



REQUEST FOR QUOTATIONS

MUNICIPAL BUILDINGS ROOF REPLACEMENT

**TOWN OF KENSINGTON
Box 418
KENSINGTON, PEI
C0B 1M0**

QUOTATIONS DUE: MAY 22, 2015

1.0 GENERAL

The Town of Kensington invites qualified and experienced contractors to submit a quote for the provision of Roof Replacement Services for the Kensington Freight Shed, Kensington Blacksmith Shop and the EVK Swimming Pool Building which shall include the supply of all materials, labour and equipment necessary to conduct the work. The requirements of the submission and required scope of services are outlined in this Request for Quotations.

1.1 Background Information

Kensington, with a population of approximately 1500, is located in the heartland of Prince Edward Island. Providing a rich cultural heritage and progressive attitude, the Town is attractive as a community in which to live, raise a family, conduct business or just to visit. Its services include:

- Town Police Force, Recreation Facilities, Central Water and Sewer, Fire Protection, Parks, Maintenance Services;
- Library, Community Medical Centre, Day Care, Video Conferencing Centre, Industrial Park;
- Dental Offices, Pharmacy, Clothing and Gift Stores, Flower Shop, Real Estate, Food Outlets, Gas Stations, Post Office, Bed and Breakfast Facilities, Variety of Other Businesses;
- Canadian Legion, Clubs, Churches, Schools and Fraternal Organizations.

2.0 INSTRUCTION TO PROPONENTS

2.1 Submission

The proponents shall submit one (1) copy of their quotation, clearly marked with the name of the project. The quotation is to be submitted to:

Town of Kensington
PO Box 418
Kensington, PEI
COB 1M0
Attention: Mr. Geoffrey Baker, C.E.T.
Chief Administrative Officer

no later than **4:00 pm** on Friday, **May 22, 2015**.

Emailed quotations will be accepted. Emailed quotations shall be in PDF format and can be forwarded to townmanager@townofkensington.com prior to the closing date and time.

2.2 Inquiries and Amendments

All inquiries are to be directed to:

Mr. Geoffrey Baker, Chief Administrative Officer
Town of Kensington
P. O. Box 418
Kensington, PE
C0B 1M0
Phone: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com

3.0 TERMS AND CONDITIONS

- Submission of a quotation constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Quotations.
- The Town will not make any payments for the preparation of a response to this Request for Quotations. All costs incurred by a proponent will be borne by the proponent.
- This is not an offer. The Town of Kensington does not bind itself to accept the lowest price or any quotation submitted.
- The Town has the right to cancel this Request for Quotations at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Quotations.
- The Town will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this Request for Quotations.
- If a contract is to be awarded as a result of this Request for Quotation, it will be awarded to the proponent whose quotation, in the Town's opinion, provides the best potential value to the Town and is capable in all respects to perform fully the contract requirements with the integrity and reliability to assure performance of the contract obligations.
- Proponents may not amend their quotation after the closing date and time but may withdraw their quotation at any time prior to acceptance by the Town in writing.
- Quotations will be evaluated as soon as practicable after the closing time. No detail of any quotation will be made public except the names of all parties submitting quotations.

- The quotation, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.
- The quotations shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Quotations.

4.0 INSURANCE AND LIABILITY

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

- a. **General Liability Insurance** coverage with limits of not less than **2 million dollars (\$2,000,000)** per occurrence with a property damage **deductible of five thousand dollars (\$5,000)** in the joint names of the Contractor and the Town of Kensington.
- b. **Automobile liability insurance** in respect of licensed vehicles shall have limits of not less than **two million dollars (\$2,000,000)** per occurrence for bodily injury, death and damage to property, covering all licensed vehicles owned or leased by the contractor.

5.0 SUBCONTRACTORS

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

6.0 TERMS OF REFERENCE

1. Scope of Work

The Town of Kensington is seeking the services of a qualified contractor to undertake a roof replacement project on three (3) municipally owned buildings; The Kensington Freight Shed and James Mullally Blacksmith Shop located at 62 Broadway Street North, and the E.V.K Swimming Pool building located 25 School Street. The Contractor shall supply all materials, labour and equipment required to complete the project.

The Contractor shall supply for the **Kensington Freight Shed** and **E.V.K. Swimming Pool Building**: Twenty-five year warranty roof shingles with 3 – 1 Black shingles, surface with mineral granules conforming to CSA A-123.1 Standards.

The Contractor shall supply for the **James Mullally Blacksmith Shop**: Cedar shingles and

cedar breather (Replacement of existing cedar shingles with same size and material).

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

2. **Submittals**

The Contractor will include in their Quotation the following items:

- Completed RFQ Bid Form
- Proof of Commercial General Liability Insurance

3. **Terms of Payment**

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

4. Schedule

Request for Quotations Issued	May 6, 2015
Submission of Quote	May 22, 2015
Award of Contract	June 9, 2015
Completion of Project	July 31, 2015
(All work and cleanup to be completed by July 31, 2015)	

Request for Quotation Bid Form – Municipal Building’s Roof Replacement

1. **This quotation has been prepared and submitted by:**

(Contractor)

(Address)

(Phone)

2. This quotation is for the provision of all labour, equipment, and materials necessary to perform the roof replacements project as required under this RFQ.

3. **The Contractor declares:**

1. That the Contractor was familiar with local conditions relevant to this quotation.
2. That the signing officers on this quotation form are authorized to sign on behalf of the Contractor.
3. That all of the above were taken into consideration in preparation of this submission.

4. **Contractor agrees:**

1. To enter into a contract to supply all labour, material and equipment and to do all work necessary to supply, deliver and install all items as described and specified in these quotation specifications. Such contract shall be formed through this Request for Quotations, the Contractor’s quotation and the issuance of a Purchase Order, duly issued by an authorized signing officer(s) of the Town of Kensington, upon award of the work.

Request for Quotation Bid Form – Municipal Building’s Roof Replacement Con’t

Location #1 – Kensington Rail Yard’s Freight Shed

Shingled Roofing Option:

The Kensington Rail Yard’s Freight Shed would require the removal and replacement with 28 year black shingles. The approximate roof size is 2325 sq. feet/ 93’ x 25’

Roofing Area Size _____ sq. m Price \$ _____

Applicable Taxes \$ _____

Total Price \$ _____

Steel Roofing Option:

The Kensington Rail Yard’s Freight Shed would require removal and replaced with minimum 28 gauge steel, strapped and applied with screws. The approximate roof size is 2325 sq. ft/ 93’ x 25’

Roofing Area Size _____ sq. m Price \$ _____

Applicable Taxes \$ _____

Total Price \$ _____

Location #2 – E.V.K. Swimming Pool Building

Shingled Roofing Option:

The E.V.K. Swimming Pool Building would require the removal and replacement with 25 year black shingles. The approximate roof size is 1150 sq. feet/ 50’ x 23’

Roofing Area Size _____ sq. m Price \$ _____

Applicable Taxes \$ _____

Total Price \$ _____

Steel Roofing Option:

The E.V.K Swimming Pool Building would require removal and replaced with minimum 28

gauge steel, strapped and applied with screws. The approximate roof size is 1150 sq. ft/ 50' x 23'

Roofing Area Size _____ sq. m Price \$ _____

Applicable Taxes \$ _____

Total Price \$ _____

Location #3 – James Mullally Blacksmith Shop

Cedar Shingle Roofing:

The James Mullally Blacksmith Shop would require the removal and replacement with cedar shingles. The approximate roof size is 625 sq. feet/ 25' x 25'.

Roofing Area Size _____ sq. m Price \$ _____

Applicable Taxes \$ _____

Total Price \$ _____

6. Signature

Dated this _____ day of _____, 20_____.

Authorized Signing Officer

Date