

**THE TOWNSHIP OF TARBUTT
MACLENNAN COMMUNITY HALL
Request for Proposals (RFP)
Roof Replacement and Solar Panel Removal/Reinstallation
762 MacLennan Road**

1. Invitation

The Township of Tarbutt invites qualified general contractors to submit proposals for the removal and replacement of the metal roof, removal and reinstallation of existing solar panels, and commissioning of the solar panel system at the MacLennan Community Hall on MacLennan Road.

The objective of this project is to replace the metal roof while preserving and restoring operation of the existing solar photovoltaic system.

2. Project Overview

The successful contractor will provide all labour, equipment, safety gear, materials, permits, supervision, and related services required to:

- Apply for Building Permit with adequate drawings and supporting documents
- Safely remove and store existing solar panel system
- Inspect roof deck and structural components
- Remove and dispose of existing roofing materials (arrange through Township)
- Supply and install new roofing system
- Reinstallation of solar panels and mounting hardware
- Test, troubleshoot and recommission solar energy system
- Site clean up

Project location: 762 MacLennan Road in The Township of Tarbutt (north of Hwy. 17)

3. Scope of Work – Two Phases

Roof mounted solar panels installed at the Hall in 2015 are currently in excellent working order. The metal roof pre-dates the installation of the solar panels.

Phase I - Solar System Work

The contractor shall:

- Coordinate the safe disconnection of the PV solar system
- Remove solar modules, mounting hardware, and related fixtures and equipment
- Protect equipment from damage during removal and storage
- Reinstall complete system after roof replacement
- Reconnect and test system, providing documentation verifying functionality
- Confirm system operational performance after commissioning

Phase II - Roof Work

The contractor shall:

- Remove existing roofing materials
- Inspect insulation, trusses, sheathing and underlying layers or base materials
- Identify any required repairs or replacement recommended
- Replace damaged sheathing as required
- Remove old insulation and install new blown in insulation (R60) throughout
- Install underlay, flashing, vents, and new roofing materials
- Roof shall be black, standard 29 gauge galvalume steel roofing
- Replace three turbine vents with adjustable sloped roof vents
- Install ice guard over rear entrance door and A/C Unit
- Contact Chief Building Official as required to ensure roof meets applicable building code requirements
- Site cleanup including any nails, fragments and debris prior to final inspection
- All waste material will be separated for proper disposal at landfill site
- Provide all warranties

4. Contractor Qualifications

Proponents and their subcontractors must demonstrate:

- Experience in commercial/institutional roofing projects
- Experience removing and/or installing solar PV systems
- Appropriate licensing and certifications
- WSIB / workplace safety compliance
- Liability insurance naming The Township of Tarbutt as third party insured and covering solar panels
- Bidders must provide a minimum of three comparable project references

5. Proposal Requirements

Bids must be submitted on the attached Bid Submission Form along with a description of the proposed work, certification of persons handling solar panels, specifications of roofing materials, product warranties, anticipated start date and a safety plan. WSIB clearance and Insurance Certificate will be required before the work begins.

6. Pricing

Bidders will provide detailed pricing for:

- Solar panel removal
- Roof replacement (including labour and materials)
- Solar panel reinstallation
- Contingency repairs to panels, materials, subroof
- Applicable taxes

7. Site Visit

A mandatory site visit will take place on Monday, June 15 at 9:00 am to review scope of work, existing structure and assess the condition of the sheathing, insulation, vapour barrier, trusses and overall condition prior to submission. Failure to attend a site visit will disqualify bidders.

8. Timeline

Activity	Date
RFP issued	Friday, June 5, 2026
Site visit	Monday, June 15, 2026 at 9:00 am
Proposal closing	Monday, June 29, 2026 at 3:00 pm
Award	Tuesday, June 30, 2026 at 10:00 am
Project start	As early as possible
Completion	Must be completed by October 1, 2026

The start date will be at the discretion of the successful bidder; however, the hall is used weekly by regular renters and disruption to weekly events must be kept at a minimum. Failure to complete the project by the specified date will result in daily penalties.

9. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications — 25%
- Project methodology — 15%
- Pricing — 30%
- Schedule — 20%
- References — 10%

The municipality reserves the right to accept or reject any or all proposals.

10. Changes in the Work

Prior to commencing any additional Work, the Contractor shall prepare and submit a detailed quotation for any additional work to be approved by the Township. Costs not shown on the quotation are not eligible for payment.

11. Deficiencies upon completion of the Work

If the Township or the Contractor has determined that there are items of deficient Work, then an amount of money based on a valuation of the cost to correct the deficiencies and additional expenses incurred with such deficient Work will be retained to satisfy the completion of the Work so defined, until it has been completed to the satisfaction of the Township.

12. Submission Instructions

Proposals must be submitted on the required documents, attached, in a sealed envelope to:

Attention: MacLennan Hall Roof RFP

Carol O. Trainor, CAO/Clerk
The Township of Tarbutt
27 Barr Road South
Desbarats, ON P0R 1E0

All submissions must be received by Monday, June 29, 2026 at 3:00 pm.

Sealed bids will be open at 9:30 am on Tuesday, June 30, 2026 at the Township Office. Late submissions and electronic copies will not be accepted.

10. Terms

The owner reserves the right to:

- Reject any or all proposals
- Cancel or amend the RFP
- Request clarification on any matter
- Negotiate scope with selected proponent
- Reject a proposal if scope of work, schedule or pricing is not clearly defined.

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THE TOWNSHIP OF TARBUTT
BID SUBMISSION INSTRUCTIONS

1. A site inspection must be conducted prior to submitting your proposal.
2. The lowest, or any bid, may not be accepted. The municipality reserves the right to accept or reject any or all proposals.
3. The successful bidder is to provide proof of WSIB and valid liability insurance naming the Township as third party insured before work begins.
4. All information provided by a proponent in response to this RFP must contain sufficient detail to support the work being proposed.
5. The detail and clarity of the proponent's submission will be considered indicative of their expertise and competence to satisfactorily complete the proposed project.
6. The attached Bid Form must be provided as part of your response.
7. The successful bidder shall supply all permits, labour, materials and equipment necessary to complete the work in a satisfactory, professional and timely manner.
8. The work is to be completed using the most efficient methods available. Anticipated start and completion dates are to be included in your submission.
9. The municipality reserves the right to request proponents to clarify information provided or to address specific requirements not adequately covered in their submission.
10. All material and work shall be of the highest grade. Any improper or faulty material or workmanship entering into the project shall be removed and repaired or replaced by the contractor immediately upon discovery or notice by the owner.
11. Please provide detailed specifications of the materials recommended.
12. All work and materials, including solar panel connections shall come with a minimum one year warranty (specify).

COMPLETION DATE

Work must be completed by: October 1, 2026.

CLOSING DATE AND TIMING

The closing date for proposals is Monday, June 29, 2026 at 3:00 pm.

Only original signed documents will be accepted. E-mailed or faxed bids will not be accepted.

Please provide a separate page describing the proposed scope of work, certification of persons handling solar panels, specifications of roofing materials, product warranties, anticipated start date, and a safety plan.

Sealed envelopes may be submitted to the Township Office at 27 Barr Road S., Desbarats between the hours of 9:00 am and 4:00 pm, or left in the mail slot if the office is closed. Please phone or e-mail to ensure that your bid has been received.

Hardcopy submissions to be clearly marked as "MacLennan Hall Roof RFP", sealed, and addressed to:

Carol O. Trainor, CAO/Clerk
The Township of Tarbutt
27 Barr Road S.
Desbarats, ON
P0R 1E0

Price(s) to remain FIRM for the contract period and must be open to acceptance by the municipality for a period of 30 days after the closing date.

Any questions regarding this Request for Proposal shall be directed to The Township of Tarbutt Administration Office. Telephone 705-782-6776, or by email at clerk@tarbutt.ca.

THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL.

Site Inspection conducted on _____ (date)

Start date: _____ Completion Date: _____

Warranty: Materials and supplies _____

Labour (including solar/electrical): _____

Solar System (Phase I) \$ _____

Roofing (Phase II): \$ _____

Labour: \$ _____

Other: \$ _____

Total Quotation before taxes: \$ _____

The name, email and phone number of the proponent firm and its principal contact person:

NAME OF FIRM: _____

PRINCIPAL CONTACT: _____

EMAIL: _____

Phone # _____ Cell/alternate # _____

I, _____, do solemnly attest that I have the authority to bind the corporation and that I will be responsible for any and all assertions made herein.

Authorized Signature: _____ Date: _____

Print Name: _____

MACLENNAN HALL, TARBUTT TOWNSHIP
 762 MACLENNAN ROAD NORTH
 DESBARATS, ONTARIO



1:128

Maps are provided as a courtesy only and the Tarbutt Township makes no warranties as to the accuracy of this information. This map is not intended to be used for conveyance, authoritative definition of the legal boundary, or property title. This is not a survey product.



