

### **INSTRUCTIONS TO BIDDERS**

Date: June 2, 2016 BID PACKAGES #: CP1625

### 1. BID SUBMISSION

The St. Clair Catholic District School Board (Board) is seeking roofing contractor to provide roof maintenance program consisting of repairs, replacements and upgrades to existing roofs at eight (8) facilities located in County of Lambton.

Bids from invited bidders shall be submitted on the Bid Form provided and submitted in an envelope clearly marked:

Bid Packages #: CP1625 ROOF MAINTENANCE PROGRAM TENDER - County of Lambton

The envelope shall be sealed and delivered to: St. Clair Catholic District School Board

245 Tecumseh St. Sarnia, ON N7T 2L1

Attention: Mr. Tony Prizio, Procurement Specialist

Bids will be accepted at the St. Clair Catholic District School Board Facilities office not later than June 16, 2016 @ 2:00:00 p.m. (No extensions to Bid Closing date are anticipated. Bidders are encouraged to act immediately to prepare their submissions!)

Bids shall be filled out in ink or typed, signed in longhand by a duly authorized company official (having authority to bind). One original of the fully completed Bid Form must be submitted. **Failure to provide all of the requested information on the Bid Form may result in disqualification of the bid**.

Bids by telephone, fax or email will **not** be accepted.

After bid closing, sealed envelopes will be opened by the Board's Procurement Specialist (Tony Prizio) and a representative from Corporate Services' department.

### 2. SCOPE OF WORK

The Instructions to Bidders identifies the work to be performed in the Contract and takes priority if there is a conflict within the Bid Documents. Refer to attached specifications for detailed description of work to be carried out by the successful proponent.

### 3. BID DOCUMENTS

The following Bid Documents form the basis of this Bid Package and shall be examined by bidders:

- 3.1 Instructions to Bidders dated May 30, 2016
- 3.2 Remlap Building Services Request for Tender, Bid Form, Drawings and Scope of Work
- 3.3 Prime Contract Board will issue a purchase order to the successful proponent(s). The Board assumes no responsibility for the bidder's failure to examine <u>all</u> of the Bid Documents.



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### 4. BID ACCEPTANCE

It shall be understood by all bidders, that the bid shall be valid and subject to acceptance by the Board, and that no adjustments shall be made to the Bid amounts for a period of up to and including sixty (60) days from the Bid Closing Date.

The Board reserves the right to determine the successful bidder by any combination of base bid, separate prices, requested alternate prices and voluntary alternate prices submitted with the bid. The Board is not obligated to select the bid with the lowest price and may cancel a bid prior to award without liability to any bidder.

The successful bidder shall be required to enter into a formal contract with the Board, which will include the terms and conditions of the Instructions to Bidders, Bid Form, and all other applicable documents.

### 5. AWARD

The Board has the right to reject any or all bids. The lowest Bid will not necessarily be accepted. The invitation to bid does not constitute an offer by the Contractor to enter into a contract.

### 6. PAYMENT

The Board shall pay within forty-five (45) days after receipt of the invoices which are received and approved by the Board.

### 7. TAXES

Include in Bid all Taxes and all other Customs Duties and Excise Taxes which are in force at Bid date as detailed in General Conditions. Harmonized Sales Tax (H.S.T.) is <u>not</u> to be included in the bid. The H.S.T. amount and the Bidder's <u>H.S.T. Registration Number</u> are to be indicated on the Bid Form in the spaces provided.

### 8. ADDENDA

Bidders finding discrepancies, ambiguities or omissions in the bid documents or having doubt as to the meaning or intent thereof, shall immediately notify the Procurement Specialist who may issue instructions and/or clarifications by Addendum to all Bidders. Bidders may also, during the Bidding Period, be advised by Addendum of any additions, deletions or alterations to bid documents. All such Addenda shall become part of the Bid Documents.

All questions to be addressed in writing to: Mr. Tony Prizio, Procurement Specialist

St. Clair Catholic District School Board

Fax 519.627.8230 or

E-mail: <a href="mailto:tony.prizio@st-clair.net">tony.prizio@st-clair.net</a>
Copy: <a href="mailto:marcie.butler@st-clair.net">marcie.butler@st-clair.net</a>

No later than 48 hours prior to bid closing date.



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### 9. CHANGE NOTICES, CHANGE ORDERS

The following fee percentage and overhead charges shall be applied to additional work ordered by the Board:

- For work carried out by the Contractor's own forces 10% Overhead & Profit
- For work involving a subcontractor, the subcontractor may charge a maximum 10% fee. The General Contractor may charge a maximum of 5% in addition to subcontractor's fee.

### 10. BONDING: NO BONDING REQUIRED

On bids exceeding \$ 50,000.00, submit with the Bid an Agreement to Bond for a 50% Performance Bond, and a 50% Labour & Material Payment Bond. Upon request, the successful Bidder will be required to provide the 50% Performance Bond and 50% Labour and Material Payment Bond from a bonding company acceptable to the Board. The cost of the bond is not to be included in the bid sum, the amount of which is to be identified on the Bid Form.

### 11. VOLUNTARY ALTERNATE AND SEPARATE PRICES

The bid amounts are to be based on the bid documents. Where there is any conflict within the bid documents, the bid amount shall include the higher cost alternative. Alternative proposals are encouraged and must be identified in the bid. Submit complete information including any impact on schedule to allow a full evaluation of the proposal including, as applicable, any particulars in which the alternate proposal is at variance with or unable to meet the specifications. Note also any impact on other trades if the alternative is accepted. Alternative proposals may be made without limitation, including for items specified as single sourced.

#### 12. EXAMINATION OF SITE & SITE VISIT: NOT REQUIRED

In submitting a bid, it will be assumed that the bidders have carefully examined the site and surrounding properties of the work and have informed themselves as to the existing conditions, access, storage areas and limitations, and have included in the bid price the complete cost of the work contemplated by the drawings and specifications and other bid documents.

### 13. <u>TIMING OF PROJECT</u>

A purchase order will be issued by June 17, 2016.

Work on <u>ALL</u> sites must take place during the month of July 1 and completed no later than August 26, 2016.

### 14. PROJECT SPECIFIC REQUIREMENTS

Contractor shall provide their own washroom facilities for their employees, board washrooms will be off-limits to the contractor's employees.

Please be advised that the Owner has a No Smoking Requirement on the Owners' property. Contractors are requested to ensure that employees and suppliers are advised of the Requirement. Contractor shall remove rubbish and debris from the site on a daily basis or as directed by the Board. On completion of the work, all debris shall be removed; the floor shall be thoroughly cleaned and swept; the site shall be left in a tidy condition (construction clean). Do not use the Board's equipment or facilities for cleaning or for any reason.



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### 15. INSURANCE

Contractor must maintain, at the Contractor's expense for the entire term of the Contract or as otherwise required, all insurance as set out below:

- The successful Contractor shall provide the Board with proof of insurance for Comprehensive General Liability and Property Damage with a limit of not less than \$2,000,000.00 (two million dollars) inclusive prior to commencing work.
- The successful Contractor shall provide the Board with proof of insurance for Motor Vehicle Public Liability and Property Insurance on all owned and rented equipment with a limit of not less than \$2,000,000.00 (two million dollars) inclusive prior to commencing work.
- The Contractor agrees to indemnify, hold harmless, and defend the Board from and against any
  and all liability for loss, damage and expense, which the Board may suffer or for which the Board
  may be held liable by reason of injury (including death) or damage to any property arising out of
  negligence on the party of the proponent or any of its representatives or employees by way of
  ownership or operation of an automobile.
- The successful Contractor shall provide the Board with a complete certified copy of all policies.
- The successful Contractor must name the St. Clair Catholic District School Board as additional insured on their insurance policies.

### 16. WORKPLACE SAFETY INSURANCE BOARD (WSIB)

Contractor must furnish a copy of Workplace Safety and Insurance Board Clearance Certificate of good standing, "Section 748" of the Workplace Safety and Insurance Act with its bid documents.

### 17. PERMITS

The Board will apply and pay for the building permit. The Contractor shall apply for and include costs for any other permits and approvals required for the completion of their work.

### 18. MEETINGS

A Post Bid Meeting may be convened and chaired by the Board who will invite Contractor and his major Subcontractors to review the Contract Documents and Bid submitted. This meeting will be prior to the Board issuing a Letter of Intent or Contract. This meeting does not constitute or infer any contract award to the proposed contractor or any other contractor, nor that will the project proceed.

During the course of Work, scheduled progress meetings may be required at the call of the Project Leader.

### 19. GUARANTEE

The guarantee shall be as outlined in the specifications starting from after completion of the entire job and acceptance thereof by the Board unless a different period of time is specified with the Board's approval. The Contractor's guarantee shall cover all work under the Contract whether or not any portion or trade has been sublet.

The Contractor agrees to correct promptly, at the Contractor's own expense, defects or deficiencies in the Work which appear prior to and during the period of guarantee, or such longer periods as may be



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specified for certain products or work.

If the Contractor fails to make any replacements or repairs required hereunder, after notice from the Board and reasonable opportunity to do so, the Board may have such work done at Contractor's expense, including all necessary labour costs in connection therewith. Board shall inform Contractor in advance of the approximate cost of such work to be done by the Board.

### 20. SCHEDULE

The Contractor will be required to perform the work in accordance with the Schedule dates provided in 13. <u>Timing of Project</u>. Ordering of major and long delivery items shall begin immediately upon successful bidder's receipt of contract award. The Contractor will provide a construction schedule within five (5) days of being awarded the project.

*Time is of the essence.* Bidders are to include adequate manpower, overtime and shift work necessary to meet or improve the schedule, and to make up any time lost to weather or normal delays. Include travel, room and board costs for out of town workers, shop overtime and other premiums to expedite material and equipment, shipping premiums and any incentive costs required to meet the schedule.

#### 21. CONTRACTED SERVICES PROGRAM

Contractors performing work on Board property must complete the Contracted Services Program. This program has three basic components that <u>must</u> be met before the bid is awarded. Contractors who cannot meet the minimum requirements of this program will not be awarded this tender. Program information can be found on the Board's web site at <u>www.st-clair.net</u> or through the Board contact identified previously in this document.

### 22. HEALTH and SAFETY

The Occupational Health and Safety Act describes the responsibilities of an employer. The Board requires Contractors to maintain procedures, training, and enforcement so that the responsibilities are carried out in the workplace. The Contractor shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act. All staff employed or hired by the Contractor and working on the Board's premise MUST be trained in WHMIS in accordance with Occupational Health and Safety Act and Regulations. They MUST adhere to all of the Board's Health and Safety Procedures and Guidelines and to Municipal By-Laws.

Contractor will submit proof of its health and safety program, procedures and training as detailed above upon request by the Board.

The Contractor shall appoint a Competent Person as the Supervisor of this project. The Competent Person shall be as defined in Section 1 of the Occupational Health and Safety Act.

The successful Contractor shall conform to the Ontario "Occupational Health and Safety Act" and all regulations made under said act and assume full responsibility for contraventions of same.

All workplace injuries or accidents on Board property MUST be reported by the Contractor to the Board's representative within 24 hours.

Any workplace injury that is defined under the Occupational Health and Safety Act as a "Critical Injury" must be reported to the Board's representative IMMEDIATELY.



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### 23. SAFE SCHOOL PROCEDURES

Contractor's staff is required to report to the main office of each school during regular school hours and notify the school office staff of the purpose of the visit. The Contractor is required to adhere to all school specific procedures if applicable.

It is the responsibility of the Contractor's staff to sign in and sign out of the Log Book, which is located in the main office area, while performing their duties.

The following information must be recorded in a legible manner:

Date

Company Name

Employee Name

**Employee Signature** 

Reason for Visit

Time Entering Building

Time Leaving Building

### 24. PARKING

Contractors must park within the designated areas and allow for provisions to and from the designated parking area onto the job site.

### 25. TIE BIDS

In the event of a tie. A coin flip conducted by the Procurement Specialist with a minimum of one other Board staff will determine the successful proponent.

### END OF INSTRUCTIONS TO BIDDERS

### ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

# 420 CREEK STREET WALLACEBURG ONTARIO N8A 4C4

### **REQUEST FOR TENDER**

**FOR** 

ROOF MAINTENANCE PROGRAM
VARIOUS SCHOOLS
(NORTH SECTION)

**TENDER FORM** 

### **TENDER FORM**

### Roof Maintenance Program for Various Schools (North Section)

St. Clair Catholic District School Board

	Name of Bidder	(Hereinafter Called the Tenderer Contrac	tor)
	Being A	(A) which	(B)
	Δ	Eg. "Incorporated", "limited", etc.	
Regist	ered under the laws of th	ne Province of	
	DOES HEREBY AGREE	<u>: TO:</u>	
1.	Program at St. Clair Catl accordance with Form of	holic District School Board for Various S Tender, Scope of Work and Roof Plan with UDED),	chools (North Section) in description for TOTAL TENDER
		<b>\$</b>	(HST Included)
			the allowance for Roof Maintenance
Name o	of Bidder		
Addres	s		
Being	A'	(A) which	(B)
<u>Note</u> :	Program at St. Clair Catholic District School Board for Various Schools (North Section) in accordance with Form of Tender, Scope of Work and Roof Plan with description for TOTAL TENDER PRICE "A" (H.S.T. INCLUDED),  S (HST Included)  or such other sums as may be finally ascertained in accordance with the allowance for Roof Maintenance and deductions as set out in the Tender Documents.  Fame of Bidder  ddress  leing 'A'		

### **TENDER FORM**

### Roof Maintenance Program for Various Schools (North Section)

(a)

St. Clair Catholic District School Board

(A) HOLY ROSARY CATHOLIC SCHOOL – WYOMING

Roof Area 'A' Item № 1		
See Page 1 of 9 from Scope of Work		\$
Item № 2 See Page 1 of 9 from Scope of Work		\$
Roof Area 'B'		
Item № 3 See Page 1 of 9 from Scope of Work		\$
Item № 4 See Page 1 of 9 from Scope of Work		\$
Roof Area 'C'		
Item № 5 See Page 1 of 9 from Scope of Work		\$
Item № 6 See Page 1 of 9 from Scope of Work		\$
Roof Area 'D'		
Item № 7 See Page 1 of 9 from Scope of Work		\$
Item № 8 See Page 1 of 9 from Scope of Work		\$
(Total of Items 1 thru 8)	SUBTOTAL 'A'	\$
(B) <u>SACRED HEART</u>	CATHOLIC SCHOO	L – PORT LAMBTON
Roof Area 'C' Item № 1		
See Page 2 of 9 from Scope of Work		\$
Item № 2 See Page 2 of 9 from Scope of Work		\$

Roof Area 'D' Item № 3 See Page 2 of 9 from Scope of Work	\$
Roof Area 'E' Item № 4 See Page 2 of 9 from Scope of Work	\$
Roof Area 'F' Item № 5 See Page 2 of 9 from Scope of Work	\$
Roof Area 'G' Item № 6 See Page 2 of 9 from Scope of Work	\$
Roof Area 'H' Item № 7 See Page 2 of 9 from Scope of Work	\$
(Total of Items 1 thru 7)	SUBTOTAL 'B' \$
,	
	ART CATHOLIC SCHOOL – SARNIA
	ART CATHOLIC SCHOOL – SARNIA \$
(C) <u>SACRED HE</u> Roof Area 'A' Item № 1	ART CATHOLIC SCHOOL – SARNIA  \$  \$
(C) SACRED HE  Roof Area 'A' Item № 1 See Page 3 of 9 from Scope of Work  Roof Area 'B' Item № 2	\$
(C) SACRED HE  Roof Area 'A' Item № 1 See Page 3 of 9 from Scope of Work  Roof Area 'B' Item № 2 See Page 3 of 9 from Scope of Work  Roof Area 'D' Item № 3	\$ \$

Remlap Building Services Inc. 1407 Gore Road, RR1 – Harrow Ontario NOR 1H0

Roof Area 'G' Item № 6 See Page 3 of 9 from Scope of Work		\$
Roof Area 'H' Item № 7 See Page 3 of 9 from Scope of Work		\$
(Total of Items 1 thru 7)	SUBTOTAL 'C'	\$
(D) <u>ST. ANNE</u>	E CATHOLIC SCHO	OOL – SARNIA
Roof Area 'B' Item № 1 See Page 4 of 9 from Scope of Work		\$
Roof Area 'D' Item № 2 See Page 4 of 9 from Scope of Work		\$
Item № 3 See Page 4 of 9 from Scope of Work		\$
Roof Area 'I' Item № 4 See Page 4 of 9 from Scope of Work		\$
(Total of Items 1 thru 4)	SUBTOTAL 'D'	\$
Roof Area 'C'	SHER CATHOLIC S	CHOOL – FOREST
Item № 1 See Page 5 of 9 from Scope of Work		\$
(Total of Item 1)	SUBTOTAL 'E'	\$

### (F) <u>ST JOSEPH CATHOLIC SCHOOL – CORUNNA</u>

Roof Area 'G' Item № 1 See Page 6 of 9 from Scope of Work		\$ <u>N/A</u>
(Total of Item 1)	SUBTOTAL 'F'	\$
(G) <u>ST. MICHAEL C</u>	ATHOLIC SCHOOL	<u>– BRIGHT'S GROVE</u>
Roof Area 'A' Item № 1 See Page 7 of 9 from Scope of Work		\$
Roof Area 'F' Item № 2 See Page 7 of 9 from Scope of Work		\$ <u>N/A</u>
Roof Area 'I' Item № 3 See Page 7 of 9 from Scope of Work		\$ <u>N/A</u>
Item № 4 See Page 7 of 9 from Scope of Work		\$ <u>N/A</u>
(Total of Items 1 thru 4) (Excluding 2/3/4)	SUBTOTAL 'G'	\$
(H) <u>ST. PETER CAN</u>	ISIUS CATHOLIC S	CHOOL – WATFORD
Roof Area 'A' Item № 1 See Page 8 of 9 from Scope of Work		\$
Roof Area 'C' Item № 2 See Page 8 of 9 from Scope of Work		\$
Item № 3 See Page 8 of 9 from Scope of Work		\$
Item № 4 See Page 8 of 9 from Scope of Work		\$

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Total Tender Price "A" (Including HST)	\$
Add 13% HST	\$
Total Tender Price "A" (Excluding HST) (Total of Subtotal 'A' Thru 'I')	\$
(Total of Items 1 thru 2) <u>SUBTOTAL 'I'</u>	\$
Roof Area 'U' Item № 2 See Page 9 of 9 from Scope of Work	<b>\$</b>
Roof Area 'E' Item № 1 See Page 9 of 9 from Scope of Work	\$
(I) ST. PATRICK'S SECONDARY CATH	OLIC SCHOOL – SARNIA
(Total of Items 1 thru 11) <u>SUBTOTAL 'H'</u>	\$
Roof Area 'K' Item № 11 See Page 8 of 9 from Scope of Work	\$
Roof Area 'J' Item № 10 See Page 8 of 9 from Scope of Work	\$
Roof Area 'I' Item № 9 See Page 8 of 9 from Scope of Work	\$
Roof Area 'H' Item № 8 See Page 8 of 9 from Scope of Work	\$
Roof Area 'F' Item № 7 See Page 8 of 9 from Scope of Work	\$
Roof Area 'E' Item № 6 See Page 8 of 9 from Scope of Work	\$
Roof Area 'D' Item № 5 See Page 8 of 9 from Scope of Work	\$

Remlap Building Services Inc. 1407 Gore Road, RR1 – Harrow Ontario NOR 1H0

## ROOF MAINTENANCE PROGRAM HOLY ROSARY CATHOLIC SCHOOL 715 LONDON STREET, WYOMING ONTARIO NON 1TO

### **ROOF AREA 'A'**

- 1. The entire roof area is required to be clean of all roofing debris (includes loose granules) to ensure the flow of water runs to the scupper drain.
- 2. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with two inch insulation cushion Type 4 (all edges of the extruded polystrenne rigid insulation is to be covered with spray paint to avoid contact with UV light). ALSO THE CURRENT WOOD BLOCKING (4X4 @ 12" LONG) ARE ALSO REQUIRED TO BE REPLACED WITH EXISTING U-CLAMPS to be resecured over top the gas line into the new wood blocking (TOTAL OF 4 SUPPORTS).

### **ROOF AREA 'B'**

- 3. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with two inch insulation cushion Type 4 (all edges of the extruded polystrenne rigid insulation is to be covered with spray paint to avoid contact with UV light). ALSO THE CURRENT WOOD BLOCKING (4X4 @ 12" LONG) ARE ALSO REQUIRED TO BE REPLACED WITH EXISTING U-CLAMPS to be resecured over top the gas line into the new wood blocking (TOTAL OF 6 SUPPORTS).
- **4.** The storm collar is missing around the vent exhaust pipe. IT IS REQUIRED TO SUPPLY AND INSTALL A STORM COLLAR AT THE TOP OF THE ROOF FLANGE AROUND THE VENT EXHAUST PIPE AND THEN SEAL THE <u>STORM COLLAR</u> WITH SEALANT TO THE VENT EXHAUST PIPE (TOTAL OF ONE STORM COLLAR).

### **ROOF AREA 'C'**

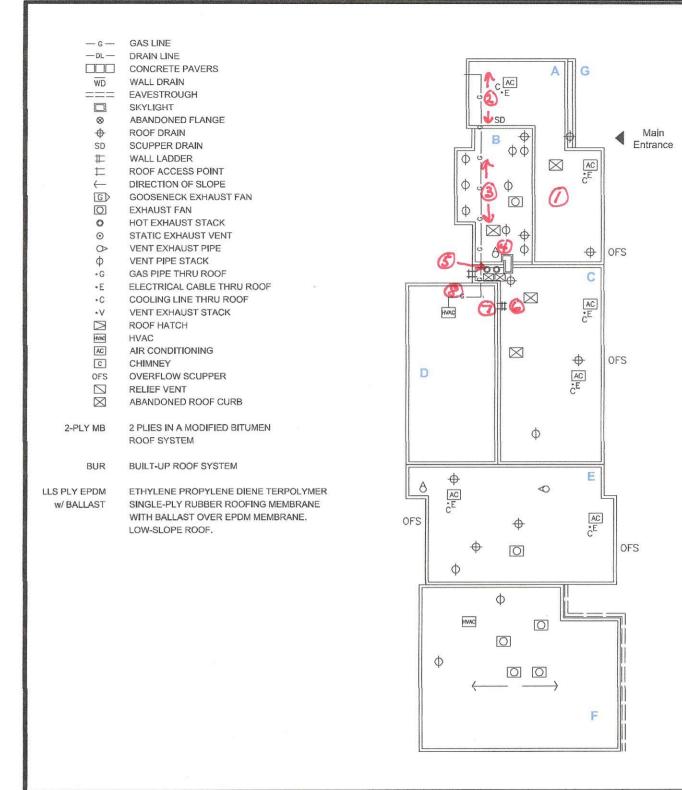
- 5. The existing caps are missing on the top of the hot exhaust stacks. IT IS REQUIRED TO SUPPLY AND INSTALL NEW CAPS ON TOP THE HOT EXHAUST STACKS TO AVOID MOISTURE PENETRATION INTO THE STACK TO THE BOILERS BELOW (TOTAL OF 2 CAPS).
- 6. Currently there are no membrane supports at the bottom of the wall ladder. IT IS REQUIRED TO SUPPLY AND INSTALL CONCRETE PAVERS (24" x 24" x 1 ½") TO BE PLACED ON INSULATION CUSHION TYPE 4 (24" x 24" x 1") AT THE BOTTOM OF WALL LADDER (TOTAL OF TWO PAVERS).

### **ROOF AREA 'D'**

7. Currently there are no membrane supports at the top of the wall ladder. IT IS REQUIRED TO SUPPLY AND INSTALL CONCRETE PAVERS (24" x 24" x 1 ½") TO BE PLACED ON INSULATION CUSHION - TYPE 4 (24" x 24" x 1") AT THE TOP OF WALL LADDER (TOTAL OF TWO PAVERS).

8. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with two inch insulation cushion – Type 4 (all edges of the extruded polystrenne rigid insulation is to be covered with spray paint to avoid contact with UV light). ALSO THE CURRENT WOOD BLOCKING (4X4 @ 12" LONG) ARE REQUIRED TO BE REPLACED WITH EXISTING U-CLAMPS to be resecured over top the gas line into the new wood blocking (TOTAL OF 4 SUPPORTS).

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ROOFING DATA	A	B,	C	D	E	F	G					
WARRANTY	expired	expired	expired	expired	expired				AND CONTROL OF THE MEN TO			
LAST ROOFING	1991	1991	1991	1991	1991	2011	-					
CONSTRUCTED	1957	1957	1962	1962	1966	2011	-					
ROOFING TYPE	BUR granules	2-PLY MB	LLS PLY EPDM	w/ BALLAST								
AREA (SQ. FT.)	2,000	1,210	2,600	2,380	3,000	4,240	40					

617

Holy Rosary Catholic School

**ROOF PLAN** 

Scale 1:400 (Metric)

09/24/2015



715 London Street, Wyoming, ON, N0N 1T0

## ROOF MAINTENANCE PROGRAM SACRED HEART CATHOLIC SCHOOL 434 JOHN STREET, PORT LAMBTON ONTARIO NOP 2B0

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### **ROOF AREA 'C'**

- 1. The existing modified bitumen granulated surface cap sheet membrane (grey) has blistered at the change of direction. IT IS REQUIRED THAT THE EXISTING CAP SHEET MEMBRANE BE CUT AT THE BOTTOM OF THE CANT STRIP LOCATION AND THE EXISTING MEMBRANE PULLED UP THE WALL PRIOR TO TORCH APPLYING A NEW ONE METRE WIDE STRIP OVER TOP THE FIELD SHEET (GRANULES EMBEDDED FIRST) AND UP THE WALL. THE EXISTING GRANULATED CAP FLASHING MEMBRANE IS REQUIRED TO BE RETORCHED TO NEW CAP SHEET MEMBRANE (GRANULES EMBEDDED FIRST) (TOTAL OF 4 FEET IN LENGTH).
- 2. The roof drain is missing a roof drain dome to avoid debris from plugging the rainwater leader. It is required to supply and install a new (12" x 12" x ½") grid mesh over top the roof drain in mastic covered with matching granules (**TOTAL OF 1 ROOF DRAIN**).

### **ROOF AREA 'D'**

**3.** The current wood supports for gas line are sitting directly on top the granulated surface cap sheet. IT IS REQUIRED TO INSTALL ONE INCH INSULATION CUSHION – Type 4 (all edges of the extruded polystrenne rigid insulation is to be covered with spray paint to avoid contact with UV light) (TOTAL OF 16 SUPPORTS).

### **ROOF AREA 'E'**

**4.** The current wood supports for gas line are sitting directly on top the granulated surface cap sheet. IT IS REQUIRED TO INSTALL ONE INCH INSULATION CUSHION – Type 4 (all edges of the extruded polystrenne rigid insulation is to be covered with spray paint to avoid contact with UV light) (TOTAL OF 4 SUPPORTS).

### **ROOF AREA 'F'**

5. The current wood supports for gas line are sitting directly on top the granulated surface cap sheet. IT IS REQUIRED TO INSTALL ONE INCH INSULATION CUSHION – Type 4 (all edges of the extruded polystrenne rigid insulation is to be covered with spray paint to avoid contact with UV light) (TOTAL OF 10 SUPPORTS).

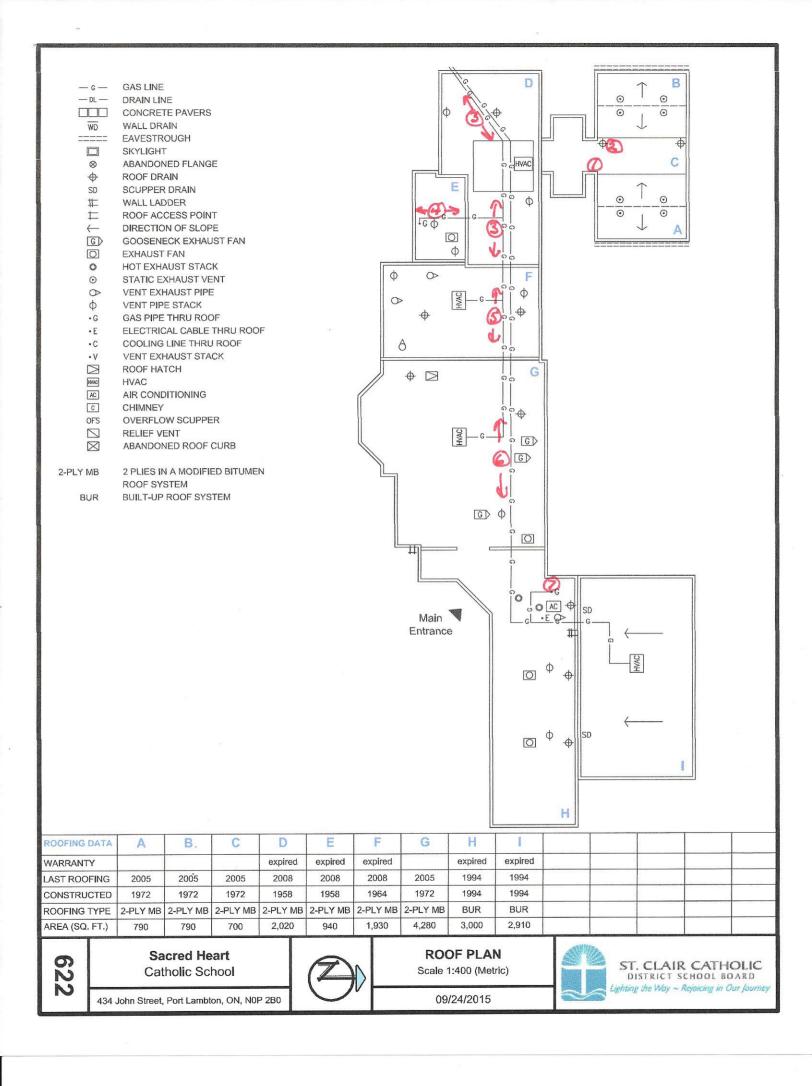
### **ROOF AREA 'G'**

6. The current wood supports for gas line are sitting directly on top the granulated surface cap sheet. IT IS REQUIRED TO INSTALL ONE INCH INSULATION CUSHION – Type 4 (all edges of the extruded polystrenne rigid insulation is to be covered with spray paint to avoid contact with UV light) (TOTAL OF 14 SUPPORTS).

ROOF	<b>AREA</b>	'H'
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7. Currently there is no seal around gas line penetration thru the roof. IT IS REQUIRED TO SUPPLY AND INSTALL SEALANT AROUND THE GAS LINE TO THE STORM COLLAR AT THIS LOCATION (ONE IN TOTAL).

### **NOTE**:



## ROOF MAINTENANCE PROGRAM SACRED HEART CATHOLIC SCHOOL 1411 LECARON AVENUE, SARNIA ONTARIO N7V 3J1

### **ROOF AREA 'A'**

1. Currently the existing two-ply modified bitumen roof system is blistering and ridging on the cap sheet membrane. IT IS SUGGESTED THAT THE BLISTERS BE CUT ACROSS (X-SHAPE) AND THEN RE-TORCHED DOWN TO THE BASE SHEET. ONCE IN PLACE, EMBED THE GRANULES THE WIDTH OF THE CAP SHEET AND AT LEAST ONE FOOT ON EITHER SIDE OF THE BLISTER AREA WITH A 180 GRANULATED SURFACE CAP SHEET (ALLOW FOR 2 ROLLS OF CAP SHEET).

### **ROOF AREA 'B'**

2. The granules are starting to erode around the roof drains. THE GRANULE SURFACE CAP SHEET IS REQUIRED TO BE PRIMED ONCE THE DOME IS REMOVED AT EACH ROOF DRAIN LOCATION (ALLOW FOR 2 ROWS OF CAP SHEET – EACH 5 FEET IN LENGTH – TOTAL OF 3 ROOF DRAINS).

### **ROOF AREA 'D'**

**3.** The granules are starting to erode around the roof drains. THE GRANULE SURFACE CAP SHEET IS REQUIRED TO BE PRIMED ONCE THE DOME IS REMOVED AT EACH ROOF DRAIN LOCATION (<u>ALLOW FOR 2 ROWS OF CAP SHEET – EACH 5 FEET IN LENGTH – TOTAL OF 5 ROOF DRAINS</u>).

### **ROOF AREA 'E'**

**4.** The granules are starting to erode around the roof drains. THE GRANULE SURFACE CAP SHEET IS REQUIRED TO BE PRIMED ONCE THE DOME IS REMOVED AT EACH ROOF DRAIN LOCATION (<u>ALLOW FOR 2 ROWS OF CAP SHEET – EACH 5 FEET IN LENGTH – TOTAL OF 4 ROOF DRAINS</u>).

### **ROOF AREA 'F'**

5. The granules are starting to erode around the roof drains. THE GRANULE SURFACE CAP SHEET IS REQUIRED TO BE PRIMED ONCE THE DOME IS REMOVED AT EACH ROOF DRAIN LOCATION (<u>ALLOW FOR 2 ROWS OF CAP SHEET – EACH 5 FEET IN LENGTH – TOTAL OF 1 ROOF DRAIN</u>).

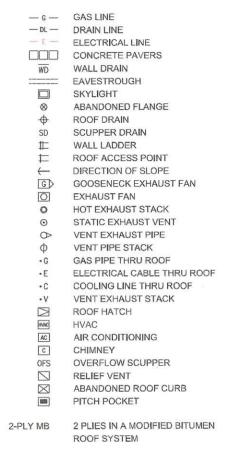
### **ROOF AREA 'G'**

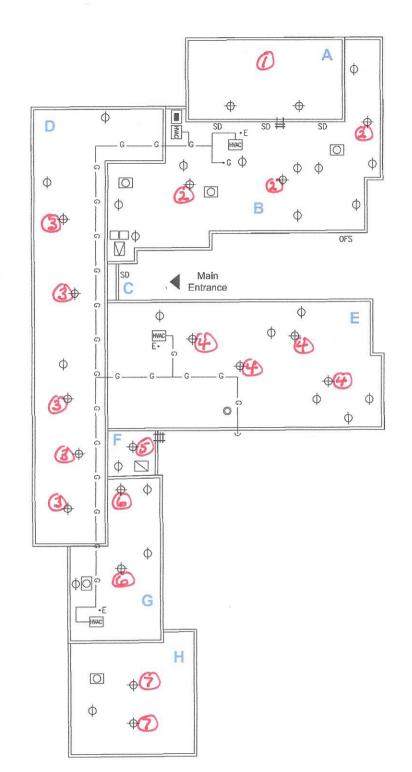
**6.** The granules are starting to erode around the roof drains. THE GRANULE SURFACE CAP SHEET IS REQUIRED TO BE PRIMED ONCE THE DOME IS REMOVED AT EACH ROOF DRAIN LOCATION (<u>ALLOW FOR 2 ROWS OF CAP SHEET – EACH 5 FEET IN LENGTH – TOTAL OF 2 ROOF DRAINS</u>).

<b>ROOF</b>	<b>AREA</b>	'H'
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7. The granules are starting to erode around the roof drains. THE GRANULE SURFACE CAP SHEET IS REQUIRED TO BE PRIMED ONCE THE DOME IS REMOVED AT EACH ROOF DRAIN LOCATION (ALLOW FOR 2 ROWS OF CAP SHEET – EACH 5 FEET IN LENGTH – TOTAL OF 2 ROOF DRAINS).

N	O	7	$\mathbf{F}$	





ROOFING DATA	Α	B.	C	D	E	F	G	H			
WARRANTY	expired	08/15/2017	08/15/2017	expired	08/15/2017	expired	expired	expired			
LAST ROOFING	1990	2007	2007	1990	2007	1990	1990	1990			
CONSTRUCTED	1968	1968	1968	1955	1948	1973	1964	1973			
ROOFING TYPE	2-PLY MB	2-PLY MB	2-PLY MB	2-PLY MB	2-PLY MB	2-PLY MB	2-PLY MB	2-PLY MB			
AREA (SQ. FT.)	2,810	6,830	60	7,340	7,130	410	2,360	3,160			

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Sacred Heart Catholic School



**ROOF PLAN** 

Scale 1:500 (Metric)

09/09/2015



1411 Lecaron Avenue, Sarnia, ON N7V 3J1

## ROOF MAINTENANCE PROGRAM ST. ANNE CATHOLIC SCHOOL 1000 THE RAPIDS PARKWAY - SARNIA, ONTARIO N7S 6K3

### **ROOF AREA 'B'**

1. The granules are eroding from the surface of the modified bitumen cap sheet membrane. IT IS SUGGESTED THAT THE EXISTING SURFACE BE PRIMED WITH APPROVED PRIMER, PRIOR TO TORCH APPLYING A NEW 180 GRANULATED SURFACE CAP SHEET OVER THE AREA INDICATED ON ROOF PLAN. (ALLOW FOR 7 ROWS OF CAP SHEET – 10 FEET IN LENGTH).

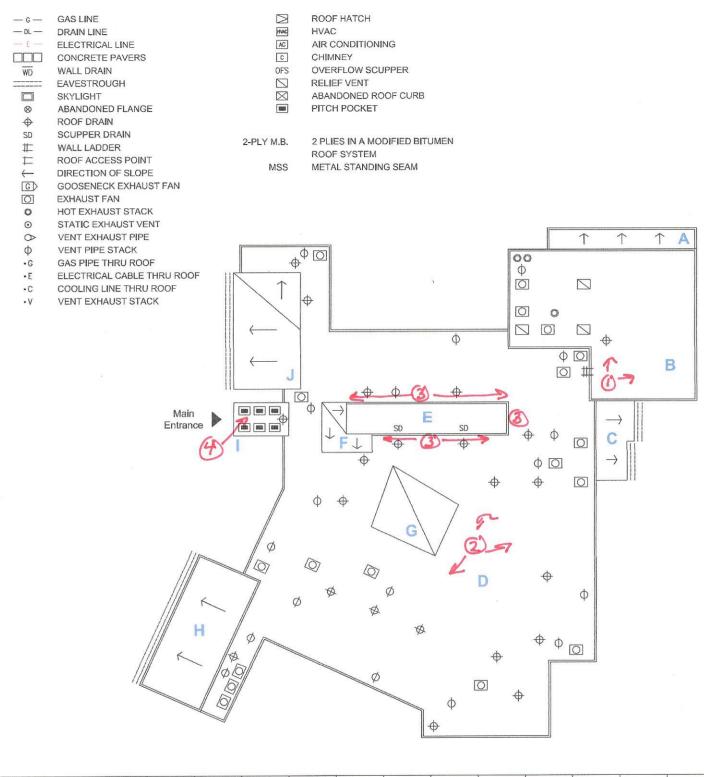
### **ROOF AREA 'D'**

- 2. Currently the existing two-ply modified bitumen roof system is blistering within the cap sheet membrane. IT IS SUGGESTED THAT THE BLISTERS BE CUT ACROSS (X-SHAPE) AND THEN RE-TORCHED DOWN TO THE BASE SHEET. ONCE IN PLACE, EMBED THE GRANULES THE WIDTH OF THE CAP SHEET AND AT LEAST ONE FOOT ON EITHER SIDE OF THE BLISTER AREA WITH A 180 GRANULATED SURFACE CAP SHEET (ALLOW FOR 1 ROLL OF CAP SHEET).
- 3. The existing metal drip edge detail with vertical metal siding is allowing water across the top of the windows below Roof Area E. IT IS THE CONTRACTOR'S RESPONSIBILITY TO REMOVE THE EXISTING VERTICAL METAL SIDING BETWEEN THE METAL DRIP EDGE (ABOVE WINDOWS) AND THE METAL CAP FLASHING AROUND THE PERIMETER OF ROOF AREA E. Once the vertical metal siding is removed, reseal all joints of the metal drip edge by first applying sealant within the S-Lock joint and secondly, apply sealant over top the S-Lock joint. Once completed, apply aerosol Blueskin Primer with Blueskin Membrane over top the vertical leg of metal drip edge onto the existing liner panel. THEN REINSTALL METAL FLASHINGS TO ORIGINAL CONDITION (A TOTAL OF 140 LINEAR FEET IS TO BE REMOVED AND MODIFIED).

### **ROOF AREA 'I'**

**4.** The granules have eroded from the surface of the modified bitumen cap sheet membrane. IT IS REQUIRED THAT THE EXISTING SURFACE BE PRIMED WITH APPROVED PRIMER, PRIOR TO TORCH APPLYING A NEW 180 GRANULATED SURFACE CAP SHEET OVER THE ENTIRE ROOF AREA. (TOTAL OF 440 SQUARE FEET ON THE FIELD OF THE ROOF – PLUS VERTICAL WALL).

### *NOTE*:



ROOFING DATA	A	В	C	D	Est.	F	G	Н	pitant	J				
WARRANTY	expired	expired	expired	expired	expired	expired	expired	expired	expired	expired				
LAST ROOFING	1996	1996	1996	1996	1996	1996	1996	1996	1996	1996				
CONSTRUCTED	1996	1996	1996	1996	1996	1996	1996	1996	1996	1996				
ROOFING TYPE	MSS	2-PLY M.B.	MSS	2-PLY M.B.	2-PLY M.B.	MSS	MSS	MSS	2-PLY M.B.	MSS				
AREA (SQ. FT.)	1,040	4,700	1,140	17,000	900	480	2,000	2,370	440	2,240	////			

St. Anne Catholic School



**ROOF PLAN** 

Scale 1:750 (Metric)

09/08/2015



1000 The Rapids Parkway, Sarnia, ON N7S 6K3

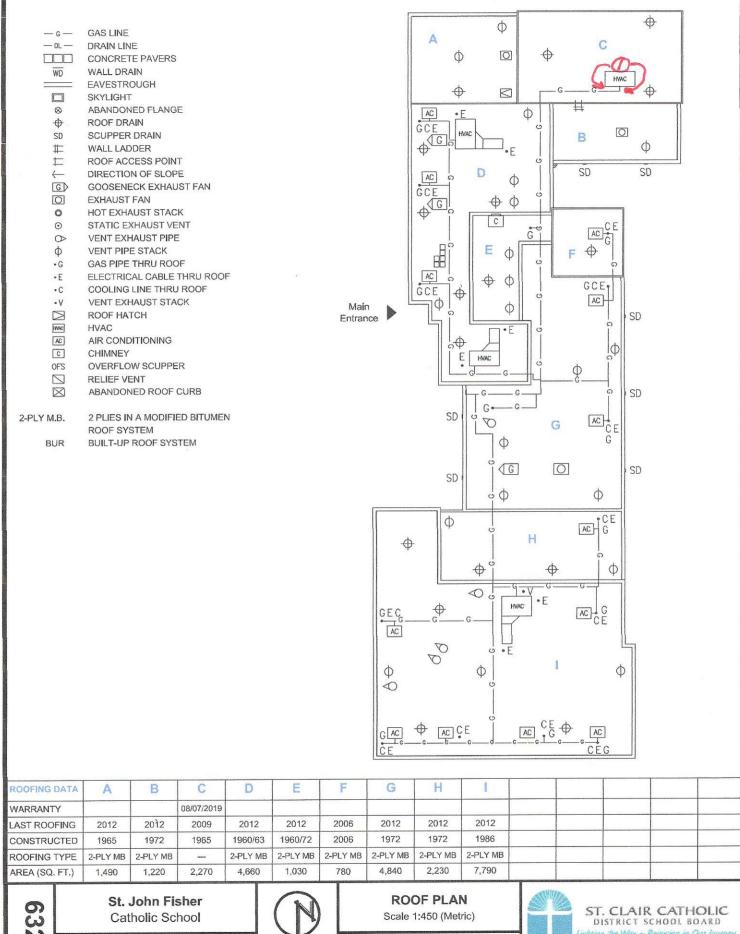
## ROOF MAINTENANCE PROGRAM ST. JOHN FISHER CATHOLIC SCHOOL 44 MAIN STREET NORTH, FOREST ONTARIO NON 1J0

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### **ROOF AREA 'C'**

1. The current metal counter-flash around the Roof Top Unit has fallen down causing the flashing membrane to be exposed and open up to the weather elements. AT THIS POINT IN TIME, IT IS SUGGESTED THAT THE METAL COUNTER FLASHING AROUND THE ROOF TOP UNIT (TOTAL OF 26 LINEAR FEET) BE REMOVED TO ALLOW FOR THE TOP OF THE FLASHING MEMBRANE TO BE RE-SEALED WITH MASTIC/MESH/MASTIC AND THEN POLYETHELENE OVER TOP PRIOR TO REINSTALLING THE METAL COUNTER FLASHING UNDERNEATH THE EXTENDED CURB FOR ROOF TOP UNIT AND THEN SECURED INTO PLACE WITH NEOPRENE FASTENERS MATCHING COUNTER OF COUNTER FLASHINGS (WHITE – 3 PER SIDE – 2 INCHES LONG).

*NOTE*:



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09/24/2015

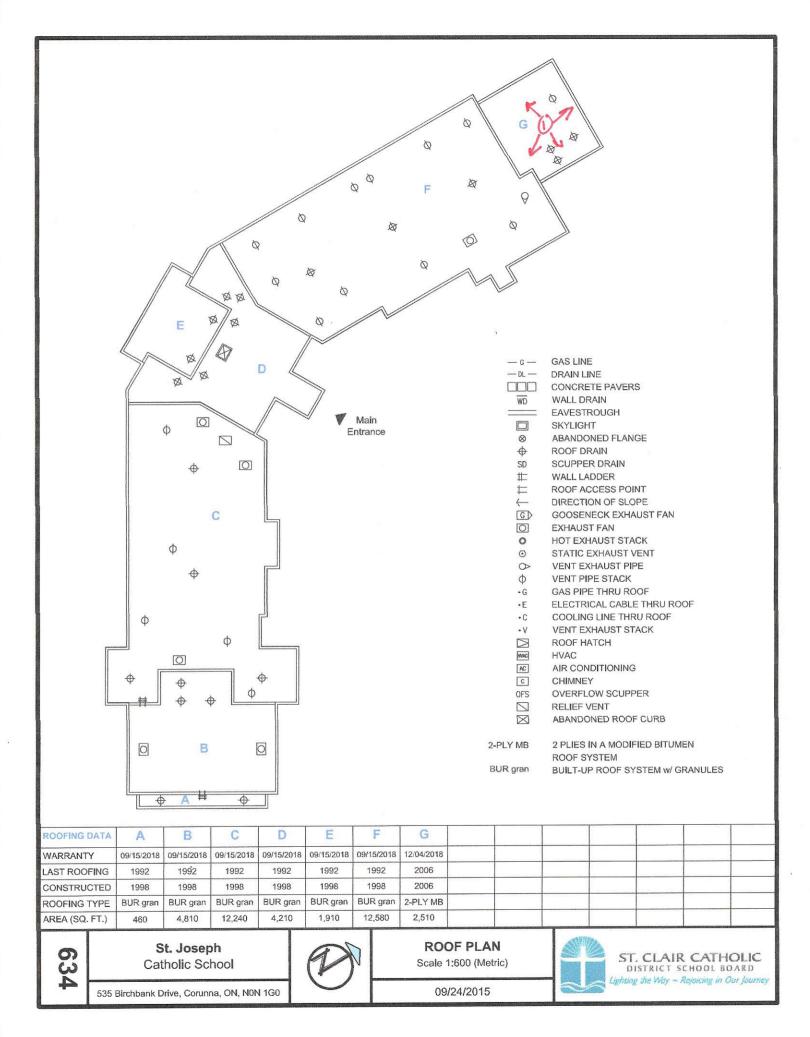


## ROOF MAINTENANCE PROGRAM ST. JOSEPH CATHOLIC SCHOOL 535 BIRCHBANK DRIVE, CORUNNA ONTARIO NON 1G0

### **ROOF AREA 'G'**

1. The current two-ply modified bitumen granulated surface cap sheet membrane in the field of this area is ridging and blistering throughout. THIS ROOF AREA IS STILL UNDER WARRANTY FOR ANOTHER TWO YEARS AND SHOULD BE REVIEWED BY THE MEMBRANE MANUFACTURER AND REPAIRED BY THE MEMBRANE MANUFACTURER APPROVED APPLICATOR.

*NOTE*:



## ROOF MAINTENANCE PROGRAM ST. MICHAEL CATHOLIC SCHOOL 1913 WILDWOOD DRIVE, BRIGHT'S GROVE, ONTARIO NON 1CO

### **ROOF AREA 'A'**

1. The existing ductwork (Shroud) is crushed and the protective membrane (foilskin) is breached at this time. THE EXISTING DUCTWORK (SHROUD) IS REQUIRED TO BE PULLED UP AND THEN FASTENED TO THE MASONRY WALL PRIOR TO APPLYING NEW FOILSKIN MEMBRANE OVER TOP THE SHROUD (ALLOW FOR ONE ROLL OF FOILSKIN).

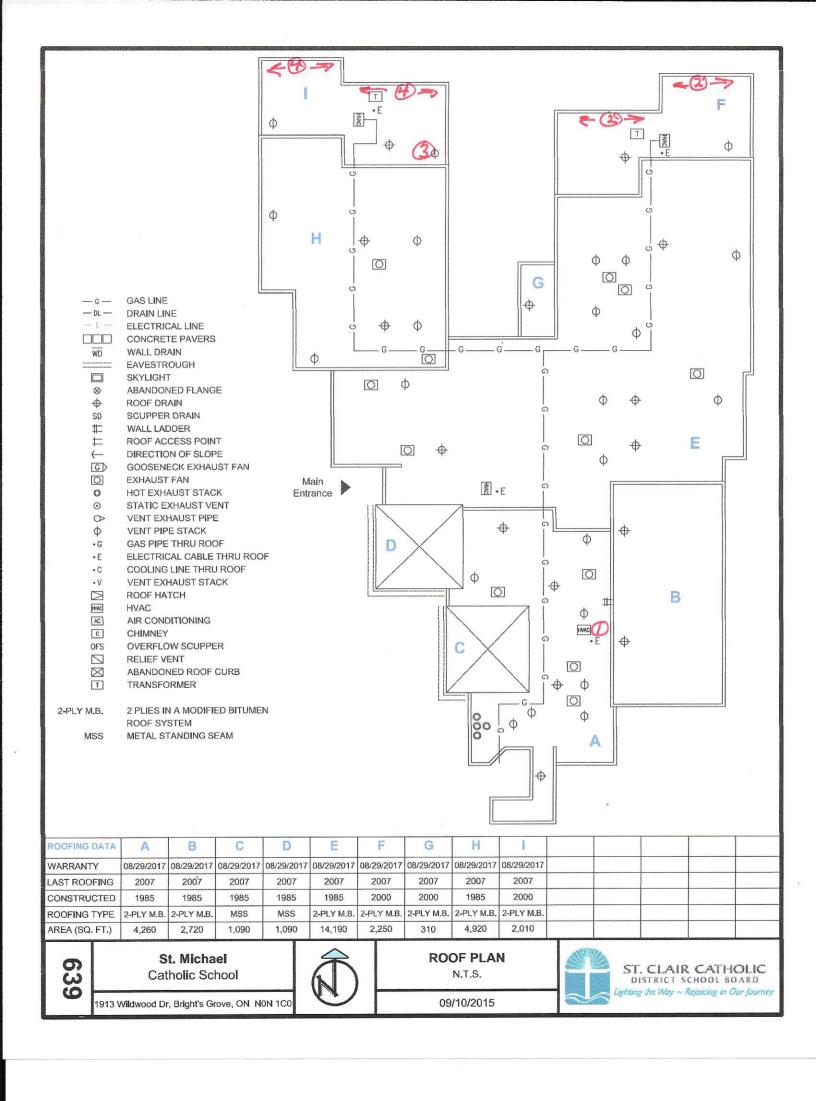
### **ROOF AREA 'F'**

2. The existing granulated surface cap sheet membrane is not adhered to the metal gravel stop around roof perimeter. THIS ROOF AREA IS STILL UNDER WARRANTY FOR ANOTHER YEAR AND SHOULD BE REVIEWED BY THE MEMBRANE MANUFACTURER APPROVED APPLICATOR.

### **ROOF AREA 'I'**

- 3. The existing granulated surface cap sheet membrane is not adhered to the metal gravel stop around roof perimeter. THIS ROOF AREA IS STILL UNDER WARRANTY FOR ANOTHER YEAR AND SHOULD BE REVIEWED BY THE MEMBRANE MANUFACTURER AND REPAIRED BY THE MEMBRANE MANUFACTURER APPROVED APPLICATOR.
- **4.** The existing granulated surface cap sheet membrane is not adhered to the flange around the vent pipe stack. THIS ROOF AREA IS STILL UNDER WARRANTY FOR ANOTHER YEAR AND SHOULD BE REVIEWED BY THE MEMBRANE MANUFACTURER AND REPAIRED BY THE MEMBRANE MANUFACTURER APPROVED APPLICATOR.

### *NOTE*:



## ROOF MAINTENANCE PROGRAM ST. PETER CANISIUS CATHOLIC SCHOOL 424 VICTORIA STREET, WATFORD ONTARIO NOM 2SO

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### **ROOF AREA 'A'**

1. The current vent pipe stack has been sealed with a galvanized flange with no storm collar around the top. A STORM COLLAR IS TO BE INSTALLED AROUND THE TOP OF THE FLANGE AND THEN SEALED WITH SEALANT (TOTAL OF ONE (1) ONLY).

### **ROOF AREA 'C'**

- 2. The current vent pipe stack has been sealed with a galvanized flange with no storm collar around the top. A STORM COLLAR IS TO BE INSTALLED AROUND THE TOP OF THE FLANGE AND THEN SEALED WITH SEALANT (TOTAL OF ONE (1) ONLY).
- **3.** Previous repairs have been completed with mastic on some of the modified bitumen cap sheet side laps and left exposed. THESE SIDE LAPS THAT HAD BEEN PREVIOUSLY COATED WITH MASTIC ARE REQUIRED TO BE RECOATED SLIGHTLY AND THEN MATCHING GRANULES ARE TO BE EMBEDDED ON TOP THE MASTIC (TOTAL OF 10 SQUARE FEET).
- **4.** Currently, the wood supports for the gas line are sitting directly on the surface of the roof membrane. THE EXISTING WOOD SUPPORTS ARE TO BE LIFTED TO ALLOW FOR INSTALLATION OF ONE INCH INSULATION CUSHION TYPE 4 (ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT) BENEATH THEM (TOTAL OF 6 SUPPORTS).

### **ROOF AREA 'D'**

5. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with one and one-half inch insulation cushion – Type 4 (ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT) BENEATH THEM (TOTAL OF 3 SUPPORTS).

### **ROOF AREA 'E'**

6. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with one and one-half inch insulation cushion – Type 4 (<u>ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT</u>) BENEATH THEM (<u>TOTAL OF 8 SUPPORTS</u>).

### **ROOF AREA 'F'**

7. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with one and one-half inch insulation cushion – Type 4 (ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT) BENEATH THEM (TOTAL OF 4 SUPPORTS).

### **ROOF AREA 'H'**

**8.** The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with one and one-half inch insulation cushion – Type 4 (<u>ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT) BENEATH THEM (TOTAL OF 14 SUPPORTS).</u>

### **ROOF AREA 'I'**

9. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with one and one-half inch insulation cushion – Type 4 (ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT) BENEATH THEM (TOTAL OF 12 SUPPORTS).

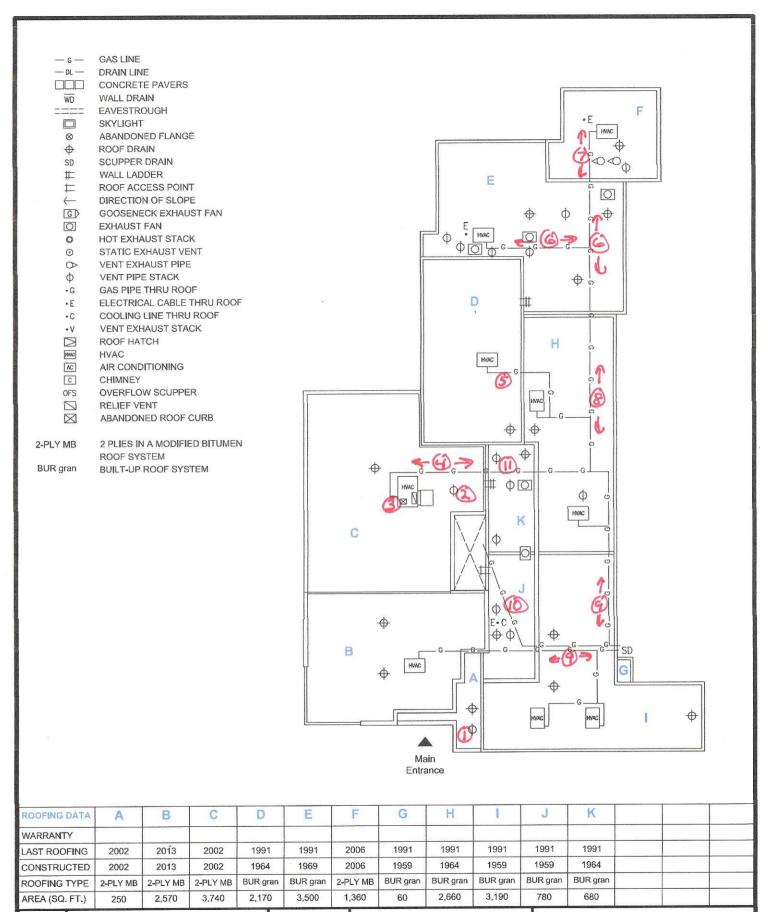
### **ROOF AREA 'J'**

10. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with one and one-half inch insulation cushion – Type 4 (<u>ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT) BENEATH THEM (TOTAL OF 8 SUPPORTS).</u>

### **ROOF AREA 'K'**

11. The existing insulation cushion beneath the wood blocking for gas line supports are required to be removed and replaced with one and one-half inch insulation cushion – Type 4 (<u>ALL EDGES OF THE EXTRUDED POLYSTRENNE RIGID INSULATION IS TO BE COVERED WITH SPRAY PAINT TO AVOID CONTACT WITH UV LIGHT</u>) BENEATH THEM (<u>TOTAL OF 3 SUPPORTS</u>).

#### *NOTE*:



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St. Peter Canisius Catholic School

ROOF PLAN Scale 1:400 (Metric)

09/24/2015



424 Victoria Street, Watford, ON, N0M 2S0

## ROOF MAINTENANCE PROGRAM ST. PATRICK'S SECONDARY CATHOLIC SCHOOL 1001 THE RAPIDS PARKWAY, SARNIA ONTARIO N7S 6K2

### **ROOF AREA 'E'**

1. The roof area has debris all over the roof area (<u>including built-up of loose granules at the roof drains</u>). ALL DEBRIS INCLUDING GRANULES IS TO BE REMOVED TO ALLOW FOR POSITIVE DRAINAGE AT THE ROOF DRAINS.

### **ROOF AREA 'U'**

2. The granules have eroded from the surface of the modified bitumen cap sheet field surface. IT IS REQUIRED TO CLEAN THE ENTIRE SURFACE OF THIS ROOF AREA OF ALL DEBRIS (INCLUDING LOOSE GRANULES) PRIOR TO APPLYING APPROVED PRIMER TO THE SURFACE BEFORE TORCHING A 180 GRANULATED SURFACE CAP SHEET MEMBRANE OVER THE ENTIRE FIELD SURFACE AND UP THE INSIDE FACE OF PARAPET WALL (TOTAL SOUARE FOOTAGE OF 1,220 INCLUDING INSIDE FACE).

### **NOTE**:

