materials onto the roof at the beginning of the project.

36.1.13 The roofing contractor is responsible to disconnect and reconnect any mechanical, electrical conduit, cabling, and/or gas lines which are affecting the roof installation. The roofing contractor is responsible for all satellites. The satellites are to be moved and put back in the approximate same location. Roofing contractor is responsible for repositioning satellites to obtain proper signal.

36.1.14 Should wall anchors, roof anchors, and/or davit arm bases require re-certification it will be the roofing contractor's responsibility to do so and is to be carried in the tender price.

36.1.15 Remove all designated redundant equipment, pipes, cones, pitch pans, conduits, unused anchors, davits and equipment as identified by the Owner.

36.1.16 Phasing of the roof assembly is not acceptable. Therefore, the entire roof assembly from the vapour retarder to the granulated modified bituminous cap sheet are to be installed on a daily basis.

36.2 REDUNDANT EQUIPMENT/OPENINGS

36.2.1 Remove all designated redundant equipment, pipes, cones, pitch pans, etc. Install new wood decking matching the existing thickness/profile. All redundant equipment will be marked with yellow paint by building operator.

36.3 CARPENTRY

36.3.1 Construct wood blocking as per details. Build-up all perimeter details to accommodate the height of the new roof assembly. Outside perimeter wood blocking is to be 101.6mm(4") above the finished roof surface (above finished surface) and sloped inward toward the roof. Install sloped wood blocking along the outside perimeters. Build-up all unit curbs a minimum of 304.8mm(12") above the finished roof level to accommodate the height of the new roofing assembly where required.

36.3.2 Offset blocking layers 304.8mm(12") and weave corners.

36.3.3 Assemble blocking using two staggered rows of nailing. Space nails in any row a maximum of 609.6mm(24") on centre. Within 2440mm(8') of outside corners, reduce maximum spacing to 304.8mm(12") on centre.

36.3.4 Install asphalt protection board along all perimeters, curbs and walls, from the top of the deck
to the top of the details. The asphalt protection board is to be secured 6" on center horizontally with fasteners spaced no more than 12" on center vertically.

36.4 MEMBRANE APPLICATION – CAP SHEET

36.4.1 For recap roof area, repair all damages, blister, ridges, splits etc. to prepare the surface to accept the membrane primer.

36.4.2 Unroll the granulated modified bituminous cap sheet membranes and allow them to relax, as per manufacturer's written instructions. Ensure the modified bituminous base membranes are clean and dry.

36.4.3 Offset all cap sheet membranes 457.2mm (18") from the base sheet membranes.

36.4.4 Beginning at the drains, perpendicular to the slope, and shingled to shed water, install the modified bituminous cap sheet fully torched in place to the base sheet. The modified bituminous cap sheet field membranes are to be terminated at the base of the wall.

36.4.5 Install the modified bituminous cap sheet membrane in parallel courses with the end laps staggered a minimum of 914.4mm(36") from each other and a minimum of 914.4mm(36") from the base sheet membranes. Side laps are to be 76.2mm (3") and end laps are to be cut as per membrane manufacturer's requirements.

36.4.6 Ensure that approximately 6.35mm (1/4") bleed out is achieved at all laps.

36.4.7 Ensure that the cap sheet membranes lie flat, with no wrinkles, fishmouths, or blisters, and are fully bonded.

36.5 NIGHT SEAL

36.5.1 Roofer is responsible to have all roofs closed-in and in a watertight condition at the end of each production day.

36.5.2 It is the Foreman's responsibility to thoroughly check this detail at the end of each day before leaving the roof.

36.6 MEMBRANE FLASHINGS

36.6.1 Install flashings, including laps, splices, joints, bonding, adhesion and attachment as required and in accordance with manufacturer's written instructions and details.

36.6.2 Install flashings to ensure the roof is watertight at the end of each working day. Membrane flashings will be comprised of 1-ply self-adhered granulated modified bituminous cap sheet membrane. All laps and seams of the granulated modified bituminous cap sheet are to be hot-air welded.

36.6.3 The contractor is responsible to disconnect and reconnect any electrical conduit, metal railings, ladders, cabling, and/or gas lines which affect the roof installation.

36.6.4 Flashing membranes are to be terminated 304.8mm(12") above the base of vertical surfaces at all locations.

36.6.5 Perimeter (Outside Perimeters):

1. Apply one coat of quick dry primer on all surfaces to receive modified bituminous membranes at a rate of 150 sq.ft. per gallon. Ensure that all surfaces are clean and dry before primer application.

2. Apply 1-ply self-adhered modified bituminous base sheet flashing membranes fully adhered in place, extending onto the field of the roof a minimum of 101.6mm (4").

3. Once the modified bituminous cap sheet field membranes have been installed, 1-
ply self-adhered modified bituminous granulated cap sheet flashing membranes are to fully adhered in place, extending onto the field of the roof a minimum of 101.6mm (4"). Cap sheet flashing membrane to be installed in 1-meter widths with 76.2mm (3”) side laps. Cap sheet flashing side laps to be staggered 101.6mm (4”) from the cap sheet field membrane overlaps.

4. Continuously seal the top edge of the granulated modified bituminous cap sheet membrane flashings with elastomeric sealant.

5. At high wall locations, a termination bar is to be installed through the flashing membranes, approximately 12.7mm (0.5”) below the top of the membrane. It is to be secured 152.4mm (6”) on center.

6. Fully cover the membrane flashings with new pre-painted metal flashings.

36.6.6 Masonry Wall (Inside Perimeter):

1. Flashing membranes at masonry walls are to be terminated 304.8mm at the top of the masonry walls. If weep holes are present in the masonry, flashing membranes are to be kept one brick course below the weep holes.

1. Apply one coat of quick dry primer on all surfaces to receive modified bituminous membranes at a rate of 150 sq.ft. per gallon. Ensure that all surfaces are clean and dry before primer application.

2. After the application of the modified bituminous base sheet field membranes, apply 1-ply self-adhered modified bituminous base sheet flashing membrane fully adhered in place.

3. Apply 1-ply self-adhered granulated modified bituminous cap sheet, fully adhered in place, extending a minimum of 101.6mm (4”) beyond the modified bituminous membrane base sheet flashings onto the roof surface and extending to the top of the perimeter. Ensure that the laps of the granulated modified bituminous cap sheet flashings do not coincide with the laps of the modified bituminous membrane base sheet flashings.

4. Continuously seal the top edge of the flashing membranes with elastomeric sealant.

5. A termination bar is to be installed through the flashing membranes, approximately 12.7mm (0.5”) below the top of the membrane. It is to be secured 152.4mm (6”) on center.

6. Fully cover the membrane flashings with new pre-painted metal flashings and apply a continuous bead of sealant between the masonry and new metal flashings.

36.6.7 Equipment Curb Flashings:

1. Build-up all unit curbs a minimum of 304.8mm (12”) above the finished roof level to accommodate the height of the new roofing assembly where required.

2. Install 6.35mm (1/4”) asphalt recovery board over exposed substrate. Asphalt recovery board is to be continuous. It is to extend from the top of the metal deck to the top of the curb.

3. Temporarily disconnect each HVAC/fan unit, completely lift the unit off the curb and set it on the roof while flashing the curb. The curb is to be set on plywood,
protecting the roof membrane. Once the curb has been flashed, the unit is to be lifted off the roof and set back on the curb. Then once the unit has been reinstalled and reconnected it is to be tested to ensure it is working properly. The unit work must be performed only by qualified HVAC contractors. Roofing contractor is responsible for these costs in his bid price.

4. Apply one coat of quick dry asphalt primer on all surfaces to receive asphalt at a rate of 150 sq. ft per gal. Ensure that all surfaces are clean and dry before primer application.

5. After the application of the modified bituminous base sheet field membrane, apply 1 ply of self-adhered modified bituminous base sheet flashing membrane fully adhered in place, extending over top of the curb, and down onto the field of the roof a minimum of 101.6mm (4”).

6. After the application of the modified bituminous cap sheet field membrane, apply 1 ply of self-adhered modified bituminous cap sheet flashing membrane fully adhered in place, extending onto the field of the roof. Extending a minimum of 101.6mm (4”) beyond the 1st ply onto the field of the roof and extending over top of the curb. Ensure that the laps of the 2nd ply do not coincide with the laps of the 1st ply.

7. The cap sheet flashing membrane is to be nailed every 150mm (6”) o.c. at the top of the curb.

8. Fully cover the membrane flashings with new pre-painted 26-gauge metal.

9. Install new foam gasket over top of the metal flashings prior to reinstalling mechanical equipment/skylights. Ensure foam gasket is continuous, creating a permanent seal between the mechanical equipment/skylights and metal flashings.

36.6.8 Equipment Sleepers:

1. Build-up all sleepers a minimum of 203.2mm (8”) above the finished roof level to accommodate the height of the new roof assembly where required. Wood blocking to be pressure treated. Ensure positive drainage between sleepers, under the mechanical equipment.

2. Install 6.35mm (1/4”) asphalt recovery board over exposed substrate. Asphalt recovery board is to be continuous. It is to extend from the top of the metal deck to the top of the sleeper.

3. Temporarily disconnect each HVAC/fan unit, completely lift the unit off the sleepers and set it on the roof while flashing the sleepers. The HVAC/fan unit is to be set on plywood, protecting the roof membrane. Once the sleepers have been flashed, new metal is to be installed, the unit is to be lifted off the roof and set back on the curb. Then once the unit has been reinstalled and reconnected it is to be tested to ensure it is working properly. The unit work must be performed only by qualified HVAC contractors.

4. Apply one coat of quick dry primer on all surfaces to receive modified bituminous membranes at a rate of 150 sq.ft. per gallon. Ensure that all surfaces are clean and dry before primer application.

5. After the application of the modified bituminous base sheet field membranes,
apply 1-ply self-adhered modified bituminous base sheet flashing membrane fully adhered in place.

6 Base sheet flashing membranes are to be installed in 1-meter widths with 76.2mm (3") side laps. Base sheet flashing side laps to be staggered 152.4mm (6") from the base sheet field membrane overlaps. The base sheet flashings are to be extended a minimum of 101.6mm (4") onto the field of the roof.

7 Once the modified bituminous cap sheet field membranes have been installed, 1-ply self-adhered modified bituminous granulated cap sheet flashing membranes are to be fully adhered in place. Cap sheet flashing membrane to be installed in 1-meter widths with 76.2mm (3") side laps. Cap sheet flashing side laps to be staggered 101.6mm (4") from the cap sheet field membrane overlaps.

8 The cap sheet flashings are to be extended a minimum of 203.2mm (8") onto the field of the roof, on both sides of the sleepers.

9 Fully cover the membrane flashings with new pre-painted 26-gauge metal.

36.6.9 Pitch pans:

1 All pitch pans will be replaced with a copper gooseneck.

2 Mechanically fasten a metal cone down to the deck. The cone must extend up past the finished level of the roofing a minimum of 50.8mm (2"). Install the roofing vapour retarder so that it extends above the insulation surface. The insulation should butt up against the metal cone.

3 Over the new modified bituminous base sheet field membrane, embed the flange of the new gooseneck in elastomeric sealant.

4 Install 1 ply self-adhered modified bituminous base sheet flashing membrane over the flange. The base sheet flashings shall be applied starting 38mm (1.5") away from the upright and extend a minimum of 101.6mm (4") beyond the flange. The modified bituminous cap sheet field membrane shall be applied tight to the upright. Elastomeric sealant is to be applied where the modified bituminous cap sheet field membrane meets the pitch pan along the base.

36.6.10 Plumbing Vents:

1 Stack jack flange must be primed before installation.

2 Mechanically fasten a metal cone down to the deck. The cone must extend up past the finished level of the roofing a minimum of 50.8mm (2"). Install the roofing vapour retarder so that it extends above the insulation surface. The insulation should butt up against the metal cone.

3 Over the new modified bituminous base sheet field membrane, embed the flange of the new soil stack in elastomeric sealant. No cracked or broken stacks will be accepted.

4 Install 1 ply self-adhered modified bituminous base sheet flashing membrane over the flange. The base sheet flashings shall be applied starting 38mm (1.5") away from the upright and extend a minimum of 101.6mm (4") beyond the flange. The modified bituminous cap sheet field membrane shall be applied tight to the upright. Elastomeric sealant is to be applied where the modified bituminous cap sheet field membrane meets the vent flashing along the base.
.5 Install insulating sleeve.

.6 Mechanically fasten soil stack cover with 2 self-tapping stainless-steel metal screws.

36.6.11 Furnace Stacks:

.1 Replace any damaged cones. Prime all flanges, paint all existing stacks using double “D” aluminum paint.

.2 Mechanically fasten a metal cone down to the deck. The cone must extend up past the finished level of the roofing a minimum of 50mm (2”). Install the roofing vapour retarder so that it extends above the insulation surface. The insulation should butt up against the metal cone.

.3 Over the new modified bituminous base sheet field membrane, embed the flange of a second metal cone in elastomeric sealant.

.4 Install 1 ply self-adhered modified bituminous base sheet flashing membrane over the flange. The base sheet flashings shall be applied starting 38mm (1.5") away from the upright and extend a minimum of 100mm (4") beyond the flange. The modified bituminous cap sheet field membrane shall be applied tight to the upright. Elastomeric sealant is to be applied where the modified bituminous cap sheet field membrane meets the vent flashing along the base.

.5 Replace any damaged rain collars and re-caulk all collars.

36.6.12 Metal Wall/Siding:

.1 Flashing membranes at the siding wall are to be terminated up the wall a minimum of 304.8mm (12") above the top of the cant strip. The existing metal siding is to be cut as required to complete the detail. Cut the existing membranes (membranes found behind siding), approximately 152.4mm (6") below the metal siding (where it is going to be cut). Peel up the existing membrane flashings to allow for the installation of new asphalt protection board and new membrane flashings.

.2 Apply one coat of primer on all surfaces to receive modified bituminous membrane flashings. Ensure that all surfaces are clean and dry before primer application.

.3 Apply 1-ply modified bituminous cap sheet membrane flashing fully adhered in place and extending a minimum of 101.6mm (4") beyond the toe of the cant strip. Membrane flashings is to be extended to the top of the detail.

.4 Side laps are to be 76.2mm (3") and end laps are to be 152.4mm (6”). Use a roller to apply even pressure to the membrane, ensuring the membrane is smooth, free from wrinkles, blisters, fishmouths and fully bonded in place.

.5 A termination bar is to be installed through the flashing membranes, approximately 12.7mm (1/2") below the top of the membranes. It is to be secured 152.4mm (6") on centre.

.6 Continuously seal the top edge of the granulated cap sheet with elastomeric sealant.

.7 Shingle the existing membrane flashings/peel & stick (cut and left in place) over the new membrane flashings.
.8 Install new metal drip closure, to be tucked behind the existing siding and mechanically fastened in place. Fully cover the membrane flashings with new pre-painted metal flashings.

36.6.13 Roof Drains:

.1 Plug the drains temporarily while working around them.
.2 Sump the area around the new drains 13mm (0.5”) deep, a minimum of 600mm (24”) from the center of the drain in all directions.
.3 Over the new modified bituminous field membrane, install new U-Flow drain inserts complete with U-Flow seals in a full bed of elastomeric sealant. Check the drainpipes on the underside of the deck to ensure the installation of the proper length of insert down-pipe. Ensure that the pipe does not impede the flow of water.
.4 Apply 1 coat of primer to the flange.
.5 Install 1 ply self-adhered modified bituminous base sheet flashing membrane extending a minimum of 450mm (18”) from the center of the drain.
.6 Install 1 ply modified bituminous cap sheet field membrane over the base sheet flashing membrane.
.7 The new metal strainer and control flow mechanism are to be installed immediately following the installation of the flashing membranes. Therefore, if the roof has 10 drains and only two drains have been flashed (that particular day), those two drains are to have the metal strainer and control flow mechanism installed at the end of that workday.

36.7 GAS LINES

36.7.1 Wire brush all gas lines to remove surface rust.
36.7.2 Apply 2 coats of yellow rust inhibiting paint.

36.8 GAS LINE SUPPORTS

36.8.1 Install new adjustable supports at each pipe elbow, threaded joint, and where the pipe changes in direction, as well as approximately every 6’ as per the current TSSA guidelines for the distance of the gas line/conduit tray.

36.9 WALKWAYS/SCUPPERS/Mechanical Condensate Pipe/Roof Access

36.9.1 Install new concrete patio pavers on 25.4mm (1”) extruded polystyrene insulation. The extruded polystyrene insulation is to be cut 50.8mm (2”) smaller (all the way around) than the concrete patio pavers. Therefore, if the concrete paver is 609.6mm x 609.6mm (2’x2’) the extruded polystyrene insulation should be 508mm x 508mm (1’8”x 1’8”).
36.9.2 Install four concrete patio pavers pm 25.4mm (1”) extruded polystyrene insulation, in a square pattern at roof hatch and all access doors.

36.10 FINISH

36.10.1 Perform a daily clean up to collect all wrappings, empty containers, and any other debris from the project site.
36.10.2 Upon completion, all debris is to be disposed of in a legally acceptable manner.
36.10.3 Prior to the final inspection, the Contractor is to perform a pre-inspection to review all work and to verify that all flashings have been completed as well as the application of all caulking.
07 62 00 - Sheet Metal Flashing & Trim

PART 37  GENERAL

37.1  GENERAL CONDITIONS

37.1.1  All conditions of the Contract and Divisions 0 and 1 apply to this section and to the requirements of the Canadian Roofing Contractors Association Roofing Manual Specifications as referred to herein.

37.1.2  Abide by all Federal, Provincial, Municipal and Local Laws or Codes, rules and regulations that in any way affect the work including all amendments up to the project date.

37.2  CO-ORDINATION

37.2.1  Co-ordinate the work of this Section with the work of:

.1  Section 01 10 00 General Requirements.
.2  Section 06 10 00 Rough Carpentry.
.3  Section 07 52 16 Butadiene-Styrene Modified Bituminous Membrane Roofing.
.4  Section 07 92 00 Joint Sealants.

37.3  STANDARDS

37.3.1  THE ALUMINUM ASSOCIATION INC. (AAI)

.1  AAI-Aluminum Sheet Metal Work in Building Construction-[2002].
.2  AAI DAF45-[03], Designation System for Aluminum Finishes.

37.3.2  AMERICAN SOCIETY FOR TESTING AND MATERIALS INTERNATIONAL (ASTM)

.2  ASTM A240/A240M-[07e1], Standard Specification for Chromium and Chromium-Nickel Stainless Steel Plate, Sheet, and Strip for Pressure Vessels and for General Applications.
.3  ASTM A606-[04], Standard Specification for Steel, Sheet and Strip, High-Strength, Low-Alloy, Hot-Rolled and Cold-Rolled, with Improved Atmospheric Corrosion Resistance.
.4  ASTM A653/A653M-[07], Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by Hot-Dip Process.
.5  ASTM A792/A792M-[06a], Standard Specification for Steel Sheet, 55% Aluminum-Zinc Alloy-Coated by Hot-Dip Process.
.6  ASTM B32-[04], Standard Specification for Solder Metal.
.7  ASTM B370-[03], Standard Specification for Copper Sheet and Strip for Building Construction.

37.3.3  CANADIAN ROOFING CONTRACTORS ASSOCIATION (CRCA)

37.3.4 CANADIAN GENERAL STANDARDS BOARD (CGSB)
   .2 CAN/CGSB-51.32-[M77], Sheathing, Membrane, Breather Type.
   .3 CAN/CGSB-93.1-[M85], Sheet Aluminum Alloy, Prefinished, Residential.
   .4 CAN/CGSB 93.3-M, Sheet, Steel, Galvanized Pre-finished Residential.

37.3.5 CANADIAN STANDARDS ASSOCIATION (CSA INTERNATIONAL)
   .1 CSA A123.3-[05], Asphalt Saturated Organic Roofing Felt.
   .3 CSA A123.22, Self-Adhering Polymer Modified Eave Protection
   .4 CSA B111-[1974(R2003)], Wire Nails, Spikes and Staples.

37.3.6 GREEN SEAL ENVIRONMENTAL STANDARDS
   .1 Standard GS-03-[93], Anti-Corrosive Paints.
   .2 Standard GS-11-[97], Architectural Paints.
   .3 Standard GS-36-[00], Commercial Adhesives.

37.3.7 HEALTH CANADA/WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)
   .1 Material Safety Data Sheets (MSDS).

37.4 APPROVAL
   37.4.1 Do not install any metal work until the membrane flashings have been inspected and accepted by the Owner’s Representative. The colour is to be determined by the Owner.
   37.4.2 In all cases and prior to the fabrication of the finished product, supply and install a sample for approval by the Owner’s representative.

37.5 SCHEDULE
   37.5.1 Schedule the work so that the membrane flashings are not left exposed for more than 30 days.

37.6 GUARANTEE
   37.6.1 Guarantee the metal flashing in conjunction with the membrane roofing for ONE (1) year. Submit on the same form as for the membrane roofing guarantee.

37.7 QUALITY CONTROL
   37.7.1 Quality control for work of this Section is to be performed by the Consultant under the work of and as specified in Section 01 10 10 General Requirements.
   37.7.2 Work of this Section is to be carried out by a specialist having a minimum of five years of related experience.
   37.7.3 Work is to be performed in accordance with the practices and details of SMACNA Architectural Manual – 6th Edition (Sheet Metal and Air Conditioning Contractors National Association Inc.), unless otherwise required in the Contract Documents.

PART 38 PRODUCTS

38.1 COMPATIBILITY
   38.1.1 Compatibility between roofing materials is an essential requirement of the Contract.
38.2 METAL COUNTERFLASHINGS

38.2.1 PREFINISHED STEEL METAL:
.1 Pre-painted galvanized steel, 26-gauge core nominal thickness, Series 8000 with a baked enamel finish.
.2 The finish is to be Dofasco Perspectra Series, Valspar WeatherX factory baked finish, or an approved alternate.
.3 The colour is to be approved by the Owner from CSSBI Bulletin B17-02.

38.2.2 GALVANIZED STEEL:
.1 Galvanized sheet steel, Z275 zinc coating. Thickness as specified or shown on the drawings.

38.2.3 HOOK STRIP/DRIP EDGE:
.1 Fabricated from pre-finished steel, 22 gauge core nominal thickness, Z275 zinc coating. Starter strips are to be continuous.

38.2.4 COPPER:
.1 Copper to be 0.8mm (16 oz.) cold rolled.

38.2.5 SOLDER & FLUX:
.1 Solder to be lead-free.
.2 Flux is a commercial preparation suitable for materials to be soldered.

38.2.6 ISOLATION COATING:
.1 Asphalt based back paint for application to sheet metal in contact with masonry.

38.2.7 TOUCH-UP PAINT:
.1 As recommended by the prefinished sheet metal manufacturer.

38.2.8 FASTENERS:
.1 Nails: Hot dipped galvanized steel flat head roofing nails of length and thickness to suit the application.
.2 Where exposed, use Hex Head screws with 13mm (1/2") dome and neoprene washers as supplied by Weather Guard, or equal.
.3 Fasteners for masonry and concrete: Tapcon fasteners with “Climaseal” corrosion resistant finish, or an approved equivalent, of sufficient length to provide a minimum 38mm (1.5") penetration into the substrate.

PART 39 EXECUTION

39.1 GENERAL

39.1.1 Metal flashing replacement/installation will depend on option chosen by the Owner, there are three options listed on the tender form.

39.1.2 Apply in accordance with the drawings, specifications and the requirements of the jurisdictional authorities and the Canadian Roofing Contractors Association's Roofing Manual.

39.1.3 Regard the manufacturer's printed recommendations and specifications as a minimum requirement for materials, methods and quality of work not otherwise specified herein.

39.1.4 Make adjustments to the specified procedures caused by weather and site conditions only
with the Owner’s approval.

39.1.5 Maintain all the equipment in good working order to ensure control of roofing operations and protection of the work. Equipment and laying techniques are to meet the approval of the Consultant.

39.2 FABRICATION

39.2.1 Shop fabricate the flashings and trims in accordance with the applicable requirements of SMACNA Architectural Manual and in accordance with the Contract Documents. Form sheet metal on a bending brake. Shaping, trimming and seaming on a bench.

39.2.2 Form sections square, true, and accurate to size, free from distortion, oil canning and other defects detrimental to the appearance and performance, and to the dimensions as indicated/required.

39.2.3 Fabricate the cap flashings, starter strips, and base counter flashings less than 305mm (12”) in height in 2438mm (96”) maximum lengths. Form the counter flashings between 305mm and 610mm (12” and 24”) in height in 1219mm (48”) maximum lengths.

39.2.4 Provide a counter flashing and an intermediate vertical flashing where the cap flashing is greater than 610 m (24”) above the top of the roofing membrane. Form the vertical flashings in 1219mm (4”) maximum lengths.

39.2.5 Provide an “S-Lock” joint at all end joints and at all horizontal joints between the cap flashing and the vertical flashing and between the vertical flashing and the base counter flashing.

39.2.6 Hem all exposed edges at least 13mm (1/2”) for appearance and stiffness.

39.2.7 Provide a horizontal stiffening “V” on all face metal exceeding 229mm (9”) in girth. Centre the V-break in mid-span of the panel. Cross break the metal face flashing on all parapet flashings exceeding 457mm (18”) in girth.

39.2.8 Mitre and form the standing seams at all corners. Make allowances for movement at the joints.

39.2.9 Apply an isolation coating to the metal surfaces to be embedded in concrete or mortar joints.

39.3 INSTALLATION

39.3.1 Install the cap flashings, counter flashings, starter strips, and other miscellaneous sheet metal work in accordance with the Contract Documents.

39.3.2 Provide a continuous starter (hook) strip where detailed or required to present a true, non-waving, leading edge. Fasten the starter strip to the substrate at a minimum of 305mm (12”) on centre. Starter strip is to be turned up onto the top of the perimeter detail a minimum of 76.2mm(3”).

39.3.3 Ensure the parapet cap flashings are installed with a minimum positive slope of 2% toward the roof area. The slope is to be provided by the installation of continuous wood shims, plywood or wood blockings as detailed in accordance with Section 00 61 00 – Rough Carpentry.

39.3.4 Caulk all horizontal joints less than 1:100 slope (1%).

39.3.5 Join all sheet metal with evenly spaced flat lock seams 25mm (1”) wide to allow for thermal movement.

39.3.6 End joints where adjacent lengths of metal flashing meet to be made using an “S-lock” joint. This is to be executed by inserting the end of one length in a 25mm (1”) deep “S” lock formed in the end of the adjacent length. The concealed portion of the “S” lock is to extend 25mm (1”) outwards and is to be nailed to the substrate. Face nailing of joints will not be permitted.

39.3.7 Insert the top edge of the sheet metal flashing under the cap flashings to form weather tight junctions.
39.3.8 Turn the top edge of the flashings into recessed reglets or mortar joints a minimum of 25mm (1”). Fasten the sheet metal flashing into the reglet joint at a maximum spacing of 457mm (18”) or more often if required.

39.3.9 Ensure all fasteners are located a minimum of 305mm (12”) above the surface of the roofing membrane, unless otherwise detailed.

39.3.10 Where detailed or required, saw cut existing/new reglets into the masonry surfaces to receive metal flashings. The reglet is to be a minimum 19mm wide x 13 mm deep (3/4” x 1/2”).

39.3.11 Lock seam corners. Do not use pop rivets.

39.3.12 Install the sheet metal with concealed fasteners. Exposed fastening is permitted only upon the Consultant’s approval.

39.3.13 Use lead plugs or an approved expansion shield and screw in place with rubber washers where metal is installed over concrete or masonry.

39.3.14 Do not secure metal work to cant strips.

39.3.15 Install sheet metal in a uniform manner, level, true to line, free of warp or distortions.

39.3.16 Properly cover the area to be protected with the metal flashings lightly touching the gravel pour and firmly secured to prevent movement or stripping by the wind.

39.3.17 No irregular or badly fitted metal work will be accepted. Provide metal strips, cleats, as required.

39.3.18 Install self-adhering modified bituminous membrane over all exposed masonry, concrete or wood to be flashed with metal. Secure in place.

39.3.19 At walls or junctions, re-cut the reglet joint, wedge the flashings with lead at 305mm (12”) o.c.

39.4 SEALANTS

39.4.1 Apply sealant at the junction between the sheet metal counterflashing and the reglet joint in accordance with Section 07 92 00 – Joint Sealants.

39.5 CLEANING

39.5.1 Remove completely from surfaces and crevices the flux residue, other deposits, stains and protections and wash the visible metal left unpainted.

END OF SECTION 07 62 00
PART 40  GENERAL

40.1  GENERAL CONDITIONS

40.1.1  All conditions of the Contract and Divisions 0 and 1 apply to this section and to the requirements of the Canadian Roofing Contractors Association Roofing Manual Specifications as referred to herein.

40.1.2  Abide by all Federal, Provincial, Municipal and Local Laws or Codes, rules and regulations that in any way affect the work including all amendments up to the project date.

40.2  CO-ORDINATION

40.2.1  Co-ordinate work of this Section with work of:

.1  Section 01 10 00 General Requirements.

.2  Section 06 10 00 Rough Carpentry.

.3  Section 07 52 16 Butadiene-Styrene Modified Bituminous Membrane Roofing.

.4  Section 07 62 00 Sheet Metal Flashing and Trim.

40.3  STANDARDS

40.3.1  AMERICAN SOCIETY FOR TESTING AND MATERIALS INTERNATIONAL, (ASTM)

.1  ASTM C919-[02], Standard Practice for Use of Sealants in Acoustical Applications.

40.3.2  CANADIAN GENERAL STANDARDS BOARD (CGSB)

.1  CGSB 19-GP-5M-[1984], Sealing Compound, One Component, Acrylic Base, Solvent Curing (Issue of 1976 reaffirmed, incorporating Amendment No. 1).

.2  CAN/CGSB-19.13-[M87], Sealing Compound, One-component, Elastomeric, Chemical Curing.

.3  CGSB 19-GP-14M-[1984], Sealing Compound, One Component, Butyl-Polyisobutylene Polymer Base, Solvent Curing (Reaffirmation of April 1976).

.4  CAN/CGSB-19.17-[M90], One-Component Acrylic Emulsion Base Sealing Compound.

.5  CAN/CGSB-19.24-[M90], Multi-component, Chemical Curing Sealing Compound.

40.3.3  DEPARTMENT OF JUSTICE CANADA (JUS)

.1  Canadian Environmental Protection Act, 1999 (CEPA).

40.3.4  GENERAL SERVICES ADMINISTRATION (GSA) - FEDERAL SPECIFICATIONS (FS)

.1  FS-SS-S-200-[E(2)1993], Sealants, Joint, Two-Component, Jet-Blast-Resistant, Cold Applied, for Portland Cement Concrete Pavement.

40.3.5  HEALTH CANADA/WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

.1  Material Safety Data Sheets (MSDS).

40.3.6  TRANSPORT CANADA (TC)

40.4 CLIMATE CONDITIONS

40.4.1 ENVIRONMENTAL LIMITATIONS

.1 Do not proceed with the installation of joint sealants under the following conditions:

(a) When ambient and substrate temperature conditions are outside the limits permitted by the joint sealant manufacturer.

(b) When joint substrates are wet.

.2 Joint-Width Conditions:

(a) Do not proceed with the installation of joint sealants where the joint widths are less than those allowed by the joint sealant manufacturer for the applications indicated.

.3 Joint-Substrate Conditions:

(a) Do not proceed with the installation of joint sealants until contaminants capable of interfering with adhesion are removed from the joint substrates.

40.5 ENVIRONMENTAL REQUIREMENTS

40.5.1 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to Labour Canada.

40.5.2 Conform to the manufacturer’s recommended temperatures, relative humidity, and substrate moisture content for the application and curing of sealants including special conditions governing use.

40.6 GUARANTEE

40.6.1 Provide all applicable material and labour warranties offered by the material manufacturer for a minimum of two (2) years.

40.6.2 Defective joint sealant installation covered under warranty is to include but not be limited to: joint leakage, hardening, craze cracking, crumbling, melting, bubbling, shrinkage, runs, sags, change of colour, loss of adhesion, loss of cohesion and staining of adjoining or adjacent material surfaces.

40.6.3 Carry out all replacement and repair work during the warranty period as directed by the Consultant and at no additional cost to the Owner.

40.7 QUALITY CONTROL

40.7.1 Quality control for work of this Section is to be performed by the Consultant under the Work of and as specified in Section 01 10 10 General Requirements.

PART 41 PRODUCTS

41.1 COMPATIBILITY

41.1.1 All materials in a sealant system are to be compatible with each other and with the substrate.

41.1.2 Colour or colours of the sealants are to be selected are to match existing substrate and are to be approved by the Consultant.

41.2 SEALANT MATERIALS

41.2.1 Exterior Metal To Wood, Masonry, Stone Or Porous Surfaces:

.1 One-part elastomeric, non-sag urethane based sealant. Accepted products:

(a) “Dymonic” as manufactured by Tremco
(b) “Sikaflex 1-A” as manufactured by Sika Canada
(c) “Vulkem 931” by Mameco as manufactured by Tremco
(d) “SK-1 Structural Sealant” as supplied by Chemlink.

41.2.2 Exterior And Interior Metal To Metal And Metal To Glass Joints:
.1 One-part Silicone based sealant. Accepted Products:
(a) “Spectrum 2” as manufactured by Tremco
(b) “Contractors SCS 1000 Sealant” as manufactured by GE Silicones Canada
(c) “DC 999-A Silicone Building & Glazing Sealant” as manufactured by Dow Corning Canada.

41.3 JOINT BACKING
41.3.1 Extruded polyethylene, urethane, neoprene or vinyl foam recommended by sealant manufacturer.
41.3.2 Circular shape with a diameter 25% greater than the joint width before installation.

41.4 PRIMER
41.4.1 As recommended by the sealant manufacturer to assure adhesion of the compound and to prevent staining of the substrate.

41.5 CLEANING AGENTS
41.5.1 Joint cleaning compounds as recommended by the sealant manufacturer.

PART 42 EXECUTION

42.1 GENERAL
42.1.1 Apply in accordance with the drawings, specifications and requirements of the jurisdictional authorities and the Canadian Roofing Contractors Association’s Roofing Manual.
42.1.2 Regard the manufacturer’s printed recommendations and specifications as a minimum requirement for materials, methods and quality of work not otherwise specified herein.
42.1.3 Make adjustments to the specified procedures caused by weather and site conditions only with the Consultants approval.
42.1.4 Conform to the details.
42.1.5 Examine joints before caulking to ensure that the configuration, surface and widths are suitable for the sealant and service, and that the execution of caulking and performance of sealants will not be adversely affected.
42.1.6 Verify, before commencing the work, that the joint size, depth and substrate will not adversely affect the execution, performance or quality of the completed work; and that joints can be sealed in an acceptable condition by means of the preparation specified in this section. Verify the site conditions together with the sealant manufacturer's representative.
42.1.7 Defective work resulting from the application to unsatisfactory joint conditions will be rejected.

42.2 PREPARATION
42.2.1 Remove the existing sealant and backing material and all deleterious material from the joint. Use the method of surface preparation suitable for substrate that does not damage adjacent surfaces, as recommended by the sealant manufacturer.
42.2.2 Brush, scrub, scrape or grind the inner face surfaces to remove loose mortar, dust, oil, grease,
oxidation, mill scale, and other materials which will affect the adhesion and integrity of the sealant.

42.2.3 Wipe down metal surfaces with clean cellulose sponges or rags soaked in solvent compatible with the sealant, and dry with clean cloths.

42.2.4 Ensure that surfaces have not been coated with release agents, coating or other treatments, or that, if present, they are entirely removed.

42.3 JOINT DEPTH

42.3.1 Provide the following Depth To Width Ratios:

1. Masonry:
   (a) 6mm (1/4") deep, up to 13mm (1/2") wide
   (b) 10mm (3/8") deep, up to 19mm (3/4") wide
   (c) 13mm (1/2") deep, up to 25mm (1") wide
   (d) 19mm (3/4") deep, up to 51mm (2") wide.

2. Non Porous Materials:
   (a) Joint depth and width to be not be less than 6mm (1/4").

3. Maintain a minimum of a 2:1 width to depth ratio or what is listed above in 3.3.1.1 and 3.3.1.2, whichever is more stringent.

42.4 PRIMING

42.4.1 Prime the inner face surfaces of joints as necessary for the substrate, in accordance with the sealant manufacturer's specification, to provide full adhesion and to prevent staining of the face surface at the joint.

42.4.2 Prime surfaces prior to installing the joint backing rod.

42.5 JOINT FILLING AND BACKING

42.5.1 Install joint backing where required to maintain the joint depth.

42.5.2 Pack joints tightly with sealant in accordance with the manufacturer's specifications using pressure guns. Fill joints completely to the required depths with sealant compound. Use sufficient pressure to fill all voids and joints. Sealant is to bond to both sides of the joint.

42.5.3 Finish joints smooth, free of wrinkles, ridges, air pockets and imbedded foreign materials. Tool joints to a slight concave surface using a soap/water mixture.

42.5.4 Cure sealants in accordance with the sealant manufacturer's instructions.

42.5.5 Do not cover up sealants until proper curing has taken place.

42.5.6 Do not allow sealants to cover or spot surfaces outside of joints. Use masking tape on all surfaces adjacent to joints which may become coated with sealant during the caulking process.

42.6 CLEAN UP

42.6.1 Remove from surfaces of other work sealant smears, droppings and masking tape immediately after caulking. Use recommended cleaners as required.

42.6.2 Clean surfaces soiled by work of this Section. Do not use chemicals, scrapers, or other tools in cleaning which will damage surfaces. Make good other work.

END OF SECTION 07 92 00
**BIDDER’S CHECKLIST**

Enclose the following documents with your bid:

<table>
<thead>
<tr>
<th>Document</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Workers Compensation</td>
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<td>Certificate of Recognition</td>
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<td>Insurance</td>
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<td>Work Schedule (Gantt Chart)</td>
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<td>Bid Security (Mandatory)</td>
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<td>Project Methodology</td>
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<td>Experience/Past Performance Doc</td>
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<td>Project Approach</td>
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<td>References (4)</td>
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<td>Separate Envelopes for Technical and Fee Submissions</td>
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Bidders HST Number __________________________________________________________

Bidders Nova Scotia Business Registration Number __________________________________

If subcontractors are used, do they meet the mandatory requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
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<td>Child Abuse Registry</td>
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<td>Criminal Records Check</td>
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Manufacturer Name and Product Information of Roofing Products

______________________________________________________________________________

______________________________________________________________________________

Name of Bidder ______________________

Name of Bidder ______________________
Pitch Pan Detail

July 2020

TRI-Tech Pinnacle

20-202

South Shore Regional Centre for Education

Client

Existing Wood Deck

Existing Roofing Components

1-stone Modified Bitumen Cap, Applied Where

2-stone Modified Bitumen Cap, Applied Where

3-stone Modified Bitumen Cap, Applied Where

Over Existing Membrane, Apply Installled

AT LEAST 2.5MM! ABOVE THE PENETRATION

Apply Mechant Over All Surfaces Within

Copper Cap And Sealant To Suit

Once The Pitch Pan Has Been Ruled, Install

2-Membrane Meets Stick Along The Base

2-Prime Pan To Be Ruled With 1-Part Pournable

Sealer

PROJECT ADDRESS
2680 331 HWY, PLEASANTVILLE, NS
PENTZ ELEMENTARY SCHOOL

CUSTOMER
TRI-Tech Pinnacle

ROOF & BUILDING ENVELOPE CONSULTANTS

3 INDUSTRIAL PARKWAY NORTH - UNIT #9
ALGONquin - ONTARIO - 145 40-A
TEL (603) 503-1400 - FAX (603) 503-2002