Request for Proposals

For

Multiple Roof Replacements

Request for Proposals No.: **26-00343**

Issued: **Monday November 09, 2026**

Pre-Bid / Site Meeting: Tuesday November 17, 2026 1:30 PM **CST Saskatchewan**

Submission Deadline**: Tuesday December 08, 2026 02:00:00 PM CST Saskatchewan**

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS 3
1.1 Invitation to Proponents 3
1.2 RFP Contact 3
1.3 Type of Contract for Deliverables 4
1.4 RFP Timetable 4
1.5 Submission of Proposals 4
PART 2 – EVALUATION, NEGOTIATION AND AWARD 6
2.1 Stages of Evaluation and Negotiation 6
2.2 Stage I – Mandatory Submission Requirements 6
2.3 Stage II – Evaluation 6
2.4 Stage III – Pricing 6
2.5 Stage IV – Ranking and Contract Negotiations 6
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS 8
3.1 General Information and Instructions 8
3.2 Communication after Issuance of RFP 9
3.3 Notification and Debriefing 9
3.4 Conflict of Interest and Prohibited Conduct 10
3.5 Confidential Information 12
3.6 Procurement Process Non-Binding 13
3.7 Governing Law and Interpretation 13
APPENDIX A – FORM OF AGREEMENT 15
APPENDIX B – SUBMISSION FORM 16
APPENDIX C – PRICING 19
APPENDIX D – RFP PARTICULARS 20
A. THE DELIVERABLES 20
B. MATERIAL DISCLOSURES 20
C. MANDATORY SUBMISSION REQUIREMENTS 22
D. MANDATORY TECHNICAL REQUIREMENTS 23
E. PRE-CONDITIONS OF AWARD 23
F. RATED CRITERIA 24

ANNEX A – FORM OF AGREEMENT - CCDC 2 STIPULATED PRICE CONTRACT

ANNEX B – PRICING FORM

ANNEX C – CONSENT OF SURETY

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the "RFP") is an invitation by the City of Regina (the "City") to prospective proponents to submit proposals for **Multiple Roof Replacements** as further described in Section A of the RFP Particulars (Appendix D) (the "Deliverables").

Project Description

The City of Regina (City) requires a qualified roofing contractor to provide construction services at the following facilities:

- District #3 Parks Sub Depot, and
- Windsor Park Maintenance Sub Depot.

The scope of work includes, but is not limited to:

- Roof – replacement of metal roof with new standing seam metal roof; and
- Metal & Accessories – new flashings, gutters, downspouts, splashpads, and snow fence.

Construction is expected to commence in the spring of 2027.

Background

The Windsor Park Maintenance Depot is located at 3800 Cumberland Road East, Regina, Saskatchewan. The single-story facility was built in 2005. The facility has an approximate area of 1,033 square feet and is occupied by offices and a maintenance shop. The roof is protected with corrugated metal panels on what is assumed to be plywood sheathing on a wood frame roof. The interior ceiling is finished with painted plywood. The metal roof is approximately 1,400 square feet. The roof has begun to exhibit signs of deterioration. The metal panels are in overall poor condition, there are improper and failed flashings, and metal panels are dented, cracked and the finish is deteriorating.

The Parks Maintenance Depot No. 3 South West Building is located at 4445 13th Avenue in Regina, Saskatchewan. It is a one level facility built in 1995 and reportedly covering an area of 3,714 square feet. The building has interior office and maintenance space. The roof includes a pitched metal roof on a wood deck. Rainwater drainage is via gutters and downspouts. The ceiling finishes are painted gypsum board. The metal roof is approximately 5,125 square feet. The roof panels are scratched, and many fasteners are loose or backed out. The gutters are filled with organic debris and most flashings and terminations are deteriorated.

1.2 RFP Contact

For the purposes of this procurement process, the "RFP Contact" will be:

Kiran Panikar, SCMP
Senior Purchasing Agent
City of Regina, Procurement Branch

Email: procurement@regina.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the City, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the City for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the City and the selected proponent. It is the City's intention to enter into an agreement with only one (1) legal entity.

1.4 RFP Timetable

The following RFP timetable is based on the best available information and will govern the process unless amended by the City:

Issue Date of RFP	Monday November 09, 2026
Pre-Bid / Site Meeting	Tuesday November 17, 2026 1:30 PM CST
Deadline for Submitting Alternates	Monday November 30, 2026
Deadline for Questions	Monday November 30, 2026
Deadline for Approval of Alternates	Thursday December 03, 2026
Deadline for Issuing Addenda	Thursday December 03, 2026
Submission Deadline	Tuesday December 08, 2026 02:00:00 PM CST
Submission Deadline for Alternates	Tuesday December 08, 2026 02:00:00 PM CST
Rectification Period	3 business days
Anticipated Ranking of Proponents	Wednesday December 23, 2026
Contract Negotiation Period	14 business days
Anticipated Execution of Agreement	Friday January 22, 2027

The RFP timetable is tentative only, and may be changed by the City at any time. For greater clarity, business days means all days that the City is open for business.

Pre-Bid Meeting/ Site Meeting
There will be an information session regarding this competition on Tuesday November 17, 2026 at 1:30 p.m., C.S.T. (SK) for any interested proponents to attend. The session will take place at District#3 The Parks Maintenance Depot, located at 4445 13th Avenue in Regina, Saskatchewan.

A site meeting is not planned for Windsor Park Maintenance Depot.

Note: Personal Protective Equipment (PPE) is not required for attendance.

1.5 Submission of Proposals

1.5.1 Proposals to be Submitted at Prescribed Location

Proposals must be submitted by email to:

Kiran Panikar, SCMP
Senior Purchasing Agent
City of Regina, Procurement Branch
Email: procurement@regina.ca

1.5.2 Proposals to be Submitted on Time

Proposals must be received on or before the Submission Deadline set out in the RFP Timetable.

An email submission is deemed to be received when it is capable of being retrieved by the recipient (arrives in the mailbox). Emailed submissions that arrive late to the email inbox will not be considered, regardless of the reason, and suppliers will not have the option to resubmit after the closing date and time.

Sending large documents via email may take significant time, depending on the file size and internet connection speed. It is strongly recommended that proponents allow sufficient time of at least one (1) hour before the Submission Deadline to send documents.

1.5.3 Proposals to be Submitted in Prescribed Format

Proponents should submit one (1) electronic copy. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent.

Submissions will be allowed via SharePoint or other secure file sharing service on the condition the date and time of the email granting access was provided to the person noted in section 1.2 RFP Contact on or before the Submission Deadline set out in the RFP Timetable. Data on SharePoint or other secure file sharing service will only be reviewed on the condition that the data was loaded on or before the Submission Deadline set out in the RFP Timetable. Any data loaded on to SharePoint or other secure file sharing service will not be viewed if time stamp of data is after the Submission Deadline.

1.5.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment via an email prominently marked with the RFP title and number and the full legal name and return address of the proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.5.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. The City is under no obligation to return withdrawn proposals.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The City will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the City will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the City issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The City will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Questions or queries on the part of the City as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.2 Rated Criteria

The City will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix D).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the City. In the event of a tie, the selected proponent will be the proponent with the lowest price.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the

part of the City or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the City and the selected proponent. Negotiations may include requests by the City for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the City for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The City intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the City invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the City may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the City elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 References and Past Performance

In the evaluation process, the City may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with the City or other institutions.

3.1.5 Information in RFP Only an Estimate

The City and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the City

The City will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The City makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The City is under no obligation to provide additional information, and the City is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The City is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the City determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the City may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the City may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The City may revisit, re-evaluate and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the City and a proponent, the other proponents may be notified directly in writing and will be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification.

3.3.3 Procurement Protest Procedure

Within sixty (60) days from notification of the outcome of the procurement process, if a proponent wishes to challenge the RFP process, after attending a debriefing with the City, it should provide written notice to the RFP Contact in accordance with the City's procurement protest procedures and any applicable trade agreement or other applicable bid protest procedures. The notice must provide a detailed explanation of the proponent's concerns with the procurement process or its outcome.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

    (i) having, or having access to, confidential information of the City in the preparation of its proposal that is not available to other proponents;

    (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or

    (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or

(b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests

    (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or

    (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents must:

(a) avoid any Conflict of Interest in relation to the RFP;

(b) immediately disclose to the City any actual or potential Conflict of Interest that arises during the RFP process; and

(c) comply with any requirements prescribed by the City to resolve any Conflict of Interest.

If a proponent considers that a particular circumstance, situation, relationship or association does not create a Conflict of Interest and will not create a perception of Conflict of Interest, but is concerned that the City could arrive at a different conclusion, the proponent should fully disclose

the circumstances to the City at the earliest possible date, and request that the City provide an advance interpretation as to whether it creates a Conflict of Interest or a perception of Conflict of Interest. The City will provide confidential responses to such inquiries.

3.4.2 Ineligible Persons

The following individuals are not eligible to participate, either directly or indirectly, as a proponent or as a proponent's team member or subcontractor (the "Ineligible Persons"):

(a) any individual that is currently employed by the City or that was formerly employed by the City any time within 12 months preceding the Submission Deadline; or

(b) any member of City Council or any closely connected person (as defined and applied in section 114 of *The Cities Act* (Saskatchewan)).

Proponents must disclose if any of their proposed or intended team members or subcontractors are associated with any Ineligible Person. The City may, in its sole discretion determine that the association constitutes a potential or perceived Conflict of Interest and the City may, in its sole discretion:

(a) prohibit the participation of the associated entity; or

(b) disqualify the proponent in accordance with section 3.4.2 below; or,

(c) prescribe requirements to resolve the Conflict of Interest and allow the participation of the associated entity.

3.4.3 Disqualification for Conflict of Interest

The City may disqualify a proponent where any conduct, circumstance, situation, relationship or association is determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest and:

(a) the proponent has failed to disclose the Conflict of Interest;

(b) the proponent or any of its team members or subcontractors fails to comply with any requirements prescribed by the City to resolve a Conflict of Interest; or

(c) the City determines, in its sole discretion, that the Conflict of Interest issue cannot be resolved.

3.4.4 Disqualification for Prohibited Conduct

The City may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the City determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.5 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.6 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.7 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.8 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the City; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.9 Past Performance or Past Conduct

The City may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

(a) illegal or unethical conduct as described above;

(b) the refusal of the supplier to honour its submitted pricing or other commitments; or

(c) any conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the City

All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP

(a) is the sole property of the City and must be treated as confidential;

(b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;

(c) must not be disclosed without prior written authorization from the City; and

(d) must be returned by the proponent to the City immediately upon the request of the City.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. The City is subject to *The Local Authority Freedom of Information and Protection of Privacy Act*. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the City to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

(a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and

(b) neither the proponent nor the City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the City by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the City to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The City may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

(a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);

(b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and

(c) are to be governed by and construed in accordance with the laws of the province of Saskatchewan and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

See Annex A – Form of Agreement - CCDC 2 STIPULATED PRICE CONTRACT

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the City and the proponent unless and until the City and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the City prior to the Deadline for Issuing Addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

Proponents must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the City within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- ❑ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the advisers retained by the City to advise or assist with the RFP process, including with respect to the evaluation this proposal.

Signature of Witness	Signature of Proponent Representative
Name of Witness	Name of Proponent Representative
	Title of Proponent Representative
	Date

I have the authority to bind the proponent.

APPENDIX C – PRICING

1. Instructions on How to Provide Pricing

(a) Proponents should provide the information requested under section 3 below ("Required Pricing Information") by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.

(b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.

(c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth 60 points of the total score.

The contract shall be awarded based on the City's determination of the proposal that represents the best value to the City, taking into consideration price and any other evaluation criteria identified in the solicitation documents.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

lowest price ÷ proponent's price × weighting = proponent's pricing points

3. Required Pricing Information

See Annex B – Pricing Form

- Section 00 41 13 – Bid Form CCDC2

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

The general scope of work may include, but is not limited to the following:

- Complete removal and disposal of the existing deteriorated metal roofing systems at the Windsor Park Maintenance Depot and Parks Maintenance Depot No. 3 South West Building.
- Supply and installation of new standing seam metal roofing systems on approximately **1,400 sq. ft.** at the Windsor Park Maintenance Depot and **5,125 sq. ft.** at the Parks Maintenance Depot No. 3 South West Building.
- Replacement of all associated roofing components including flashings, trim, roof penetrations, terminations, and weatherproofing details to ensure a fully functional and watertight roofing assembly.
- Supply and installation of new drainage components, including gutters, downspouts, and splash pads, to improve stormwater management and building protection.
- Supply and installation of snow retention systems (snow fences) and other required metal accessories in accordance with project specifications and drawings.
- Inspection of existing roof substrates and supporting components, with minor repairs as required to facilitate the installation of the new roofing systems.
- Removal of debris, loose fasteners, deteriorated flashings, and other roofing deficiencies identified during construction.
- Provision of all labour, materials, equipment, supervision, permits, safety measures, site protection, and quality control activities necessary to complete the work in accordance with City requirements, applicable codes, and industry standards.
- Coordination of construction activities to minimize disruption to ongoing operations at both facilities and maintain safe access for City personnel.
- Implementation of waste management and site housekeeping practices, including the proper disposal and recycling of construction materials where applicable.
- Submission of all closeout documentation, including warranties, maintenance recommendations, as-built information, inspection records, and project completion documentation.

For more detailed scope of work and payment terms refer to Section 01 11 00 - Summary of Work and Section 01 29 00 Payment Procedures in Annex A – Form of Agreement.

Scope of work and the technical specifications are also detailed in the project drawings and the specifications included within the Form of Agreement in Annex A.

B. MATERIAL DISCLOSURES

<u>Scheduling and Phasing</u>

- The Parks Department will continue to operate from both the Windsor Park Maintenance Depot and Parks Maintenance Depot No. 3 South West Building throughout the construction period. The Contractor shall coordinate all work activities to minimize disruption to facility operations and maintain safe access for City staff, visitors, vehicles, and equipment.

- Construction scheduling and phasing shall account for operational requirements, site access limitations, weather conditions, and material procurement timelines to ensure successful project delivery.

Examination and Site Investigation

- Proponents are responsible for attending the scheduled Pre-Bid/Site Meeting and becoming fully familiar with the nature of the work, site conditions, access restrictions, local weather conditions, and all factors that may affect the execution of the work.
- No claims for additional compensation, schedule extensions, or relief from contractual obligations arising from a lack of site investigation, misunderstanding of site conditions, or failure to examine the contract documents will be accepted after bid submission.
- Any discrepancies, omissions, ambiguities, or uncertainties identified within the solicitation or contract documents must be promptly communicated to the City prior to bid submission.

Alternate Products

- Some sections in **Annex A – Form of Agreement** may identify acceptable products by name, manufacturer, standard, or model number. Proponents may submit requests for the use of alternate products in accordance with the requirements set out in the RFP.
- Applications for approval of alternate products must be submitted by the product manufacturer or authorized representative to the City not less than seven (7) days prior to the proposal submission deadline, unless otherwise specified. Applications received after this deadline will not be considered.
- A separate application is required for each alternate product proposed. Applications must clearly reference the applicable specification section in **Annex A – Form of Agreement** and include complete specifications, supporting documentation, and applicable drawings describing the alternate product. Catalogue pages alone are not acceptable and may be rejected without review.
- The City reserves the right to accept or reject any proposed alternate product. Products specified in **Annex A – Form of Agreement** by brand name, standard, figure number, or model number are considered acceptable and require no further approval.
- Any alternate product approved by the City during the procurement process will be communicated through an official addendum and will be deemed acceptable for inclusion in the Work.

Existing Roof Conditions

- The existing roofing systems at both facilities exhibit signs of deterioration, including damaged roof panels, deteriorated finishes, failed flashings, loose or backed-out fasteners, and drainage-related deficiencies. Addressing these roofing and drainage issues through the proposed replacement work will improve building protection and extend the overall service life of both facilities.
- The condition of the underlying roof deck and supporting components is based on visual observations and available information only. Removal of existing roofing materials may reveal concealed deterioration, rot, moisture damage, or other deficiencies within the roof

deck and supporting structure that are not currently visible and may require additional remediation during construction.

- Any concealed conditions discovered during demolition and roof replacement activities shall be assessed and addressed in accordance with the contract requirements and applicable change management procedures.

Proponents Responsibility for Assessing Local Conditions

Proponents are responsible to visit the site(s) of the proposed work and ensure they are aware of all local conditions, including Regina's weather conditions, and ensure allowances in their proposals for conditions and limitations as they affect the carrying out of the services. The Proponents failure to make all necessary examinations will not be accepted as a basis for any claims for extra compensation, extension of time or relieve the Proponent of any of their obligations to carry out the provisions of the Agreement.

Innovation

The City encourages proponents to identify any value-added services that may be provided or in addition to their own standard business practices that would complement the City's requirements under this NRFP. Proponents are encouraged to provide details of any innovative ideas, suggestions, recommendations, creative ideas, or opportunities for improvement that would enhance the required services.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Other Mandatory Submission Requirements

Consent of Surety

Each bid shall be accompanied by a consent of surety. An electronic copy must be provided with the bid submission.

The Surety Company must be authorized to issue surety bonds in the Province of Saskatchewan. The Surety Company is subject to the approval of the City Solicitor. The consent of surety must state that the Surety Company will furnish a performance bond and a labour and materials payment bond each in the amount of 50% of the total price of the project including applicable taxes if the contract is awarded to the proponent.

Included as Annex D to this RFP is an example of a consent of surety. The proponent must supply a consent of surety in a similar form or in a form containing the same or more stringent obligation on the part of the Surety Company and proponent and acceptable to the City.

D. MANDATORY TECHNICAL REQUIREMENTS

The proponents shall provide the following information in their proposals regarding warranty. Any proposal that does not provide enough information to verify the following will be rejected and receive no further consideration.

CRCA Warranty

- The Proponent must be qualified and eligible to provide a Canadian Roofing Contractors Association (CRCA) Roofing Warranty for the completed roof.
- The Proponent must submit a current CRCA Letter of Good Standing with its bid submission.

E. PRE-CONDITIONS OF AWARD

Labour and Materials Payment Bond

It is a requirement of this solicitation document that the selected proponent must provide a labour and materials bond in an amount equal to 50% of the awarded total tender price including taxes.

The Surety Company must be authorized to issue Surety Bonds in the Province of Saskatchewan. The Surety Company is subject to the approval of the City Solicitor.

An example of a labour and materials bond is included as Section 00 61 13.16 of the Form of Agreement attached to this NRFP as Annex A. The bidder must supply a bond in a similar form or in a form containing the same or more stringent obligation on the part of the surety company and bidder and acceptable to the City.

Performance Bond

It is a requirement of this solicitation document that the selected proponent must provide a performance bond in an amount equal to 50% of the awarded total tender price including taxes.

The Surety Company must be authorized to issue Surety Bonds in the Province of Saskatchewan. The Surety Company is subject to the approval of the City Solicitor.

An example of a Performance Bond is included as Section 00 61 13.13 of the Form of Agreement attached to this RFP as Annex A. The bidder must supply a bond in a similar form or in a form containing the same or more stringent obligation on the part of the surety company and bidder and acceptable to the City.

Certificate of Insurance

The successful proponent shall furnish documentary evidence, satisfactory to the City Solicitor,of the Liability Insurance requirements as stated in Section 00 73 16 of the Form of Agreement attached to this solicitation document as Annex A.

WCB Certificate

The successful proponent shall furnish documentary evidence satisfactory to the City verifying their good standing with the Workers Compensation Board as prescribed in Sections 00 45 26 of the Terms and Conditions attached to this NRFP as Annex A.

F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

#	Category	Weighting (%)	Threshold
1	Pricing	60	N/A
2	Sustainability and Community Benefit/Indigenous Participation	15	N/A
3	Experience and References	10	6
4	Schedule and Safety	15	7
Total Points		100	N/A

1. Pricing

See Appendix C - Pricing

2. Sustainability and Community Benefit/Indigenous Participation

Indigenous Participation (10%)

The 2026 update to the *Indigenous Procurement Policy* (Policy) reflects the City of Regina's (City) ongoing commitment to fostering economic reconciliation, promoting inclusivity, and supporting Indigenous business development.

The proponent must demonstrate how they align with the City's Indigenous Procurement Policy, including Indigenous ownership, partnerships to build capacity, and responsibility toward Truth and Reconciliation Call to Action 92.

Please provide information in your submission regarding First Nations and Métis participation using the following as a guide. The responses provided will be used to assess how your organization supports economic reconciliation, fosters Indigenous partnerships, and contributes to the long-term sustainability of Indigenous businesses and communities.

Indigenous Ownership:

1.1 Is the company or organization Indigenous owned? YES __ NO __

1.2 If Indigenous owned, what is the percentage? _____%

1.3 Is the Indigenous company or organization;

- Indigenous Community Owned business,
- Privately Owned business or
- Shareholder Owned business?

1.4 If the business is Indigenous Community owned, what is the percentage of Indigenous ownership? _____%

1.5 What is the name of the Indigenous Community? _____

1.6 If the business has Indigenous Shareholders, what is the percentage of Indigenous ownership? _____%

1.7 What is the name of the Indigenous Shareholder? _____

Please provide details

Governance Participation:

2.1 Does the company or organization have a Board of Directors? YES __ NO __

2.2 What is the total number of positions on your company's Board of Directors? _____

2.3 What is the number of Indigenous Directors on your company's board? _____

Goods and Services Participation:

3.1 Does your company or organization purchase goods and/or services from Indigenous businesses? YES __ NO __

3.2 What is the total annual actual spend on Indigenous goods and services purchased? $_____

GOODS Indigenous $_____ SERVICES Indigenous $_____

Note: Please list the names of the Indigenous subcontractors procured.

Human Resources Participation:

4.1 Does the company or organization employ Indigenous people? YES __ NO __

4.2 Does your company have a volunteer self declaration form or process to track Indigenous employment metrics? YES __ NO __

4.2.1 If yes, please provide a copy of your company's self declaration form in your response.

4.3 What is the total number of employees that are employed by your company? _____

4.4 What is the percentage of Indigenous employees that have self declared as Indigenous? _____ %

4.5 Please indicate what percentage of management are Indigenous Employees?

- Senior Leadership Employees _____ %
- Middle Manager Employees _____ %
- 1st level Management Employee _____%
- Employee _____ %

Please provide details.

Community Support

5.1 Does your company provide Donations, Sponsorships, or Scholarships? YES __ NO __

5.1.1 What is the total annual amount of spend on Donation, Sponsorships & Scholarships? $_____.

5.1.2 What percentage of Donations are spent on Indigenous Donations? _____% Please provide details below.

5.1.3 What percentage of Sponsorships are spent on Indigenous Sponsorships? _____%. Please provide details below.

5.1.4 What percentage of Indigenous Scholarships? _____%. Please provide details below.

Please indicate how your company has contributed to Indigenous Community Support. Please list the First Nation/Metis/Inuit Communities Supported.

Education and Training:

6.1 Does your company undertake skilled trades apprentice training? YES __ NO __

6.2 If "YES" what is the total number of employees currently participating in skilled trade apprentice training? _____

6.3 What is the percentage of Indigenous Employees currently participating in your company's skilled trades apprentices training. _____ %

Additional Information:

7.1 Has the Company incurred additional costs when employing Indigenous workers? YES __ NO __

Please provide details as to what contributes to the additional costs?

Note: Please be aware the City of Regina reserves the right to validate the above provided information.

Environmental Mitigation (2.5%):

The proponent must describe the organization's environmental sustainability practices and provide supporting documentation. The response should address specific efforts made to minimize environmental impact and promote eco-conscious operations.

Please include details on the following:

- **Environmental Policies**: Describe any environmental or sustainability policies your organization has in place to monitor, manage, and improve sustainability performance.

- **Waste Reduction**: Outline the steps your organization takes to actively reduce waste, including initiatives focused on recycling, reusing materials, composting, and minimizing landfill contributions.
- **Sustainable Packaging**: Identify the types of packaging or shipping materials used, and explain how these materials align with recognized environmental best practices.
- **Energy Efficiency**: Explain the strategies implemented to enhance energy efficiency, such as the use of renewable energy sources, energy conservation practices, or environmentally responsible infrastructure.
- **GHG Emissions and Air Quality**: Detail any measures taken to reduce greenhouse gas emissions and air pollution, including the adoption of energy-efficient equipment, low-emission vehicles, or pollution control technologies.

Supporting documentation may include: sustainability reports, environmental policy statements, certifications (e.g., ISO 14001), or internal program summaries.

Social and Economic Values (2.5%)

The proponent must describe the organization's commitment to social responsibility, including diversity, inclusion, accessibility, and support for community-based initiatives. Responses should be supported with relevant documentation.

Please address the following points:

- **Workplace Health and Safety**: Describe your organization's approach to ensuring the health, safety, and well-being of employees and contractors, including safety policies, training, or wellness programs.
- **Diversity, Inclusion, and Accessibility**: Outline the policies and practices your organization has in place to promote diversity, equity, inclusion, and accessibility in the workplace.
- **Training and Development**: Explain how your organization supports the professional growth of underrepresented or diverse groups through training, mentorship, or leadership development programs.
- **Community and Educational Engagement**: Describe any partnerships or collaborations with local schools, colleges, or universities to support education, curriculum development, internships, or workforce integration for diverse populations.
- **Retention and Inclusivity Strategies**: Detail any initiatives or policies aimed at retaining a diverse workforce and fostering an inclusive organizational culture.
- **Local Community Involvement**: Provide examples of how your organization supports local causes through volunteer efforts, charitable donations, sponsorships, or involvement in cultural or community services.

Supporting documentation may include: diversity policy statements, training program outlines, community engagement records, or health and safety certifications.

3. Experience and References

Provide an overview of relevant project experience, as demonstrated by past project history. Provide at least three (3) projects that have been completed in the last ten (10) years that are similar to this project. Projects beyond 10 years or that are not relevant will not be considered. In addition, for each of the projects, provide the following details:

- Project name and location
- Year of completion
- Tendered price
- Client reference (client name, contact name, phone number, email)

The City reserves the right to check the references of any, and all, proponents at any time during the evaluation process at the City's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing a proponent's capacity and capability to provide the services as outlined in this RFP. The City may use its own experience with the proponent, through previous interactions, contracts or related to assess the proponent's past performance.

The City reserves the right to disqualify any proponent, whose references, in the opinion of the evaluation committee are found to be unsatisfactory.

Proponents may fill out the form in Section 00 43 29 – Reference, Schedule, Safety, Community Benefit & Sustainability Form to simplify this requirement.

4. Schedule & Safety

Schedule (10%)

Provide a detailed project schedule based on the work outlined in this RFP. Show the critical path and include estimates of start date, finish date, and duration for each major task:

- Describe any pre-work required, and include the dates for this work in the project schedule.
- Describe the project schedule and time control measures. Indicate any scheduling milestones, time constraints, and how they will be measured. Indicate what back-up measures will be used to recover schedule slippage and how they will be implemented.
- Based on the Site Plan and information provided in the RFP, describe how keeping the facilities operational will be accommodated.
- Indicate how progress will be measured and how schedule slippage will be identified.
- Contractor to indicate any lead items longer than 8 weeks in delivery.

The schedule must be in the form of a Gantt chart. An approved example has been provided in Annex A, Section 00 62 86 Work Plan Schedule.

Safety (5%)

Proponents may fill out the form in Section 00 43 29 – Reference, Schedule, Safety, Community Benefit & Sustainability Form in Annex A to simplify this requirement. Proponents may submit examples of safety and security policies and plans to supplement their submitted statistics.