

the Perth & District
UNION PUBLIC
LIBRARY

a place for all



REQUEST FOR PROPOSALS (RFP)
FOR THE
Library Flat Roof

RFP-2026-01

ISSUE DATE:	July 23, 2026
MANDATORY SITE MEETING:	August 5, 2026 at 10:00 A.M.
CLOSE DATE:	September 2, 2026 at 5:00 P.M.
DELIVERY LOCATION:	30 Herriott St Perth ON K7H 1T2 Attention: Erika Heesen Chief Executive Officer
Or By Email:	ehesen@perthunionlibrary.ca

Section 1: Information for Vendors

1.1 Overview:

The Perth & District Union Public Library is located in the Town of Perth at 30 Herriott St. The town is very well known for its heritage buildings and picturesque downtown. The library is located in the Heritage District, and is a busy public building with two floors.

The library's first-storey flat roof (mid-tier roof, portion with existing gravel) has been leaking and repaired on numerous occasions, particularly during the winter of 2024/25 due to increased freeze/thaw cycles. As per the Library's 2026 budget, the Library has a planned capital project to re-roof the flat roof as outlined in the scope of work.

1.2 Submission Requirements:

If you would like to submit a proposal to undertake this work, please complete the submission package outlined in Section 5 and submit to Erika Heesen, CEO, Perth & District Library at 30 Herriott St, Perth ON, K7H 1T2 or via email to ehesen@perthunionlibrary.ca

1.3 Questions:

Please submit all questions in writing to Ryan Kinch, rkinch@garlandcanada.com, by August 12, 2026. Answers to all questions will be posted on the library website alongside the original RFP by August 19, 2026.

1.4 Request for Proposals / Project Schedule

The schedule for this Request for Proposals is as follows:

Event	Date
RFP issue date	July 23, 2026
Mandatory Site Visit	August 5, 2026 at 10:00 A.M.
Last date for questions	August 12, 2026
Responses to questions/Addendum issued by:	August 19, 2026
Proposal due date	September 2, 2026 at 5:00 P.M.
Target date for review of proposals	September 14, 2026
Target date for contract award	September 28, 2026

1.5 Evaluation Factors for Award

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration to the chart below.

Proposed Approach Detailed project outline and schedule, understanding of scope, ability to meet library project timelines, etc.	40%
Experience and Qualifications Examples of similar work and qualifications to undertake proposed work.	35%
Professional fees	25%

Section 2: Scope of Work

2.1 Library Flat Roof

Please see:

Appendix A: Drawing

Appendix B: General Conditions & Roof Specifications

Appendix C: Re-roofing Structural Review

Appendix D: Roof Core Sampling and Asbestos Content Analysis

Please note:

- It is anticipated that work will take place in Spring 2027. All work must be completed by June 1, 2027.

2.2 Building Access / Hours of Work

For any work that requires access to the inside of the library building, work can be completed between the following hours:

Monday – 6am-5pm

Tuesday - Thursday – 6am-7pm

Friday – 6am-5pm

Saturday – 6am – 4pm

The Library building will not be accessible on Good Friday or Victoria Day.

The work schedule will be subject to operational requirements and must be approved in advance by the library.

Section 3: Terms and Conditions

3.1 Reserved Rights

- a) The Proponent (Contractor) acknowledges that the Library Board shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposals which the Library Board in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Proposals will not necessarily be accepted and the Library Board shall have the unfettered right to:
 - i. Accept a non-compliant Tender/Request for Proposal/RFP;
 - ii. Accept a Tender/Request for Proposal/RFP which is not the lowest Tender/Request for Proposal/RFP; and
 - iii. Reject a Tender/Request for Proposal/RFP that is the lowest bid even if it is the only Tender received.
- b) The Library Board reserves the right to consider, during the evaluation of Proposals all or some of the following criteria in assessing a Proposal, none of which shall be binding on the Library Board;
 - i. Information provided in the Tender/Request for Proposal/RFP document itself, including but not limited to information relating to: the proponent's understanding of the project, quality of submission, cost savings, process improvements for the Library Board, project schedule and cost;
 - ii. Information provided in response to enquiries of credit and industry references set out in the Tender/Request for Proposal/RFP;
 - iii. Past performance in the provision of services to the Library Board;
 - iv. Information received in response to enquiries made by the Library Board of third parties apart from those disclosed in the Tender/Request for Proposal/RFP in relation to the reputation, reliability, experience and capabilities of the proponent;
 - v. The manner in which the proponent provides services to others;
 - vi. The experience and qualification of the Proponent's senior management, and project management;
 - vii. The compliance of the proponent with the Library Board's requirements and specifications;
 - viii. Innovative approaches proposed by the proponent in response to the Tender/Request for Proposal/RFP, and,
 - ix. The Library Board's policies relating to tendering and issuing contracts to third parties.
- c) The Proponent acknowledges that the Library Board may rely upon the criteria which the Library Board deems relevant, even though such criteria may not have been disclosed to the Proponent. By submitting a bid, the proponent acknowledges the Library Board's rights under this Section and absolutely waives any right, or cause of action against the Library Board and its consultants, by reason of the Library Board's failure to accept the bid submitted by the proponent, whether such right or cause of action arises in contract, negligence, or otherwise.

3.2 Laws & Regulations

The Contractor shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Contractor shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

The Perth & District Union Public Library Board (Library Board) reserves the right to request that certain materials or equipment be changed or not used in the provision of the services and the Library Board also reserves the right to not award based the submitted information.

The Contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario. The Contractor shall conform to and enforce strict compliance with the Occupational Health and Safety Act and Regulations made under that Act.

Section 4: Agreement to be signed following RFP Award



PERTH AND DISTRICT UNION PUBLIC LIBRARY BOARD (Owner) AGREEMENT

This Agreement made in duplicate this ____ day of _____, 20__.

BETWEEN: The Perth and District Union Public Library Board (Owner)
(Hereinafter referred to as “the Library”)

OF THE FIRST PART

AND: [INSERT NAME OF CONTRACTOR]
(Hereinafter referred to as “the Contractor”)

OF THE SECOND PART

WHEREAS the Perth and District Union Public Library Board is desirous of engaging [CONTRACTOR] to undertake work on the Library’s flat roof as per scope of work outlined in RFP-2026-01;

NOW THEREFORE the Library and the Contractor hereby agree to the following terms and conditions:

1. The Contractor will provide the services and undertake the work as set out in the Request for Proposals for the project (attached hereto as Schedule “A”) and as described in the proposal submitted by the Contractor and dated [INSERT DATE] (attached hereto as Schedule “B”), all documents forming part of this Agreement.

2. The Contractor guarantees that they will undertake the services as presented in this document, irrespective of other contracted obligations of the Contractor.
3. The Contractor shall not assign or sublet the whole or any part of this Contract without the prior written consent of the Library, unless the use of subcontractors is expressly stated in the proposal submitted by the Contractor and accepted by the Library.
4. The Contractor acknowledges that while performing the services under this Contract, that it is not an employee of the Library, and as such shall be responsible for the payment of all expenses required by law, including, but not necessarily limited to, Employment Insurance premiums, Income Tax, Canada Pension Plan contributions, etc., failing which the Contractor shall reimburse the Library for any expenses it may have to pay as a result of the Contractor neglecting to do so.
5. The Library agrees to pay the Contractor the fees and associated disbursements for the work on the Library's flat roof as per scope of work outlined in RFP-2026-01 to an upset limit of [INSERT PROPOSAL PRICE SUBMISSION], exclusive of HST. Any additional expenditures or disbursements shall not be incurred without the prior expressed written approval of the Library.
6. The Contractor will invoice the Library as per section 010050, General Conditions, 2.10 Payment. The Library hereby agrees to pay the invoices in a timely fashion.
7. In the event of any dispute with respect to the payment of the invoices which cannot otherwise be resolved between the Contractor and the Library, the Contractor and the Library hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, the parties agree to equally share the cost of the arbiter and any related expenses.
8. The Contractor will cooperate with the Library's auditor with respect to any financial matters involving business between the Contractor and the Library.
9. The Contractor shall, at all times during the term of this Agreement, maintain insurance as laid out in section 010050, General Conditions, 1.21 Insurance. A copy of the insurance policy shall be filed with the Library upon the commencement of the Agreement and the Library shall be advised immediately of any change in status in the insurance coverage required pursuant to this Article.
10. All information collected by the Contractor in the performance of the services described herein shall be considered to be the property of the Library and shall be surrendered to the Library immediately upon request for same. It is understood that in the collection of any information, that the Contractor will have proper regard for the *Municipal Freedom of Information and Protection of Privacy Act*, and that the disclosure of any information collected will be pursuant to the requirements of the legislation as embodied in the procedures set out by the Library.

11. This Agreement shall be effective from the date of its signing thereof and the terms of this Agreement shall remain in force and effect until the project is completed, unless otherwise amended in writing and agreed to by both the Library and the Contractor.
12. This Agreement shall be subject to the applicable laws of Canada and Ontario.
13. Both the Workplace Safety and Insurance Board (WSIB) Clearance Certificate and proof of Insurance shall be provided to the Library prior to the signing of the Agreement.
14. The Library may terminate the agreement as per section 010050, General Conditions, 2.11 Termination by the Owner for Cause.

THE PERTH AND DISTRICT UNION PUBLIC LIBRARY BOARD

Erika Heesen, CEO, Perth & District Union Public Library

CONTRACTOR

"I/We have the authority to bind the Corporation"

Section 5: Submission Package

5.1 Vendor Information

PROPOSAL FORM FOR THE PROVISION OF:	Library Flat Roof
AS SUPPLIED BY:	
FIRM NAME	
ADDRESS	POSTAL CODE
(HEREINAFTER CALLED THE PROPONENT)	

5.2 Price Submission Form

I, the undersigned, have carefully read and examined the entire set of Request for Proposals document and understand the requirements to be met under this contract.

I understand the requirements of this document and submit this costing.

PRICE SUBMISSION FORM	Cost in Canadian Dollars (\$)
Library flat roof as per scope of work outlined in RFP-2026-01	
Total before HST	
HST	
Total Cost including HST	

5.3 Proposed Approach

Outline proposed approach to the scope of work outlined in RFP-2026-01, including a detailed project schedule and availability to complete the work. Schedule to show activities on a daily timescale.

5.4 References - Similar types of projects in the last 5 years

At minimum, one reference is required. 2-3 is preferred.

References will be contacted at the sole discretion of the Library. The Library reserves the right, at its sole discretion, to investigate other than listed references.

Note: The Vendor may provide additional information relevant to their experience and past projects.

Reference #1	
Name of Client	
Contact Name	
Contact Phone Number	
Contact E- mail	
Project Description	
Reference #2	
Name of Client	
Contact Name	
Contact Phone Number	
Contact E- mail	
Project Description	
Reference #3	
Name of Client	
Contact Name	
Contact Phone Number	
Contact E- mail	
Project Description	

5.5 Declaration

THE PROPONENT DECLARES

1. I/We have appropriate Workplace Safety & Insurance Board (WSIB) coverage
2. I/We are able to complete the scope of work by June 1, 2027.
3. No person, firm or corporation other than the one whose signature or the signature of whose proper officers is or are attached below has any interest in this submission or in the contract proposed to be taken.
4. No member of the Library Board and no officer or employee of the Library Board is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.
5. This Proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a Submission for the same project and is in all respects fair and without collusion or fraud.
6. I understand that in submitting this Proposal, the lowest costed or any proposal at all will not necessarily be accepted and that an award under this RFP is required by the Library Board.
7. I/We have read and understand the contents and requirements of this RFP, including all Addenda to this RFP, and hereby agree to all of the terms and conditions noted in this RFP and all Addenda thereto. By signing this responding submission, I confirm that the Library Board has the legal right and ability to enforce the said provisions of the Request for Proposal as against the Proponent to the extent of its obligations as established herein and that it is stopped from pleading or asserting otherwise in any action or proceeding.

Dated at _____, Ontario this _____ day of _____, 2026.

Name of Proponent (please print)

Address

Telephone _____ Email _____

Per: _____
Signature of Proponent

(Name) _____ (Position) _____

I have authority to bind the (Business Type) _____

Appendix A: Drawing

Appendix B: General Conditions & Roof Specifications

GENERAL DOCUMENTS

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SPECIFICATIONS

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Drawings

See Appendix

SECTION 00 72 00
GENERAL CONDITIONS

PART 1 GENERAL

1.1 DEFINITIONS

- A. The contract document consists of the AGREEMENT, the GENERAL CONDITIONS of the contract, the DRAWINGS and the SPECIFICATIONS, including all revisions hereto.
- B. The Owner, the Contractor and the Owner's Representative shall be indicated as such throughout these documents. The term Contractor as used herein shall designate the successful bidder to whom the roof contract is awarded.
- C. The term Owner shall be understood to be PERTH & DISTRICT UNION PUBLIC LIBRARY
- D. The term Owner's Representative shall be understood to mean the representative of the primary material manufacturer, Garland Canada Inc.

1.2 OWNER'S REPRESENTATIVE STATUS

- A. The Owner's Representative shall have general Rights of Inspection of the work and is the agent of the Owner in all matters pertaining to the work as provided in the Contract Documents. The Owner's Representative has the authority to stop work whenever such stoppage may be necessary to ensure the proper execution of the contract and shall have authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.

1.3 CONDITON OF SITE

- A. The bidders shall visit the site before submitting their bids and determine the field conditions affecting their work. In considering the bids, the Owner will assume that the bidders are aware of all items, pertinent to their work and have made allowance for same in their bids.

1.4 VERIFICATION OF DIMENSIONS AND ELEVATIONS

- A. Dimensions and elevations indicated on the drawings in reference to existing structures or utilities are the best available data but are not guaranteed by the Owner's Representative and the Owner's Representative will not be responsible for their accuracy. Before bidding on any paperwork dependent upon the data involved, the Contractor shall field check and verify all dimensions, grades, lines, levels or other conditions of limitations at the site to avoid construction errors. If any work is performed by the Contractor or any of his/her subcontractors prior to adequate verification or applicable data, any resultant extra cost for adjustment of work as required to conform to existing limitations, shall be assumed by the Contractor without reimbursement or compensation by the Owner.

1.5 PROTECTION OF OWNER'S OPERATIONS

- A. The Contractor shall erect such barriers, tarpaulins, doors, etc., as may be necessary to protect the Owner's operations while work is in progress. Any such openings that are essential to carrying on the work shall be securely closed by the Contractor when not in use to protect the Owner's operations.

1.6 PROTECTION OF WORK AND PROPERTY

- A. The Contractor shall maintain adequate protection of all his/her work from damage and shall protect the Owner's and adjacent property from injury or loss arising from this contract. He/she shall provide and maintain at all times any danger signs, guards and/or obstructions necessary to protect the public and his/her workmen from any dangers inherent with or created by the work in progress. He/she shall hold the Owner harmless from any loss arising due to injury or accident to the public or his/her workmen, or from theft of materials stored at the job site. All materials will be stored in locations other than on roof surfaces except as necessary and shall then be placed on plywood or other type of material to protect the roof surface at all times.
- B. Before starting any work, the Contractor shall protect all grounds, copings, paving and exterior of all buildings where work will be performed.
- C. In those areas where materials and/or hot asphalt will be raised to the roof area, a protective covering shall be placed from the base of the wall extending up and over the top edge of the roof. This coverage shall be wide enough to assure that the exterior walls do not become stained or soiled during roofing operations.
- D. Any areas of the building or grounds which have become stained or damaged in any way shall be repaired or replaced by the Contractor prior to the final inspections. The method of repair used must be acceptable to both the Owner and the Owner's Representative.

1.7 MATERIAL STORAGE AND CLEAN-UP

- A. The Contractor shall keep the premises free from rubbish at all times and shall arrange his/her material storage so as not to interfere with the Owner's operations. At the completion of the job, all the unused material and rubbish shall be removed from the site. The ground shall be raked clean and the building shall be broom cleaned. If the Contractor refuses at any time to remove his/her debris from the premises, or to keep the working area clean, such cleaning will be completed by the Owner and deducted from the balance due the Contractor.
- B. The Contractor shall also remove drippage of bitumen or adhesive from all walls, windows, floors, ladders and finished surfaces. Failure to do so will result in the work being done by others and the cost shall be deducted from the balance due the Contractor.
- C. Materials must be delivered with manufacturer's label in tact and legible. Labels must be affixed to the outside of the package stating the type of product, name and address of the manufacturer. All materials shall be stored and protected against weather, vandalism, and theft. Any materials found to be damaged or missing shall be replaced by the Contractor at no cost to the Owner.

1.8 INSPECTION OF WORK

- A. Where the drawings or specifications require the inspection and approval of any work in progress by the Owner's Representative, the Contractor shall give that Representative ample notice to allow for scheduling the inspection, which shall be made promptly to avoid delay of work. If work has progressed without the required inspections or approval by the Representative, it shall be uncovered for inspection at the Contractor's expense.
- B. Uncovering of work not originally inspected, or uncovering questioned work may be ordered by the Owner's Representative and it shall be done by the Contractor. If examination proves

such work to be incorrectly done or not done in accordance with the plans and specifications, the Contractor shall bear all cost of the reexamination.

1.9 INSPECTION OF WORK IN PROGRESS AND UPON COMPLETION

- A. If directed by the Owner's Representative, the Contractor shall cut not more than four (4) cores, of approximately 200 square inches each, from every newly constructed roof area, in order to establish the amount of materials used per square foot, and shall restore all such areas to sound and watertight conditions as prior to the core testing.
- B. In the event that such core cuts disclose any deficiency in materials, or soundness of construction, the Contractor shall, at his/her own expense, apply additional materials or otherwise correct the deficiencies to the satisfaction of the Owner's Representative.
- C. Noncompliance with the terms of this specification and ensuing contract can result in either the cancellation of the contract, or complete replacement of the defective areas at the Contractor's expense. In the event of cancellation, the Owner will not be obligated to compensate the Contractor for any work undertaken in a defective manner.
- D. Damages caused by water infiltration resulting from the failure of the Contractor to secure each day's work in a weather tight manner, will be corrected at the Contractor's expense. Included as damages will be all labor costs incurred by the Owner as a result of such water infiltration.
- E. The Owner will require the Owner's Representative to examine the work in progress, as well as upon completion, in order to ascertain the extent to which the materials and procedures conform to the requirements of these specifications and to the published instructions of the Manufacturer.
- F. The authorized Owner's Representative shall be responsible for:
 - 1. Keeping the Owner informed on a periodic basis as to the progress and quality of the work;
 - 2. Calling to the attention of the Contractor those matters he/she considers to be in violation of the contract requirements;
 - 3. Reporting to the Owner any failure or refusal of the Contractor to correct unacceptable practices;
 - 4. Conducting preliminary and subsequent job-site meetings with the Contractor's official job representative;
 - 5. Supervising the taking of test cuts, and the restoration of such areas;
 - 6. Rendering any other inspection services which the Owner may designate; and
 - 7. Certifying, after completion of the work, the extent to which the Contractor has complied with these specifications as well as to the published instructions of the Manufacturing Company.
 - 8. Provide daily progress inspections and weekly photographic progress reports.
- G. The presence and activities of the Owner's Representative shall in no way relieve the Contractor of his/her contractual responsibilities.

1.10 MISCELLANEOUS UTILITIES

- A. Electrical power will be furnished by the Owner for small tools only. All connections to the electrical system will be furnished by the Contractor.

- B. Water for concrete, mortar, washing and drinking purposes will be furnished by the Owner. Any connections to the water system shall be completed by the Contractor.
- C. At the completion of the work, or when the above connections are no longer required, the Contractor shall remove all connections and leave the facilities in a condition at least as satisfactory as prior to the commencement of his/her work.
- D. Toilet facilities will be provided by the Contractor. The Contractor will be responsible for supplying a portable toilet on the job-site. The Contractor's personnel are not permitted to enter the building without proper authorization from the Owner or Owner's Representative.

1.11 CHANGES OR EXTRA WORK

- A. The Owner may, without invalidating the original contract, order such changes or additions as may from time to time be deemed desirable. In so doing, the contract price shall be adjusted, as stated below, with all work being done under the conditions of the original contract except for such adjustments in extension of time as may be acceptable to the Owner. The value of such extra work shall be determined in one of the following ways:
 - 1. By firm adjustment;
 - 2. By cost plus with a guaranteed maximum;
 - 3. By cost with a fixed fee; or
 - 4. By unit cost.
- B. If agreement is reached that the extra cost shall be handled as per methods 2, 3, or 4, the Contractor shall keep and compile a correct amount of the cost together with such vouchers, etc., as may be necessary to substantiate same for presentation to the Owner. The Owner's Representative shall have authority to make minor job changes or additions as may be necessary to expedite the job providing such changes do not involve additional material cost. No major change or addition shall be made except upon receipt by the Contractor of a signed order from the Owner authorizing such a change. No claims for an extra to the contract price shall be valid unless so authorized.
- C. All work covered by unit prices submitted by the Contractor in his/her proposal must be covered by a written work order. The Owner's Representative will prepare the work order in triplicate covering the quantity of work and the total cost of the work. The work order which will be written at the end of each day, will be signed by the Owner's Representative and the Contractor's foreman and/or superintendent.

1.12 CORRECTION OF WORK PRIOR TO FINAL PAYMENT

- A. The Contractor shall promptly remove any work that does not meet the requirements of the plans and specifications or is incorrectly installed or otherwise disapproved by the Owner or the Owner's Representative as failing to meet the intent of the plans and specifications. The Contractor shall promptly replace any such work without expense to the Owner and shall bear the cost of making good all work of other contractors, or the Owner, destroyed or damaged by such removal or replacement.

1.13 CORRECTION OF WORK AFTER FINAL PAYMENT

- A. The Contractor shall guarantee all materials and workmanship for two (2) years from date of final payment of the contract by the Owner. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the Owner's property due to such defects.

1.14 DEDUCTION FOR UNCORRECTED WORK

- A. If the Owner deems it unacceptable to have the Contractor correct work which has been incorrectly done, a deduction from the contract price shall be agreed upon therefore. Such a deduction from the contract price shall in no way affect the Contractor's responsibility for

defects which may occur nor his/her ability for correcting them, and damage caused by them.

1.15 LIENS

- A. The Contractor shall, if required by the Owner, furnish him/her with a release in full of all liens arising out of this contract or in lieu thereof, and receipts in full for all materials and labor on the job. In either case, the Contractor shall furnish an affidavit that the liens or receipts include all the labor and material for which a lien could be filed. In lieu of the above, the Contractor may at his/her option furnish a bond to indemnify the Owner against all hazard of liens. Neither part nor final payment shall in any way release the Contractor from the above obligation and in the event that part or full payment has been made and any lien remains undischarged, the Contractor shall refund to the Owner the necessary funds to discharge such a lien including all cost and attorney's fees.

1.16 JOB CONDITIONS

- A. All surfaces to be covered shall be smooth, dry, and free from dirt, debris, and foreign material before any of this work is installed. Pumping equipment shall be located on the ground at a safe distance from building; the location being subject to the approval of the Owner. The Contractor shall be responsible for guarding against fires, and shall provide suitable fire extinguishers conveniently located at the site. Competent operators shall be in attendance at all times equipment is in use. Materials shall be stored neatly in areas designated by the Owner and dispersed so as to present a minimum fire hazard. Loads placed on the roof at any point shall not exceed the safe load for which the roof is designed.
- B. There is NO SMOKING allowed inside any buildings and the Contractor shall be responsible for enforcement of this job rule at all times with his/her personnel.
- C. The Contractor should be aware of Owner's property when tearing off the existing roof. This is required for removal of dirt, silt, debris, roof membrane and insulation from the roof surface in order to preserve the ecology, eliminate unsightly conditions and protect building faces. Specific locations will be discussed at the pre bid conference.
- D. Rolled Roofing Materials: All rolled roofing materials must be stored standing on end on a pallet or otherwise raised off of the roof. The materials are to be covered in a proper manner to assure that they will not become wet prior to application. Any materials that become wet or damaged must be removed from the job-site and replaced at the Contractor's expense.
- E. Asphalt Kettle: Placement of the kettle shall be in a position so as not to interfere with the ongoing operations of the Owner. The asphalt to be used must be placed on a protective covering of some type until it is raised to the roof. A minimum of two (2) fire extinguishers and "Fire Out" must be adjacent to the kettle.
- F. Ladders: Any ladders used on this project must be in good condition. The ladder must also be secured at the roof line at all times while in use. All ladders must be O.S.H.A. approved. All ladders must be fiberglass, no conductive aluminum ladders. All work above 1m in height on a ladder must be done with fall arrest.
- G. No drugs or alcoholic beverages are permitted on the grounds.
- H. The Contractor shall place necessary barriers and/or protection around or under all work areas where his/her operations involve risk of injury to plant.
- I. The Contractor will also protect the building structure from damage in the process of the job. In the event that damage does occur to any property or equipment, or the Owner's work in

- process, notification must be made within two (2) working days of the incidents to the Owner and Owner's Representative.
- J. During the progress of the job, if waste material and rubbish are found or damage resulting from the Contractor's operations is found, or the Contractor does not comply with the requirement by keeping the premises free of accumulations and correct the damage, it shall be the Owner's prerogative to hire personnel to do so; and the cost of this work will be deducted from the balance due the Contractor.
 - K. Existing roof top equipment walls, windows, etc. shall be completely protected by masking or other effective methods. Any mastics or asphalt must be cleaned off surfaces upon project completion.
 - L. The Contractor is responsible for protecting all materials from the elements. If any material, such as insulation, becomes wet, it cannot be installed and must be replaced at the Contractor's expense. NOTE: Insulation and rolled roofing materials must be covered with waterproof tarps at the end of each work day. Plastic wrappers supplied by the insulation manufacturer are not acceptable substitutes for tarps. The Owner's Representative will reject any covering method material which does not adequately protect roofing materials.
 - M. Anyone guilty of willful destruction or unlawful removal of company property will be dismissed from the job and is subject to prosecution by law.
 - N. Any lawns damaged by Contractor vehicles will be restored with a stand of grass at the Contractor's expense. Any damaged pavements will likewise be restored at the Contractor's expense.
 - O. The Contractor must verify that all materials can be installed to accommodate the building design, pertinent codes and regulations, and the manufacturer's current recommendations.
 - P. The Contractor will ensure that all substances are clean, dry, sound, smooth, and free of dirt, debris, and other contamination before any materials are supplied.
 - Q. Any isolated areas that must be torn off and replaced will be built-up to the height of the existing roof prior to the installation of the new roofing membrane system.

1.17 WORKMANSHIP

- A. All materials will be securely fastened and placed in a watertight, neat and workmanlike manner. All workmen shall be thoroughly experienced in the particular class or work upon which they are employed. All work shall be done in accordance with these specifications and shall meet the approval of the Owner or Owner's Representative. The Contractor's representative or job supervisor shall have a complete copy of specifications and drawings on the job-site at all times.
- B. Contractor shall plan and conduct the operations of the work so that each section started on one day is complete and thoroughly protected before the close of work for that day.

1.18 INSULATION

- A. Insulation shall have accurate dimensional stability so as to properly conform to the surfaces of the roof, cant, curbs, pipes, etc. Joints between boards shall be tight and insulation shall be held back 1/2" from vertical surfaces and sumps. Insulation shall be protected from the weather at all times. No more insulation shall be laid than can be completely covered with

roof materials on the same day. A base sheet shall not be considered as a proper weather barrier.

- B. Insulation that becomes wet during or after installation shall be removed and replaced with dry insulation. If roofing is in place, the roofing shall be also replaced. All replacing work shall be done at no added cost to the Owner.

1.19 ROOF DECK

- A. Contractor shall notify the Owner or Owner's Representative of any unforeseen areas of wet insulation. Where the damage is serious and extensive, it will be the Owner's right to authorize removal and replacement of deteriorated roofing, insulation and repair of the vapor barrier, if present. Where damage to the roof deck is found, the Contractor shall furnish the Owner with a unit price for removal and replacement of the damaged deck.

1.20 SAFETY

- A. Contractor shall conform to requirements as designated by the Provincial and National safety regulations. Contractor shall abide by all regulations as outlined in the O.S.H.A. handbook and shall have a handbook on location at all times.
- B. Contractors hereby acknowledged that they and their workers have undergone Safety Training and shall at all times act in compliance with all NRCA recommended safety compliance rules and regulations.
- C. All site safety procedures shall be adhered to at all times on site and the contractor agrees to attend all required site safety training sessions required as needed.
- D. Fall arrest must be used at all times while working >1m in height.
- E. Perth & District Union Public Library minimum PPE. Hard hat, safety glasses, work gloves appropriate for the task, work boots that are 8" high minimum to support your ankles, reflective clothing, face shield if doing grinding work, harnesses must be inspected daily and a record of the inspection kept onsite for review, platform ladders if suitable are acceptable to avoid fall arrest.
- F. Documented 3-hour fire watch to follow all hot work.
- G. Safety cones or barriers to be used to isolate any work area where cranes or lifting devices are used.

1.21 INSURANCE

- A. The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by Contractors for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.
 - 1. THE CONTRACTOR AGREES TO INDEMNIFY AND SAVE THE OWNER AND OWNER'S REPRESENTATIVE HARMLESS FROM AND AGAINST ANY AND ALL COSTS, LOSS AND EXPENSE, LIABILITY DAMAGES, OR CLAIMS FOR DAMAGES, INCLUDING COST FOR DEFENDING ANY ACTION, ON ACCOUNT OF ANY INJURY TO PERSONS (INCLUDING DEATH) OR DAMAGE TO OR DESTRUCTION OF PROPERTY OF THE OWNER, ARISING OR RESULTING FROM THE WORK PROVIDED FOR OR PERFORMED, OR FROM ANY ACT, OMISSION, OR NEGLIGENCE OF THE CONTRACTOR, SUBCONTRACTOR AND

THEIR AGENTS OR EMPLOYEES. THE FOREGOING PROVISIONS SHALL IN NO WAY BE DEEMED RELEASED, WAIVED OR MODIFIED IN ANY RESPECT BY REASON OF ANY INSURANCE OR SURETY PROVIDED BY THE CONTRACTOR.

2. All sub-contractors are required to file Certificated of Insurance properly completed and signed by an authorized insurance company representative before their work commences on the job or job site. No monies will be paid until the acceptable certificates are on file with the Contractor. Such certificates shall provide that there will be no cancellation, reduction or modification of coverage without thirty (30) days prior written notice to the Contractor. In the event such certificates are not provided to the Contractor prior commencement of work, Contractor's failure to demand such certificates shall not be deemed a waiver of Subcontractor's requirement to obtain the subject insurance.
3. The Contractor shall provide and maintain standard fire, extended coverage perils, vandalism and malicious mischief insurance to protect the interest of both the Contractor and the Owner for materials brought into the job or stored on the premises. Such insurance shall be for 100% of the insurable value of the work to be performed including all items of labor and materials incorporated therein, materials stored at the job-site to be used in completing the work, and such other supplies and equipment incidental to the work as are not owned or rented by the Contractor, the cost of which are included in the direct cost of the work. This insurance shall not cover any tools, derricks, machinery, tar buckets, ladders, engines, workmen's quarters, boilers, pumps, wagons, scaffolds, forms, compressors, shanties, or other items owned or rented by the Contractor, the cost of which is not included in the direct cost of the work.
4. Proof of Commercial General Liability Insurance in, naming The Corporation of the PERTH & DISTRICT UNION PUBLIC LIBRARY as additional insured. This policy must have a deductible not to exceed \$10,000.00.
5. Proof of Contractor's Equipment Insurance.
6. Proof of Commercial General Liability Insurance from each Sub- Contractor in an amount not less than \$10,000,000.00, per occurrence, naming The Corporation of the PERTH & DISTRICT UNION PUBLIC LIBRARY as additional insured.

1.22 WORK HOURS AND DAYS

- A. When the Contract is awarded, the Contractor will contact the Owner's Representative to arrange the work schedule and the hours of the day that the workmen may be on the building. The job is to be bid under the assumption that all work will be performed on a straight time basis.

1.23 COMPLIANCE WITH LAWS

- A. The Contractor shall give notices, pay all fees, permits and comply with all laws, ordinances, rules and regulations bearing on the conduct of work.

1.24 OWNER'S RULES

- A. The Contractor and all his/her personnel/agent(s) shall abide by all rules created by the Owner. The Contractor must contact the Owner's Representative for specific information regarding the rules governing all operations of the project.
- B. The Contractor shall properly notify all employees of conditions relating to roof areas with very poor condition and which will be worked on. After such notification, the Contractor must

take all necessary precautions to ensure the safety of his/her employees as well as the building personnel.

- C. THE CONTRACTOR SHALL "HOLD HARMLESS" THE MATERIAL MANUFACTURER, AGAINST ANY LITIGATION ARISING FROM ANY ACCIDENTS DURING THE COURSE OF THE CONTRACT.
- D. Contractors to use trailer washroom facilities adjacent to the site entrance gate. Perth & District Union Public Library lunchroom and washroom facilities are for Perth & District Union Public Library employees only.
- E. Pedestrians are to use the designated walkways around site as much as possible.
- F. Work vehicles as much as possible are to park in designated parking lots. Parking at job site must avoid obstructing traffic and should only be done to provide access to tools and equipment.
- G. When working at heights above 1m, workers must use fall protection or fall arrest equipment.
- H. Portable anchor points to be provided by contractor.

1.25 SAFETY AND ECOLOGY

- A. The Contractor(s) shall conform to the requirements as designated.

PART 2 INSTRUCTIONS TO BIDDERS

2.1 WITHDRAWAL OR MODIFICATION OF BID

- A. Any Bidder may withdraw his/her bid at any time before the scheduled closing date of the bid by appearing in person or by sending an authorized representative of the Bidder. An appointment should first be scheduled by calling the Owner's Representative. The Bidder or his/her representative shall be asked to sign, in writing that the bid was returned to him/her/ after the withdrawal from the contract, the Bidding Contractor may not resubmit them.

2.2 QUESTIONS

- A. Technical questions regarding this bid can be directed to: Eastern Engineering.
- B. If the Contractor feels a conflict exists between what is considered good roofing practice and these specifications, he/she shall state in writing all objections prior to submitting quotations.
- C. It is the Contractor's responsibility, during the course of the work, to bring to the attention of the Owner's Representative any defective membrane, insulation or deck discovered which has not been previously identified.

2.3 RESPONSIBILITY FOR MEASUREMENTS AND QUANTITIES

- A. The Bidding Contractors shall be solely responsible for all accuracy of all measurements and for estimating the material required to satisfy these specifications.

2.4 DISCREPANCIES AND ADDENDA

- A. Should a Bidder find any discrepancies in the Drawings and Specifications, or should he be in doubt as to their meaning, he/she shall notify the Owner's Representative at once, who will send a written Addendum to all Bidders concerned. Oral instructions or decisions, unless confirmed by Addenda, will not be considered valid, legal or binding.
- B. No extras will be authorized because of the Contractor's failure to include work called for in the Addenda in his/her bid.
- C. It shall be the responsibility of all Bidders to call to the Owner's Representative's attention at the pre bid meeting, any discrepancies which may exist between or with any of the contract documents, or any questions which may arise as to their true meaning.
- D. Modifications to the specifications (if necessary) will be followed by an addendum; no verbal discussions or agreements shall be recognized.

2.5 COMPETENCY OF THE BIDDERS

- A. To enable the Owner to evaluate the competency and financial responsibility of a Contractor, the low Bidder shall, when requested by the Owner, furnish the information indicated in Section 5.0 below, entitled Contractor's Qualification Statement, which shall be sworn to under oath by him/her or by a properly authorized representative of the Bidder.

2.6 DISQUALIFICATION OF BIDDERS

- A. Any one or more of the following causes may be considered sufficient for the disqualification of a Bidder and the rejection of his/her bid(s):
 - 1. Failure to attend the pre bid meeting;
 - 2. Evidence of collusion among Bidders;
 - 3. Lack of responsibility as revealed by either financial, experience or equipment statements, as submitted;
 - 4. Lack of expertise as shown by past work, and judged from the standpoint of workmanship and performance history;
 - 5. Uncompleted work under other contracts which, in the judgment of the Owner, might hinder or prevent the prompt completion of additional work if awarded; or
 - 6. Being in arrears on existing contracts, in litigation with an Owner, or having defaulted on a previous contract.

2.7 NOTICE OF AWARD

- A. The award of this contract for the work is contingent upon receipt of an acceptable bid. Any part of or all bids may be rejected. All bids shall be good for a period of sixty (60) days following the date the bids are due. The contract shall be deemed as having been awarded when the formal notice of acceptance of his/her proposal has been duly served upon the intended awardee by an authorized officer or agent of the Owner.

2.8 WARRANTY

- A. A written warranty which will commence from date of acceptance by Manufacturer must be supplied with the roof installation. This warranty will cover all defects in workmanship and materials. Damages caused by storm, vandalism and other trades are not included in the warranty. This warranty shall be from the manufacturer.

- B. Warranties specified in this Section include the following components and systems specified in other sections supplied by the roofing system manufacturer, and installed by the roofing system installer:
 - a. Sheet metal flashing and trim, including roof penetration flashings
 - b. Manufactured copings, roof edge, counterflashings and reglets
 - c. Roof and parapet expansion joint assemblies
 - d. Vapour barrier, insulation layers, roof membrane and surfacing.
- C. Manufacturer agrees to repair or replace components of roofing that fail in materials or workmanship within specified warranty period.
 - a. Manufacturer's warranty includes roofing membrane, base flashings, roofing membrane accessories, roof insulation, fasteners, and other components of roofing.
 - b. Manufacturer to provide inspections of roofing systems annually throughout this warranty. Inspection to include visual inspection, minor repairs, and limited cleaning of debris with reporting to building owner.
- D. Warranty Period: To be determined upon award based on the chosen system and be enforced starting at date of Substantial Completion.
- E. A two (2) year workmanship warranty is required from the Contractor for all remedial maintenance done under the terms of this contract.

2.9 START AND COMPLETION DATE

- A. Work shall begin as agreed upon by all parties. Target completion is before June 1, 2027. Timing is flexible.
- B. All work as required in these specifications and drawings shall be completed within sixty (60) days of the start date, or as agreed upon by the parties.
- C. The Contractor is responsible for supplying trained workmen in proper numbers and for scheduling and laying out his/her work, so that it will be started and completed in a professional manner within the time period indicated on his/her Proposal form.
- D. If the Contractor sets equipment onto the job-site without commencing work immediately, the action will be considered "Spiking the job" which is unacceptable and will be considered a breach of contract by the Contractor; thereby, the contract will be terminated and the Contractor at no cost to the Owner, must remove his/her equipment and possessions from the job-site upon notification by the Owner.

2.10 PAYMENT

- A. Payment for materials shall only be made after the material has been delivered to the job-site. An invoice for the material must be presented to the Owner for payment. Materials are not to be delivered to the job-site until the project is ready to begin. Subsequent requests for payment can be made monthly. Final payment for the project will be made following completion, after final inspection has been made and an invoice presented to the Owner.
- B. When the job in progress is interrupted for two (2) weeks or longer by causes beyond the Contractor's control such as a strike, weather, acts of God, etc., the Owner agrees to pay, upon request of the Contractor, a price equivalent to the percentage of work completed at that time. Regular progress payments shall be made for labor and/or materials. Monthly progress billing.
- C. Each invoice shall be accompanied by a detailed estimate of the amounts and values of labor expended and materials purchased up to the last day of the preceding month. The amount of the invoice shall not exceed ninety percent (90%) of the labor and material values estimated for the preceding month.

- D. Such payments shall be viewed by both parties as progress payments and shall not in any way relieve the Contractor of performance obligations under this contract, nor shall such payments be viewed as approval or acceptance of work performed under this contract.
- E. Final payment shall be withheld until all provisions of the specifications are met, including all necessary clean-up, and the Owner receives written verification of completion.
- F. Upon completion of the job, the Owner, the Owner's Representative, and the Contractor will make final inspection of the work done, and the Owner's Representative if requested by Owner's Representative.
- G. All billing will be paid via Perth & District Union Public Library invoicing procedures. Electronic billing based on Perth & District Union Public Library's bank terms set-up for contractors to be approved Perth & District Union Public Library vendors.
- H. Contractor shall have a pre-approved line of credit from the material supplier.

2.11 TERMINATION BY THE OWNER FOR CAUSE

- A. The Owner may terminate the contract and finish the work by whatever reasonable method he/she deems expedient if the Contractor:
 - 1. Persistently or repeatedly refuses to supply specified materials or to provide enough skilled workers to ensure the project will be completed within the time period indicated on his/her Proposal form;
 - 2. Fails to make payment to sub-contractors and/or suppliers for labor and materials as stipulated in the contract documents; and
 - 3. Is guilty of substantial breach of a provision of the contract documents.
- B. When the Owner terminates the contract for any of the above reasons, the Contractor shall not be entitled to receive further payment until the work is finished. If the unpaid balance of the contract sum exceeds the cost of finishing the work, it will be paid to the Contractor. If the cost to finish the work exceeds the unpaid balance, the Contractor shall pay the difference to the Owner.

2.12 COMPLIANCE WITH LAWS

- A. The Contractor shall give notices, pay all fees, permits and comply with all laws, ordinances, rules and regulations bearing on the conduct of work.

PART 3 --- CONTRACTOR'S INSTRUCTIONS

3.1 TAXES

- A. Contractor must comply with all provincial, national and local taxes. The Contractor shall accept sole and exclusive responsibility for any and all taxes with respect to Social Security, old age benefits, unemployment benefits, withholding taxes and sales taxes.

3.2 CONTRACTOR'S LICENSE

- A. All pertinent state and local licenses will be required.

3.3 BUILDING PERMITS

- A. The acquisition of the applicable permits and associated costs to obtain said permits will be the responsibility of the successful Contractor.

3.4 JOB COORDINATION

- A. Contractor is responsible for daily communication with the Owner or Owner's Representative relating to areas of roof work in order that the Owner may adequately protect tenant's personal belongings, and the people themselves against possible damage or injury. Contractor is also responsible for policing and protecting areas involving removal and replacement of roof projections, defective decking or other work involving deck penetration.
- B. Twenty-four hours prior to starting of the project and/or delivery of materials, the Contractor shall notify PERTH & DISTRICT UNION PUBLIC LIBRARY and EASTERN ENGINEERING.

3.5 CLEAN-UP

- A. Accumulated debris shall be removed periodically to assure maximum safety and sanitation at all times. At completion of work, the Contractor shall remove all excess material and debris from the site and leave all roof surfaces free from accumulations of dirt, debris and other extraneous materials. The Contractor shall also remove any and all drippage of bituminous materials from the face of the buildings, floor, window, ladders and other finished surfaces.

3.6 SUPERINTENDENT

- A. The Contractor shall keep a competent superintendent, satisfactory to the Owner and Owner's Representative, on the job at all times when work is in progress. The superintendent shall not be changed without notifying the Owner and the Owner's Representative unless the superintendent ceases to be in the employ of the Contractor.
- B. The superintendent shall represent the Contractor in his/her absence and all directions and instructions given to the superintendent shall be as binding as if given directly to the Contractor.
- C. The superintendent shall be responsible for the conduct of all the Contractor's employees on the premises and shall promptly take necessary measures to correct any abuses called to his/her attention by the Owner.

3.7 INSPECTIONS

- A. Before any material applications are made, the Owner or his/her representative and the material supplier representative shall be available to ensure a complete understanding of the specification.
- B. The accepted Material Manufacturer will have a representative on site a minimum of one (1) time per day of progress to verify compliance with the specifications, answer questions that may arise and provide on-going inspection services.

- C. A final inspection shall be conducted by Owner, Contractor, and the Owner's Representative upon being notified of completion of specified work and clean-up.

PART 4 – STATEMENT OF POLICY

4.1 ENGINEERING

- A. In addition to high-quality products, the Material Manufacturer provides recommendations and/or specifications for the proper installation of its material. However, the Material Manufacturer does not, nor does its representative, practice engineering or architecture. The Material Manufacturer makes no judgments on, and hereby disclaim any responsibility for the soundness of any roof deck or other structural component of buildings upon which the Material Manufacturer products are applied, and further recommend a structural engineer to examine the deck conditions. Re-roofing or Ballasted Roofing Systems will require certification from a structural engineer that the structure will support the proposed additional weight.

4.2 GUARANTEES

- A. A roofing guarantee is available for review from the Material manufacturer for the roofing systems published in these specifications. The guarantee will be issued only upon completion of all the guarantee requirements by an approved Contractor. Such guarantees cannot be altered or amended, nor may any other warranties, guarantees or representations be made by an agent or employee of the Material Manufacturer unless such alteration, amendment or additional representation is issued in writing and is signed by a duly authorized officer of the Material Manufacturer, and sealed with the Material Manufacturer seal. This guarantee does not cover cosmetic deficiencies. THE MATERIAL MANUFACTURER WILL NOT BE RESPONSIBLE FOR ANY DAMAGES TO THE BUILDING OR ITS CONTENTS OR ANY OTHER CONSEQUENTIAL DAMAGES, AND ITS RESPONSIBILITY IS LIMITED TO REPAIRING LEAKS. The Contractor will warranty the roof to the Material Manufacturer for a period of two (2) years. The Contractor will inspect the roof with the Owner's Representative 18 months after completion, and, at the Contractor's expense, correct any workmanship defects before the 24th month following completion of the project.

4.3 APPROVED CONTRACTORS

- A. The roof systems must be applied only by those contractors who have received approval from the Material Manufacturer for such installations. No guarantees will be issued when installation has been performed by a non-approved contractor.

4.4 ROOFING SEQUENCE

- A. Phase roofing is not acceptable. Any insulation or base layers laid in any one day must be covered with the properly installed roof system that same day. Failure to do so will void any warranties and no guarantee will be issued for the roofing system.

4.5 ACCEPTABILITY OF COMPLETED WORK

- A. The acceptability of completed roofing work will be based on its conformance to the contract requirement. The Material Manufacturer is not obligated to accept non-conforming work, and such non-conforming work may be rejected. The rejected work shall be promptly replaced or corrected in a manner and by methods approved by the Material Manufacturer at the Contractor's expense. The Material Manufacturer will instruct the Contractor's foreman and work crew on the proper methods of installation of the roofing system, and will follow-up on a regular basis to inspect the work being done. Any deficiencies from the specified work

noted by the Material Manufacturer will be immediately reported to the Owner, along with recommended corrective actions necessary. The Material Manufacturer will not act in a supervisory capacity, and will not be responsible for the Contractor's errors or omissions.

4.6 ENGINEERING AND ROOF DECK

- A. The Material Manufacturer nor its representatives, practice engineering nor architecture. It makes no judgments on, and hereby disclaim any responsibility for the soundness of any roof deck or other structural component of buildings upon which its products are applied. Re-roofing and general building structuring require certification from a structural engineer that the structure will support the proposed additional weight. In addition, the Contractor must notify the Owner or his/her representative on the job-site of any unforeseen areas of wet insulation. Where the damage is serious and extensive, it will be the Owner's prerogative to authorize removal and replacement of deteriorated roofing, insulation and repair of the vapor barrier if present. Where damage to the roof deck is found, the Contractor shall furnish the Owner with a unit price for removal and replacement of the damaged deck.

4.7 ASBESTOS IDENTIFICATION

- A. The Material Manufacturer routinely conducts roof surveys and inspections in order to provide recommendations and/or specifications for the use of its products. However, the MATERIALS MANUFACTURER IS NOT, NOR ARE ITS REPRESENTATIVES, CERTIFIED TO IDENTIFY, HANDLE OR MONITOR ASBESTOS IN ROOFING, DECKING OR INSULATION. THEREFORE, IT MAKES NO JUDGMENTS ON AND HEREBY DISCLAIMS ANY RESPONSIBILITY FOR IDENTIFYING, HANDLING OR MONITORING ASBESTOS. If a building owner suspects that an asbestos condition exists on or under the roof area in question, Material Manufacturer can recommend licensed laboratories and technicians that can identify, remove, dispose of, and monitor the project.

4.8 ASBESTOS LIMITATIONS

1. The Owner has been informed, acknowledges and agrees that Material Manufacturer is not engaged in the business of identifying, abating, encapsulating or removing asbestos or asbestos containing materials from the work site and has not agreed to do so herein.
2. IN CONSIDERATION OF THE PROVISION HEREOF, THE OWNER HEREBY AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE MATERIAL MANUFACTURER, ITS OWNERS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, INCLUDING THE ENGINEER FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, LOSSES AND EXPENSES (INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES) ARISING OUT OF, OR RELATING TO, ANY CLAIMS, DEMANDS, OR CAUSES OF ACTION OF ANY KIND,, ATTRIBUTABLE TO, ARISING OUT OF, OR RELATING TO THE PRESENCE OF ASBESTOS OR ASBESTOS-CONTAINING MATERIALS ON OR AT THE WORK SITE AND/OR THE ABATEMENT, ENCAPSULATION AND/OR THE REMOVAL THEREOF.

4.9 MOLD LIMITATIONS

- A. The Garland Company makes no representation or warranty, express, implied, or otherwise, regarding mold, fungi, rust, corrosion or other bacteria or organism. Neither shall Garland have any duty to identify, nor accept any responsibility or liability for any claims associated with mold, fungi, rust, corrosion or other bacteria or organism related claims.

END OF SECTION

SECTION 061000
ROUGH CARPENTRY

PART 1 – SCOPE OF WORK

1. Related Sections
 - 1.1 General Requirements – Section 010050
 - 1.2 Safety Requirements – Section 013529
 - 1.3 Structure Demolition – Section 024116
 - 1.4 Preformed Metal Cladding – Section 074650
 - 1.5 Modified Bitumen Membrane Roofing – Section 075200
 - 1.6 Sheet Metal Flashing – Section 076200
 - 1.7 Electrical and Mechanical Requirements – Section 255200
2. General
 - 2.1 Provide wood blocking for roofing, equipment curbs and sheet metal work as indicated on Drawings and as required to provide a finished product.
3. Anchors & Fasteners
 - 3.1 Co-ordinate the location and installation of anchors and fasteners. Confirm types of fasteners to be utilized with Consultant.
 - 3.2 Do not use metals in combination that may cause galvanic corrosion.
 - 3.3 Use non-corrosive or galvanized steel fastenings as approved by Consultant, or as otherwise specified.
 - 3.4 Space anchors within load bearing or shear capacity.
4. Quality Assurance
 - 4.1 Lumber shall bear the grading stamp of an agency certified by the Canadian Lumber Standards Administration Board.
 - 4.2 Plywood identification; by grade mark in accordance with applicable CSA Standards.
 - 4.3 Ontario Building Code (OBC) – current edition.
5. Precautions
 - 5.1 All wood blocking must be sealed in with self-adhering vapour barrier membrane, as detailed, the same day any wood blocking is installed. Refer to Sections 07 52 00.3.4.1 & 07 52 00.4.4.1.

PART 2 – MATERIALS

6. Dimensional Lumber
 - 6.1 To CAN/CSA-0141 (latest revision) and CAN3-086-M (latest revision) and to National Lumber Grades Authority Standard Grading Rules (latest revision)-grade Category as follows:
 - 6.2 Roofing light framing and blocking: species group SPRUCE – “CONSTRUCTION GRADE”
 - 6.3 Roofing exposed detailed wood work: Pine.
7. Plywood
 - 7.1 To CSA 0151 (latest revision), Canadian Softwood Plywood, species – Multiply 7+ - “GRADE C”
 - 7.2 Note: All plywood is 5/8” unless noted otherwise.
8. Fasteners
 - 8.1 All fasteners must be designed and approved for use with plywood and dimensional lumber, #8 screws 1 ¼”.
 - 8.2 Wood Construction: Construction Screws #8 or greater carbon steel with duradize treating and approved for use with ACQ/CCA (Pressure-Treated) lumber. Standard of Acceptance: Paulin Flat-Head Socket Deck Screw or approved equivalent

- 8.3 Steel Deck Attachment: Corrosion resistant # 12 hex head screws with Cathodic epoxy e-coat and approved for use with ACQ/CCA (Pressure- Treated) lumber. Standard of Acceptance: Dekfast #12 Hex Head or approved equivalent. Contractor to consider fastener spacing @ 300mm (12") OC staggered.
 - 8.4 Concrete Attachment: Fasteners designed to securely anchor to the concrete deck and approved for use with ACQ/CCA (Pressure-Treated) lumber. Standard of Acceptance: Heavy-Duty Tapcon Screw Anchors or approved equivalent (Anchors to be a minimum of 3/8" diameter). Testing with fasteners to be completed on site prior to the final securement of any item. Contractor to consider fastener spacing @ 300mm (12") OC staggered.
 - 8.5 Misc. Fasteners: to steel - use self-drilling screws; to solid masonry or concrete - use expansion shields, friction fit pins or lag bolts. Use lead or in-organic fibre plugs with specified screws in concrete or masonry.
9. Gypsum Sheathing
- 9.1 Gypsum sheathing board ASTM C1396/C1396M. Board to be 1/2" thick, exterior grade sheathing formulated to be fire-resistant.

PART 3 – APPLICATION

10. Securement
- 10.1 Secure to substrate with fasteners as specified above and designed for use with CQ/CCA pressure treated lumber. Fasteners placed in a minimum of two (2) rows at 300mm centers or as otherwise detailed.
 - 10.2 Fasteners should penetrate substrate a minimum of 1/2".
 - 10.3 Double the amount of fasteners required for a distance of 8 feet from all outside corners.
11. Fastening
- 11.1 Splitting of wood members shall be minimized by staggering the fasteners in the direction of the grain and by keeping nails well in from the edges.
12. Plywood
- 12.1 Leave a space of 1/16" between sheets to allow for material expansion.
 - 12.2 Every piece shall have a minimum of 2 fasteners. Minimum distance between 2 fasteners shall be half their length and the minimum distance from the edge of the plywood shall be a quarter of their length.
13. New Construction
- 13.1 Maximum spacing between studs to be as indicated on drawings. Align and plumb faces of furring and blocking to tolerance of 1:600.
 - 13.2 Equipment Curbs: build curbs to a minimum height of 16" above finished roof surface.
 - 13.3 Control & Expansion Joints: build joints to a minimum height of 6" above finished roof surface – match height of exterior parapet.
 - 13.4 Parapet Walls: build parapet walls to a minimum height of 6" above the finished roof surface.
14. Gypsum Sheathing
- 14.1 Mechanically fasten boards to interior of curbs, hatches, and skylights. Install joint tape over all joints. If required within interior - Plaster with a minimum of two coats of drywall compound, sand and paint to match.

MAIN ROOF AREA
ROOF REPLACEMENT 2026

PERTH & DISTRICT UNION PUBLIC LIBRARY
30 HERRIOTT STREET
PERTH, ON, K7H 3E4

15. Securement

- 15.1 Secure to substrate with fasteners as specified above and designed for use with ACQ/CCA pressure treated lumber. Fasteners placed in a minimum of two (2) rows at 300mm centers or as otherwise detailed.
- 15.2 Fasteners should penetrate substrate a minimum of ½”.
- 15.3 Double the amount of fasteners required for a distance of 8 feet from all outside corners.

END OF SECTION

SECTION 07550
MODIFIED BITUMINOUS MEMBRANE
ROOFING

PART 1 — GENERAL

The scope of work will involve the complete replacement of roof systems components including but not limited to vapour barrier, all gravel, roof membrane, insulation, metal flashings and accessories. New roof systems will be installed within these replacement areas with new roof system materials, components and accessories and as described throughout this specification.

1.1 RELATED DOCUMENTS

Drawings and general provisions of the Contract, including the Conditions of the Contract and Division 01 Specification Sections apply to this Section.

1.2 SUMMARY

.1 Section includes required modified bituminous roofing system of all roof sections identified within the drawings with the following scope of work:

IMPORTANT NOTE:

- Building owner is responsible to provide engineering analysis in regards to live & dead loads determining if structural work is required by their engineer's findings to accommodate the new roof system. Within this scope of work, the roof system is expected to be upgraded in R value to current building code.
- Building owner is responsible for interior protection as required. They will also need to coordinate with the roof work in the area of work to ensure the operations within the building will not be affected by the roof work in any way.
- All required coordination with sub-trades to facilitate the described work will be the responsibility of the contractor.
- The roofing contractor will be responsible for their own roof access on the exterior of the facility which can include ladders, scaffolding, etc. The access plan must be reviewed and approved by the Owner prior to commencement of the project.
- It is expected that the setup and loading area for this project will be located next to the building adjacent to the roof section. Contractor will be responsible to coordinate required space with the building owner in advance. All site safety, overhead protection, signage and barriers will be the responsibility of the contractor including overhead scaffold above man doors and garage doors.
- All materials on site, including on top of the building will need to be secured daily and remain the responsibility of the contractor.
- Cost of all HVAC, Plumbing and Electrical trades to be the responsibility of the Contractor. Contractor will be responsible to coordinate all roof work with selected contractors as required.

Flat Roof Replacement Scope: Main Roof Section

Completely remove all existing roof components including metal flashings, accessories, filter fabric, insulation down to vapour barrier. Asphalt membrane in tact and plywood to remain in place above the metal deck. Any splits, blisters or deteriorated vapour barrier is to be patch repaired with single ply modified bitumen membrane in cold applied membrane adhesive.

- A. Check existing penetrations and perimeter wood blocking for damage and report to client's representative.
- B. Replace damaged wood blocking to match existing as authorized.

- C. Install new metal work including insulated parapets, wood blocking or sheathing as required to accommodate the new roof system. Install Rmer Seal underlayment covering the wood blocking on the outside face, immediately after the wood installation.
- D. Prior to the installation of any torch applied membranes, apply new self-adhered modified bitumen membrane covering any combustible surfaces.
- E. Clean prep and prime the substrate for vapour barrier installation. Install 1 ply of modified vapour barrier via cold adhesive application with sanded surface (localized repairs).
- F. Install polyisocyanurate insulation (4'x8' board) in low rise foam adhesive to achieve a minimum 1-90 wind uplift. Step all boards into place immediately after placement and use weights as required to ensure full adhesion. Tightly brace all seams to allow no gaps in insulation. All joints must be staggered and offset between layers of insulation.
- G. Install tapered polyisocyanurate insulation in low rise foam adhesive throughout the roof section to achieve 1% slope to the drain locations.
- H. Install 6mm asphaltic core board recovery board (4'x8' boards) in insulation adhesive over the entire roof area to achieve a minimum 1-90 wind uplift. Step all boards into place immediately after placement. Tightly brace all seams to allow no gaps in insulation. All joints must be staggered and offset between layers of insulation.
- I. For all components set-in low-rise foam adhesive, use weights as required to ensure full adhesion until the adhesive is cured.
- J. Install torcheable cants everywhere where the roof surface meets a vertical point.
- K. Install one layer of SBS Torch Base Sheet in the field to a properly prepared substrate extending 50mm above the top of the cant. Over the SBS Torch Base Sheet underlayment(s), lay out the roll in the course to be followed and unroll six (6) feet. Seams for the top layer of modified membrane will be staggered over the SBS Torch Base Sheet seams. Shingle in proper direction to shed water on each area of roofing, ensuring to extend to the top of the cant, lay out the roll in the course to be followed and unroll six (6) feet. Using a roofing torch, heat the surface of the coiled portion until the burn-off backer melts away. At this point, the material is hot enough to lay into the substrate. Progressively unroll the sheet while heating and press down with your foot to insure a proper bond. Repeat this operation with subsequent rolls with side laps of four (4) inches (101mm) and end laps of eight inches. Give each lap a finishing touch by passing the torch along the joint and spreading the melted bitumen evenly with a rounded trowel to insure a smooth, tight seal.
- L. Install self adhered torch face base flashing ply to all perimeter and projections details extending 150mm min. into the field of the roof.
- M. Install SBS Torch modified cap membrane in field and on flashings (as described above for the base sheet) extending flashings 225mm onto the field of the roof. Ensure no back laps are present against the new slope of the roof.
- N. Install new spun aluminum stack flashings and insulate gap between new cone/vent pipe with expanding spray foam insulation.
- O. All vertical roof flashings are to be secured with the installation of a termination bar, fastened a minimum of 8" prior to application of new sheet metal. All term bars to be completely covered in Tuff-Stuff on top, face and bottom, prior to new metal flashing installation.
- P. Fill all pitch pockets with UV stable 100% solids sealant, and caulk all open metal seams. Install new metal flashing cap completely over top of the pitch pan.
- Q. Install a single row of 2'x2' pavers below the drip line of the upper metal roof. Install all ballasted and free-standing items on the roof upon 1/2" rubber mats w/drainage lines underneath. Place paving stones on top of the mat.
- R. Prior to any metal installation, ensure all outside wood blocking face is covered in Rmer Seal underlayment.
- S. Install new 24 gauge series 8000 prepainted (White to match existing) metal counter flashings on roof curbs, sleepers, caps, and perimeter parapet walls and coping cap. Perimeter metal details will require a continuous starter strip secured 18" O.C. Metal is to have s-locks and is to be secured by use of screws in the s-locks. There are not to be any fasteners through the metal into the cant. Do not fasten metal through face of flashing.

S. Provided the cap membrane flashing will be mineral surfaced, the new metal flashing on the parapets can be a coping cap only, no counter flashing required. On the vertical flashings, a 6" band of metal flashing will be acceptable to cover the term bar, sealant, etc.

T. All gas lines to receive new pre-manufactured gas blocks with foam base and paint lines yellow.

U. Clean entire project of debris and remove all equipment.

V. Issue membrane manufacturer's warranty, non-prorated with no charge annual follow-up inspections.

Additional Specifications:

- AC units to be removed and reinstalled by the Contractor to accommodate the installation of the new roof system.
- New overflow scuppers to be installed in locations as denoted in the drawings. Tuff flash 3 course detail required at scuppers with mineral embedded.
- Ensure all brick wall weeping holes are left clear. Clean as required following the project if any materials are placed over the hole.
- All lines to the units to have supports replaced with unistruts with rubber feet. Gas lines to be painted yellow.

1.3 SYSTEM DESCRIPTION

A. It is the intent of this specification to install a long-term, quality modified bitumen roof system that meets or exceeds all current CRCA guidelines as stated in the most recent edition of the CRCA Roofing and Waterproofing Manual. Please discuss any concerns with the client's Representative and Roofing System Manufacturer.

A.1 SUMMARY

Existing Composition:

Rock Ballast
75mm Extruded Polystyrene Insulation
Built Up asphalt membrane
13mm Plywood
Metal Deck

New Composition:

2 Ply Modified Bitumen Membranes Mineral Finish
6mm Asphaltic Core Board Recovery Board
Tapered Polyisocyanurate Insulation
150mm Polyisocyanurate Insulation
Built Up asphalt membrane vapour barrier 13mm
Plywood
Metal Deck

A.2 REFERENCES

- B. References, General: The most recent adopted version of the following references apply to the Work of this Section.
- C. International building Code (current edition) or local authority building code.

- D. American Society of Civil Engineers (ASCE): ASCE 7, Minimum Design Loads for Buildings and Other Structures.
- E. Asphalt Roofing Manufacturers Association (ARMA).
- F. National Roofing Contractors Association (NRCA): Roofing and Waterproofing Manual.
- G. Canadian General Standards Board (CGSB)
- H. Canadian Roofing Contractors Association (CRCA)
- I. Underwriters Laboratories of Canada (ULC)

I.1 SUBMITTALS

- I.1.1 Product Data: Manufacturer's data sheets on each product to be used, including:
 - I.1.1.1 Preparation instructions and recommendations.
 - I.1.1.2 Storage and handling requirements and recommendations.
 - I.1.1.3 Installation instructions.
- I.1.2 Shop Drawings: Submit shop drawings including installation details of roofing, flashing, fastening, insulation and vapor barrier, including notation of roof slopes and fastening patterns of insulation and base modified bitumen membrane, prior to job start.
- I.1.3 Design Pressure Calculations: Submit design pressure calculations for the roof area in accordance with ASCE 7 and local Building Code requirements. Include a roof system attachment analysis report, certifying the system's compliance with applicable wind load requirements before Work begins.
- I.1.4 Manufacturer's Certificates: Provide to certify products meet or exceed specified requirements.
- I.1.5 Test Reports: Submit test reports, prepared by an independent testing agency, for all modified bituminous sheet roofing, indicating compliance with ASTM D5147. Testing must be performed at 77 deg. F. Tests at 0 deg. F will not be considered.
- I.1.6 Manufacturer's Fire Compliance Certificate: Certify that the roof system furnished is in accordance with ASTM E108, Class A for external fire and meets local or nationally recognized building codes.
- I.1.7 Closeout Submittals: Provide manufacturer's maintenance instructions that include recommendations for periodic inspection and maintenance of all completed roofing work. Provide product warranty executed by the manufacturer. Assist Owner in preparation and submittal of roof installation acceptance certification as may be necessary in connection with fire and extended coverage insurance on roofing and associated work.

I.2 QUALITY ASSURANCE

- I.2.1 Perform Work in accordance with CRCA Roofing and Waterproofing Manual.
- I.2.2 Manufacturer Qualifications: Company specializing in manufacturing products specified with documented ISO 9001 certification and minimum of twelve years of documented experience and must not have been in Chapter 11 bankruptcy during the last five years.
- I.2.3 Installer Qualifications: Company specializing in performing Work of this section with minimum five years documented experience and a certified by the manufacturer as a Pre-

Approved Contractor.

- I.2.4 Installer's Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work while roofing work is in progress.
- I.2.5 Product Certification: Provide manufacturer's certification that materials conform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.
- I.2.6 Source Limitations: Obtain all components of roof system from a single manufacturer. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer. Upon request of the Architect or Owner, submit Manufacturer's written approval of secondary components in list form, signed by an authorized agent of the Manufacturer.

I.3 PRE-INSTALLATION MEETINGS

- I.3.1 Convene minimum two weeks prior to commencing Work of this section.
- I.3.2 Review installation procedures and coordination required with related Work.
- I.3.3 Inspect and make notes of job conditions prior to installation:
 - I.3.3.1 Record minutes of the conference and provide copies to all parties present.
 - I.3.3.2 Identify all outstanding issues in writing designating the responsible party for follow-up action and the timetable for completion.
 - I.3.3.3 Installation of roofing system shall not begin until all outstanding issues are resolved to the satisfaction of the Owner.

I.4 DELIVERY, STORAGE, AND HANDLING

- I.4.1 Deliver and store products in manufacturer's unopened packaging with labels intact until ready for installation.
- I.4.2 Store all roofing materials in a dry place, on pallets or raised platforms, out of direct exposure to the elements until time of application. Store materials at least 4 inches above ground level and covered with "breathable" tarpaulins.
- I.4.3 Stored in accordance with the instructions of the manufacturer prior to their application or installation. Store roll goods on end on a clean flat surface. No wet or damaged materials will be used in the application.
- I.4.4 Store at room temperature wherever possible, until immediately prior to installing the roll. During winter, store materials in a heated location with a 50 degree F (10 degree C) minimum temperature, removed only as needed for immediate use. Keep materials away from open flame or welding sparks.
- I.4.5 Avoid stockpiling of materials on roofs without first obtaining acceptance from an Engineer.
- I.4.6 Adhesive storage shall be between the range of above 50 degree F (10 degree C) and below 80 degree F (27 degree C). Area of storage shall be constructed for flammable storage.

I.5 COORDINATION

- I.5.1 Coordinate Work with installing associated metal flashings as work of this section proceeds.

I.6 PROJECT CONDITIONS

- I.6.1 Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

I.7 WARRANTY

- I.7.1 Upon completion of the work, provide the Manufacturer's written and signed NDL Warranty, warranting that, if a leak develops in the roof during the term of this warranty, due either to defective material or defective workmanship by the installing contractor, the manufacturer shall provide the Owner, at the Manufacturer's expense, with the labor and material necessary to return the defective area to a watertight condition.

I.7.1.1 Warranty Period:

- I.7.1.1.1 20 years from date of acceptance.

- I.7.2 Installer is to guarantee all work against defects in materials and workmanship for a period indicated following final acceptance of the Work.

I.7.2.1 Warranty Period:

- I.7.2.1.1 2 years from date of acceptance.

J. PRODUCTS

J.1 MANUFACTURERS

- J.1.1 Must provide daily progress inspections accompanied by a photo report for each day following contractor mobilization. Photo reports submitted to owner weekly.

- J.1.2 Must provide annual visual inspections of the roof following the completion of the project for 5 years.

- J.1.3 The Products specified are intended and the Standard of Quality for the products required for this project. If other products are proposed the bidder must request before the question deadline and receive Owner approval prior to bid closing.

- J.1.3.1 Bidder will not be allowed to change materials after the bid opening date.

- J.1.3.2 If alternate products are proposed, the products must be equal to or exceed the products specified. Supporting technical data shall be submitted to the Owner for approval prior to acceptance.

- J.1.3.3 In making a request for substitution, the Bidder/Roofing Contractor represents that it has:

- J.1.3.3.1 Personally investigated the proposed product or method, and determined that it is equal or superior in all respects to that specified.

- J.1.3.3.2 Will provide the same guarantee for substitution as for the product and method specified.

- J.1.3.3.3 Will coordinate installation of accepted substitution in work, making such changes as may be required for work to be completed in all respects.

- J.1.3.3.4 Will waive all claims for additional cost related to substitution, which consequently become apparent.

- J.1.3.3.5 Cost data is complete and includes all related cost under his/her contract or other contracts, which may be affected by the substitution.

- J.1.3.3.6 Will reimburse the Owner for all redesign costs for accommodation of the substitution.

- J.1.3.4 Owner reserves the right to be the final authority on the acceptance or rejection of any or all bids, proposed alternate roofing systems or materials that has met ALL specified requirement criteria.

- J.1.3.5 Failure to submit substitution package, or any portion thereof requested, will result in immediate disqualification and consideration for that particular contractors request for manufacturer substitution.

J.2 2-PLY MODIFIED BITUMEN ROOFING

J.2.1 Remove the existing roof down to the existing built up asphalt membrane.

New Components

J.2.2 Vapour barrier: SBS cold applied 80mil membrane with sanded bottom & surface

J.2.2.1 Vapour barrier adhesive: CAVR membrane adhesive

J.2.3 Insulation & tapered board: Polyisocyanurate conforming to CSA A123.25 standards, must have glass facer (organic will not be accepted) and have a minimum compressive strength of 25psi.

J.2.4 Insulation & Recovery Board Insulation Adhesive: Low rise foam adhesive conforming to CSA A123.21

J.2.5 Recovery Board: 6mm Asphaltic Core Board Recovery Board conforming to CSA A123.25 standards

J.2.6 Base Field Ply: 110 mil SBS (Styrene-Butadiene-Styrene) with glas reinforcement and thermofusible film on bottom, sanded topside. Ultra Shield Torch Base.

J.2.7 Flashing Base Ply: Generic 118 mil SBS (Styrene-Butadiene-Styrene) with composite poly/glas reinforcement and thermofusible film on top and self-adhered release film bottom. Generic.

J.2.8 Cap Field Ply: 195 mil SBS (Styrene-Butadiene-Styrene) mineral surfaced rubber modified roofing membrane with a fiberglass & polyester scrim. Designed for torch applications with a burn-off backer that indicates when the material is hot enough to be installed. Conforming to CGSB-37-GP-56M standards. Cold temp flexibility of -35C, Tensile Strength of 50 kN/m and Tear Strength of 2200N. Stressply IV Plus Mineral.

J.2.9 Flashing Cap Ply: 195 mil SBS (Styrene-Butadiene-Styrene) mineral surfaced rubber modified roofing membrane with a fiberglass & polyester scrim. Designed for torch applications with a burn-off backer that indicates when the material is hot enough to be installed. Conforming to CGSB-37-GP-56M standards. Cold temp flexibility of -35C, Tensile Strength of 50 kN/m and Tear Strength of 2200N. Stressply IV Plus Mineral.

J.2.10 Flame Stop Membrane: SBS membrane with a glas mat reinforcement. Surface to be sanded and back to be self-adhered. Must be specifically designed to prevent penetration of open flame into voids. CGSB-37.56-M

J.3 ACCESSORIES:

J.3.1 Roof Insulation: Polyisocyanurate conforming to CSA A123.25 standards, must have glass facer (organic will not be accepted) and have a minimum compressive strength of 25psi.

J.3.1.1 Include crickets, taper and backslope as required by the roof system manufacturer.

J.3.2 Drains: All new roof drains to be mechanical joint connections. Retrofit drains will not be accepted.

J.4 EXAMINATION

- J.4.1 Do not begin installation until substrates have been properly prepared.
- J.4.2 Inspect and approve the deck condition, slopes and fastener backing if applicable, parapet walls, expansion joints, roof drains, stack vents, vent outlets, nailers and surfaces and elements.
- J.4.3 Verify that work penetrating the roof deck, or which may otherwise affect the roofing, has been properly completed.
- J.4.4 If substrate preparation and other conditions are the responsibility of another installer, notify owner of unsatisfactory preparation before proceeding.

J.5 PREPARATION

- J.5.1 General: Clean surfaces thoroughly prior to installation.
 - J.5.1.1 Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
 - J.5.1.2 Fill substrate surface voids that are greater than 1/4 inch wide with an acceptable fill material.
 - J.5.1.3 Roof surface to receive roofing system shall be smooth, clean, free from loose gravel, dirt and debris, dry and structurally sound.
 - J.5.1.4 Wherever necessary, all surfaces to receive roofing materials shall be power broom and vacuumed to remove debris and loose matter prior to starting work.
 - J.5.1.5 Do not apply roofing during inclement weather. Do not apply roofing membrane to damp, frozen, dirty, or dusty surfaces.
 - J.5.1.6 Prime decks where required, in accordance with requirements and recommendations of the primer and deck manufacturer.
- J.5.2 Re-Roofing Applications:
 - J.5.2.1 Remove existing roof down to the deck. Remove existing flashings at roof drains and roof penetrations.
 - J.5.2.2 Install new wood nailers as necessary to accommodate insulation/recovery board or new nailing patterns.
 - J.5.2.3 Existing roof surfaces shall be primed as necessary with asphalt primer meeting ASTM D 41 and allowed to dry prior to installing the roofing system.

J.6 INSTALLATION - GENERAL

- J.6.1 Install modified bitumen membranes and flashings in accordance with manufacturer's instructions and with the recommendations provided by the National Roofing Contractors Association's Roofing & Waterproofing Manual, the Asphalt Roofing Manufacturers Association, and applicable codes.
- J.6.2 General: Avoid installation of modified bitumen membranes at temperatures lower than 40-45 degrees F. When work at such temperatures unavoidable use the following precautions:
 - J.6.2.1 Take extra care during cold weather installation and when ambient temperatures are affected by wind or humidity, to ensure adequate bonding is achieved between the surfaces to be joined. Use extra care at material seam welds and where adhesion of the applied product to the appropriately prepared substrate as the substrate can be affected by such temperature constraints as well.
 - J.6.2.2 Unrolling of cold materials, under low ambient conditions must be avoided to prevent the likelihood of unnecessary stress cracking. Rolls must be at least 40 degrees F at the time of application. If the membrane roll becomes stiff or difficult

to install, it must be replaced with roll from a heated storage area.

- J.6.3 Commence installation of the roofing system at the lowest point of the roof (or roof area), working up the slope toward the highest point. Lap sheets shingle fashion so as to constantly shed water
- J.6.4 All slopes greater than 2:12 require back-nailing to prevent slippage of the ply sheets. Use ring or spiral-shank 1 inch cap nails, or screws and plates at a rate of 1 fastener per ply (including the membrane) at each insulation stop. Place insulation stops at 16 ft o.c. for slopes less than 3:12 and 4 feet o.c. for slopes greater than 3:12. On non-insulated systems, nail each ply directly into the deck at the rate specified above. When slope exceeds 2:12, install all plies parallel to the slope (strapping) to facilitate backnailing. Install 4 additional fasteners at the upper edge of the membrane when strapping the plies.

J.7 INSTALLATION TORCH APPLIED 2-PLY ASPHALT ROOFING

- J.7.1 Base Ply: Install torch base sheet to a properly prepared substrate. Shingle in proper direction to shed water on each area of roofing. Lay out the roll in the course to be followed and unroll 6 feet (1.8 m). Using a roofing torch, heat the surface of the coiled portion until the burn-off backer melts away. At this point, the material is hot enough to lay into the substrate. Progressively unroll the sheet while heating and press down with your foot to insure a proper bond. After the major portion of the roll is bonded, re-roll the first 6 feet (1.8 m) and bond it in a similar fashion. Repeat this operation with subsequent rolls with side laps of 4 inches (101 mm) and end laps of 8 inches (203 mm). Give each lap a finishing touch by passing the torch along the joint and spreading the melted bitumen evenly with a rounded trowel to insure a smooth, tight seal. Extend underlayment 2 inches (50 mm) beyond top edges of cants at wall and projection bases. Install base flashing ply to all perimeter and projections details.
- J.7.2 Modified Cap (Ply) Sheet: Over torch base sheet underlayment, lay out the roll in the course to be followed and unroll 6 feet (1.8 m). Stagger seams over the torch base sheet seams. Using a roofing torch, heat the surface of the coiled portion until the burn-off backer melts away. At this point, the material is hot enough to lay into the substrate. Progressively unroll the sheet while heating and press down with your foot to insure a proper bond. After the major portion of the roll is bonded, re-roll the first 6 feet (1.8 m) and bond it in a similar fashion. Repeat this operation with subsequent rolls with side laps of 4 inches (101 mm) and end laps of 8 inches (203 mm). Give each lap a finishing touch by passing the torch along the joint and spreading the melted bitumen evenly with a rounded trowel to insure a smooth, tight seal.
- J.7.3 Flashing Base Ply: Self adhered. Seal all curb, wall and parapet flashings with an application of mastic and mesh on a daily basis. Do not permit conditions to exist that will allow moisture to enter behind, around or under the roof or flashing membrane. Prepare all walls, penetrations, expansion joints, and other surfaces to be flashed with asphalt primer at the rate of 100 square feet per gallon. Allow primer to dry tack free. Adhere modified flashing base to the underlying base flashing ply with specified flashing ply adhesive. Nail off at a minimum of 8 inches (203 mm) o.c. from the finished roof at all vertical surfaces. Solidly adhere the entire sheet of flashing membrane to the substrate.
 - J.7.3.1 Tops of all flashings that are not run up and over curb shall be secured through termination bar 6 inches (152 mm) and sealed at top. Coordinate counter flashing, cap flashings, expansion joints, and similar work with modified bitumen roofing work.
 - J.7.3.2 Coordinate roof accessories, miscellaneous sheet metal accessory items, including piping vents and other devices with the roofing system work. When using mineralized cap sheet all stripping plies shall be installed prior to cap sheet

installation.

- J.7.4 Flashing Cap Ply: Install flashing cap sheets by torch application. Seal curb, wall and parapet flashings with an application of mastic and mesh on a daily basis. Do not permit conditions to exist that will allow moisture to enter behind, around or under the roof or flashing membrane. Adhere to the underlying base flashing ply with specified flashing ply adhesive unless otherwise specified. Coordinate counter flashing, cap flashings, expansion joints and similar work with modified bitumen roofing work as specified. Coordinate roof accessories, miscellaneous sheet metal accessory items with the roofing system work. All stripping shall be installed prior to flashing cap sheet installation. Heat and scrape granules when welding or adhering at cut areas and seams to granular surfaces at all flashings.
- J.7.4.1 Secure the top edge of the flashing sheet using a termination bar only when the wall surface above is waterproofed, or nailed 4 inches on center and covered with an acceptable counter flashing.
 - J.7.4.2 Perimeter Flashing: Over any parapets, install a self-adhered metal high temp underlayment membrane to cover any exposed exterior surface completely and overlap new flashings.
 - J.7.4.3 This must be installed immediately after roof flashings and shall not wait until metal installation occurs.
- J.7.5 Fibrous Cant Strips: Provide non-combustible perlite or glass fiber cant strips at all wall/curb detail treatments where angle changes are greater than 45 degrees. Cant may be set in approved cold adhesives, hot asphalt or mechanically attached with approved plates and fasteners.
- J.7.6 Wood Blocking, Nailers and Cant Strips: Provide wood blocking, nailers and cant strips as specified in Section 06114.
- J.7.6.1 Provide nailers at all roof perimeters and penetrations for fastening membrane flashings and sheet metal components.
 - J.7.6.2 Wood nailers should match the height of any insulation, providing a smooth and even transition between flashing and insulation areas.
 - J.7.6.3 Nailer lengths should be spaced with a minimum 1/8 inch gap for expansion and contraction between each length or change of direction.
 - J.7.6.4 Nailers and flashings should be fastened in accordance with Factory Mutual "Loss Prevention Data Sheet 1- 49, Perimeter Flashing" and be designed to be capable of resisting a minimum force of 200 lbs/lineal foot in any direction.
- J.7.7 Metal Work: Provide metal flashings, counter flashings, parapet coping caps and thru-wall flashings as specified in Section 07620 or Section 07710. Install in accordance with the SMACNA "Architectural Sheet Metal Manual" or the NRCA Roofing Waterproofing manual.
- J.7.8 Termination Bar: Provide a metal termination bar or approved top edge securement at the terminus of all flashing sheets at walls and curbs. Fasten the bar a minimum of 8 inches (203 mm) o/c to achieve constant compression. Provide suitable, sealant at the top edge if required.
- J.8 INSTALLATION ROOF FLASHING DETAILS
- See drawings for details.
- J.9 CLEANING
- J.9.1 Clean-up and remove daily from the site all wrappings, empty containers, paper, loose particles and other debris resulting from these operations.
 - J.9.2 Remove asphalt markings from finished surfaces.
 - J.9.3 Repair or replace defaced or disfigured finishes caused by Work of this section.

J.10 PROTECTION

- J.10.1 Provide traffic ways, erect barriers, fences, guards, rails, enclosures, chutes and the like to protect personnel, roofs and structures, vehicles and utilities.
- J.10.2 Protect exposed surfaces of finished walls with tarps to prevent damage.
- J.10.3 Plywood for traffic ways required for material movement over existing roofs shall be not less than 5/8 inch (16 mm) thick.
- J.10.4 In addition to the plywood listed above, an underlayment of minimum 1/2 inch (13 mm) recover board is required on new roofing.
- J.10.5 Special permission shall be obtained from the Manufacturer before any traffic shall be permitted over new roofing.

J.11 FIELD QUALITY CONTROL

- J.11.1 Inspection: Provide manufacturer's field observations at start-up and daily during progress days until completion. Provide a final inspection upon completion of the Work.
 - J.11.1.1 Warranty shall be issued upon manufacturer's acceptance of the installation.
 - J.11.1.2 Field observations shall be performed by the Manufacturer's Representative employed full-time by the manufacturer and whose primary job description includes assist, inspect and approve membrane installations for the manufacturer.
 - J.11.1.3 Provide observation reports from the Manufacturer's Representative indicating procedures followed, weather conditions and any discrepancies found during inspection.
 - J.11.1.4 Provide a final report from the Manufacturer's Representative, certifying that the roofing system has been satisfactorily installed according to the project specifications, approved details and good general roofing practice.

END OF SECTION

SECTION 076200
SHEET METAL FLASHING

PART 1 – SCOPE OF WORK

1. Related Sections

- 1.1 General Requirements – Section 010050
- 1.2 Safety Requirements – Section 013529
- 1.3 Structure Demolition – Section 024116
- 1.4 Preformed Metal Cladding – Section 074650
- 1.5 Modified Bitumen Membrane Roofing – Section 075200
- 1.6 Sheet Metal Flashing – Section 076200
- 1.7 Electrical and Mechanical Requirements – Section 255200

2. Quality Assurance

- 2.1 All sheet metal flashing works (i.e. site measuring, fabrication & installation) are to be completed by a licenced sheet metal worker registered with the Ontario College of Trades (Construction Sector – Sheet Metal Worker 308-A). Prime Contractor to provide all identification and documentation as requested prior to commencing any works on site.

3. General

- 3.1 Install all sheet metal caps, counter flashings, siding and all other metal flashings required to complete roofing installation.
- 3.2 Form to profiles as detailed upon the drawings, or as required to suite site conditions.

4. Samples

- 4.1 Submit samples of sheet metal flashing specified before proceeding with the work, showing proposed method of shaping, forming, jointing and fastening.
- 4.2 Submit samples if approval of substitutions is requested.

5. Workmanship

- 5.1 Sheet metal flashing work shall be carried out in accordance with the best standard practices; with joints locked, cleated, caulked as required and exposed edges hemmed. Ample allowance shall be made in all work for expansion and contraction.
- 5.2 Mitred corners shall be straight and true to profiles shown on drawings, with flat surfaces free of distortion and free of face nailing.

6. References

- 6.1 Standard practices, unless otherwise noted herein, shall be deemed to constitute recommended procedures published in the S.M.A.C.N.A. Architectural Manual.

7. Warranty

- 7.1 Remedy all defects in the Sheet Metal Flashings installed hereunder, which appear within a period of two (2) years from the date of substantial performance.
- 7.2 Make all necessary repairs and replacement within 48 hours of receipt of written notification.
- 7.3 Provide a written warranty confirming the above, issued on the corporate letterhead, and sealed by an authorized company official.

- 7.4 Nothing contained in the Article shall be construed as in any way restricting or limiting the liability in Common Law and statutory liability of the Prime Contractor.

PART 2 – PRODUCTS

8. Metal Flashings

- 8.1 Metal flashing shall be 26 gauge (0.55mm) commercial galvanized Metal to STM A653/A653M. Coating designation G90, PPD. Standard of Flashings Acceptance: Perspectra Plus Series – Weather XL. Colour selected by Owner from manufacturer's standard range.

- 8.2 Where metal flashing is in contact with dissimilar metal, use separation sheet or back paint to suitable thickness (as approved by Consultant) to prevent galvanic corrosion.

9. Caulking

- 9.1 Sealing compound: Single component modified silane, low odour, elastomeric sealant. Standard of Acceptance: Garland Tuff-Stuff or approved equivalent. Sealing compound to be installed in accordance with manufacturer's recommendations.

10. Starter Strip

- 10.1 Starter strips to be manufactured from the same type of material used for cap and counter flashings and shall be 24-gauge (0.71mm).

11. Fastening Bars

- 11.1 Fastening bars to be 18-gauge metal and pre-drilled at 400mm o/c.

12. Fasteners

- 12.1 Of same material as sheet metal, galvanized flat head roofing nails, of length and thickness suitable for metal flashing application.
- 12.2 Cadmium plated screws, coloured head. To match metal flashing colour and finish.

13. Accessories

- 13.1 Isolation coating: alkali resistant bituminous paint.
- 13.2 Touch-up paint: as recommended by pre-finished material manufacturer.

PART 3 – EXECUTION

14. General

- 14.1 Metal flashing shall be as detailed, supplemented by recommendations of the S.M.A.C.N.A. Architectural Manual.
- 14.2 All raw edges of metal flashing shall be strengthened by a fold at least 13mm wide, set out slightly and presenting a straight line and neat finish. Form flashings in 2.4m lengths, making allowance for expansion. When flashings exceed 600mm in height form flashing in 1.2m lengths.
- 14.3 Metal shall be formed on a bending brake, shaping trimmed and hard seaming shall be done on bench, as far as practicable, with proper sheet metal working tools. Angles of bends and folds for interlocking metal shall be made with full regard to expansion and contraction to avoid buckling or fullness in service and to avoid damaging surfaces of metal.
- 14.4 Lock seams at all corners.
- 14.5 Do not install fasteners through cant strips.
- 14.6 Apply isolation coating to metal surfaces to be embedded in concrete or mortar, and between dissimilar metals.

15. Anchors & Fasteners

- 15.1 Space exposed fasteners evenly and in an organized pattern, keep number to a minimum. Where exposed to view, use metal fasteners of same material, colour, texture and finish as the metal on which they occur. Obtain approval before installing any exposed fasteners.

16. Cap Flashing

- 16.1 Supply and install continuous metal starter strips, secure at 600mm O.C. maximum of 50mm above drip edge, with fastener of sufficient length to penetrate a minimum of 25mm into substrate.
- 16.2 Supply and install metal cleats at specified spacing. Use fasteners of sufficient length to penetrate a minimum of 25mm into substrate.
- 16.3 Use concealed fastenings except where approved by Consultant.
- 16.4 Secure sections of metal in S-lock joints on all faces and allow for sufficient expansion and contraction between each piece. Ensure drip edges are inserted into the drip of the adjacent section.
- 16.5 Form cap flashings to profiles as shown on the detail drawings. Ensure positive drainage to the interior (roof surface) areas.
- 16.6 Where height of metal fascia exceeds 150mm, provide stiffening breaks every 150mm maximum. Breaks to be located at equal distance from the top and bottom of the fascia, and from each other.

17. Fastening Bars

- 17.1 Install metal fastening bars where detailed, secured at 300mm o/c with self-tapping flat head screws. Fastener length to be 19mm.

18. Reglets

- 18.1 Reglets that are not of sufficient height are not to be reused. New reglets are to be cut a minimum of 400mm above finished roof surface and are to be a minimum of 19mm wide and 25mm deep. Reglets to be cut prior to the application of the membrane flashings.
- 18.2 For existing reglets greater than 400mm above finished membrane, clean out and secure new metal flashing and caulk.
- 18.3 Prime reglet prior to the application of the membrane flashings.
- 18.4 Turn top edge of metal flashing into walls, secure with lead wedge or friction fit pins into reglet and caulk joint at wall.
- 18.5 Secure sections of metal in S-lock joints on all faces and allow for sufficient expansion and contraction between each piece. Ensure drip edges are inserted into the drip of the adjacent section.

19. Caulking

- 19.1 Install caulking in accordance with manufacturer's latest recommendations and guidelines.
- 19.2 Provide foam backer rod for joints greater than 19mm wide and 25mm deep, prior to installing caulking compound.
- 19.3 Tool finish to satisfaction of Consultant.

20. Clean-up

- 20.1 Finished sheet metal flashing work shall be clean and left in neat, workmanlike condition. Adjoining materials shall be properly cleaned of all soil caused by this trade, debris/soil shall be removed from site to the satisfaction of the Consultant.

END OF SECTION

SECTION 079200
JOINT SEALANT

PART 1 – GENERAL

1. Related Sections
 - 1.1 General Requirements – Section 010050
 - 1.2 Safety Requirements – Section 013529
 - 1.3 Structure Demolition – Section 024116
 - 1.4 Preformed Metal Cladding – Section 074650
 - 1.5 Modified Bitumen Membrane Roofing – Section 075200
 - 1.6 Sheet Metal Flashing – Section 076200
 - 1.7 Electrical and Mechanical Requirements – Section 255200
2. References
 - 2.1 ASTM C 920 Sealing Compound, Single Component Low VOC, moisture curing.
3. Delivery Storage & Handling
 - 3.1 Deliver and store materials in original wrapping and containers with manufacturer's seals and labels, intact. Protect from freezing, moisture and water.
4. Environmental & Safety Requirements
 - 4.1 Comply with requirements of Workplace Hazardous Materials information System (WHMIS) regarding use, Handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety Data sheets acceptable to Labour Canada.
 - 4.2 Conform to manufacturer's recommended temperatures, relative humidity, and substrate moisture content for application and curing of sealants including special conditions governing use.

PART 2 – PRODUCTS

5. Sealant Materials
 - 5.1 At reglets, metal flashings, mechanical penetrations and other locations: to ASTM C 920, single component, Low VOC, Moisture cured. Standard of Acceptance: Tuff-Stuff Garland Canada Inc. or approved equivalent.
6. Back-Up Materials
 - 6.1 Polyethylene, Urethane, Neoprene or Vinyl Foam.
 - 6.2 Extruded closed cell foam backer rod.
 - 6.3 Bond breaker tape.
 - 6.4 Polyethylene bond breaker tape which will not bond to sealant.
7. Joint Cleaner
 - 7.1 Non-corrosive and non-staining type, compatible with joint forming materials and sealant recommended by sealant manufacturer.
 - 7.2 Primer: as recommended by manufacturer.

PART 3 – EXECUTION

8. Preparation Of Joint Surfaces

- 8.1 Remove all existing sealant from reglets to be re-used.
- 8.2 Examine joint sized and conditions to establish correct depth to width relationship for installation of backup materials.
- 8.3 Clean bonding joint surfaces of harmful matter substances including dust, rust oil grease, and other matter which may impair work.
- 8.4 Do not apply sealants to joint surfaces treated with sealer, curing compound, water repellent, or other coatings unless tests have been performed to ensure compatibility of materials. Remove coatings as required.
- 8.5 Ensure joint surfaces are dry and frost free.
- 8.6 Prepare surfaces in accordance with manufacturer's directions.

9. Application-

9.1 Sealant:

- 9.1.1 Apply sealant in accordance with manufacturer's instructions.
- 9.1.2 Apply sealant in continuous beads.
- 9.1.3 Apply sealant using gun with proper size nozzle.
- 9.1.4 Use sufficient pressure to fill voids and joints solid.
- 9.1.5 Form surface of sealant with full bead, smooth, free from ridges, wrinkles, sags, air pockets, embedded impurities.
- 9.1.6 Tool exposed surfaces to give slightly concave shape.

9.2 Curing:

- 9.2.1 Cure sealants in accordance with sealant manufacturer's instructions.
- 9.2.2 Do not cover up sealants until proper curing has taken place.

9.3 Clean up:

- 9.3.1 Clean adjacent surfaces immediately and leave work neat and clean.
- 9.3.2 Remove excess and droppings, using recommended cleaners as work progresses.

END OF SECTION

Appendix C: Re-roofing Structural Review

File: 12543

April 17, 2026

Town of Perth
Perth and District Union Public Library
30 Herriott St.
Perth, ON K7H 1H9

Attention: Erika Heesen
ehesen@perthunionlibrary.ca

Dear Ma'am:

Re: Proposed Re-Roofing Structural Review
Perth and District Union Public Library
30 Herriott St.
Perth, ON

As requested, Eastern Engineering Group Inc. has reviewed the proposed re-roofing for the above-noted project. The purpose of our assessment was to assess the existing roofing composition and the proposed roofing composition and verify that the structural performance of the roof structure would not be negatively impacted.

The existing composition of roof area under review as determined with test cuts by our firm with approved roofing consultants during field investigation is:

Existing Roof Assembly

• 2" Gravel Surfacing	= 20 lb/sq.ft
• 3" XPS insulation	= 0.45 lb/sq.ft
• 3 layers glasfelt	= 0.3 lb/sq.ft
• Garlastic KM Plus	= 0.25 lb/sq.ft
• 8" No 14 heavy-duty W/ 3" plate	= 0.04 lb/sq.ft
• Existing OSB on Pan	
TOTAL	= 21.04 lb/sq.ft

The proposed new roofing installation would include the removal of the existing roofs elements, unless otherwise noted. The proposed roofing composition of roof is:

New Roof Assembly

• Stressply iV plus mineral membrane	= 1.67 lb/sq.ft
• Ultra Sheild Torch Base	= 0.76 lb/sq.ft
• ½" Protection Board	= 2.4 lb/sq.ft
• Insul Lock HR	= 0.04 lb/sq.ft
• 2% Tapered Insulation	= 0.2 lb/sq.ft
• Insul Lock HR	= 0.04 lb/sq.ft
• 6" Poly-iso insul	= 0.96 lb/sq.ft
• Insul Lock HR	= 0.04 lb/sq.ft
• 3 layers glasfelt (no Change)	=0.3lb/sq.ft
• Garlastic KM Plus (no Change)	=0.25 lb/sq.ft
• 8" No 14 heavy-duty W/ 3" plate(no Change)	=0.04 lb/sq.ft
• Existing OSB on Pan (no Change)	
TOTAL	= 6.7 lb/sq.ft

Based on our review above, we have determined that the proposed roofing project will not result in a net gain of dead load on the existing roofing structure area, and therefore there will not be a reduction in the structural performance of the existing roofing structure.

Please do not hesitate in contacting the undersigned if you have any questions.

Yours very truly

EASTERN ENGINEERING GROUP INC.



B.D. Campbell, P.Eng.

Appendix D: Roof Core Sampling and Asbestos Content Analysis

June 24, 2026

CM3 File: DPM4869

Perth & District Union Public Library

30 Herriott Street

Perth, ON

Attention: Erika Heesen, ehiesen@perthunionlibrary.ca

**Roof Core Sampling and Asbestos Content Analysis
Perth Library – 30 Herriott Street**

1 INTRODUCTION

CM3 Environmental Inc. (CM3) was requested by the Perth & District Library to conduct roof core sampling for asbestos content analysis from the main roof at the Perth & District Union Public Library located at 30 Herriott Street, in Perth, Ontario.

The sampling was completed to satisfy the requirements of Ontario Regulation 278/05 “Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations” made under the Ontario Occupational Health and Safety Act. All samples were submitted to Paracel Laboratories Ltd. (Paracel) of Ottawa, Ontario, for analysis on a regular turnaround basis. The presence of asbestos was assessed by laboratory analysis using Polarized Light Microscopy (PLM) with dispersion staining.

CM3 was on-site on June 16, 2026, to collect samples.

2 FINDINGS

Three roof core samples (RM-01A-C) were collected from the main flat roof scheduled for replacement and submitted for asbestos content analysis. No asbestos was detected in the samples analysed.

The laboratory certificate of analysis is attached at the end of the report.

3 CONCLUSION

There are no concerns with regards to asbestos in the roofing material. No further action is warranted at this time.

If you have any questions or concerns, please do not hesitate to contact the undersigned.

CM3 Environmental Inc.

5710 Akins Road Ottawa, Ontario, K2S 1B8

Respectfully submitted,

CM3 Environmental Inc.

Prepared by:

A handwritten signature in blue ink that reads "Gaurav".

Gaurav, B.Sc.
Environmental H&S Scientist

Reviewed by:

A handwritten signature in blue ink that reads "Dave Morroz".

Dave
Principal

Morroz,

C.E.T

APPENDIX A

LAB RESULTS

Roof Core Sampling and Asbestos Content Analysis

Perth Library

30 Herriott Street, Perth, ON

Perth & District Union Public Library

DPM4869

Certificate of Analysis

CM3 Environmental Inc. (Ottawa)

5710 Akins Road
Ottawa, ON K2S 1B8
Attn: Dave Morroz

Client PO: Perth Library - Roof Replacement
Project: DPM4869
Custody:

Report Date: 22-Jun-2026
Order Date: 16-Jun-2026

Order #: 2625165

This Certificate of Analysis contains analytical data applicable to the following samples as submitted :

Paracel ID	Client ID
2625165-01	RM-01A
2625165-02	RM-01B
2625165-03	RM-01C

Approved By:



Emma Diaz
Lab Manager

Any use of these results implies your agreement that our total liability in connection with this work, however arising, shall be limited to the amount paid by you for this work, and that our employees or agents shall not under any circumstances be liable to you in connection with this work.

Certificate of Analysis
Client: CM3 Environmental Inc. (Ottawa)

Client PO: Perth Library - Roof Replacement

Report Date: 22-Jun-2026

Order Date: 16-Jun-2026

Project Description: DPM4869

Asbestos, PLM Visual Estimation MDL - 0.5%

Parcel ID	Sample Date	Colour	Description	Asbestos Detected	Material Identification	% Content
2625165-01	16-Jun-26	Black	Roofing Material	No	Client ID: RM-01A	
					Material:	
					Cellulose	65
					MMVF	<MDL
2625165-02	16-Jun-26	Black	Roofing Material	No	Client ID: RM-01B	
					Material:	
					Cellulose	65
					MMVF	<MDL
2625165-03	16-Jun-26	Black	Roofing Material	No	Client ID: RM-01C	
					Material:	
					Cellulose	65
					MMVF	<MDL
					Non-Fibers	35

Total Analyses = 3

Analysis Summary Table

Analysis	Method Reference/Description	Lab Location	Lab Accreditation	Analysis Date
Asbestos, PLM Visual Estimation	EPA 600/R-93/116	2 - Ottawa West	CALA 1262	21-Jun-26

Ottawa West Lab: 25 Northside Rd, Unit C Nepean, Ontario K2H 8S1

Work Order Revisions | Comments

None

Certificate of Analysis

Client: CM3 Environmental Inc. (Ottawa)

Client PO: Perth Library - Roof Replacement

Report Date: 22-Jun-2026

Order Date: 16-Jun-2026

Project Description: DPM4869

Other Report Notes

Samples were analysed as received. Paracel is not responsible for inherent analytical limitations. Analytes in bold indicate asbestos mineral content. All samples where asbestos is detected below 1% include quantity verification with additional analysis steps including gravimetric reduction and/or point counting. Problem matrices, such as those high in cellulose and/or non-friable organically bound materials, routinely include additional gravimetric reduction to remove interfering fibers/binders. Content denoted as '<MDL' indicates trace asbestos was observed below the noted detection limit, but could not be accurately quantified. Content denoted as 'Present' indicates that only a qualitative analysis was possible as a consequence of the sample matrix. Sample collection according to the regulation/method recommendations is the responsibility of the client.

MMVF: Man Made Vitreous Fibers: Fiberglass, Mineral Wool, Rockwool, Glasswool



Client Name: CM3 Environmental	Project Reference: Perth Library - Roof Replacement
Contact Name: Dave, Grawan	Quote #: CM3 Rates
Address: 5710 Akins Road	PO #: DPM 4869
Telephone: 613-838-2323	Email Address: Dave + Grawan @cm3environmental.com

Turnaround Time:

☐ Immediate ☐ 1 Day -EOD
☐ 4 Hour ☐ 2 Day -EOD
☐ 24 Hour ☐ 3 Day -EOD
☒ Regular

Date Required:

ASBESTOS & MOLD ANALYSIS

Matrix: ☐ Air ☒ Bulk ☐ Tape Lift ☐ Swab ☐ Other **Regulatory Guideline:** ☒ ON ☐ QC ☐ AB ☐ SK ☐ Other:

Analyses: ☐ Microscopic Mold ☐ Culturable Mold ☐ Bacteria GRAM ☐ PCM Asbestos ☒ PLM Asbestos ☐ Chatfield Asbestos ☐ TEM Asbestos

Parcel Order Number: 2625165		Asbestos - Bulk		Sampling Date	Air Volume (L)	Analysis Required		
Sample ID		Materials to Be Analyzed * If Positive Stop requested, indicate if by Sample (SMP) or Material (MAT)					POS STOP SMP MAT	
1	RM-01A-C	Roofing Material		☒	☐	16/6/26	-	PLM
2				☐	☐			
3				☐	☐			
4				☐	☐			
5				☐	☐			
6				☐	☐			
7				☐	☐			
8				☐	☐			
9				☐	☐			
10				☐	☐			

* If left blank, all lab identified distinct materials in each sample will be analyzed and reported separately, as per EPA 600/R-93/116. Additional charges will apply.

Multi-layered roofing and manufactured building materials will be analyzed as one sample, unless otherwise requested by client.

Submitting adequate sample volume is the responsibility of the client. Refer to the reverse of this CoC for recommended sample volumes. Signing this CoC authorizes Paracel to complete the analysis on the sample as submitted.

Comments: **Do not analyze the blue colour foam Insulation**

Method of Delivery: **Walkin**

Unless otherwise negotiated by the parties, by signing Paracel's Chain of Custody form, you are agreeing to Paracel Laboratories Terms and Conditions and are subject to the terms and conditions thereof. Available at www.paracellabs.com

Relinquished By (Sign): Grawan	Received at Depot:	Received at Lab: 1208	Verified By: [Signature]
Relinquished By (Print): Grawan		Date/Time: June 16/26	Date/Time: June 16/26 12:29