



City of Saint John

TENDER

Tender # 2022-082706T Roofing Maintenance Services

Sealed tenders, hand delivered or couriered, addressed to Monic MacVicar, CCLP, CPPB, Supply Chain Management, 1st Floor – 175 Rothesay Avenue, Saint John, NB, E2J 2B4, and marked on the envelope:

“Tender # 2022-082706T - Roofing Maintenance Services”

will be received until 2:30:00 pm, Tuesday, October 25th, 2022 for the supply of all materials, labor, equipment, accessories, etc., necessary to supply roofing maintenance services to the City of Saint John in accordance with the enclosed specifications, terms and conditions.

In light of the current Covid-19 pandemic, there will be no public opening. Tenders will be opened by the Tender Opening Committee, in the second-floor boardroom, 175 Rothesay Avenue, Municipal Operations Complex, immediately following the tender closing time. **Registered bidders may attend remotely via Teams invitation.**

The lowest or any tender not necessarily accepted.

**Monic MacVicar, CCLP, CPPB
Supply Chain Management**

Issued: Tuesday, October 11th, 2022

T E N D E R
Tender # 2022-082706T –
Roofing Maintenance Services

SCOPE OF WORK:

The City of Saint John is inviting a fee proposal from qualified and experienced companies for the provision of Roof System Maintenance Services for various City-owned buildings. There are currently over 60 City-owned buildings that are included in this agreement (refer to Appendix B for a list of buildings).

In general, the scope of services will include maintenance, preventative maintenance and responding to service calls for roof system repairs as required. The successful proponent will carry out the services as directed by the Manager of the Facility Management Division or his/her designate.

The scope of services under this agreement excludes water and wastewater treatment buildings.

The term of the agreement is for a period of one (1) year with the option to renew for two (2) additional one (1) year periods as mutually agreed upon by all parties.

The City of Saint John reserves the right to add or delete any building from this agreement without penalty at any point during the Contract.

DETAILED SCOPE OF WORK AND SPECIFICATIONS:

1. See Appendix A

TERMS AND CONDITIONS

Governing Law, Trade Treaties and Policies

This procurement will be in accordance with the laws of the province of New Brunswick and the federal laws of Canada.

This procurement is also subject to the following Policies, Legislation and Internal Trade Agreement(s) including:

- Atlantic Trade and Procurement Partnership (ATAPP)
- Canadian Free Trade Agreement (CFTA)
- New Brunswick Procurement Act and Regulation 2014-93
- City of Saint John Policy for the Procurement of Goods, Services and Construction

Submission Instructions

Sealed tenders, hand delivered or couriered, addressed to Monic MacVicar, CCLP, CPPB, Supply Chain Management, 1st Floor – 175 Rothesay Avenue, Saint John, NB, E2J 2B4, and marked on the envelope:

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will be received until 2:30:00 pm, Tuesday, October 25th, 2022 for the supply of all materials, labor, equipment, accessories, etc., necessary to supply roofing maintenance services to the City of Saint John in accordance with the enclosed specifications, terms and conditions.

Enquiries

Bidders shall promptly examine the bid documents and report any errors, omissions or ambiguities and may direct enquiries or seek additional information in writing by email before the deadline for enquiries to the Authorized Enquiries Contact as set out below. No such communications are to be directed to anyone other than the Authorized Enquiries Contact.

Authorized Enquiries Contact

Monic MacVicar, CCLP, CPPB
Supply Chain Management
City of Saint John
Email: supplychainmanagement@saintjohn.ca

It is the Bidder's responsibility to seek clarification from the City on any matter it considers unclear. The City shall not be responsible for any misunderstanding on the part of the Bidder concerning this bid document or its process.

The City intends to confirm receipt of a bidder's communication by way of an email or facsimile in reply. If a bidder has not received a reply, the bidder may wish to resend its communication as the lack of reply may have resulted from a technical problem. The City is under no obligation to respond to enquiries or provide additional information but may do so at its sole discretion.

Responses to inquiries may be distributed to all bidders on the invitation list as having received the bid documents as of the date the response is prepared. The source of the question will not be identified in the response. Verbal information shall not be binding upon the City. Inquiries received after the deadline for enquiries will not receive a response.

Tender to be Submitted on Prescribed Form

Bidders are to submit their tender on the prescribed form contained in this document. Failure to submit on this form may result in the disqualification of the bid.

Taxes

The bid price shall be all taxes extra. The City of Saint John shall be invoiced for and pay all applicable taxes related to this bid.

Schedule for the Bid Process

Issue Date	Tuesday, October 11 th , 2022
Deadline for Enquiries	Monday, October 17 th , 2022 at 4:00:00 PM Atlantic Time
Deadline for Issuing Addenda	Tuesday, October 18 th , 2022 at 4:00:00 PM Atlantic Time
Submission Deadline	Tuesday, October 25 th , 2022 at 2:30:00 PM, Atlantic Time
Date of Award	TBD

The Schedule for the bid process is tentative only and may be changed by the City in its sole discretion.

Advisory Notice(s)

Periodically, the City of Saint John is required to issue clarification notices to a bid document in the form of Advisory Notices. Normally these notifications will not have a direct bearing on the cost of a project and will not influence bidding.

Bidders are responsible for obtaining all advisory notice(s) issued by the City. Advisory Notice(s) may be obtained from the City's website (www.saintjohn.ca) under the Menu option, City Hall header, then "Tender and Proposals".

Bidders are instructed to sign the Advisory Notice and return it either by fax to (506) 658-4742 or email to supplychainmanagement@saintjohn.ca prior to the closing date. Failure to comply with the instructions on an advisory may result in rejection of the bid.

Addenda

Periodically, the City of Saint John is required to issue notification of changes or corrections to a bid document by way of addenda. Normally these notifications will have direct bearing on the cost of a project and will influence bidding. Therefore, it is important that the City have assurances that bidders have in-fact received the notification(s).

Bidders are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website (www.saintjohn.ca) under the Menu option, City Hall header, then "Tender and Proposals".

Bidders are required to sign and include all addenda with their bid submission.

Failure to include a copy of all signed addenda with the bid submission may result in rejection of the bid regardless of whether or not the changes noted in the addendum are included in the bid submission.

Mandatory Requirements

Each submission will be evaluated to ensure that it complies with the mandatory requirements and may be rejected if it does not comply. The evaluation of mandatory requirements will confirm that:

- the submission was received prior to the applicable Submission Deadline;

- the bid submission is signed;
- the bid submission is legible;
- the bid submission does not contain a substantive qualification or conditions that are contrary to the terms of the bid document;
- the bid submission does not contain a change in price that was not initialled by the person who signed the submission; and
- the bid submission is in English;

Payment

Payment shall be based on Net 45 Days from date of invoice or receipt of goods/services, whichever is later. Invoices can either be mailed to: City of Saint John, Accounts Payable Department, P.O. Box 1971, Saint John, NB, E2L 4L1, or by email to the Accounts Payable department (accounts payable@saintjohn.ca). Vendors are to ensure invoices are not sent both ways.

Pricing

The tender prices shall include all installation wages, fringe benefits, insurance, transportation, delivery, duty, working tools, equipment costs, and any other charges incurred in order to provide required materials and/or services.

Verbal Agreement

No verbal agreement or conversation with any officer, agent or employee of the owner either before or after execution of the contract shall affect or modify any of the terms or obligations contained in any of the documents comprising the said contract.

Fax Tenders

Tenders received by fax WILL NOT be accepted.

Late Bids

Bids received after the time and date as shown in this document shall not be considered.

Cancelation Clause

In the event that the successful bidder does not comply with the specifications and terms and conditions of this tender, at any time throughout the duration of the contract, the City of Saint John reserves the right to cancel the contract in its entirety.

Basis for Award

A The city does not limit itself to accepting the lowest, or any tender submitted, but reserves the right to award the tender in any manner deemed to be in the City's best interest. It is the City of Saint John's intention to award this agreement to one Vendor.

No guarantee

The City makes no guarantee as to the volume of the Deliverables.

Acceptance, Revocation and Rejection Of Tenders

The bidder agrees that his tender is a firm offer to supply the goods and/or services specified herein at the quoted price, and in accordance with the terms and conditions herein contained. The bidder may revoke his tender at any time prior to the time fixed for tender opening by delivering, or causing to be delivered, written notice of revocation to the designated official at the City of Saint John. Revocation will take effect from the time the notice is actually received. A notice of revocation will not be accepted after the time fixed for tender opening.

The bid shall not be restricted by a statement added to the Tender Form, or by a covering letter, or by alterations to the tender form as supplied, unless otherwise provided herein and further, a tender form that has been altered in any way may be deemed to be a non-confirming bid and, therefore, rejected. Bidders shall be allowed to attach descriptive literature; whose sole purpose is to amplify the bid.

Due Diligence

In the event that a health and safety offence is committed, the onus falls on the employer to prove that it exercised due diligence (i.e. did everything it reasonably could) in order to avoid the offence.

When hiring contractors, the City of Saint John is responsible for ensuring compliance with Health and Safety Legislation and must make sure that the appropriate accident prevention systems are implemented in the workplace.

Therefore, if any contractor is found to be working in an unsafe manner, or outside of current legislation, he will be made to stop work immediately. Any losses which may arise as a result of this work stoppage are the responsibility of the contractor.

Failure to comply with current legislation on the part of the contractor, may lead to cancellation of this contract and any bid deposits that may be in place.

Insurance

The successful contractor shall provide evidence of the following insurance coverage:

General Liability with minimum limits of two million dollars, (\$2,000,000.00). The policy shall include:

- *operations of the contractor in connection with this tender;
- *products and completed operations coverage;
- *contractual liability with respect to this tender;
- *the City of Saint John added as an additional insured;
- *a cross liability clause;
- *non-owned automobile;
- *thirty (30) days notice of cancellation of this policy "will" be given to the City of Saint John, by the insurers;

Standard automobile insurance for owned automobiles with at least the minimum limits allowed by law. This coverage is to remain in effect for the entire time frame of the contract.

WorkSafeNB Certificate and Business Corporations Act Certificate

New Brunswick Tenderers shall provide to the City a WorkSafeNB certificate which confirms proper registration and good standing with WorkSafeNB and a Business Corporations Act Certificate which confirms proper registration and good standing with the Province of New Brunswick - Corporate Affairs within five (5) Working Days following the City's notice of selection.

Out-of-province Tenderers shall provide to the City a WorkSafeNB certificate which confirms proper registration and good standing with WorkSafeNB or a letter or certificate issued under the equivalent applicable legislation in the province of origin of the Tenderer confirming extension of coverage from said legislation to the Province of New Brunswick for the term of the Contract. Subject to paragraph c), out-of-province Tenderers shall also provide a Business Corporations Act Certificate which confirms proper registration and good standing with the Province of New Brunswick - Corporate Affairs within five (5) Working Days following the City's notice of selection.

Tenderers from Nova Scotia may submit the appropriate Business Corporations Act Certificate from the Province of Nova Scotia.

Reserved Rights

The City reserves the right to:

- a) Reject an unbalanced bid submission. For the purpose of this section, an unbalanced bid submission is a bid submission containing a unit price which deviates substantially from, or does not fairly represent reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the City. The City reserves the right to use other bids submitted in response to this bid solicitation or for other like or similar work as a guideline in determining if a bid is unbalanced.
- b) Amend or modify the scope of the Work, and/or cancel or suspend the bid award, at any time for any reason;
- c) Require bidders to provide additional information after the submission deadline to support or clarify their bid submission;
- d) Not accept any or all bids;
- e) Not accept a bid submission from a bidder who is itself, or whose principals, owners or directors are also principals, owners or directors of another entity which is, involved in litigation, arbitration or any other similar proceeding against the City;
- f) Reject any or all bid submissions without any obligation, compensation or reimbursement to any bidder or any of its team members;
- g) Withdraw this bid solicitation and cancel or suspend the bid process;

- h) Extend, from time to time, any date, any time period or deadline provided in this bid solicitation (including, without limitation, the submission deadline), upon written notice to all bidders;
- i) Assess and reject a bid submission on the basis of:
 - (i) information provided by references;
 - (ii) the bidder's past performance on previous contracts;
 - (iii) the information provided by a bidder pursuant to the City exercising its clarification rights under this bid process;
 - (iv) the bidder's experience with performing the type and scope of work specified;
 - (v) other relevant information that arises during this procurement process;
- j) Waive formalities and accept bids which substantially comply with the requirements of this bid solicitation;
- k) Verify with any bidder or with a third party any information set out in a bid submission;
- l) Disqualify any bidder whose bid submission contains misrepresentations or any other inaccurate or misleading information;
- m) Disqualify any bidder who has engaged in conduct prohibited by the bid solicitation;
- n) Make changes, including substantial changes, to the bid solicitation provided that those changes are issued by way of addenda in the manner set out in this bid document;
- o) Select any bidder other than the bidder whose bid submission reflects the lowest cost to the City;
- p) Cancel this procurement process at any stage, for any reason;
- q) Cancel this procurement process at any stage and issue a new bid solicitation for the same or similar deliverables;
- r) Accept any bid submission in whole or in part;
- s) Waive minor non-compliance with the mandatory requirements of the bid solicitation and accept the bid submission; or
- t) Accept a bid submission which contains the following errors:
 - (i) error in mathematics – whether this involves the extension of a unit price or an error in addition, the mistake will be corrected and the correct total will be used for evaluation purposes and will be binding on the bidder.

- (ii) conflict between the written and numerical bid prices. In all cases, the total bid price will be corrected to reflect the written bid price, whether lump sum or unit price (where applicable).
- (iii) failure to include the contingency allowance in the total bid price (where applicable). If the contingency allowance was not included in the addition, the bid price shall be corrected to reflect its inclusion.

and these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any bidder or any third party resulting from the City exercising any of its express or implied rights under this bid solicitation.

By submitting a bid, the bidder authorizes the collection by the City of the information set out at paragraph i) in the manner contemplated in that subparagraph.

Limitation of Liability and Waiver

Each bidder, by submitting a bid, agrees that:

- a) Neither the City nor any of its employees, agents, advisors or representatives will be liable, under any circumstances, for any Claim arising out of this procurement process including but not limited to costs of preparation of the bid submission, loss of profits, loss of opportunity or for any other Claim; and
- b) The bidder waives any Claim for any compensation of any kind whatsoever, including Claims for cost of preparation of the bid submission, loss of profit or loss of opportunity by reason of the City's decision to not accept the bid submitted by the bidder, to award a Contract to any other bidder or to cancel this procurement process, and the bidder shall be deemed to have agreed to waive such right or Claim.

Validity Period

The bid submission constitutes an offer which shall remain open and irrevocable until 90 days after the submission deadline.

Minor Irregularities

The City of Saint John reserves the right to waive minor non-compliances in accordance with Section 120 of the Province of New Brunswick's Regulation 2014-93 under the Procurement Act.

Delivery / Freight

The net price on each of the commodity(s) and/or service(s) is to be quoted as F.O.B. delivered to Saint John, NB, prepaid.

Supervision

The successful contractor will exercise competent supervision of work at all times through a supervisor who has authority to receive, on behalf of the contractor, any order or communications relating to the work. Any supervisor or worker who is not acceptable to the owner by reason of incompetence, improper conduct, etc. shall be removed from the site of the work and replaced forthwith.

Owner Accessibility

The contractor shall schedule his work so as to cause the least amount of disruption to the daily routine of the occupants.

Existing equipment to be removed, and cutting and patching for new equipment shall be done in such a way so as to cause the least amount of interference.

The contractor shall ensure all openings are completed or closed up, and all debris is completely cleaned up, at the end of each working day.

Cleaning Up

The contractor shall remove, at his own expense, from the owner's property and from all public and private property, all temporary structures, garbage and waste materials resulting from his operations. This requirement shall not apply to property used for permanent disposal of rubbish or waste materials in accordance with permission of such waste materials in accordance with permission of such disposal granted to the contractor by the owner thereof.

Quality of Materials

Unless otherwise specified, all materials incorporated in the permanent work shall be new and both workmanship and materials shall be of good quality and comply with City specifications. The contractors shall, if required, furnish satisfactory evidence as to the quality of materials

Deficiencies

For a period of one (1) year from the date of acceptance of any work, the contractor shall, at his expense, remedy all deficiencies performed or provided under this contract.

Guarantee

The contractor shall guarantee all material and equipment installed by him, or incurred under this contract, for a period of one year, after date of acceptance by the owner.

Registrations and Licenses

The contractor shall possess all registrations and licenses as required by City, Provincial and Federal by-laws and regulations to operate and perform work under this contract.

TENDER No.
2022-082706T
ROOF MAINTENANCE SERVICES

APPENDIX A – DETAILED SCOPE OF WORK AND SPECIFICATIONS

1.0 QUALIFICATIONS AND EXPERIENCE

- 1.1 The successful Contractor must demonstrate that they have been providing Roof System Maintenance Services for commercial buildings and roof systems for a minimum of ten (10) years and meet all licensing and certification requirements that apply to the place of work. Further, the Contractor must demonstrate that they have been trained and certified by applicable, reputable manufacturers in the repair of all typical commercial roofing systems, including built-up roofs, single-ply membrane (EPDM, TPO) roofs, modified bituminous roofs, metal roof systems, and larger scale asphalt shingle roof applications.
- 1.2 The successful Contractor will be an active member of the New Brunswick Roofing Contractors Association (NBRCA).

2.0 SCOPE OF SERVICES – MINIMUM REQUIRMENTS

2.1 Service Calls for Repairs

Service calls for roof system repairs will be authorized by Facility Management as required to deal with roof leaks, deficiencies identified during regular inspections, to provide advice and direction for particular issues, and to perform maintenance activities.

It is important to note that the City of Saint John reserves the right to obtain competitive bids from other sources for any repairs that are required as a result of inspection or otherwise.

2.2 Relevant Codes and Standards

All work performed under this agreement shall be in accordance with the 2010 National Building Code of Canada and any other relevant codes and standards in the place of work including, but not limited to, all Municipal, Provincial, and Federal by-laws, acts, codes, and/or regulations that may affect the services provided under this Contract.

2.3 Qualifications and Supervision

All work performed under this agreement shall be completed under the direction of a Journeyman Roofer who shall remain on site while work is in progress and supervise all other qualified personnel involved in the roofing work.

2.4 Permits

If required, the Contractor is responsible to obtain necessary permits and arrange for all inspections required as a result. Costs associated with permits are billable to the City of Saint John, and shall be itemized separately on invoice submissions.

2.5 Roofing Materials and Equipment

All parts, materials, and equipment supplied shall be new and delivered to site in original packaging and/or with labels still intact.

The Contractor shall maintain a stock of common materials and equipment within the service van/vehicles used by the Contractor's representatives.

2.6 Materials Not Incorporated into the Project

The City of Saint John will pay only for materials incorporated into the project. This includes materials that may be purchased in bulk. Exceptions will be made only if the Contractor provides adequate information that demonstrates that the extra materials could not be used for future projects or elsewhere and would impose a significant burden (financial or otherwise) on the Contractor if retained. The approved method of determination of unit cost (i.e. eligible for payment) will be the total cost divided by the number of units. The successful proponent will be responsible for the proper and safe storage of extra materials with labels intact until such time that they can be incorporated into a project. Materials are to be used within one (1) year from the date of purchase.

2.7 Tools and Equipment

The Contractor and their representatives shall carry with them all necessary tools and equipment required to carry out this Contract. Ladders/hoists to access a height up to 35 feet are the responsibility of the Contractor and should be available at all times. Any ladder/hoist equipment required to service beyond the height of 35 feet shall be paid or supplied, at its option, by the City of Saint John.

Aside from the above mentioned, the cost associated with the purchase or rental of tools and equipment (and the maintenance thereof) required to carry out this agreement is the responsibility of the Contractor and is not considered a billable expense to the City of Saint John.

2.8 Time for Project Meetings

Time for project meetings (i.e. start up or otherwise) shall be limited to one (1) hour and include only the time of the Foreman or Journeyman Roofer who is responsible for the supervision of the project. Exceptions will be made only for complex projects requiring some time for investigation, or other information gathering and is to be approved in advance by the City of Saint John. Time of apprentices, labourers, or other personnel for project meetings is not billable unless the City of Saint John specifically requests or approves their attendance in advance or unless work is to begin immediately following the project meeting.

2.9 Quotations for Work

Quotations for work may be requested by the City of Saint John at any time. Upon request, the Contractor is to provide the City of Saint John a quotation within 48 hours. The quotation is to describe the scope of the work; provide the hours anticipated and the resources required; list the equipment and materials expected along with the anticipated cost and markup (based on the agreement); present the agreement rates; and provide the total anticipated cost of the work.

It is important to note that the City of Saint John reserves the right to obtain competitive bids from other sources for any work that is required, Roofing or otherwise.

2.10 Communication

The Contractor shall provide the City of Saint John with a complete list of contacts for the organization, including names, roles, office address, office phone numbers, cell phone numbers, pager numbers, fax numbers, and email addresses. The City of Saint John will provide the Contractor a list of contacts, including Facility Management representatives and building representatives as deemed appropriate.

2.11 Emergency Response

Responding to emergency situations is an essential part of this agreement. It is required that the Contractor be available to respond to emergency situations on a 24 hour per day, 7 day per week basis. The maximum response time during any hour of the day or night shall not be more than two (2) hours.

2.12 Authorization of Work

All work under this agreement will be undertaken only if proper authorization is provided by a representative from the Facility Management Division. No authorization or direction is to be taken from building personnel at any facility under any circumstance. If building personnel have a request or issue, they are to contact Facility Management directly. Exceptions will be made for emergency situations that, if delayed, would impose a safety concern or result in significant damage. In these cases, building personnel may authorize work, but the Contractor is to contact Facility Management to advise them of the situation as soon as safely possible.

Proper authorization of the work consists of the receipt by the Contractor of a written Job Order from the City of Saint John. In some cases (e.g. afterhours), authorization can be provided on a verbal basis or via email from Facility Management.

The Contractor will not be paid for work not properly authorized.

2.13 Assignment of Personnel

The City of Saint John will only pay the hourly rate of one Journeyman Roofer assigned to a particular project. Additional personnel assigned to a project will be paid at the Apprentice or Labourer hourly rate. Exceptions may be made on larger projects, if the benefit can be shown to the City of Saint John, or if required by law. In these cases, the Contractor is to obtain Facility Management approval in advance of the work being started. If advanced approval is not provided, the second Journeyman Roofer will be paid at the Apprentice or Labourer hourly rate.

The number of personnel assigned to a particular project should be based on the scope of work, technical complexity, safety, duration, urgency, etc. At the request of the City of Saint John, the Contractor will be required to justify the time spent on site by personnel assigned to a project and provide a detailed summary of their work tasks. This information is also to be detailed on timesheets.

2.14 Site Access

As described herein, the Contractor's supervisor is to present themselves to the Facility representative upon arrival to the site and describe, in general terms, what the project entails, where they are working, how long they intend to be, and any safety concerns that may be imposed as a result of the work. The Contractor's supervisor is to again present themselves prior to departure.

In the case of afterhours work or for buildings that are not occupied, keys are available to be signed out from Facility Management. Keys are to be returned promptly when work is completed. If keys are lost or damaged while in the Contractor's possession, it is the Contractor's responsibility to have doors rekeyed or keys replaced at their own cost. It is important that the Contractor be aware of security systems that may be installed in various facilities, and it is the responsibility of the Contractor to make inquiries in this respect. In locations where security systems exist, the Contractor will have to work with Facility Management to gain access.

2.15 Identification

Representatives of the Contractor are to carry photo identification at all times. The City of Saint John reserves the right to provide the Contractor with photo identification badges which would have to be visible at all times.

2.16 Timesheets

Timesheets are to be completed for all projects and attached to the invoice when submitted for payment. The following items are to be included on all timesheets:

- Facility ID
- Facility Description
- Project Description
- Blanket Purchase Order Number
- Job Order Number
- Date
- Arrival Time
- Departure Time
- Names of Individuals Working on the Project
- Description of Work Tasks (by Individual)
- Hours Worked on the Project (by Individual)
- Hourly Rates (by Individual)
- Materials and Equipment Used
- Signature of City of Saint John Representative

The Contractor's supervisor is to present themselves to the Facility representative upon arrival and describe, in general terms, what the project entails, where they are working, how long they intend to be, and any safety concerns that may be imposed as a result of the work. Prior to departure, the Contractor's supervisor is to complete the timesheet and review with the Facility representative who will sign off when satisfied that the timesheet adequately reflects the work completed. The Facility representative sign off in no way, expressed or implied, suggests acceptance or approval of the work described or time recorded on the timesheet and shall not relieve the Contractor of their responsibility for the work and associated time in any way.

If Facility representatives are not available, the Contractor's supervisor is to contact the Facility Management representative assigned to the project and advise them accordingly (upon arrival and departure). The Contractor's supervisor will record who was contacted and when on the timesheet in this case.

2.17 Identification of Safety or Performance Issues

If while working in City-owned buildings, the Contractor identifies any issues that would impose a safety concern or impact performance, the Contractor shall notify Facility Management immediately.

2.18 Professionalism

Company uniforms are optional, however, Contractor representatives is to present themselves in a professional manner when working in City-owned buildings. Contractor representatives are

also expected to act in a professional manner under all circumstances when conducting business associated with or in our buildings. If Contractor representatives are confronted or put in a situation that is deemed inappropriate, the Contractor should contact Facility Management who will deal with the matter accordingly. At no time is it deemed appropriate to make defamatory comments against other persons or organizations with respect to any matter. Furthermore, the use of profanity, derogatory language, threats of violence, or any other action that is offensive in nature, in all cases, will not be tolerated and could be grounds for immediate termination.

2.19 Travel Time and Vehicle Expenses

No travel time to the buildings and/or time to pick up materials or equipment shall be eligible for payment under this agreement.

Costs associated with vehicles, including maintenance, fuel, insurance, etc. are not eligible for payment under this agreement.

2.20 Incidental Expenses

The City of Saint John will not pay for materials and equipment that may be considered incidental expenses. Some examples that may be considered incidental expenses include paper, pencils/pens/markers, etc.

2.21 Supporting Documents for Expenses

Supporting documentation for all materials, equipment, and other expenses billed to the City of Saint John shall be provided upon request. This includes, but is not limited to, invoices and/or proof of payment for said materials, equipment, and other expenses.

2.22 Regular Time and Overtime

The definition of regular time shall be from 8:00am to 5:00pm, Monday through Friday inclusive. The definition of overtime shall be all other hours of the day and night, including weekends and statutory holidays.

2.23 Billable Work

Billable work is based on the actual hours worked at the tendered rates in addition to the cost of materials and equipment incorporated into the work plus the quoted mark-up.

2.24 Invoicing

It is essential that invoices for work completed be provided on a timely basis. At a minimum, invoices are to be submitted in the same month in which the goods and services were

rendered. All invoices for work completed (including progress billings) between the months of January and November in a given year is to be submitted no later than December 1st of that same year. All invoices for work completed (including progress billings) in the month of December in a given year is to be submitted no later than January 8th of the following year.

All invoices are to contain all of the following information:

- Vendor name and contact information
- Date of invoice
- Name of City of Saint John representative who authorized the work
- Facility ID
- Facility name and street address
- Project description
- Job Order / Work Order / Purchase Order Number / Contract Number
- Progress billing number (if applicable)

Invoices are to be certified originals in order to be processed and are to be accompanied by a signed timesheet.

All invoices are to be addressed to:

Attention: Accounts Payable
City of Saint John
PO Box 1971
Saint John, NB Canada
E2L 4L1

Invoices are also accepted via email at accountspayable@saintjohn.ca.

Invoices not meeting the above criteria will not be processed by the City of Saint John. The City of Saint John will not be responsible for interest charges resulting from non-compliance to the criteria presented above.

2.25 Changes to Roof System Components

When significant changes are made to existing roof systems, accurate drawings/schematics as well as operating and maintenance manuals (three copies) is to be supplied to the City of Saint John upon completion of the work, and signed by the Contractor. The drawings/schematics need only be of the affected area, but is to be done in a professional manner and shall clearly indicate all changes, improvements, and/or alterations.

2.26 Safety

The successful proponent is to provide an up to date WorkSafe NB Clearance Certificate prior to an agreement or Purchase Order being issued. The Contractor is to maintain coverage through the duration of this agreement. In addition, the Contractor is to provide a copy of the Company Safety Manual and Policies prior to an agreement or Purchase Order being issued.

The Contractor is to abide by applicable Acts and Regulations as it pertains to safe work practices including, but not limited to, the Occupational Health and Safety Act and the Regulations that fall under the Act and the City of Saint John Health and Safety Policy. If the Contractor or any of his employees are found to be working in an unsafe manner or outside of government legislation, the Contractor will be directed to stop work immediately.

The City of Saint John will not be responsible for any revenues lost by the Contractor as a result of this work stoppage. Further, should the City of Saint John deem it necessary to do so, it reserves the right to hire a replacement Contractor to complete the project. Any additional cost incurred by the City of Saint John, as a result of this action may be billed to the Contractor.

The Contractor is encouraged to have and document Toolbox/Tailgate Safety Meetings or discussions prior to the undertaking any project to ensure personnel are aware of potential health and safety hazards that may be present and to develop mitigations for those hazards. The Contractor's supervisor is to present themselves to the Facility representative upon arrival and describe, in general terms, what the project entails, where they are working, how long they intend to be, and any safety concerns that may be imposed as a result of the work. Furthermore, the Contractor is responsible to provide adequate protection of the work and property so as to ensure the safety of the building occupants and visitors is maintained. The Contractor is fully responsible for the work area for the duration of the project.

The City of Saint John reserves the right to complete random Health and Safety Jobsite Inspections during the term of the Contract. This does not in any way alleviate the Contractor of their responsibilities for the Health and Safety of their workers, City of Saint John staff, or the public, nor does it relieve the Contractor of their responsibility for the protection of the work and property during the course of the work.

2.27 Protection of Work and Property

The Contractor is responsible for maintaining a clean work site and for the proper disposal of all debris and discarded parts upon completion of each job.

Any damage made by the Contractor while completing the work under this agreement shall be corrected by the Contractor at their cost.

2.28 Security Checks

The successful Contractor's employees will be required to obtain a police security check within three (3) weeks of notice of award. The successful Contractor is to submit a letter from the Police Department verifying all employees have passed the required security clearance. The City may refuse any employee at its' own discretion. Only Contractor's employees who have passed the security clearance may work in City-owned facilities. Any new employee hired throughout the contract is to also pass a police security clearance.

In the event the successful proponent cannot obtain the required security clearance for personnel, the City of Saint John, at its' sole discretion, may award the agreement in whole or in part to the next acceptable bidder.

2.29 Warranty

On significant projects, and where applicable, the Contractor shall offer the City of Saint John the option of a NBRCA CRCA 2 Year Standard Form of Warranty. The City of Saint John reserves the right to this option at its sole discretion.



City of Saint John

TENDER # 2022-082706T

ROOFING MAINTENANCE SERVICES

APPENDIX B – LIST OF BUILDINGS

Group 1: Facility Management Buildings

Facility ID	Building Description	Location
006	Tourist Information Centre West	1509 Saint John Throughway
014	Chipman Hill Pedway	22 Chipman Hill
015	St. Patrick Street Pedway	58 Saint Patrick Street
016	Aquatic Centre Pedway	50 Union Street
017	City Market Pedway	36 Germain Street
019	Harbour Station Pedway	70 Station Street
021	Carnegie Building	20 Hazen Avenue
024	Tilley Square Bandstand	90 Market Place
042	City Market	47 Charlotte Street

Group 2: Leisure Services Buildings

Facility ID	Building Description	Location
026	Peter G. Murray Arena	701 Dever Road
027	Hilton Belyea Arena	390 Lowell Street
028	Charles Gorman Arena	80 University Avenue
030	Stewart Hurley Arena	1500 Hickey Road
031	Leisure Services Offices	171 Adelaide Street
032	Leisure Services Maintenance Garage	171 Adelaide Street
033	Leisure Services Storage Building	171 Adelaide Street
034	Shamrock Park Clubhouse (Ballfield)	200 Visart Street
035	Forest Hills Maintenance Depot/Office	707 Westmorland Road
036	Forest Hills Ballfield/Canteen	651 Westmorland Road
038	Dominion Park Storage Building	730 Dominion Park Road
039	Seaside Park Lawn Bowling Clubhouse	520 Fundy Drive
040	Lancaster Memorial Clubhouse (Ballfield)	224 Greendale Crescent
041	Kings Square Bandstand	56 Charlotte Street
043	Rockwood Park Horse Barn	175 Fisher Lakes Drive
044	Rockwood Park Storage Barn	169 Fisher Lakes Drive
046	Rockwood Park A-Frame (Fisher Lakes)	191 Fisher Lakes Drive
051	Carleton Community Centre	120 Market Place
052	Nick Nicole Community Centre	85 Durham Street
057	Interpretation Centre	10 Fisher Lakes Drive
085	Fallsview Park Washrooms	100 Fallsview Avenue
088	Lancaster Memorial Storage Building	224 Greendale Crescent
094	Rainbow Park Splash pad(Maintenance Building)	605 Sydney Street095
095	Flemming Court Splash Pad (Maintenance Building)	2 Flemming Court

Group 3: Fire Department Buildings

Facility ID	Building Description	Location
061	Fire Station #1	47 Leinster Street
062	Fire Station #2	850 Loch Lomond Road
063	Fire Station #4	36 Courtenay Avenue
064	Fire Station #5	35 Adelaide Street
065	Fire Station #6	286 King Street West
066	Fire Station #7	7 Manchester Avenue West
067	Fire Station #8	608 Millidge Avenue

Group 4: Municipal Operations Buildings

Facility ID	Building Description	Location
072	Municipal Operations Complex	175 Rothesay Avenue
073	Municipal Operations Fleet Garage	175 Rothesay Avenue
076	Municipal Operations Lunch Room	175 Rothesay Avenue
093	Works West Storage Facility/Salt Building	406 Bay Street
079	Works North Garage/Offices	100 Boars Head Road
081	Works East Garage/Office	525 McAllister Drive
082	Works East Salt Building	525 McAllister Drive

Group 5: Police Force Buildings

Facility ID	Building Description	Location
092	Police Headquarters	1 Peel Plaza



City of Saint John

TENDER # 2022-082706T

ROOFING MAINTENANCE SERVICES

APPENDIX C – FORM OF TENDER

Form of Tender
 2022-082706Q – Roofing Maintenance Services

Tender Section	Scope of Service Description	Is your organization able to meet the scope of service requirements described in the referenced section of the Tender? <i>(bidders are to choose one by marking with an "X")</i>			Comments, conditions, exclusions, assumptions, stipulations <i>(bidders are to provide comments or reasons if "Partially" or "No" was indicated in the previous column)</i>
		Yes	Partially	No	
2.0	Scope of Services				
2.1	Service Calls for Repairs				
2.2	Relevant Codes and Standards				
2.3	Qualifications and Supervision				
2.4	Permits				
2.5	Roofing Materials and Equipment				
2.6	Materials Not Incorporated into the Project				
2.7	Tools and Equipment				
2.8	Time for Project Meetings				
2.9	Quotations for Work				
2.10	Communication				
2.11	Emergency Response				
2.12	Authorization of Work				
2.13	Assignment of Personnel				
2.14	Site Access				
2.15	Identification				
2.16	Timesheets				
2.17	Identification of Safety or Performance Issues				
2.18	Professionalism				

Form of Tender
2022-082706Q – Roofing Maintenance Services

Tender Section	Scope of Service Description	Is your organization able to meet the scope of service requirements described in the referenced section of the Tender? <i>(bidders are to choose one by marking with an "X")</i>			Comments, conditions, exclusions, assumptions, stipulations <i>(bidders are to provide comments or reasons if "Partially" or "No" was indicated in the previous column)</i>
		Yes	Partially	No	
2.19	Travel Time and Vehicle Expenses				
2.20	Incidental Expenses				
2.21	Supporting Documents for Expenses				
2.22	Regular Time and Overtime				
2.23	Billable Work				
2.24	Invoicing				
2.25	Changes to Roof System Components				
2.26	Safety				
2.27	Protection of Work and Property				
2.28	Security Checks				
2.29	Warranty				

FORM OF TENDER (Page 1 of 2)

RATES						
Item	Description	Unit	Approximate Quantity Per Year	Rate Per Unit		
				Year 1	Year 2	Year 3
Regular Time						
1	Journeyman Roofer	HR	400			
2	Apprentice Roofer	HR	350			
3	Labourer	HR	100			
4	Journeyman Carpenter	HR	As required			
Overtime						
5	Journeyman Roofer	HR	50			
6	Apprentice Roofer	HR	40			
7	Labourer	HR	10			
8	Journeyman Carpenter	HR	As required			
Equipment						
9	Boom Truck Rental	HR	20	\$	\$	\$
Materials						
10	Percentage Mark-Up on Materials	%	\$15,000	%	%	%

Notes:

- * Costs above are to be inclusive of all administrative costs, overhead, and profit and shall be **exclusive of HST**
- ** Costs for labour shall include all wages, fringe benefits, insurance, transportation, working tools, equipment costs, etc. and other charges incurred to provide the required services
- *** Percentage mark-up on materials shall include pick-up, transportation, delivery, and all other charges incurred in order to provide required materials to the place of installation
- **** There is no guaranteed minimum or maximum amount of work in this agreement
- ***** Approximate quantities above are **estimates only** based on past years' experience and should only be used as a guideline when preparing proposed hourly rates. The City of Saint John makes no guarantee with respect to the approximate hours above, expressed or implied
- ***** The City of Saint John reserves the right to rent a boom truck for the Contractor's use at any time at rates negotiated by the City of Saint John

FORM OF TENDER (Page 2 of 2)

Contractor's Organization:		Address:	
Phone:		Fax:	
Email:			
Signing Authority (print name):		Signing Authority Title:	
Signature of Authorized		Date:	